

COLOMA INTERMEDIATE STUDENT HANDBOOK

2026-2027

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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 Intermediate 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.

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 Intermediate.

SCHOOL HOURS

Regular school hours are 8:10 a.m. to 3:12 p.m. On delayed start days, classes meet from 10:10 a.m. to 3:12 p.m., and on half days, hours are 8:10 a.m. to 11:49 a.m.

To ensure student safety, supervision at Coloma Intermediate does not open the doors until 7:45 a.m. on standard or half days, and 9:45 a.m. on delayed start days. Students are not to enter the building or playground prior to these times due to lack of supervision. Parents of walking students should adjust their child's morning departure accordingly. Additionally, walking students must vacate the school grounds and begin their journey home within 10 minutes of afternoon dismissal.

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

**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.

Outdoor Recess

All students are required to participate in daily outdoor recess to enjoy a healthy change of pace and return to class ready to learn. Recess moves indoors only during rain or when the temperature/wind chill drops below 10°F.

If an unusual medical condition requires your child to stay inside but still allows them to attend class, a signed note or fax from their physician is required so we can arrange proper supervision.

Reminder: Please ensure your child is labeled and dressed appropriately for the weather with coats, snow pants, boots, hats, and mittens during winter or rainy days. Students are required to go outdoors.

Physical Education

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

Parent/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) 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:

Heidi Ishmael	President
Tandy Ulleg	Vice-President
Nicole Hickmon	Secretary
Steve Groendyk	Treasurer
William Stowers	Trustee
Gordie Cartwright	Trustee
Doug Kraemer	Trustee

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

Dave Ehlers, Superintendent
Winifred Staffen, Principal

The school is located and may be contacted at:

Coloma Intermediate	Jessica Saintz, Principal Secretary
247 W. St. Joseph Street	jsaintz@ccs.coloma.org
Coloma, MI 49038	Phone # 269-468-2415
Website: ccs.coloma.org	Fax # 269-468-2445

Visitors

Parents of students are always welcome and encouraged to visit our school. An appointment must be scheduled in advance to meet with an administrator or teaching staff. Student visitors are not allowed. All volunteers, visitors, and chaperones are required to have an approved background check on file. Background checks must be updated annually and can be completed by going to our website at ccs.coloma.org. A badge will be issued and available at the Intermediate office. 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 obtain their pre-approved badge identifying themselves as a guest and place the badge 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, return their visitor badge, 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 persons have 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
wtremblay@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. For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
Telephone: 216-522-4970
FAX: 216-522-2573
TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

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

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

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at Coloma Schools within 45 days of the request. This right extends to the parents and to any student 18 years of age or older. The principal will make arrangements for access and notify the parent(s) or eligible student of the time and place where the records may be inspected.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any part(s) of an education record, which you believe to be inaccurate or misleading. The request for amendment must be forwarded in writing to the principal, and clearly state the part of the record to be changed and the reason(s) you believe it to be inaccurate or misleading. This right includes the right to a hearing to present evidence that the record should be changed, if a designated official of Coloma Schools decides not to alter the education records according to your request. If no change is made

- to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given for the disclosure, as an item of direct information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the United States Department of Education concerning the alleged failure of the Coloma Community Schools to comply with FERPA. Your complaint should be directed to: Family Policy Compliance Officer, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.
 5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

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

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

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

NOTICE AND STATEMENT OF NONDISCRIMINATION

Notice of Nondiscrimination

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

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

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

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

Wendy Tremblay

Principal, CJHS

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

complaint@ccs.coloma.org

269-468-2405

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

The Board's nondiscrimination policy and grievance procedures can be located at ccs.coloma.org.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to ccs.coloma.org.

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

U.S. Department of Education

Office for Civil Rights

Lyndon Baines Johnson

Department of Education Bldg

400 Maryland Avenue, SW

Washington, DC 20202-1100

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, visitors, and chaperones 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 and notify administration. 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 pre-approved 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.*

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.

Students Selling Products at School

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

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:

1. 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.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. 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) 468-2415.

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) 468-2415.

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 school office.

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.

