

# COLOMA JUNIOR HIGH SCHOOL STUDENT HANDBOOK 2026-27

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## Chapter 1 Introductory Information and General Notices

### VISION:

***Inspire to Achieve-Empower for Success***

### Mission:

**We will inspire all students to achieve at high levels and empower them for future success.**

### COLOMA HIGH SCHOOL FIGHT SONG

Hail, O hail, O hail, Coloma, let your banners fling  
Hail, O hail, O hail, Coloma, let your voices ring  
Rah! Rah! Rah!  
Onward, onward, go down there fast,  
Onward, onward, fight to the last,  
Green and Gold our colors fly  
As we fight for Coloma High

**COLORS: Green and Gold**

**MASCOT: Comet**

### Introduction

Coloma Junior High School is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community—including students, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel) parents, and engaged service providers—must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. Those responsibilities include, but are not limited to, the following:

#### **Students (persons enrolled in grades K-12) have the responsibility to:**

- Take responsibility for your learning and recognize that it is a process.
- Attend school regularly, arrive on time, and be prepared to learn.
- Respect yourself and others in class, on school grounds, on buses, and at any school-related activity.
- Respect the rights and feelings of fellow students, parents, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), visitors, and guests.
- Work within the existing structure of the school to address concerns.
- Know and comply with school district rules and policies.
- Participate in your learning communities, including helping formulate rules and procedures in the school, engaging in school-related activities, and fostering a culture of respect for learning and for others.

**Parents have the responsibility to:**

- Take responsibility for your child(ren)'s development as learners by, as much as possible, providing a home environment suited for learning and developing good study habits.
- See that your child(ren) attends school regularly and on time.
- Provide for your child(ren)'s general health and welfare as much as possible.
- Teach and model respect for yourself, your child(ren), and all members of the school community.
- Support the school's efforts to provide a safe and orderly learning environment.
- Know and support the school and district rules and policies and work within the existing structure of the school to address concerns.
- Advocate for your child(ren) and take an active role in the school community.
- Attend your child(ren)'s parent/teacher conferences.

**Educators have the responsibility to:**

- Take responsibility for students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and discipline policies appropriate to their ages and levels of understanding.
- Model and provide a mutually respectful and accountable atmosphere for learning that includes all members of the school community.
- Cooperate and schedule conferences with students, parents, and other school personnel in an effort to understand and resolve academic and behavioral problems. Make every effort to accommodate families whose work schedules, access to transportation or distance from school limits their ability to meet or participate.
- Keep parents informed of their students' challenges, effort, and success.
- Encourage students to participate in classroom, extra-curricular, and other school-related activities.
- Know and enforce the rules and policies consistently, fairly, and equitably, developmental opportunities in the school.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. It defines behaviors that undermine the safety and learning opportunities for all members of the school community and favors actions that encourage positive consequences of student misconduct, school officials may use intervention strategies and/or disciplinary actions. Recognizing the importance of keeping students in school learning as much as possible, educators will consider the severity or repetition of misconduct, age and grade level of the student, circumstances surrounding the misconduct, impact of the student's misconduct on others in the school community, and any other relevant factors in determining how they will address misconduct.

Coloma Community Schools must balance the interests of students and the community in a safe and conducive educational environment with its duty to provide educational services to students who engage in misconduct or behaviors that interfere with the safety and the delivery of educational services. Board of Education policies addressing student misconduct and this Student Code of Conduct are intended to strike that balance. However, these documents do not limit the School District's lawful authority. All students and parents are expected to sign and return a copy of the attached Student Code of Conduct Acknowledgement of Receipt.

The Code of Student Conduct will be administered fairly, without partiality or discrimination. The Code of Student Conduct does not diminish any rights under federal law (20 U.S.C. 1400 et seq.) of a student determined to be eligible for special education programs and services.

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.

### **When and Where the Code of Student Conduct Applies**

The Code of Student Conduct applies before, during, and after school and whenever a student is engaged in a school-related activity. Each student is expected to follow this code of conduct:

- "At school," meaning in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school sponsored activity or event, whether or not it is held on school premises.
- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff.
- When a student is using school telecommunications networks, accounts, or other district services.

In addition to the provisions contained in this handbook, the administration and staff reserve the right to adopt or adjust building policies whenever it is judged that such changes are in the best interest of the health, safety, and welfare of the students of Coloma Junior High School.

Students shall not arrive at school before 7:30 a.m. and classes begin at 8:00 a.m. and students are dismissed at 3:00 p.m. each day. On a delayed start day, students shall not arrive at school prior to 9:30 a.m. and classes begin at 10:00 a.m. and students are dismissed at 3:00 p.m. On a half day, students shall not arrive at school prior to 7:30 a.m. with classes beginning at 8:00 a.m. and students are dismissed at 11:37 a.m.

**Un interprete esta listo para ayudar con la interpretacion de este documento en espanol.**

**\*\***The student handbook is not intended to be an 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.

## **Parent/Guardian and Student Handbook Acknowledgment and Pledge**

Name of Student: \_\_\_\_\_

### **Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### **General School Information**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website ([ccs.coloma.org](http://ccs.coloma.org)) or at the Board office, located at:

Coloma Administration Office  
302 W. St. Joseph Street  
Coloma, MI 49038

The School Board governs the school district, and is elected by the community. Current School Board members/Trustees are:

| <b>Position</b> | <b>Name</b>       |
|-----------------|-------------------|
| President       | Heidi Ishmael     |
| Vice President  | Tandy Ulleg       |
| Secretary       | Nicole Hickmon    |
| Treasurer       | Steve Groendyk    |
| Trustee         | Doug Kraemer      |
| Trustee         | Gordie Cartwright |
| Trustee         | Bill Stowers      |

The School Board has hired the following administrative staff to operate the school:

Dave Ehlers, Superintendent  
Wendy Tremblay, Principal  
Wendy Goodline, Dean of Students/Athletic Director  
Shannon Chaput, School Counselor

The school is located and may be contacted at:

Coloma Junior High School  
302 W. St. Joseph Street  
Coloma, MI 49038  
Phone # 269-468-2405  
Fax # 269-468-2428  
Website: [ccs.coloma.org](http://ccs.coloma.org)

Jen Dillenbeck, Principal Secretary  
[jdillenbeck@ccs.coloma.org](mailto:jdillenbeck@ccs.coloma.org)

Brenda Crisenbery, Attendance Secretary  
[bcrisenbery@ccs.coloma.org](mailto:bcrisenbery@ccs.coloma.org)

### **Visitors**

Parents of students are always welcome and encouraged to visit our school. An appointment must be made in advance to meet with an administrator or teaching staff. Student visitors are not allowed.

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

### **Equal Opportunity/Nondiscrimination Statement**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The following person has been designated to handle inquiries regarding the School District's non-discrimination policies:

Wendy Tremblay, Principal  
Coloma Community Schools  
302 West St. Joseph Street  
Coloma, MI 49038  
269-468-2405  
[complaint@ccs.coloma.org](mailto:complaint@ccs.coloma.org)

The School District's complaint procedure may be obtained from either of the above individuals or located at [www.ccs.coloma.org](http://www.ccs.coloma.org).

For further information, you may also contact:

U.S.Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson  
Department of Education Bldg  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone:800-421-3481  
FAX: 202-453-6012  
TDD: 800-877-8339  
E-mail: [OCR@ed.gov](mailto:OCR@ed.gov)



# Coloma Community Schools

David Ehlers, Superintendent of Schools

302 W. St. Joseph Street, Coloma, MI 49038

(p) 269.468.2424 (f) 269.468.2440 | [www.ccs.coloma.org](http://www.ccs.coloma.org)

## Coloma Community Schools 2026-2027 Calendar

### August 2026

|       |                                                                  |
|-------|------------------------------------------------------------------|
| T 18  | 1 <sup>st</sup> Day – New Teachers                               |
| M 24  | 2 <sup>nd</sup> Day – New Teachers                               |
| T 25  | All Staff – Opening Day – Teachers Pro Development Day           |
| W 26  | Teachers Professional Development Day                            |
| TH 27 | Teachers Professional Development Day                            |
| M 31  | 1 <sup>st</sup> Day for Students- ½ Day Students; Full Day Staff |

### September 2026

|      |                          |
|------|--------------------------|
| F 4  | NO SCHOOL                |
| M 7  | NO SCHOOL – Labor Day    |
| M 14 | NO SCHOOL – Staff PD Day |
| W 16 | LATE START - Staff PD    |
| W 30 | LATE START - Staff PD    |

### October 2026

|       |                                                     |
|-------|-----------------------------------------------------|
| W 7   | <b>Fall Count Day</b>                               |
| F 9   | NO SCHOOL – Staff PD                                |
| W 14  | LATE START - Staff PD                               |
| F 23  | <b>End of First Marking Period</b>                  |
| T 27  | 4-5 & 9-12 Evening Conferences                      |
| W 28  | LATE START - Staff PD                               |
|       | K-3 & 6-8 Evening Conferences                       |
| TH 29 | ½ Day K – 5, Full Day 6 – 12                        |
|       | K-5 Afternoon Conferences; K-12 Evening Conferences |
| F 30  | ½ Day All Students; Full Day Staff                  |

### November 2026

|       |                                |
|-------|--------------------------------|
| W 18  | LATE START- Staff PD           |
| W 25  | NO SCHOOL – Thanksgiving Break |
| TH 26 | NO SCHOOL - Thanksgiving Day   |
| F 27  | NO SCHOOL – Thanksgiving Break |

### December 2026

|       |                                         |
|-------|-----------------------------------------|
| W 9   | LATE START – Staff PD                   |
| W 16  | <b>End of Second Marking Period</b>     |
| TH 17 | ½ Day All Students; Full Day Staff      |
| F 18  | ½ Day All Students; Full Day Staff      |
|       | <b>End of First Semester</b>            |
|       | <b>HOLIDAY BREAK – Dec. 21 – Jan. 1</b> |

**January 2027**

|      |                       |
|------|-----------------------|
| M 4  | <b>CLASSES RESUME</b> |
| W 6  | LATE START – Staff PD |
| M 18 | NO SCHOOL – MLK Day   |
| W 20 | LATE START – Staff PD |

**February 2027**

|      |                                               |
|------|-----------------------------------------------|
| W 3  | LATE START – Staff PD                         |
| M 15 | NO SCHOOL – Presidents Day (Mid-Winter Break) |
| W 17 | LATE START – Staff PD                         |

