

**COLOMA
HIGH SCHOOL**
2011-12

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

This agenda belongs to:

NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____

PHONE _____

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 High School.

MISSION STATEMENT

We are dedicated to fostering pride in the school, the community, and nourishing a positive self-image for every student. Our belief is that all students can and will learn best when excellence is expected, educational achievement will be obtained only when students are encouraged and challenged to attain this excellence.

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 your colors fly
As we fight for Coloma High

COLORS: Green and Gold

MASCOT: Comet

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 at the Board office located at:
2518 Boyer Road
Coloma, MI 49038

Students shall not arrive at school before 7:00 a.m. and classes begin at 7:20 a.m. and students are dismissed at 2:34 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly, or yell in the hallways nor shall they push, shove, or hit others.
- Students shall not write on walls, desks, or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No cell phones, radios, tape players, CD players, MP3 players, or cameras are permitted.

ACADEMICS

GRADUATION REQUIREMENTS

Graduation requirements are as outlined below.

2012

Social Studies	3.0 (Government, Economics, World History/Geography, U.S. History/Geography)
English	4.0 (English 9, 10, 11, 12)
Science	3.0 (Earth Science, Biology, Chemistry or Physics)*
Math	4.0 (Algebra, Geometry, Algebra II, 1 Math Credit during senior year)
Physical Education/ Health	1.0 (.5 Physical Education, .5 Health)
Visual, Performing, Applied Arts	1.0
Computer Education*	1.0
Online Learning Experience	
Total credits needed to graduate	27

Foreign Language 2.0 credit begins with the Class of 2016

***Beginning with 2015 Physics Essentials, Biology, Chemistry or Chemistry Essentials**

CLASSIFICATION OF HIGH SCHOOL STUDENTS

A student must obtain a minimum of 6 credits in grade nine to be classified as a sophomore.

A student must obtain a minimum of 12 credits to be classified as a junior.

A student must obtain a minimum of 19.5 credits to be classified as a senior.

A student failing to accumulate a minimum of 27 credits for 2012 graduates shall not receive a diploma.

GUIDANCE AND COUNSELING

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

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grade 11 will take standardized tests in March. 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:

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

ATTENDANCE

ATTENDANCE POLICY

Students must be in class 2/3 of the class period to get credit for attendance. Students missing more than 1/3 of the class period will be considered absent from that class.

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.

STUDENT ABSENCES

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

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

In the event of any absence, the student's parent or guardian is required to call the school at 269-468-2400 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official 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.

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.

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.

CHEATING, PLAGIARISM, OR FORGERY

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; or (4) copying/sharing homework or other assignments.

Plagiarism includes, but is not limited to: the use, whether by paraphrase or direct quotation, of the published, or unpublished 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.

1st offense Zero on assignment. Parent notification

2nd offense Zero on assignment.
1-day suspension. Parent conference.

3rd offense Zero on assignment.
3-day suspension. Parent conference.

TARDY POLICY (PER TRIMESTER)

A student is considered "tardy" to class if he/she is not in his/her assigned seat when the bell rings signifying the start of class. A teacher determined consequence may be assigned for each unexcused tardy in their class. **Tardies will be tracked building wide not by individual classes.** Upon the accumulation of 5 tardies, a warning letter will be mailed home. When a student accumulates 10 unexcused tardies, the student may receive a 1-day suspension from school. After the accumulation of 10 tardies, students may be suspended 1-day from school for accumulation in increments of 5 tardies (15, 20, 25, etc.)

The administration reserves the right to not classify a tardy as excused for a student reporting to school late where the parent has made a habit of calling in to excuse the student.

SKIPPING POLICY

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.

1st offense Parent notified or 1 day suspension

2nd offense 2 days suspension. Parent notified

3rd offense 3 days suspension. Parent notified
(Conference with student and building administrator)

4th offense 5 days suspension. Parent notified
(Referral to Intermediate School District if appropriate, referral to Superintendent of Schools, if appropriate)

AGE OF MAJORITY

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

- (1) have the same privilege as their parents/guardians as it relates to access or control of their student records;
- (2) represent themselves during disciplinary conferences and be the addressee for their grade reports
- (3) sign themselves in and out of school and may verify their own absences. NOTE: All attendance standards continue to apply;
- (4) provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

ATTENDANCE AT SCHOOL DANCES

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as under the age of 20.