Change of Address or Phone Number:

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

Moving or Leaving the District

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

Notify the office. We will need to know:

- New address
- Date you are moving
- Name of school where your child will be enrolled (if possible).
- Make arrangements to return all textbooks, chromebook, and library books.
- Take home all personal items.
- Pick up a "Withdrawal Form" from the office for the new school.
- The records will be sent by mail when requested by the new school. We are not permitted to give the original records to a parent.

Lost and Found

We strongly encourage parents to label all personal items with their child's name using a permanent marker or name label. Unidentified items found at school will be placed in the designated Lost and Found area, where students can check for missing belongings. Please note that all unclaimed items are donated twice a year: once right before winter break and again at the conclusion of the school year.

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 reasons 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 269-468-2415 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 visits, 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 social worker or teacher, or field trips or athletic events will not be considered an absence; however, the student is responsible for turning in assignments 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.

Early Pickups: Advance notification to the main office is required for all early pickups at Coloma Intermediate. For security and dismissal logistics, the main doors close daily at 2:30 p.m. All early pickups must be completed prior to this time; any arrivals after 2:30 p.m. will be directed to the standard car rider dismissal line.

TARDINESS

All tardiness is considered unexcused unless a parent or guardian signs the child in, in the main office. Students arriving after 8:10 a.m. start time (10:10 a.m. on late start) will be counted as tardy and will need a parent to walk them into the office to sign them in to have it marked as an excused tardy. Students who arrive after 9:25 a.m. are counted as absent for the morning. Students leaving after 2:00 p.m. will be considered "early leave" and counts toward truancy.

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.

Students whose families register them to attend the bible release studies, will not be marked as absent during their time away from school.

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 four times per school year. 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. We want to ensure every child has a strong academic foundation before moving on to the next grade level, so placement and promotion decisions are always guided by your child's academic progress.

Standard-Based Grading (SBG)

Coloma Community Schools utilizes a Standards-Based Grading (SBG) system for Coloma Intermediate students in reading, writing, and math. Unlike traditional grading methods that average a student's performance over time or factor in behavioral elements, SBG focuses purely on a student's academic proficiency and progress toward specific learning targets.

The Grading Scale

Students are evaluated on a quarterly basis for each established curricular standard using a three-point proficiency scale:

3 - Proficient: The student consistently demonstrates a thorough understanding and mastery of the standard expected for their grade level.

2 - Developing: The student is making progress toward the standard and understands the foundational concepts, but has not yet achieved full mastery.

1 - Area of Concern: The student requires significant support and targeted intervention to understand the standard.

Core Principles of Standard-Based Grading

Separation of Academics and Behavior: Grades are an accurate reflection of what a student knows and can do academically. Non-academic factors such as behavior, attendance, and effort are monitored and communicated separately rather than being factored into the subject score.

Continuous Growth and Feedback: SBG is designed to encourage a growth mindset. Evaluations provide clear benchmarks so students, teachers, and parents can identify exact strengths and target areas that require focused instruction or intervention.

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.

Standardized Testing

Students and parents/guardians should be aware that students in grades 4-5 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

More information in terms of exact testing times, dates and locations, etc will be shared closer to the testing dates.

District Assessments

The district administers NWEA assessments three times per year. Students develop individual goals and work toward meeting them across all three testing periods. This data is utilized to drive curriculum planning and targeted interventions throughout the building. To support this, students participate in daily 30-minute ELA and 30-minute math intervention blocks, allowing them to focus on individual skills directly tied to their NWEA results. Additionally, DELTA Math is used to provide direct instruction based on each student's specific needs.

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 school day. Lunch is served every school day from (5th Grade: 11:07 a.m. to 11:37 a.m. and 4th Grade: 11:42 a.m. - 12:12 p.m. (normal schedule days)). 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. Students are encouraged to bring a non-glass water bottle to school for use throughout the day and at lunch. To prevent spills and distractions, these containers may only contain plain, clear water; flavored water, soda, Prime, and similar beverages are not allowed. Students may refill their bottles at our school water stations during designated times.

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 2026-2027. 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 (48 hours notice) 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 may 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 the emergency door only in an emergency.
8. In the event of an 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.
10. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
11. Do not open windows.
12. Keep the bus neat and clean.
13. 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 buses 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.