**March 2027**

|       |                                          |
|-------|------------------------------------------|
| T 2   | <i>K – 3 Evening Conferences</i>         |
| W 3   | LATE START – Staff PD                    |
|       | <i>4 – 5 Evening Conferences</i>         |
| TH 4  | <i>6 – 8 Evening Conferences</i>         |
| F 5   | ½ Day All Students; ½ Day Staff          |
| W 17  | LATE START - Staff PD                    |
| TH 25 | <b>End of Third Marking Period</b>       |
| F 26  | NO SCHOOL – Good Friday                  |
|       | <b>SPRING BREAK – March 29 – April 2</b> |

**April 2027**

|      |                       |
|------|-----------------------|
| M 5  | <b>CLASSES RESUME</b> |
| W 7  | LATE START – Staff PD |
| W 21 | LATE START – Staff PD |

**May 2027**

|      |                          |
|------|--------------------------|
| W 5  | LATE START – Staff PD    |
| M 31 | NO SCHOOL – Memorial Day |

**June 2027**

|       |                                                                |
|-------|----------------------------------------------------------------|
| W 9   | <b>End of Fourth Marking Period</b>                            |
| TH 10 | ½ Day All Students; Full Day Staff                             |
| F 11  | ½ Day All Students; Full Day Staff – <b>LAST DAY OF SCHOOL</b> |
|       | <b>End of Second Semester</b>                                  |

# CJH BELL SCHEDULES

## 2026-27

### Standard Daily Schedule

1st Hour: 8:00 - 8:53  
2nd Hour: 8:58 - 9:58  
Comets WIN: 10:02 - 10:37  
3rd Hour: 10:42 - 11:35

1st Lunch: 11:35 - 12:05  
4th Hour: 12:10 - 1:03

4th Hour: 11:40 - 12:33  
2nd Lunch: 12:33 - 1:03

5th Hour: 1:08 - 2:01  
6th Hour: 2:06 - 3:00

\*Breakfast is served at  
the start of 2nd hour

### Delayed Start Schedule

2nd Hour: 10:00 - 10:45  
1st Hour: 10:50 - 11:30  
3rd Hour: 11:35 - 12:15

1st Lunch: 12:15 - 12:45  
4th Hour: 12:50 - 1:30

4th Hour: 12:20 - 1:00  
2nd Lunch: 1:00 - 1:30

5th Hour: 1:35 - 2:15  
6th Hour: 2:20 - 3:00

\*Breakfast is served at  
the start of 2nd hour

### Half Day Schedule

1st Hour: 8:00 - 8:32  
2nd Hour: 8:37 - 9:09  
3rd Hour: 9:14 - 9:46  
4th Hour: 9:51 - 10:23  
5th Hour: 10:28 - 11:00  
6th Hour: 11:05 - 11:37

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **School Volunteers**

All school volunteers must complete the form/application located at the following [LINK](#) and be approved by the Superintendent of Schools before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

*Volunteers are classified as individuals who may be left alone or left solely in charge of a student or students. An example is a chaperone of a field trip. Persons wishing to assist a teacher and/or work directly under the supervision of a classroom teacher are considered visitors and do not need to complete the application at the link listed above.*

### **Emergency School Closings**

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 6:30 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. This information will also be posted on the website, Twitter, automated phone call, etc.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically canceled.

### **Video & Audio Monitoring System**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

### **Accommodating Persons with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **Student Fundraising**

Fundraising activities by school organizations must be approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan should be submitted to the school principal. Parents/guardians are responsible for and should:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Your child may also be eligible for an individualized Section 504 Plan to provide needed support and accommodations so he/she can access educational programs and services. For further information, please contact the Principal at (269) 468-2405.

### **Students with Severe Food Allergy or Chronic Illness**

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (269) 468-2405.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support and accommodations so that he/she can access educational programs and services. The School District's Section 504 Policy is available at <http://www.neola.com/coloma-mi/>.

Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our School District also may be able to appropriately meet a student's needs through other means.

### **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the high school guidance counselor or the school office.

### **Enrollment**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's School of Choice enrollment.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian.

When enrolling, parents must provide copies of the following:

- A. A birth certificate or similar document
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. Proof of Residency
- D. Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Junior High will assist in obtaining the transcript if not presented at the time of enrollment.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures.

Foreign students and foreign-exchange students (from recognized and approved programs) are eligible for admission on the same basis as other non-resident students.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be

temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

#### **EARLY DISMISSAL FROM SCHOOL**

No student will be allowed to leave school prior to dismissal time without a written request signed by a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

#### **TRANSFER OUT OF THE DISTRICT**

Parents must notify the Principal about plans to transfer their child to another school. If a student plans to transfer from Coloma Junior High, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Junior High for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

#### **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student's parents.

## **Chapter 2 Attendance and Promotion**

### **Attendance**

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

- (1) The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
- (2) The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
- (3) The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
- (4) The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
- (5) The child has graduated from high school or has fulfilled all requirements for high school graduation.
- (6) The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

### **Student Absences**

It is the administration's belief that attendance of class is crucial to and a key indicator of a student's success academically. It is the administration's expectation that students attend class on a regular and consistent basis. While it is understandable that there are instances that are unavoidable that may cause a student to miss school, we ask that these be kept to a minimum.

The Board of Education in Coloma expects the attendance policy to be followed uniformly and consistently in all school buildings.

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 269-468-2405 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 11:00 a.m. on the day of a student's absence, a school official (or automated caller) will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

**Notification after 5 Absences:** When a student accumulates 5 absences (excused and/or unexcused) in a semester, the student/parent will be sent a letter documenting the days absent.

**Loss of Credit Due to Absences:** During the semester, a student who accumulates more than 10 total absences (excused and/or unexcused) in a class may lose credit (letter grade replaced with NC) in that class.

**Exempt Absences:** Absences that do not count toward the ten-day absence level include:

- School approved absence\* (field trips, college visit, athletic competition, etc.)
- Serious injury or long-term illness with doctor verification. Defined as missing at least 3 consecutive days of school and providing a doctor's note upon return stipulating that the student was to be home or under a physician's care for the duration of the injury/illness.
- Suspension from school (when assigned work has been satisfactorily completed)
- Bereavement of an immediate family member.

**\*Other Periods of Absence:** Time away from class for school-approved absences, appointment with counselor or teacher, or field trips or athletic events will not be considered an absence; however, the student is responsible for turning in assignments for periods missed.

Routine appointments will be excused but are not exempt from the absence total. Please schedule appointments for students outside of school hours to avoid accumulation of absences.

### **TARDINESS**

All tardiness is considered unexcused unless a parent or guardian signs the child in, in the main office. Staff may write a pass to excuse students in classes 2-6. A student is considered tardy to class if s/he is not in his/her assigned seat when the bell rings to signify the start of class. Tardiness beyond 20 minutes will be recorded as absence for the entire period.

**Tardies per Semester (per class):** 1<sup>st</sup> tardy – warning, 2<sup>nd</sup> tardy – 15 minute detention, 3<sup>rd</sup> tardy 30 minute detention, 4<sup>th</sup> tardy – 30 minute detention, 5<sup>th</sup> tardy – 30 minute detention, 6<sup>th</sup> tardy – 30 minute detention, 7<sup>th</sup> tardy and beyond – 1 day suspension.

### **Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

### **Make-Up Work**

If a student is absent, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Assignments due the first day of absence are due the first day of return from absence.

Students who miss 3 or more consecutive days may have a parent request missed work by calling the office. Please allow 24 hours for teachers to gather homework before picking up requested work.

Arrangements for missed assignments due to absences for pre-arranged extracurricular activities, field trips or commitments must be made prior to the date that the student will be absent.

### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law (§ 380.1561) is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

### **Grading & Promotion**

School report cards are issued to parents electronically via the student information system (PowerSchool) on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

### **Grading Scale**

Grade Point Average is the sum of the numeric values of each report card grade divided by the number of grades. Report cards will indicate the student's cumulative GPA only. Cumulative GPAs are computed with final semester grades. The grading scale used at Coloma Junior High School is as follows:

#### **Regular Courses**

#### **Advanced Placement Course**

| <b>Letter Grade</b> | <b>G.P.A</b> | <b>Score</b> | <b>Letter Grade</b> | <b>G.P.A</b> | <b>Score</b> |
|---------------------|--------------|--------------|---------------------|--------------|--------------|
| A                   | 4.0          | 93 - 100     | A                   | 5.0          | 93 - 100     |
| A-                  | 3.667        | 90 - 92      | A-                  | 4.667        | 90 - 92      |
| B+                  | 3.333        | 87 - 89      | B+                  | 4.333        | 87 - 89      |
| B                   | 3.0          | 83 - 86      | B                   | 4.0          | 83 - 86      |
| B-                  | 2.667        | 80 - 82      | B-                  | 2.667        | 80 - 82      |
| C+                  | 2.333        | 77 - 79      | C+                  | 2.333        | 77 - 79      |
| C                   | 2.0          | 73 - 76      | C                   | 2.0          | 73 - 76      |
| C-                  | 1.667        | 70 - 72      | C-                  | 1.667        | 70 - 72      |
| D+                  | 1.333        | 67 - 69      | D+                  | 1.333        | 67 - 69      |
| D                   | 1.0          | 63 - 66      | D                   | 1.0          | 63 - 66      |
| D-                  | .667         | 60 - 62      | D-                  | .667         | 60 - 62      |
| F                   | 0.0          | Below 60     | F                   | 0.0          | Below 60     |

### **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

### **Homebound/Hospitalized Instructional Services**

A student who is absent or whose physician anticipates the student's absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the student's home, hospital, or licensed treatment facility. To be eligible for such services, the student's attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services.

For students educated under an IEP or 504 Plan, the amount or type of instructional services provided may vary.

For information on homebound or hospitalized instructional services, please contact the principal or guidance counselor.

## **Testing Out**

State Aid Act 380.1279b allows a student to test out of a course on a pass/fail basis.

### **Guidelines for Testing Out**

- Student must receive a C+ or better on a comprehensive course examination (includes semester final tests and portfolio assignments) to fulfill a requirement for graduation or a prerequisite for a course sequence.
- A “CR” will be entered on the transcript, instead of a grade, if the student receives a C+ or better on the test.
- The course will not be computed in the student’s GPA.
- Student can only attempt to test out of a specific class one time.

### **NOTE:**

Comprehensive course examinations include both semester tests (first and second semester) or comparable tests given to enrolled students. Tests assess the MDE HSCE’s and may take up to three hours to complete. Some courses may also require completion of a portfolio or major project as assigned by the instructor.

1. The student will be granted high school credit by attaining a grade of not less than C+ in the final examination in the course.

a. A final examination is a comprehensive examination, which addresses all components of the course curriculum.

b. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process.

c. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.

d. A student is eligible to take the final examination in the course at the same time that it is offered to the students currently enrolled in the course.

2. If there is no final examination in the course, the student will be granted high school credit by exhibiting that mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation.

a. The course teacher, department chairperson and building principal will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course’s subject matter.

b. A student is eligible to demonstrate mastery of the course’s subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course’s subject matter.

3. Credit earned under this policy section shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose.
4. Credit earned under this policy section shall apply equally to all students and may be counted toward graduation.
5. Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject area course.
6. Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence.
7. Once credit is earned under this policy section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

### **Standardized Testing**

Students and parents/guardians should be aware that students in grade 6-8 will take standardized tests in April/May. This is a requirement from the Michigan Department of Education. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on standardized testing;
- Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

Dates for testing for the 2026-27 school year are April 5th - May 14th of 2027. More information in terms of exact testing times, dates and locations, etc will be shared closer to the testing dates using the School Messenger system and the U.S Postal mail service.

## **Chapter 3 Student Fees & Meal Costs**

### **Fees, Charges, and Fines; Waiver of Student Fees**

The school may establish fees and charges to cover the costs for certain extracurricular and non credit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

### **School Breakfast & Lunch Program**

Breakfast is served every school day in the classroom at the start of second hour. Lunch is served every school day from 11:35 - a.m. to 12:05 p.m. and 12:33 p.m. - 1:03 p.m. (normal schedule days) depending on the student's class schedule. Lunch is served daily including student half-days.

A student may bring a sack lunch from home or may purchase additional items for their lunch. Students are not permitted to bring in any commercially prepared food or outside food delivery to the cafeteria.

Additionally, all students at Coloma Community Schools will be participating in an option available to schools as part of the National School Lunch and School Breakfast Program called the Community Eligibility Provision (CEP) for the School Year 2026-27. Students enrolled at our school are eligible to receive a healthy breakfast and lunch at school at NO CHARGE to your household each day of the 2026-27 school year. We are asking that you fill out and sign the Household Information Survey, which is needed for administrative purposes, not to determine eligibility. This survey allows our school to benefit from various State and Federal supplemental

programs like Title IA, At Risk (31a), Title IIA, E-Rate, etc. This survey is critical in determining the amount of money the school receives from a variety of supplemental programs.

## **Chapter 4 Transportation & Parking**

### **Bus Transportation**

The district provides bus transportation to and from school for students living within the district's boundaries except for students who reside within the city limits of Coloma. A list of bus stops will be published at the beginning of the school year before student registration. Parents/guardians must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or

school equipment.

16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for engaging in misconduct.

Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact Coloma Community Schools Transportation Director, Mrs. Terry Lampros at 269-463-2433 or [tlampros@ccs.coloma.org](mailto:tlampros@ccs.coloma.org).

### **Bus Conduct**

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

Transportation is provided as a service and is a privilege, not a right. Make sure you follow the rules in order to maintain the privilege to ride the bus.

### **Parking**

#### **Visitor Parking**

The school has one location available for school visitor parking. Visitors may use the west parking area located near the main entrance.

Those dropping off and picking up children prior to and immediately after school should do so in the west parking lot (junior high). The main entrance should not be used for drop off and pick up except during school hours as it serves as the bus pick up area.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

## **Chapter 5 Health & Safety**

### **Immunizations**

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Department of Community Health regulations. A student enrolling in the District for the first time or enrolling in grade 7 for the first time shall submit one of the following:

- A. A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the Department of Community Health.
- B. A statement signed by a parent/guardian to the effect that the student has not been immunized because of religious convictions or other objection to immunization.
- C. A statement signed by a physician that certifies that the student is in the process of complying with all immunization requirements.

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Authorization for Prescribed Medication." This form must be signed by a physician.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed Authorization for Non-Prescribed Medication Form is submitted by the student's parent/guardian. This does not include the emergency administration an epinephrine auto-injector (EpiPen®) by a trained school or district employee as provided under state law.

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian and physician has completed and signed an Authorization for Prescribed Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's

self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

### **Guidance & Counseling**

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives.

### **Safety Drill Procedures & Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct minimum of five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **Communicable Diseases**

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **Head Lice**

The school will observe the following protocols regarding head lice.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.
4. 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 school personnel 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.

### **Face Mask**

The proper wearing of a face covering (mask) and social distancing requirements are subject to change at the school's discretion, and as required by law, regulation, and governmental order.

### **Emergency Medical Authorization**

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

### **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 medication) before returning to school in order to protect other students from infection.**

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

### **DIRECT CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive

evidence to warrant exclusion. Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

## **Chapter 6 Discipline & Code of Conduct**

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.

### **General Building Conduct**

Students shall not arrive at school before 7:30 a.m. and classes begin at 8:00 a.m. and students are dismissed at 3:00 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students are expected to follow our building expectations:
  - **C**oming Ready to Learn
  - **A**lways Responsible
  - **R**espectful
  - **E**xceptionally Safe
- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, MP3 players, or cameras are permitted without permission from the principal.
- The proper wearing of a face covering (*mask*) and social distancing requirements are subject to change at the school's discretion, and as required by law, regulation, and governmental order.

### **Adult In Charge**

The designated adult in charge (i.e., teacher, substitute, bus driver, coach, supervisor, staff member) will have primary responsibility for student behavior. The adult in charge will make clear their expectations for students and the obligation to assign reasonable consequences for inappropriate student behavior. If a student's behavior is such that he/she must be removed from a given setting and/or referred for administrative intervention, effort will be made to involve the parent(s) and auxiliary personnel when appropriate. Students who are asked to leave for administrative intervention must report immediately to the main office.

### **Surveillance**

The Superintendent authorizes surveillance to improve the safety and security of School District staff, students, premises, and equipment. Surveillance may include: observation by School District staff; observation by law enforcement personnel; video surveillance devices; and other monitoring of school district equipment, including computers and networks. School District surveillance will be within all applicable legal requirements.

### **Inconsistency with Law, Board Policy, or Administrative Regulation**

This Student Code of Conduct is intended to be consistent with Michigan law the Policies of the Board of Education and Administrative Regulations promulgated by the

Superintendent. If there are any inconsistencies, they should be resolved with the understanding Michigan law supersedes both the Policies of the Board of Education and Administrative Regulations, and Board Policy supersedes Administrative Regulations.

### **Closed Campus**

All Coloma schools are closed campuses. This means that students are expected to be always within the property boundaries of the school. There are no lunch passes and leaving school grounds during school hours without proper permission from the building principal's office or the attendance office is prohibited. In order to ensure the safety of all individuals, students may be prohibited from certain areas on campus. Please check your specific building for areas that may be designated as off limits for students and/or student activities. Unauthorized presence in unassigned areas of the school grounds may result in discipline. All parking lots are off limits to students except when the student has a pass or during authorized arrival/departure periods. The Bus Loop is restricted, before and after school, to only those students authorized to ride the buses.

### **Leaving School During the School Day**

Students are to remain on school property from the time they arrive at school in the morning until they leave at the end of the school day. Students are not allowed in the parking lots during the school day unless they are leaving with an early dismissal slip. Parent/Guardian must sign a student out when leaving school property. The student will be subject to disciplinary action up to suspension for leaving without permission during the school day.

### **Student Identification Cards**

Student I.D. Cards will be issued. These cards may be requested for admission to extracurricular activities limited to Coloma students.

### **Student Rights and Responsibilities**

The school is an academic community composed of students, teachers, administrators, parents, and the community-at-large. The rules and regulations of the school are the laws of that community. All those who enjoy the right of citizenship in the school community must also accept the corresponding responsibilities. This includes respect for the laws of the community and for the rights of the other members of that community.

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health and welfare of all students in each school. Students have freedom to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom.

All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment. If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact a principal or any other adult at school.

### **School Dress Code/Student Appearance**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored events. Students are to use discretion in their dress and not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing showing skin and/or undergarments may not be worn at school.
- Tank top straps must be 3 fingers wide and cut closely to the underside of the arms.
- The length of shorts or skirts must be appropriate for the school environment and extend past the middle of the thigh in length.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- A student shall not dress or groom in a manner which, in the judgment of a building administrator, is unsafe to the student or others, disruptive to the educational process, or contrary to the school's mission.

### **Student Conduct**

#### **Prohibited Student Conduct**

Students may be disciplined for misconduct, including but not limited to the following:

Unless otherwise specified, the penalties for all prohibited acts range from administrative intervention to permanent expulsion, depending on a number of factors, including: the severity of the conduct; the impact of the conduct on the school and surrounding community; applicable Board of Education policies; and state and federal laws.

#### **1. Alcohol, Marijuana, and Chemical Substances**

A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).

#### **2. Arson**

A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property. This section is supplemental to, and does not limit or supersede, paragraphs 3, 12, 22, and

36.

### **3. Arson Prohibited by Law**

A student shall not commit an act of arson, prohibited by MCL 750.71 through MCL 750.80. This section is supplemental to, and does not limit or supersede, paragraphs 2, 12, 22, and 36.

### **4. Bullying and Hazing**

Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. The Board of Education has adopted a policy on bullying as a part of Policy 5517.01. has been developed to implement the policy.

"Hazing," for the purpose of this Student Code of Conduct, means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.

### **5. Coercion, Extortion, and Blackmail**

A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

### **6. Copyrighted Material**

A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material.

### **7. Criminal Acts**

A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.

### **8. Criminal Sexual Conduct**

Description. A student shall not commit criminal sexual conduct, as defined by MCL 750.520b and g.

Penalty. Administrative intervention to permanent expulsion, in accordance with MCL 380.1311.

This section is supplemental to, and does not limit, paragraphs 9, 10, 14, 24, 25, and 35.

### **9. Discriminatory Harassment**

A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).

### **10. Disruption of School**

A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any

function of the school, nor shall the student engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the building principal;
- Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly;
- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school sponsored activity.