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.

Car Rider Line Procedures

The safety of our students is our utmost concern. Following these steps will assure that everyone arrives safely to their car and can be on their way home in a timely and efficient manner.

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

Siblings (Elementary & Intermediate) Car Riders: Parents must contact the elementary school to arrange for a student to be picked up with their sibling at the Intermediate building. Please note that Intermediate students are not permitted to walk to the elementary school. Instead, staff members will escort elementary siblings down to the Intermediate building, where they will meet their sibling and wait inside until their names are called during the walkie-talkie dismissal process.

Car Rider Pick-Up Procedures

For the safety of our students, please strictly adhere to the following pickup routines:

Entrance: Enter the large parking lot off Red Arrow Highway using the entrance farthest from the building.

Line Up: Form two lanes by circling around the lot.

☒ Right Lane (Outside): For picking up Intermediate students only.

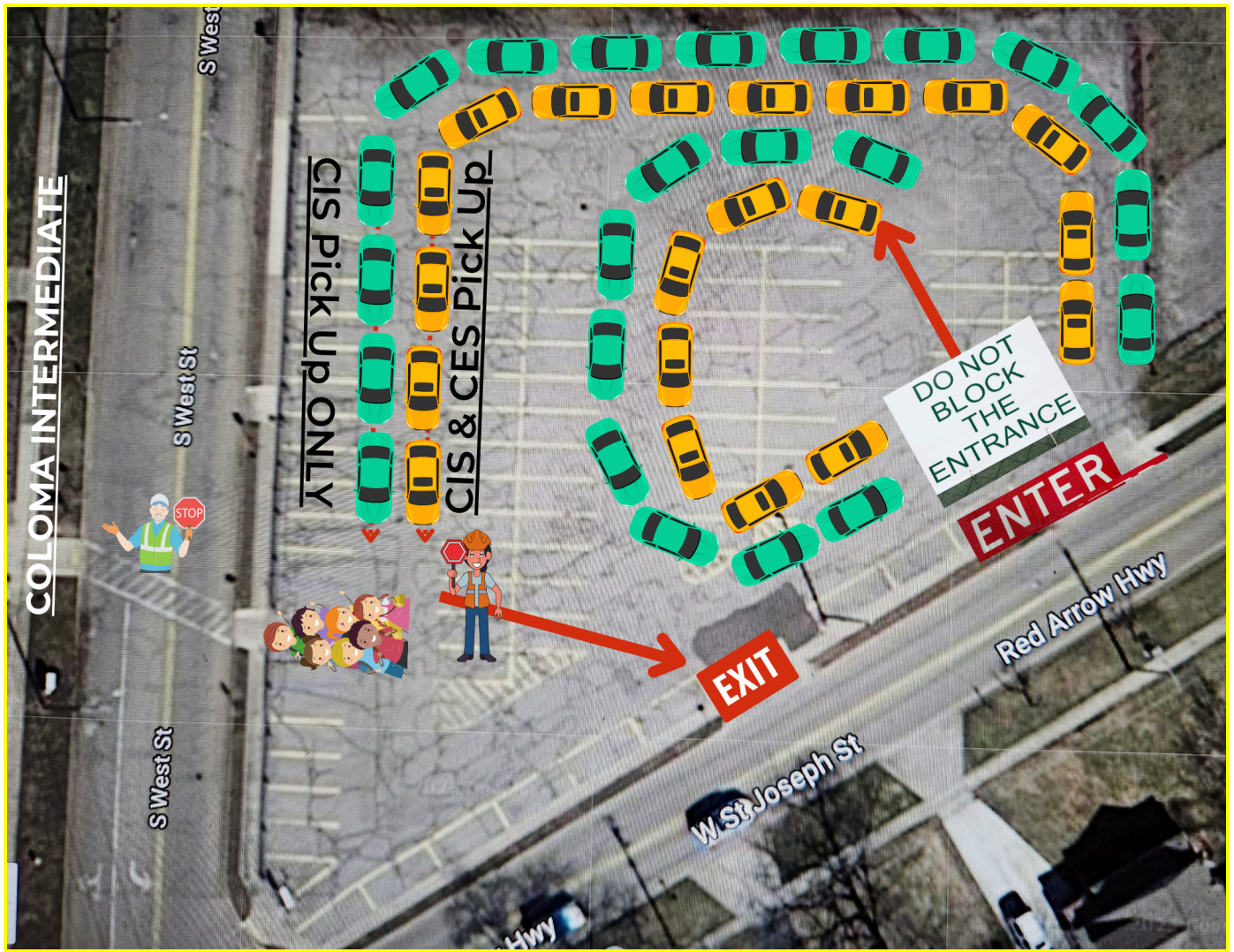
☒ Left Lane (Inside): For picking up siblings from both the Elementary and Intermediate buildings.