#### **11. Damage of Property or Theft/Possession**

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

#### **12. Dangerous Weapons**

A student shall not possess a dangerous weapon in a weapon free school zone, including brass knuckles or a dagger, dirk, firearm, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, or stiletto. This section is supplemental to, and does not limit or supersede, paragraph 36.

#### **13. Defiance of Authority/Insubordination**

Speaking to any adult member of the school community in a discourteous, insulting, or profane manner will not be tolerated. A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting obscene gestures, or show disrespect toward the administration, teachers and support staff. A student will not willfully ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location when instructed by a school staff member or running away from school staff when told to stop constitutes unruly conduct. The right to appeal to a higher authority is certainly part of a student's due process, but the right to appeal at a later time should never be seen as a right to defy a teacher in the classroom or hallway. The consequences for defiance of authority are up to the discretion of an administrator.

#### **14. Drugs, Narcotic Drugs, and Counterfeit Substances**

A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drug, narcotic drug, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analogue intended for human consumption.

A student shall not sell, deliver, or transfer, or attempt to sell, deliver, or transfer any prescription or non-prescription drug, medicine, vitamin, or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies, etc.), nor shall a student use or possess these substances for an improper purpose. A student shall not sell or represent a legal substance as an illegal or controlled substance or sell, manufacture, possess, use, deliver, or transfer "designer" drugs.

#### **15. Electronic Communication Devices and Laser Pointers**

Districtwide, students are prohibited from using or possessing active (i.e., turned on) electronic communication devices in restrooms, locker rooms, offices, and other locations where students and staff have a reasonable expectation of privacy. Separately, all students are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of school administration.

- Students are expected to use good judgment when using or possessing active electronic communication devices in hallways during passing time, in the parking lot, cafeteria during lunch, and extracurricular activities. Students may not use or possess active electronic communication devices without explicit staff permission in class or on buses.
- Students will no longer be permitted to carry or use cell phones during instructional time. Students will be allowed to use devices during lunch and at their lockers during passing times only. Cell phones are to remain in the student's locker during all instructional time.
- 1st offense: Device confiscated, student may pick up at the end of the school day from the main office.
- 2nd offense: Device confiscated, Parent/Guardian must pick up device from the main office during normal office hours.
- 3rd offense: Same as 2nd offense and may include discipline/suspension equal to the number of offenses.

#### **16. Failure to Comply with Directions of School Personnel**

A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory capacity.

#### **17. Failure to Cooperate**

A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Student Code of Conduct, other codes of conduct, and/or building rules. No student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary

proceeding.

#### **18. False Alarms**

A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.

#### **19. False Allegations**

A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.

#### **20. Falsification of Records**

A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.

#### **21. Fighting, Assault, and Battery**

A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to another person.

#### **22. Fireworks, Explosives, and Chemical Substances**

A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

#### **23. Fraternity/Sorority/Secret Society Activity**

A student shall not participate or be a member of a fraternity or sorority or any secret society.

#### **24. Gang Insignia/Activity**

A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any gang or gang related activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of School District rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

#### **25. Improper Communications**

A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, to students, School District employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.

#### **26. Indecency**

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

#### **27. Lookalike Weapons**

A student shall not possess, handle, or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

#### **28. Misconduct Prior to Enrollment**

An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was: (a) a resident of another district; (b) enrolled in another school; (c) outside of school hours; or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the School District.

#### **29. Off Task**

Students will be engaged in their lessons in each class. Studying other materials, texting, and sleeping during class are examples of unacceptable behavior during class time.

#### **30. Operating an Unarmed Aircraft System (AUS) or Drone**

Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent.

#### **31. Personal Protection Devices**

A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

#### **32. Public Displays of Affection**

Demonstration of one's affection toward another person has an appropriate time and place. Public displays of affection and/or physical contact are not considered acceptable behavior.

#### **33. Recording**

A student shall not use any device, electronic or otherwise, to capture, record, or

transmit sounds or words (i.e., audio) or images (i.e., photographs or videos) of any person while at school or school-related events, unless the student is given express consent by that person.

### **34. Skipping**

A student who chooses not to attend class will also be considered skipping the class. Students must have permission from a teacher(s) and/or building administration to be absent from a regularly scheduled class in order to be elsewhere in the building or absent from the class. Teachers cannot keep students from another teacher's class without prior approval. Each time a student skips a class, the skip will be recorded as an unexcused absence. In addition to the student's parent(s) being notified, a student who is skipping is subject to disciplinary action (including suspension from school). Repeat offenders may be referred to the Berrien RESA for truancy.

### **35. Trespassing, Loitering**

A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc. At the end of the school day all students must exit the building unless supervised by an adult.

### **36. Scholastic Dishonesty**

The administration and teaching staff believe that students have significant responsibility in the area of honesty and integrity regarding all schoolwork. Teachers will expect individual effort of students and will do everything in their power to enforce it. Students who are caught cheating will face a variety of consequences ranging from failure of the work in question to loss of credit for the class. Each staff member will address this issue in his/her classroom rules. Those students planning/attempting to cheat will also face disciplinary action. This type of cheating could include but is not limited to preparing "cheat sheets": programming a calculator with answers, and/or leaving notes visible prior to or during the test/quiz.

Cheating includes, but is not limited to: (1) the use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) using materials beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to an instructor or another student; (4) copying/sharing homework or other assignments; or (5) purchasing services in which the result is the student submitting work that is in part or all was not created by the student.

Plagiarism includes, but is not limited to the use, whether by paraphrase or direct quotation, of the published, or unpublished or work of another person without full and clear acknowledgment, including resources from the Internet. It also includes the unacknowledged use of materials prepared by another person or agency engaged in selling term papers or other academic materials.

Whenever a student is guilty of this misconduct, the following discipline will take place. Individual teachers may also apply their own penalties for cheating/plagiarism. Students will be given a zero on the assignment/test/quiz in question and will have to complete retake/redo the assignment/test/quiz or alternate form thereof to demonstrate understanding of the material covered by the assignment/test/quiz. The teacher will notify the parent. The student may be referred to the principal/dean of students for disciplinary action (for repeat offenders). Repeat offenders are also subject to receiving an F for the marking period in the class.

### **37. Smoking/Tobacco**

A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in the student's possession or under the student's control, tobacco in any form. This includes electronic cigarettes, vaporizers, or any other device that simulates smoking any type of product, regardless of whether they are manufactured, distributed, marketed, or sold under any product name or descriptor.

### **38. Suspended Student on School Property or Attending School Activities**

A student, while suspended, shall not enter onto School District property without the prior permission of a building administrator.

A student, while suspended, shall not participate in, or attend any school related activity, function, or event, held on or off school property, without the prior permission of a building administrator.

### **39. Violation of Acceptable Use Policy**

A student shall not violate or attempt to violate School District policies, administrative regulations, and directives concerning School District or personal computers, networks, and telephone systems. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.

### **40. Violations of Building's Rules and Regulations**

A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

### **41. Weapons and Dangerous Instruments**

A student shall not possess, handle, or transmit a knife with a blade length of three (3) inches or less, airsoft gun, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury.

### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Student Discipline**

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. In the event your child's behavior becomes unacceptable to the point of suspension, a behavior plan may be put in place. The purpose of the behavior plan is to enhance communication between the school and your child's home. The behavior plan outlines goals for the student, parent/guardians, and administration. It also will include consequences if your child's behavior persists. A parent/guardian meeting with administration is mandatory. Below is an example of a CCS Behavior Intervention Plan:

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TO: PARENT/GUARDIAN AND STUDENT \_\_\_\_\_ (Currently on level \_\_ next consequence will be level \_\_)

Due to the behavior(s) that the student has chosen to exhibit, this contract is necessary in order for the student to demonstrate that they can be successful in the school environment. The contract is intended as a tool for assuring his/her success. At Coloma Community Schools, it is important that each student and faculty member has a safe and uninterrupted learning environment. In order to sustain that environment, it is imperative to have well established criteria and expectations for student behavior. As such, when a student is dismissive of rules and expectations, they will be held accountable for their choice of behavior. In some situations, a Behavior Intervention Contract will be necessary. This contract is intended to assist the student and administration in determining the future of the students at Coloma Community Schools.

#### **GOALS FOR STUDENT:**

1. Follow all school rules and behavior expectations for students at Coloma Community Schools
2. Follow all PBIS expectations for students at Coloma Community Schools
3. Be on time and prepared for class
4. Respect the rights of others

#### **GOALS FOR HOME INTERVENTION SUPPORT:**

1. Monitor student's academics, behavior and attendance using Powerschool
2. Maintain regular communication with teachers and administration
3. Consistently follow through with rewards and consequences at home

**CONSEQUENCES for student IF GOALS ARE NOT MET:**

**ADMINISTRATIVE GUIDANCE:**

1. Administration will meet with the student regularly to monitor progress.
2. Administration will meet with the student's teacher(s) to develop preventative strategies to be used by the classroom teachers.
3. The student will be held to these requirements for the remainder of the 2023-2024 school year.

**\*Special Note:** The guidance and consequences mentioned above are null and void if the student commits an act that requires a suspension and recommendation for expulsion per school district policy or State of Michigan legislation.

By signing this contract all parties agree to the stipulations in the document and will follow accordingly.

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Signature of Student Date

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Signature of Parent/Guardian Date

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Signature of Principal/Dean Date

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**Factors to be Considered Before Suspending or Expelling a Student**

The Board of Education also recognized 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 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

The Board will exercise discretion over whether or not to suspend or expel a student. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board or Superintendent can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent will still consider these factors in making the determination.

### **Restorative Practices**

The Board or Superintendent may consider using restorative practices as an alternative to or in addition to suspension or expulsion. If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment and cyberbullying.

If the Board or superintendent decides to utilize restorative practices as an alternative to or in addition to suspension or expulsion, the restorative practices may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

### **Due Process**

The Board recognizes exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and is one that cannot be imposed without appropriate due process, since exclusion deprives a child of the right to an education. The Board also recognized that it may be necessary for a teacher to remove a student from class for conduct disruptive to

the learning environment, and that such removals are not subject to a prior hearing, provided the removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be endured.

In all cases resulting in short-term suspension, long-term suspension or expulsion, appropriate due process rights described in Policy 5661 and AG 5610 must be observed. The building principal shall check to make sure the student is not classified as disabled under Section 504. Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with their rights under Federal law.

For purposes of this policy, suspension shall be either short-term (not more than ten (10) days) or long-term (for more than ten (10) days but less than permanent expulsion) removal of a student from a regular District program.

For the purpose of this policy, unless otherwise defined in Federal and/or State law, expulsion is defined as the permanent exclusion of a student from the District. Students who are expelled may petition for reinstatement as provided below.

### **Due Process Rights**

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due process is provided a student, the Board establishes the following:

#### **A. Students Subject to Short-Term Suspension**

Except when emergency removal is warranted, a student must be given at least oral notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The Superintendent or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

#### **B. Students Subject to Long-Term Suspension and Expulsion**

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore and must also be given an opportunity to appear before the Superintendent or Board with a

representative to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and the hearing procedure, a list of the witnesses who will provide testimony to the Superintendent or Board, and a summary of the facts to which the witnesses will testify. At the student/parent's request, the hearing shall be held in closed session, but the Board must act publicly. The Board shall act by providing a written decision on any appeal of an expulsion, a request for reinstatement, or a request for admission after permanent expulsion from another school.

### **Emergency Removal or Short-Term Suspension**

A student may be removed from a class, subject, or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or he/she may be given a short-term suspension by the Superintendent. A student so removed may be allowed to attend other classes taught by other teachers during the term of the one (1) day removal. A student removed from the same class for ten (10) days will be entitled to the process of short-term suspensions outlined in AG 5610. A student removed from the same class for more than ten (10) days will be entitled to the process for long-term suspensions outlined in AG 5610. The Board designated the Superintendent as its representative at any hearing regarding the appeal of a suspension.

### **Long-Term Suspension or Expulsion**

Due process set out in Policy 5611 and AG 5610 shall be followed in all circumstances in which a student may be expelled or suspended for a period of more than ten (10) days.

The superintendent may recommend to the Board a long-term suspension or that a student be expelled.

The Superintendent may suspend a student for a period longer than ten (10) days but not to exceed 20 days. The Board shall act on any appeal to the decision. In addition, the superintendent may recommend to the board a long-term suspension (less than 60 days) or that the student may be expelled.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights must be observed. In determining whether a student is to be suspended or expelled, District Administrators shall use a preponderance of evidence standard.

The superintendent shall develop procedures to implement this policy that shall include the following:

- A. strategies for providing special assistance to students in danger of being expelled and not achieving the academic outcomes of the District's core curriculum;
- B. standards of behavior for all students in accordance with District Board policy on student discipline;
- C. procedures that ensure due process; and
- D. provision for make-up work at home, when appropriate.

When making a determination whether or not a student will be expelled or permanently excluded under this policy, the Superintendent shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315-Information Management (i.e., "Litigation Hold")) created and/or received as part of an investigation.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) shall be retained in accordance with Policy 8310, Policy 9315, and Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

### **Persistent Disobedience or Gross Misconduct/CSC Against Another District Student**

Any student may be removed from the classroom, and/or, after consideration of the factors identified above, suspended or expelled for persistent disobedience or gross misconduct or if the student commits criminal sexual conduct against another student enrolled in the district regardless of the location of the conduct. A student may not be expelled or excluded from the regular school program based on pregnancy status.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored, when possible, prior to implementing or requesting a suspension or expulsion.

### **Physical and Verbal Assault**

Unless a different determination is made after consideration of the factors identified above, the district shall permanently expel a student in grade six or above if that

student commits physical assault at school against a staff member, a volunteer, or a Contractor.

Unless a different determination is made after consideration of the factors identified above, the District shall suspend or expel a student in grade six or above for up to one hundred eighty (180) school days if the student commits physical assault at school against another student.

Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

Unless a different determination is made after consideration of the factors identified above, the District shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the Board’s discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

“At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

### **Weapons, Arson, Criminal Sexual Conduct**

In compliance with State and Federal law, and unless a different determination is made after consideration of the factors identified above, the District shall expel any student who possesses a dangerous weapon, other than a firearm, in the District’s weapon-free school zone (except as noted below), commits either arson or criminal sexual conduct in a school building or on school property, including school buses and other district transportation, or pleads to, is convicted of or is adjudicated of criminal sexual conduct against another student enrolled in the District.

In compliance with State and Federal law, the District shall expel any student who possesses a firearm in the District’s weapon-free school zone in violation of state law, unless the student can establish the mitigating factors relating to possession of a dangerous weapon set out below, by clear and convincing evidence.

For purposes of this policy, a “dangerous weapon” is defined by law as a firearm,

dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles, this definition also includes other devices designed to (or likely to) inflict bodily harm, including, but not limited to, air guns and explosive devices. The term “firearm” is defined as any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of the explosive, the frame, or the bearer of any such weapon, as well as a firearm muffler, firearm silencer, or any such destructive device.

The District need not expel a student for possession of a dangerous weapon, including a firearm, if the student can establish in a clear and convincing manner the following mitigating factor(s) to the satisfaction of the Board the:

- A. object or instrument was not possessed for use as a weapon, or for direct (or indirect) delivery to another person for use a weapon; or
- B. weapon was not knowingly possessed; or
- C. student did not know (or have reason to know) that the object or instrument in his/her possession constituted a dangerous weapon; or
- D. weapon was possessed at the suggestion, request, direction of, or with the express permission of the superintendent or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Board determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the Superintendent shall provide that the expulsion is noted in the student’s record, the student is referred to the Department of Human services or Department of Community Health within three (3) school days after the expulsion, and the parents are informed of the referral. Furthermore, if a student who is expelled is below the age of sixteen (16), the Superintendent shall ensure notification of the expulsion is given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student (regardless of age) expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall send a copy of this policy to the State Department of Education and shall include a description of the circumstances surrounding the expulsion of the student for possessing a firearm or weapon in the District’s weapon-free school zone, together with the name of the District, the number of students so expelled, and the types of firearms, or weapons brought into the weapon-free school zone.

A student expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may apply for reinstatement per Policy. 5610

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement.

The Superintendent shall ensure Board policies and procedures regarding a student's rights to due process are followed when dealing with a possible suspension or expulsion under this policy.

### **In-School Discipline**

The purpose of this policy is to provide an alternative to out of school suspension. The availability of in-school discipline options is dependent upon the financial ability of the Board to support such a program.

In-school discipline will only be offered at the discretion of the Principal or Dean of Students for offenses found in the Student Code of Conduct.

The Administration is to establish procedures for the proper operation of such a program and to ensure appropriate due-process procedures are followed as applicable. (See Policy 5630.01).

### **Seclusion and Restraint**

The Board directs School District personnel and others to comply with Michigan law prohibiting seclusion and restraint, except for emergency seclusion and emergency physical restraint in the manner permitted by law.

### **Corporal Punishment**

While recognizing that students may require disciplinary action in various forms, the Board does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Staff shall not use physical force or violence to compel obedience. If all other means fail, staff members may always resort to the removal of the student from the classroom or District through suspension or expulsion procedures.

Within the scope of their employment, all staff may use reasonable force and apply restraint to accomplish the following:

- A. Restrain or remove a student who refuses to comply with a request to behave or report to the office;
- B. Quell a disturbance threatening physical injury to self or others;
- C. Obtain possession of weapons or other dangerous objects within the control of the student, for either self-defense; or
- D. The protection of persons or property.

In accordance with State law, corporal punishment shall not be permitted. If any staff member (full-time, part-time, or substitute) deliberately inflicts, or causes to be inflicted, physical pain upon the student (by hitting, paddling, spanking, slapping or any other kind of physical force) as a means of discipline, the staff member may be subject to discipline and possibly criminal assault charges. This prohibition also applies to volunteers and those with whom the District contracts for services.

### **Removal, Suspension, and Expulsion of Students with Disabilities**

The District shall abide by Federal and State laws in matters relating to discipline, suspension, and expulsion of disabled students.

### **Bullying, Intimidation and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

- 1. During any school-sponsored education program or activity.
- 2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
- 3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- 4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

**Complaint Managers:**

|                           |                           |                           |
|---------------------------|---------------------------|---------------------------|
| Wendy Tremblay            | Shannon Chaput            | Wendy Goodline            |
| Principal                 | Counselor                 | Dean of Students          |
| Coloma Junior High School | Coloma Junior High School | Coloma Junior High School |
| 302 W. St. Joseph St.     | 302 W. St. Joseph St.     | 302 W. St. Joseph St.     |
| Coloma, MI 49038          | Coloma, MI 49038          | Coloma, MI 49038          |
| 269-468-2405              | 269-468-2405              | 269-468-2405              |

Any student who is determined, after an investigation, to have engaged in intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

### **Lunch & Cafeteria Rules**

Students may not leave the cafeteria during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

#### **Cafeteria Rules**

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate bell rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Chairs are not to be moved.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Receiving 1 or more failing grades on the most recent report card (1<sup>st</sup> MP, 1<sup>st</sup> Semester, 3<sup>rd</sup> MP, 2<sup>nd</sup> Semester)

- Other reasons as determined by the school.

### **Sexual Harassment**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  1. Substantially interfering with a student's educational environment
  2. Creating an intimidating, hostile, or offensive educational environment;
  3. Depriving a student of educational aid, benefits, services, or treatment; or
  4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### **Nondiscrimination Coordinator:**

Wendy Tremblay, Principal  
Coloma Junior High  
302 W. St. Joseph St.  
Coloma, MI 49038  
269-468-2405  
[wtremblay@ccs.coloma.org](mailto:wtremblay@ccs.coloma.org)

### **Physical Assault**

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence."

Any student in grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days.

A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days.

### **Hazing**

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

## Chapter 7 Internet, Technology, and Publications

### Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

All students must sign a Coloma Community School District Acceptable Use Agreement prior to gaining access to the internet. Coloma Junior High School is a 1:1 technology building for grades 6, 7 and 8, where students are issued a computing device (Google based). Students and parents may purchase insurance to cover the costs of repairs and damages to the issued device. Regardless of insurance status, the student/parent is responsible for the cost to repair the issued device or to replace the device in the event of its loss or theft or intentional damage.

A copy of the Coloma Community School District Acceptable Use Agreement can be found by visiting our web page [here](#).

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;

- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.
- n. Cyberbullying

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

**Use of Email** - The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- e. Use of the School District’s email system constitutes consent to these regulations.