Afternoon Dismissal Process: Using walkie-talkies, staff will call and dismiss students to their vehicles in the exact order parents arrive in the pickup line. Students will wait safely in a designated zone until their car reaches the front of the line. Parents must remain in their vehicles throughout this process. For safety and accountability, students will not be released to parents who park in the lot instead of waiting in the line. Additionally, the building will be closed to walk-in pickups after 2:30 p.m.

Departure: Exit the parking lot using the driveway closest to the school building.

Prohibited Parking: Do not park, wait, or ask your child to meet you on S. West Street or other side streets. Students will only be dismissed to parents waiting in the official car rider line.

Dismissal Rules for Walkers: Students who walk home are expected to exit the building and leave the school grounds within 10 minutes of dismissal. For safety reasons, please cross the street only at designated crosswalks. Parents must avoid picking up students on the main street, as roadside stopping disrupts dismissal traffic and creates hazardous conditions for our walkers.



Parking

Visitor Parking and Drop-Off Procedures

School visitor parking is located in the East parking lot across from the playground. Visitors are asked to park near the front of the lot to ensure a smooth afternoon dismissal, use the crosswalk to enter the playground, and proceed to the main door on the right. To keep traffic moving safely and avoid disrupting crossing guard procedures, all routine morning drop-offs and afternoon pick-ups must also take place in the East parking lot. Please note that the bus loop is strictly off-limits for personal vehicle pick-ups and drop-offs. Vehicles may not be parked or left unattended in designated bus lanes or fire lanes at any time. Please note that this policy explicitly covers the curbside areas on the main street directly in front of the playground.

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 medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing an "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 of 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.

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 a 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.

Standard Response Protocols

STANDARD RESPONSE PROTOCOL
INFORMATION FOR PARENTS AND GUARDIANS
Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be taking, practicing, and drilling the protocol.

COMMON LANGUAGE
The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol. The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Form of Act" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure (Lockdown), Lockdown, Evacuate, and Shelter.

LOCKDOWN
"Locks, Lights, Out of Sight"
Students are trained to:
• Move away from sight
• Maintain silence
• Do not open the door
Adults and staff are trained to:
• Recover students from hallway if possible
• Lock the classroom door
• Turn out the lights
• Move away from sight
• Maintain silence
• Do not open the door
• Prepare to evade or defend

EVACUATE
"To a Location"
Students are trained to:
• Leave stuff behind if required to
• If possible, bring their phone
• Follow instructions
Adults and staff are trained to:
• Bring roll sheet and Go Bag (unless instructed not to take anything with them, dependent on reason for evacuation)
• Lead students to Evacuation location
• Account for students and adults
• Report injuries or problems using Red Card/Green Card method.

HOLD
"In Your Rooms or Area, Clear the Halls."
Students are trained to:
• Clear the hallway and remain in their room or area until the "All Clear" is announced.
• Do business as usual
Adults and staff are trained to:
• Close and lock the door
• Account for students and adults
• Do business as usual

SECURE
"Get Inside, Lock Outside Doors"
Students are trained to:
• Return to inside of building
• Do business as usual
Adults and staff are trained to:
• Bring everyone indoors
• Lock outside doors
• Increase situational awareness
• Account for students and adults
• Do business as usual

SHELTER
"Shelter Hazard and Safety Strategy"
Hazard might include:
• Tornado
• Hail
• Earthquake
• Tsunami
Safety Strategies might include:
• Evacuate to shelter area
• Seal the room
• Drop, cover and hold
• Get to high ground
Students are trained to:
• Appropriate Hazard and Safety Strategies
Adults and staff are trained to:
• Appropriate Hazard and Safety Strategies
• Account for students and adults
• Report injuries or problems using Red Card/Green Card method.

LOCKDOWN (CIERRE DE EMERGENCIA)
Echen llave, apaguen las luces, escóndanse.
Se capacita a los/as estudiantes en lo siguiente:
• Desplazarse a un lugar donde no se los vea
• Guardar silencio
• No abrir la puerta
Se capacita a las personas adultas en lo siguiente:
• Llevar a las personas en los pasillos a dependencias interiores si es posible haciendo de forma segura
• Cerrar llave a los puertos exteriores
• Apagar las luces
• Desplazarse a un lugar donde no se los vea
• No abrir la puerta
• Guardar silencio
• Contar a los estudiantes y a los adultos
• Prepararse para evadirse o defenderse

EVACUATE (EVACUACIÓN)
(Es posible que se especifique un lugar determinado)
Se capacita a los/as estudiantes en lo siguiente:
• Ir a un lugar determinado
• Dejar sus teléfonos
• Cuando se proporcionen instrucciones sobre si deben llevarse o dejar sus pertenencias
Se capacita a las personas adultas en lo siguiente:
• Dirigir la evacuación a un lugar determinado
• Contar a los estudiantes y a los adultos
• Reportar lesiones o problemas usando el método de Tarjeta Roja / Tarjeta Verde

SHUTTER (BUSQUEN RESGUARDO)
Riesgo y estrategia de seguridad. Los riesgos pueden incluir:
• Tornado
• Meteoritos peligrosos
• Terremoto
• Tsunami
Las estrategias de seguridad pueden incluir:
• Evacuarse a un área resguardada
• Bajar al sótano
• Agacharse, cubrirse, agarrarse
• Originar un temido diseñado
Se capacita a los/as estudiantes en lo siguiente:
• Estrategias adecuadas de seguridad y para situaciones de riesgo
Se capacita a las personas adultas en lo siguiente:
• Estrategias adecuadas de seguridad y para situaciones de riesgo
• Contar a los estudiantes y a los adultos
• Reportar lesiones o problemas usando el método de Tarjeta Roja / Tarjeta Verde

STANDARD RESPONSE PROTOCOL
INFORMACIÓN PARA PADRES/ MADRES DE FAMILIA Y Tutores/AS LEGALES
Nuestra escuela ha adoptado el Protocolo de Respuesta Estándar (SRP) por su signa en inglés documentado por "I Love U Guys" Foundation. Los/as estudiantes y el personal serán capacitados, practicarán y harán simulacros sobre el protocolo.
LENGUAJE COMÚN
El Protocolo de Respuesta Estándar (SRP) por su signa en inglés se basa en un método para todo tipo de riesgos en vez de para situaciones particulares. Al igual que el Sistema de Comando de Incidentes (ICS) por su signa en inglés, el protocolo SRP utiliza un lenguaje común claro al mismo tiempo que permite la flexibilidad en el protocolo. La premisa es simple: durante un suceso se pueden activar cinco acciones específicas. Cuando se comunican, la acción usará un "formato específico" que irá seguido de una "directiva." Las participantes activas, incluyen estudiantes, empleados, docentes y personal de respuesta inmediata llevan a cabo la acción. El protocolo SRP se basa en las siguientes acciones: Hold (esperar), Seguro (proteger), Lockdown (cierre de emergencia), Evacuación (evacuación) y Shutter (busquen resguardo).