### **Guidelines for Student Distribution of Non-School-Sponsored Materials**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
  - d. Is reasonably viewed as promoting illegal drug use; or
  - e. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
7. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

The distribution of non-school-sponsored materials must comply with the above guidelines and must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

### **Guidelines for School-Sponsored Publications, Productions and Websites**

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as

provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

## **Chapter 8 Search & Seizure**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### **School Resource Officer**

The Coloma Community Schools District works in partnership with the local police department where a school resource officer is employed during the school day to work with administration. The school resource officer will focus his/her efforts in the following areas:

- promote safety in or around the school by addressing crime and fear of crime
- Serve as a liaison between the school and outside agencies
- Build relationships
- Reinforce positive behaviors
- Connect youth with needed services
- Teach topics related to law enforcement geared toward positive student behavior
- Collaborate with stakeholder groups
- Develop and implements comprehensive safety plans or strategies, in coordination with school administrators or local first responders

### **Coloma Community Schools Resource Officer**

Sgt. Any Ulleg  
Coloma Police Department  
[aulleg@ccs.coloma.org](mailto:aulleg@ccs.coloma.org)

### **Police Investigations and Arrests**

The School District cooperates with local police authorities in the interest of the welfare of all citizens and the school community. Parents will be notified if police arrest or wish to question their student in school. The timing of parental notification will depend on the circumstances, taken as a whole. Except as required by law, the School District retains discretion to report crimes/events, including, but not limited to the following, to local law enforcement:

- Armed student or hostage or suspected armed student;
- Arson;
- Bomb threat;
- Death or homicide;
- Drive-by shooting;
- Explosion;
- Illegal drug use, overdose, possession, or sale;
- Intruders;

- Larceny;
- Minor in possession of alcohol/tobacco products;
- Physical assault (i.e., fights);
- Robbery or extortion;
- Sexual assault;
- Suicide attempt or threat of suicide;
- Unauthorized removal of Students;
- Vandalism/destruction of property; and
- Weapons on School District property.

### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

### **Search and Seizure**

The Board also authorizes the use of canines trained in detecting the presence of drugs or devices. Canines are used to determine the presence of drugs in locker areas and other places where such substances may be concealed. Canine detection is usually conducted in collaboration with law enforcement authorities or other certified organizations and is not used to search individual students without legally sufficient suspicion, or unless a warrant or parental permission has been obtained. School authorities are authorized to take reasonable steps to safeguard the safety and well-being of the students by, among other things, implementing the

School District's Student Code of Conduct. Within the discharge of their responsibilities, School District personnel may search students, student property, and school property in the manner permitted by law.

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

## **Chapter 9 Athletics & Extra-Curricular Activities**

### **Athletic Rules & Code of Conduct**

Student participation in interscholastic or extracurricular athletics is a privilege, not a right. Student athletes are subject to the Student Code of Conduct at all times, as well as the additional disciplinary rules that govern participants who represent the District as members of an athletic team.

#### **MHSAA**

Eligibility for most athletics is also governed by the rules of the Michigan High School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between MHSAA and this Athletic Code, the most stringent rule will be enforced. Coloma Virtual Academy students are not eligible to participate in sports, co-curricular activities, or extracurricular activities that are offered at Coloma Community Schools.

#### **Rules in Effect**

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

Interscholastic athletics are a voluntary part of the total educational program, designed to contribute to the complete education of the individual through physically wholesome, mentally stimulating, socially acceptable, emotionally invigorating and satisfying activities. They are presented in an environment conducive to the optimum development of the individual's powers to act intelligently and cooperatively as a good citizen, even under emotional stress.

The successful application of the information found in this manual depends upon the cooperation of players, parents, coaches and administrators. It is necessary to follow the spirit as well as the letter of the rules. For the athletic program to have the beneficial outcomes desired, the program must be consciously planned and directed by people who recognize that their leadership determines the result.

The objectives of our athletic program are to teach sound citizenship in a competitive atmosphere through good sportsmanship, emotional control, honesty, cooperation, dependability and desirable social traits.

For the contestant, the most important outcomes are to provide a wholesome outlet for athletes, respect for authority, learning the spirit of hard work and sacrifice, attainment of physical fitness through good habits, the experience of keen competition and the desire to excel.

### **Athletic Philosophy**

The athletic program shall be directed so that the welfare of all students will be the primary concern.

Fundamental emphasis shall be placed on the philosophy that athletic activities are an extension of the educational program and are justifiable only to the extent that they are desirable learning experiences. All athletic activities in the school district shall be an outgrowth of and closely coordinated with the general instructional program and with the other departments of the school district.

A high premium is placed in today's society on the emotional and social adjustment of individuals and their interrelationship with group activity. Athletics provides such an educational experience. An attempt shall be made continually to encourage as many students as possible to share in the benefits of athletic participation. While broad participation is to be encouraged, it is a **privilege** to compete as a team member for the school.

Athletics should contribute to the physical maturity of the student because the field of athletic competition provides the laboratory phase of education. The skills, techniques and theories presented are an integral element of physical training. Our program requires support of all grade levels.

### **Athlete's Responsibilities to School**

A responsibility you assume as a team member is to your school. Coloma cannot be an outstanding school unless you do your best in whatever activity you wish to engage. By participating in athletics to the best of your ability, you are contributing to the reputation of your school.

You assume a leadership role when you are on an athletic squad; the student body and citizens of the community know you. You are a symbol of our school. The student body, the community and other communities judge our school by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Use your efforts and conduct to make your school and community proud of you.

### **CJH Athletic Code**

**Athlete Defined:** Any student participating on an athletic team or in an associated athletic program shall be considered an athlete. This will include: members of any athletic team, team managers and statisticians, cheerleaders and dance team girls, representing Coloma Community Schools.

**Eligibility Rules:** As a voluntary member of the Michigan High School Athletic Association, Coloma Community Schools follows all regulations of the MHSAA Handbook.

**Weekly Academic Eligibility:** Weekly eligibility checks will be conducted in both Coloma Junior High School and Coloma High School every Friday morning – beginning with the second Friday of each 9-week marking period. Eligibility for students in grades 8-12 must be passing 5 out of 6 of his/her classes. Students in 7<sup>th</sup> grade must also pass 66% of his/her course load based on the number of class periods offered at the middle school. Students not meeting this standard will be deemed academically ineligible for a period of seven days running from Sunday through Saturday of the following week (see Diagram A). Should students meet the requirement the ensuing week, they would become eligible to return to competition the following Sunday through Saturday. Extenuating circumstances MAY be subject to review by the respective building principal.

**Participation in practice is left to the discretion of the individual coach under the following restriction:** Any athlete who appears on three weekly (need not be consecutive) ineligibility lists during the season may be removed from that team for the remainder of the season at the discretion of the affected coach and athletic director. Further, academically ineligible student-athletes will not travel to road contests with the team.

Diagram A: Weekly Academic Eligibility

Starting with the second week of each 9-week marking period, grades will be checked at 7:00 am each Friday morning in the athletic office based on entered grades. Students must pass 5 out of 6 classes to remain eligible for the following week. If ineligible, students will not be permitted to participate in competitive events for the following week of Sunday through Saturday.

| Sunday | Monday       | Tuesday      | Wednesday    | Thursday     | Friday                                                                                                                                           | Saturday                            |
|--------|--------------|--------------|--------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
|        |              |              |              |              | *Weekly grade check at 7:00 am<br>*Must pass 5 out of 6 classes to remain eligible for the following week<br>(Still eligible from previous week) | (Still eligible from previous week) |
|        | (Ineligible) | (Ineligible) | (Ineligible) | (Ineligible) | (Ineligible)                                                                                                                                     |                                     |

|                               |  |  |  |  |  |                             |
|-------------------------------|--|--|--|--|--|-----------------------------|
| (Weekly ineligibility begins) |  |  |  |  |  | (Weekly ineligibility ends) |
|-------------------------------|--|--|--|--|--|-----------------------------|

←----- Following week Sunday through Saturday-----→

**Semester Academic Eligibility:** (In conjunction with the Michigan High School Athletic Association (MHSAA) Handbook Regulation I, Section 7)

No student shall compete in any athletic contest who does not have to his or her credit in the official records of the school to be represented, having passed 6 out of 6 classes of a full credit load potential for a fulltime student for the last semester during which he or she shall have been enrolled in grades **9 to 12**, inclusive. A student entering the 9<sup>th</sup> grade for the first time, except those who participated under \*Regulation I, Section 1 (D) or who had eligibility advanced under \*\*Regulation III, Section 2 (C), may compete without reference to his/her record in the 8<sup>th</sup> grade.

\* High schools having a total enrollment of less than 100 in grades 9 to 12.

\*\* 8<sup>th</sup> grade students whom turn 15 years of age prior to September 1 of the current school year.

**Summary:** At the conclusion of each semester, students in grades 9-12 must be passing 6 out of 6 classes – no failures or incompletes (see Diagram B). Students in grades 6-8 must be passing 5 out of 6 classes - one failure and/or incomplete. If deemed academically ineligible, student-athletes will be unable to participate in competition for 60 designated school days.

MHSAA Handbook: REGULATION III, SECTION 7--PREVIOUS ACADEMIC CREDIT RECORD (Grades 7-8)

SECTION 7 (A) -- No student shall compete in any junior high athletic contest during the current semester who does not have in the official records of the school represented for the last trimester, credit in at least 50 percent of the total periods of work carried. 7th-grade students may compete without reference to his/her record in the 6th grade, however, a student who repeated grade 7 is subject to previous trimester academic requirements.

End of 9 Week and End of Semester Eligibility

| First 9-Week<br>Marking Period                               | Second 9-Week<br>Marking Period &<br>End of First Semester                          | Third 9-Week<br>Marking Period                               | Fourth 9-Week<br>Marking Period &<br>End of Second Semester                         |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------------------------------|
| *Eligibility based on the first 9 week marking period grade. | *Eligibility based on 1 <sup>st</sup> semester grade – not the second 9 week grade. | *Eligibility based on the third 9 week marking period grade. | *Eligibility based on 2 <sup>nd</sup> semester grade – not the fourth 9 week grade. |

|                                                                                                           |                                                                                                                                                          |                                                                                                           |                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>*Students must pass 6 out of 6 classes.</p> <p>*Students would be ineligible for the next 9 weeks.</p> | <p>*Students must pass 6 out of 6 classes for the semester.</p> <p>*Students would be ineligible for the next 60 school days (per MHSAA regulation).</p> | <p>*Students must pass 6 out of 6 classes.</p> <p>*Students would be ineligible for the next 9 weeks.</p> | <p>*Students must pass 6 out of 6 classes for the semester.</p> <p>*Students would be ineligible for the next 60 school days (per MHSAA regulation) – carrying into the ensuing school year.</p> |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

←----- 1<sup>st</sup> Semester -----> ←----- 2<sup>nd</sup> Semester ----->

### General Regulations

1. Use, possession, distribution or sale of alcoholic beverages, tobacco, illegal drugs (including steroids and look-alike drugs) constitutes a violation of the athletic rules. The parent is advised to seek counseling for a student/athlete in a drug abuse program.
2. An athlete's conduct both in school and in the community shall not bring discredit to the athlete, parents, team or Coloma Community Schools.
3. No acts, which constitute a civil or criminal violation of community or state law, excluding minor traffic offenses.
4. Athletes in violation of student handbook policies shall be subject to normal school discipline. If suspended off campus they shall not participate in nor attend any practices and may not play in any contests.
5. There will be no forms of hazing and/or discrimination tolerated within any athletic program.
6. Under the general regulations, a student who voluntarily seeks assistance for a substance abuse problem, before a reported violation, may be exempt from penalty. This voluntary admission may be made to a Coloma coach, administrator or counselor. Any violation reported after assistance has begun will be treated as a regular violation. Subsequent violations will automatically fall under the criteria for a second violation (see below).

### General Regulation Penalties

#### A. Penalty for First Violation

- Off-season infraction: Suspension from 25% of scheduled athletic contests during the next season in which the athlete competes. Based upon the severity of the violation, a more severe penalty may be imposed.
- In-season infraction: Beginning with the first day of practice, suspension from 25% of scheduled athletic contests. If less than 25% of the contests remain, the penalty will carry over to the next sport or participation until the 25% penalty has been met. The athletic director will determine the number of games necessary to meet this percentage. Further, coaches for that sport have the authority to impose a more severe penalty than 25% of the season and the student-athletes position on the team could be altered.

- B. Penalty for Second Violation** - Suspension from participation in the athletic program, in any manner for one calendar year.
- C. Penalty for Third Violation** - Permanent suspension from athletic participation. Extenuating circumstances may result in less than permanent suspension. Severe violations of the general regulations may result in application of the third offense penalty at an earlier stage.

### **Policy for Transfers Following Violations of a School's Student/Athletic Code**

A student who transfers to Coloma High School after becoming ineligible because of a Student or Athletic Conduct Code violation(s) at the previously attended school shall remain suspended at Coloma High School for 50% of the first sports season the athlete participates in, or serve the period of suspension imposed at that student's most recent previously attended school (whichever is less).

The student-athlete will be required to participate in the practice sessions and attend the scheduled events during the season, while fulfilling the suspension.

### **Specific Regulations**

(Effective during the season of participation)

- 1) Absences from practices or contests are excused for illness, death in the family or other emergencies at the discretion of the coach or athletic director.
- 2) All athletes must travel to and from away contests with the team. A parent may take his/her own son/daughter only after personally notifying the coach. The coach may (and is encouraged by the athletic department) require a written note of release.
- 3) An athlete shall be in attendance no less than 3 of 5 classes during the school day on the day of a contest, or the day before in the case of Saturday events, except as excused by the principal or his/her designee. Penalty – Athlete may not participate in athletic contest on that date. More than two (2) violations may result in dismissal.
  - a) Exceptions may be made in advance through the building principal and athletic director (i.e. – doctor/orthodontist appointments, family emergency).
  - b) Consideration may be given by the building principal and athletic director if advanced notice was not possible.
- 4) Athletes must be in attendance the day after a contest unless falling under items 3 (a) or 3 (b).
- 5) Athletes are expected to demonstrate personal responsibility. Normal attendance in school is expected on school days following an evening contest; failure to comply may be subject to suspensions from contest/game participation.
- 6) During team practices and competitions, athletes should conduct themselves in a manner to bring no discredit to the school and/or team. Determination of disciplinary action shall be left to the judgment of the athletic director, building principal and the affected coach. Each offense could result in suspension from one (1) contest or up to the remainder of the season.
- 7) Additional rules set by coaches must be checked by and on file with the athletic director. Once set, and given to players in writing, these rules are considered part of the athletic handbook and must be followed by the athletes. The coach will

determine penalties for violations of team rules. In no case may these penalties exceed the penalties of the general regulations.

### **Penalties**

(For specific violations, in which penalty is not previously written)

|                |   |                                                   |
|----------------|---|---------------------------------------------------|
| First Offense  | = | One (1) game suspension                           |
| Second Offense | = | Two (2) game suspension                           |
| Third Offense  | = | Indefinite suspension – up to dismissal from team |

### **Incidents not Covered**

It is understood and acknowledged that policy statements cannot cover or address all of the possible circumstances that may occur during a sports season. Therefore, it is understood the coaches, athletic director, building principals and administration of Coloma Community Schools will make rulings holding to the intent of the handbook as necessary to building and maintaining an elite athletic program.

### **Reporting Violations of General Offenses**

A report of the violation must be given to the athletic director. The athletic director will determine the validity of the reported allegation and notify the athlete of the alleged violation within a reasonable amount of time.

The athletic director will notify, in writing, the parents or legal guardians of the alleged violation. Violations will be investigated if reported by the following:

- any coach, teacher or administrator of Coloma Community Schools
- any Coloma Board of Education member
- any law enforcement officer

### **Appeals Channel**

The first appeal may be made to the athletic director within three (3) school days of the notification of the penalty.

The second appeal may be made to the building principal and/or his/her designee within three (3) school days of the decision of the athletic director.

The third appeal may be made to the Superintendent of Schools and/or his/her designee within three (3) school days of the decision of the building principal.

The fourth appeal must be made to the Secretary of the Coloma Board of Education within three (3) school days of the decision of the Superintendent of Schools. The appeal will be heard at the next regularly scheduled Coloma Community Schools Board of Education meeting or the Board of Education may convene a special meeting to determine the appeal.

### **School Equipment**

Each student is financially responsible for all equipment assigned/checked-out to the student-athlete and should treat all equipment as if it were personal property. If the equipment turns up missing or is returned in a form no longer usable, the student-athlete will be charged the full replacement cost.

Team uniforms are issued for team usage. Warm-ups, competition jerseys, practice jerseys, etc., are not to be worn as personal clothing. Coaches may approve the wearing of jerseys at specified occasions.

### **In-Season Vacations/Pre-Arranged Absences**

Vacations occurring during the course of the season (i.e. – Christmas Break, Spring Break), and which cause an athlete to miss practices in preparation of any respective sport must be cleared in advance through the coach. Any athlete who does not follow this procedure will jeopardize his/her position on the squad. Further, even by following this procedure, there is no guarantee a student-athlete's position on a respective squad/team will not be affected. The coach will still have the final decision in determining an athlete's position on a respective team.

### **Physical Examinations**

(Per the Michigan High School Athletic Association (MHSAA) Handbook)

Section 3 (A) – No student shall be eligible to represent a high school/junior high/middle school for whom there is not on file in the offices of the superintendent or principal or athletic director of that school, statements for the current school year certifying that (1) the student has passed a physical examination and is physically able to compete in athletic tryouts, practices and contests and (2) there has been consent for disclosure to the MHSAA of information otherwise protected by FERPA and HIPAA for the purpose of determining eligibility for interscholastic athletics.

#### **Interpretations – Section 3**

1. The physical examination form must be signed by the M.D., D.O., Physician's Assistant, or Nurse Practitioner who administers the physical examination.
2. Athletic equipment should not be issued and students must not be allowed to try out or practice until an acceptable signed statement of physical examination and consent has been provided
3. A statement for the current school year is interpreted as any physical examination given on or after April 15 of the previous school year.
4. In cases of serious injury or extended illness, students should be re-examined by a physician (M.D. or D.O.) before again being allowed to compete.
5. A statement for the current school year is interpreted as any physical examination given on or after April 15 of the previous school year.

It is the responsibility of the student-athlete to have a signed statement of physical examination and consent submitted to the athletic office prior to the first day of try-outs. The Coloma Athletic Department will make every attempt to schedule and sponsor a common date for athletic physicals with a local health clinic on a specific date after the date of April 15.

The Coloma Athletic Department uses MHSAA Form A, of which can be downloaded off the school website or picked up in the Coloma Athletic Office or High School Office. All portions of this card must be completed by student-athletes, MD, DO, PA or NP, and parent or guardian and uploaded to the athletic platform before the student-athlete will be cleared by the Athletic Office for participation.

### **Drug Testing**

Coloma Community Schools has an ongoing random Drug Testing Program in effect for all student-athletes in grades 9 through 12. Athletes and their parents or guardians will be required to sign a Drug Authorization Form and Consent for Release Form in order to participate in interscholastic athletics sponsored by Coloma Community Schools.

### **Athletic Insurance (A Supplemental Insurance)**

Parents and athletes are responsible for primary coverage of any athletic injury occurring during or from athletic team practices, open gyms, weightlifting and/or interscholastic competition. The Coloma Athletic Department has a supplemental policy through First Agency, Inc., to cover limited amounts after the student-athlete's family insurance had paid its maximum benefits. Currently this policy requires a small deductible payment by the family before coverage begins.

### **Submitting a Claim**

In the event of accident/injury, the student-athlete must notify his/her coach. The coach will be responsible for filling out an accident report form.

After the student-athlete has been seen by a physician and/or specialist, the parent or guardian must inform the athletic office or the athletic secretary so a claim can be registered. If this protocol is not followed in a timely fashion, the possibility of losing all rights to insurance coverage could be lost.

All bills should be sent to the mailing address of the parent or guardian. At no time should any medical bills be sent to the school as all insurance policies are made out in the name of the student-athlete – not the school.

Once the claim has been filed, all correspondence is between the company and the parent or guardian. The athletic office will assist when possible, however, it is the responsibility of the parent or guardian and the doctor/specialist's office to complete the proper forms and follow through in payment.

### **Absence from School on Day of Activity**

An athlete who is absent for more than half a day (3 hours or more) school on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the principal, assistant principal or athletic director: (1) for a medical absence pre-arranged with the coach, or (2) for a death in the athlete's family. An athlete who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event will be withheld from Saturday activities unless authorization to participate is granted by the principal, assistant principal or athletic director

Athletes must be in attendance for more than half a day (3 hours or more) on the day after a game.