HOLD: (ESPERAR)
En su salón o área. Despejen los pasillos.
Se capacita a los/as estudiantes en lo siguiente:
• Permanecer en el área hasta que se indique que la situación se ha resuelto
• Continuar con la actividad normal
Se capacita a las personas adultas en lo siguiente:
• Cerrar la puerta y echen la llave
• Contar a los estudiantes y a los adultos
• Continuar con la actividad normal

SECURE (PROTEJAN)
Vayan adentro. Echen llave a las puertas exteriores.
Se capacita a los/as estudiantes en lo siguiente:
• Regresar adentro
• Continuar con la actividad normal
Se capacita a las personas adultas en lo siguiente:
• Llevar a todos las personas adentro
• Cerrar llave a las puertas exteriores
• Permanecer adentro sobre lo que ocurre en su entorno
• Contar a los estudiantes y a los adultos
• Continuar con la actividad normal

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.

See our Board policy on our website:

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

[PO 8453 Direct Contact Communicable Diseases](#)

Lice 8450A PEDICULOSIS (HEAD LICE)

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

A. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.

B. Infested students will be sent home following notification to the parent/guardian.

The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation (From 8450A F1).

A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or designee of the building principal and the child is determined to be free of the head lice and eggs (nits).

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

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.**

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 7:45 a.m. and classes begin at 8:10 a.m. Students are dismissed at 3:12 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:

Coming Ready to Learn

Always Responsible

Respectful

Exceptionally Safe

	<u>Hallway</u>	<u>Classroom</u>	<u>Bathroom</u>	<u>Cafeteria</u>	<u>Playground</u>	<u>Bus</u>
C Come Ready to Learn	Go directly to your classroom when you enter the building	Be prepared with needed materials	Return to class right away when you are finished	Be familiar with the game rules and indoor zones.	Go directly to your assigned seat.	Walk to bus in a single line
A Always Responsible	Walk in a single file line. Take care of belongings (backpacks, coats, etc.) upon entry or leaving the classroom	Take care of materials, equipment, and classroom	Three people in the bathroom at a time One person in a stall / urinal at a time Flush toilet / urinal after use Wash hands with 1 squirt of soap	Be responsible for the equipment you take out. Ask an adult if you need to use the Bathroom Line up right away when the whistle is blown	Raise your hand if you need a staff member Food may not be shared or leave the room Use both hands to carry your tray	Keep your items on your seat or in your lap No eating on the bus
R Respectful	Voice Level 0 Voice level 1 when speaking	Voice Level 0, 1, or 2 based on the	Voice level 0 or 1	Voice level 0 when in line to enter	Voice level 1 or 2	Voice level 1 Follow the

	to adult Use your manners (please, thank you, no thank you, excuse me, etc.)	activity Use a positive tone and kind language Use your manners (please, thank you, no thank you, excuse me, etc.)	Clean up after yourself Use all equipment appropriately and safely Honor each other's privacy Use your manners (please, thank you, no thank you, excuse me, etc.)	building Voice level 0 when you've entered Use your manners (please, thank you, no thank you, excuse me, etc.)	Clean up after yourself Use your manners (please, thank you, no thank you, excuse me, etc.)	driver's instructions right away Use your manners (please, thank you, no thank you, excuse me, etc.)
E Exceptionally Safe	Keep hands, feet, and objects to yourself Walk calmly on the right side of the hallway in a single file line Voice Level 0	Keep hands, feet, and objects to yourself Stay seated in chair appropriately	Keep hands, feet, and objects to yourself Report any concerns to your teacher Avoid water or soap on getting on the floor or mirrors	Use all equipment appropriately and safely Keep hands, feet, and objects to yourself Stay inside the playground fences	Stay in your seat Keep hands, feet, and objects to yourself	Voice level 0 at railroad crossing Stay in seat until the bus completely stops Enter/exit the bus when the bus driver says it is OK Three students in a seat Keep hands, feet, and objects inside the bus and to yourself

- Fidgets and toys are not allowed at school.
- Fanny packs, purses, backpacks, etc. are to be left in the students' lockers during the school day.
- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students are not to place stickers on their lockers, desks, or any school equipment.
- Students who ride a bike to school will park it in the bike ramp and is not to be used during the school day.
- Skateboards and wheely shoes are not permitted at school.

- Water guns, play guns, and/or real guns are not permitted at school.
- No cell phone, smart watches, electronic devices, radios, MP3 players, or cameras are permitted without permission from the principal. It is recommended to leave these at home. If unable to do so, students are to turn the item(s) off, place them in their backpack and leave them in their lockers.
- 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.

Wearable Technology Policy (Effective Sept. 8, 2026):

Meta glasses, smart glasses, and all other wearable tech with integrated recording, filming, audio-capture, or heads-up displays are strictly prohibited on school property at any time.

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.

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.. Parent/Guardian must sign a student out, prior to 2:30 p.m., when leaving school property. The student will be subject to disciplinary action up to suspension for leaving without permission during the school day.

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.

Students are to wear leggings under jeans, shorts, skirts with holes above the mid thigh and avoid wearing pajamas and slippers.

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

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.

- Device will be confiscated and brought to the office by an adult.
- Parent/Guardian will be required to pick up the device from the main office during normal office hours.

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:

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 2026-2027 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.

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, 41

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.

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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:

Winifred Staffen, Principal

Coloma Intermediate

269 468 2415

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 at a table. Students will remain seated. Students will raise their hand to dispose of any trash in the appropriate receptacle or to use the restroom. 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 (Level 1 or 2)
- 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 and/or 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.
- Students are to remain in their original seat or assigned seat for the duration of lunch time.
- Students will raise their hand to dispose of trash, return trays, or use the restroom.
- Students will adhere to PBIS expectations.

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

Field Trips

Field trips are a privilege for students. Students and chaperones 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;
- 1 or more failing grades on most recent report card (MP1,Sem1,MP3, Sem2);
- Other reasons as determined by the school.

Chaperone Expectations

Chaperones will follow school expectations during field trips.

- Purchases at gift shops will follow school expectations i.e. no weapons, tobacco, drugs, alcohol
- No swearing or foul language
- Disciplinary concerns will be reported to teacher
- Will follow dismissal protocols to sign out student
- Will follow itinerary of field trip
-

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

Physical Assault

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

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 Intermediate is a 1:1 technology building for grades 4 and 5, where students are issued a computing device (Google based) that is left in their classrooms. 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; Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused
- B. Downloading of copyrighted material for other than personal use
- C. Using the network for private financial or commercial gain
- D. Wastefully using resources, such as file space
- E. Hacking or gaining unauthorized access to files, resources, or entities
- F. 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;
- G. Using another user's account or password
- H. Posting material authored or created by another without his/her consent
- I. Posting anonymous messages
- J. Using the network for commercial or private advertising
- K. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
- L. Using the network while access privileges are suspended or revoked.
- M. 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.

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.
- D. **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.
- E. 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.
- F. 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.
- G. 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.
- H. 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.

- I. 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. Andy Ulleg

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
- 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

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;
6. Be insubordinate or disrespectful toward teachers and chaperones.
7. Shall be in attendance at 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.

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:
 - a. Political affiliations or beliefs of the student or the student's parent/guardian;
 - b. Mental or psychological problems of the student or the student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom the students have close family relationships; Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
 - f. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian;
 - g. Income, other than that required by law to determine program eligibility.
- B. *Receive notice and an opportunity to opt a student out of –*
 - a. Any other protected information survey, regardless of funding;
 - b. 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;
 - c. 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 –
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
 - c. Instructional material used as part of the educational curriculum
 - d. 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.** 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:
 - Name
 - Address
 - Grade level
 - Birth date and place
 - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
 - 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

- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- 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.** 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.**

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 Intermediate teachers may be reached at any time via phone (468-2415) or email to answer any questions or deal with any potential problems early. In addition, Coloma Intermediate conducts formal Parent-Teacher Conferences twice a year. For your convenience, all conferences are conducted at the Intermediate building.

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
269-468-2405

Recess Recovery

Students who have missing assignments or require additional instruction on a topic may be assigned to recess recovery. This supportive session takes place during afternoon recess and is supervised by one of the four grade-level teachers.

Hall Passes

All students must have passes from an administrator, social worker, 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. To prevent damage to lockers, students are not allowed to put stickers, tape, or write on their lockers for any reason. Students are assigned lockers (location) based on grade level. Fourth grade lockers do not lock. Fifth grade lockers do have combination locks and students should not

give their 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 their classroom teacher. 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.

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.