### **Travel**

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school-approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

### **Concussions & Head Injuries**

A student who exhibits signs, symptoms or behaviors consistent with a concussion (i.e. loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from physical participation and shall not return to the activity until he/she is evaluated by an appropriate licensed health professional who has the ability to recognize and treat concussions and receives written clearance to do so. Written medical clearance will then be maintained in the student's CA-60 file until he/she is 18 years of age.

State law requires all Michigan schools to provide educational materials on the signs/symptoms and consequences of concussions to each student participating in an athletic activity (extra-curricular sports and/or gym class) and their parents/guardians and to obtain a signed statement acknowledging receipt of the information to keep on record.

### **Extra-Curricular Activities**

In order to participate in extra-curricular activities, students must pass all 6 classes in the previous marking period to participate in the following marking period (checks will be done using 1<sup>st</sup> nine weeks, 1<sup>st</sup> semester, 3<sup>rd</sup> nine weeks, and 2<sup>nd</sup> semester).

Students must be in attendance for 3 out of 6 periods at school the day of an activity in order to attend the activity unless prior permission has been granted by the building principal or their designee.

Coloma Junior High School is pleased to offer its students with many extra-curricular activities. Extra-curricular activities will enhance the school experience, so you are encouraged to join a club or activity that interests you.

A complete list of extra-curricular activities is available in the office.

### **School Dances**

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials, alcoholic beverages, or any illegal substance or paraphernalia;
2. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon;
3. Vandalize or steal;
4. Haze other students;
5. Behave in a manner that is detrimental to the good of the school; or
6. Be insubordinate or disrespectful toward teachers and chaperones.
7. Shall be in attendance of school on the day of the dance in order to attend.
8. All dancing shall be "***Face-to-Face with a little space.***"

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

### **Equal Access for Non-School Sponsored Student Clubs**

A student-initiated group may meet on school premises during non-instructional time and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity.

The principal shall grant the group's request and first determining that:

- a. the activity has been initiated by students
- b. attendance at the meeting is voluntary
- c. no agent or employee of the District will promote, lead, or participate in the meeting
- d. the meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school
- e. non-school persons do not direct, conduct, control, or regularly attend the activity.

A school employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

### **Athletics & Fine Arts Agreement for Schedule Conflicts**

The Purpose of this policy is to help a student make a decision when there is a conflict between athletic and fine arts events. In this policy, "event" refers to; a game, a competition, a practice, a performance of a rehearsal.

1. At no time will the student be adversely penalized because of the choice made.
2. When the choice is made, the time needs to be made up and a reasonable make up assignment will be given. (The student will contact the coach or fine arts teacher for the makeup time or assignment).
3. Items of precedence:
  - A. Game or competition over practice/rehearsal
  - B. Performance over practice
  - C. State sponsored events would have priority
4. When two events are unavoidably scheduled in conflict with one another, the fine arts teacher(s) and affected coach(es) will meet with one another prior to discussing any resolution of the situation with the involved students. If the fine arts teacher and the coach come to agreeable terms as to which students are most needed at which event, they will both communicate their desires to the affected student. If the student accepts the decision made, there is no problem. If the student does not accept the decision and has a strong preference that runs contrary to the decision made by the adults, the student's decision will be honored. The student needs to communicate their decision to the coach and fine arts teacher. The student also needs to contact the coach and /or fine arts teacher for the makeup time and/or assignment.
5. If the fine arts department schedules events beyond their published calendar, all efforts will be made to choose a date does not conflict with regularly scheduled events. These events must have the approval of the building principal. If a conflict occurs, the student is exempted from either obligation.
6. At times when athletic events must be rescheduled because of bad weather, all efforts will be taken to avoid a conflict with regularly scheduled fine arts department dates. If a conflict occurs the student is exempted from either obligation.
7. Athletes or fine arts students shall not be adversely penalized or made to feel guilty for choosing one school event over another. Fine arts teachers and coaches will not use pressure tactics in attempting to sway a student to choose one event over another.
8. If a student consistently chooses events over a sport event, the student may jeopardize their ability to earn an award for that season. Conversely, if the student consistently chooses a sports event over the fine arts event and does not make up the assignment, the student's performance grade for the performances missed will not be earned.

## **Chapter 10 Special Education**

### **Education of Students with Disabilities**

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

- (1) Has a physical or mental impairment, which substantially limits one or more of such person's major life activities;
- (2) Has a record of such an impairment; or
- (3) Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

### **Discipline of Students with Disabilities**

The School District will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

## Chapter 11 Student Records & Privacy

### Student Privacy Protections

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- A. *Consent* before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

Political affiliations or beliefs of the student or the student's parent/guardian;  
Mental or psychological problems of the student or the student's family;  
Sex behavior or attitudes;  
Illegal, anti-social, self-incriminating, or demeaning behavior;  
Critical appraisals of others with whom the students have close family relationships;  
Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;  
Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or  
Income, other than that required by law to determine program eligibility.

- B. *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- C. *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum
4. Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **Instructional Material**

A student's parent/guardian may review the curriculum, textbooks, and teaching materials of the school in which the student is enrolled at a reasonable time and place and in a reasonable manner.

### **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

**1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.<sup>1</sup>**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A

parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative 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 unit 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 any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- o Name
- o Address
- o Grade level
- o Birth date and place
- o Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- o Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- o Academic awards, degrees, and honors
- o Information in relation to school-sponsored activities, organizations, and athletics
- o Major field of study
- o Period of Attendance in school

***Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice (September 7, 2017).***

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>2</sup>**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain**

**through the exercise of any right secured under State law.**

- 9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

## **Chapter 12 Parental Right Notifications**

### **Teacher Qualifications**

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### **English Learners**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact the Director of Special Programs, Natalie Contreras at 269-468-2400.

### **Pesticide Application Notice**

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the junior high school office.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

### **Mandated Reporters**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

### **Parent-Teacher Conferences**

Parent and teacher communication is strongly encouraged to foster a partnership for the student's successful education. Coloma Junior High School teachers may be reached at any time via phone (468-2405) or email to answer any questions or deal with any potential problems early. In addition, Coloma Junior High School conducts formal Parent-Teacher Conferences twice a year. For your convenience, all conferences are conducted in the Junior High School. **Parent-Teacher Conference dates for the 2026-27 school year are October 28th & 29th from 4:00 p.m. to 7:00 p.m and March 4th, 2026 from 4:00 p.m. to 7:00 p.m.**

## Chapter 13 Miscellaneous Items

### **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](mailto:wtremblay@ccs.coloma.org)

269-468-2405

### **Jr. High Academic Credit System**

Student academic achievement at Coloma Junior High School has always been stressed and expected. In an effort to focus on academic preparation for High School, the Junior High School has implemented an Academic Credit System effective the 2017-18 School year. Academic Credit is earned through a passing grade in a year long class. The requirements are as follows:

Incoming 6th grade students:

Math - 2 credits

English - 2 credits

Science - 2 credits

Social Studies - 2 credits

Foreign Language - 1 credit

Health/PE - 1 credit

Total - a minimum of 10 core credits are required in addition to passing grades in at least two of the three years offered in each core subject (Math, English, Science, Social Studies) in grades 6-8. Failure to meet these requirements may prevent a student from being promoted to the next grade or participating in promotion exercises.

### **Remediation**

Students that do not pass a Math core class and do not attend Summer School, will be scheduled for remediation during the regular school day. For example, if a student fails 6th grade math and does not attend Summer School, as a 7th grade student they will be scheduled for 6th grade Math. The remaining classes will be 7th grade classes. The same expectation exists for Foreign Language courses.

### **Hall Passes**

All students must have passes from an administrator, counselor, teacher or a staff member to be in the hall during class time. This applies to all students for any reason. Students meeting with teachers during the lunch period must have a pass to leave the cafeteria. If the student leaves without a pass, the student will be considered truant (skipping class). This will be the determination even if verbal permission was given. Students who leave class without a pass risk disciplinary action. Students can only utilize the pass for its original purpose, and must go directly to the prescribed location and return with the pass.

### **Lockers**

Students will be assigned lockers for their use upon entering school each year and are responsible for its care and maintenance. Students are assigned lockers (location) based on grade level.

You should not give your combination to any other student. If your locker is in need of repair, jammed, or you are having difficulty with its operation, please report it to the office.

Be sure your locker is locked when you leave and do not leave anything of any value in it. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. In the event you need to have an expensive item or a large sum of money at school, you may store it in the office for the day as opposed to locking it in the locker.

Students may not change lockers without permission from an administrator. Lockers are property of the school. Students are responsible for leaving lockers at the end of the year in the same condition they received them or the student may be assessed a \$25 fee for cleaning.

If you are taking a physical education class, a locker will be made available by your physical education teacher. Do not leave money or valuables in your physical education locker and be sure your locker is locked when you leave.

### **Posters**

All posters, circulations, and displays must be first approved by the building principal. Items approved to be hung will be stamped and are to only be hung on bulletin boards. Do not tape signs to the wall. Individual groups are responsible for taking down all signs/posters and disposing of them when the posting period has expired.

### **Substitute Teachers**

Conduct of students under the supervision of a substitute teacher is to be the same or better than if their regular teacher was present. Students are expected to give the substitute teacher full cooperation and respect. Students are subject to the same school and classroom rules when a substitute teacher is present. Failure to cooperate with substitute teachers will result in appropriate disciplinary measures which may include suspension from school.

### **Schedule Changes**

The following criteria are used:

1. Schedule changes are only made for these reasons:
  - a. Incorrect placement in course
    1. Prior credit received in this course
    2. Administrative Error
    3. Class not requested
  - b. A health issue
  - c. Lack of prerequisite
  - d. Failure of a year-long or semester class
  - e. Teacher request (with administrative or counselor approval)
2. A schedule change cannot create an overload in another class.
3. A completed Schedule Change Request form must be submitted (forms are available in the Guidance Office). Where changes are allowed, the student will receive a new schedule. Until such time, the student must follow the original schedule.

Requests lacking the required information or signatures will not be processed and thus denied.

Schedule changes will only be processed and approved during the first five student days of a semester. In addition, students will not drop full credit/year-long classes at the end of the first semester. Only changes involving ½ credit/semester classes will be processed at the beginning of the second semester.

*Note: Coloma Community Schools and Coloma Junior High School reserves the right to make changes and edits to this booklet at any time. Please refer to our website (online version) for the most current Student Handbook.*