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

1. Use, possess, distribute, purchase, or sell tobacco materials, alcoholic beverages, or any illegal substance or paraphernalia;
2. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon;
3. Vandalize or steal;
4. Haze other students;
5. Behave in a manner that is detrimental to the good of the school; or

6. Be insubordinate or disrespectful toward teachers and chaperones.
7. Shall be in attendance of school on the day of the dance in order to attend.
8. Non-Coloma schools guests will only be permitted with a guest authorization form signed by his/her principal. Forms may be obtained in the high school office.

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.

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 activities. Students are to use discretion in their dress and are 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, bandanas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- 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.

- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.
- **Back packs, gym bags or duffle bags are not to be carried while in school.** When entering the school, students are immediately to place bags in student lockers. If a student wishes to carry a purse, it must be small enough to fit on the book rack located below the student desk. Oversized purses will be considered book bags and will not be allowed in classrooms.

DISCIPLINE/BEHAVIOR

DISRESPECT/DEFIANCE OF AUTHORITY

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.

Refusal to follow any verbal/written directive by any school personnel will not be tolerated. As part of classroom authority, students are expected to do what they are told when they are told (comply with all directives) regardless of any personal feeling that the teacher's action is unfair. 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, but may include a 1 – 10 day suspension.

PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.

Consequence:

1st Offense, 1-3 day suspension

2nd Offense, 4-6 day suspension

3rd Offense, 7-9 day suspension

4th Offense, Recommendation to Superintendent for expulsion from school.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.

Consequence:

Interim suspension with possible recommendation to Superintendent for expulsion from school.

3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body;

and (b) grow, process, store, or conceal cannabis or controlled substances.

Consequence:

Interim suspension with a recommendation to the Superintendent for expulsion and law enforcement will be notified.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a dangerous weapon (defines by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon.
 - a. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device [regardless of blade length], iron bar, or brass knuckles.
School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause or threaten harm to others.
5. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day.

Consequence:

1st offense: Device confiscated and parent/guardian must pick up device from high school office during normal hours.

2nd offense and any subsequent offense: Same as 1st offense and may be suspended 1 day from school equal to the number of offenses (ex. 3rd offense = 3 day suspension).

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
12. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
13. Engaging in any activity, on or off campus, that 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.
14. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."
15. Students involved in fighting at any time on school property or, in an area which will reflect negatively on

the school, will be suspended for ten (10 days, parents will be notified and law enforcement may be notified. Upon the 2nd offense, students may be recommended to the school board for expulsion and law enforcement may be notified. In addition, students found to be instigating a fight may be suspended up to 10 days.

16. Public displays of affection are not allowed.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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.

DISCIPLINARY MEASURES

Disciplinary measures may include: (if not specified)

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.

4. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. Saturday School provided the student's parent/guardian has been notified.

BULLYING, INTIMIDATION & HARASSMENT

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

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

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students 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 student who is determined, after an investigation, to have engaged in bullying, 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 AND CAFETERIA RULES

LUNCH RULES

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

CAFETERIA RULES

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.

- 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 after the appropriate tone 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.

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

PHYSICAL ASSAULT

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

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

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

HAZING

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any

organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

SEARCH AND 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 PROPERTY AND EQUIPMENT, PERSONAL EFFECTS OF STUDENTS

School authorities may inspect and search school property and equipment owned or controlled by the school (*i.e.*, lockers, desks), as well as personal effects left in those locations 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.

STUDENT SEARCH

School authorities may search a student and/or the student's personal effects in the student's possession (*e.g.*, purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's 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.

SEIZURE OF PROPERTY

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.

ATHLETICS

ATHLETIC RULES AND CODE OF CONDUCT

Participation in athletics is a privilege, not a right; with privileges come additional responsibilities. Students participating in athletics must meet the academic standards established by the district and the Michigan High School Athletic Association. Complete eligibility requirements are outlined in the athletic handbook. All rules and regulations governing student athletes are contained in the Coloma Comet Athletic Handbook. Copies of the handbook as well as information regarding athletics are available in the athletic office.

School Attendance:

- a. If not in school the day of a game or practice, the athlete is not permitted to participate in it that afternoon or evening. In the junior or senior high school, the athlete must be in school the last two periods of the day. More than two (2) violations may result in dismissal.
- b. If not in school the day before a game without a legitimate excuse for this absence, the athlete is not permitted to participate in the following day's game.
- c. Must be in attendance the day after a game.
- d. Club sponsors/coaches are responsible for monitoring the attendance of their participants.
- e. Any deviations to the above may be approved at the discretion of the building principal.

EXTRA- CURRICULAR ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

Coloma High School is pleased to offer its students with many extra-curricular activities. Extra-curricular activities will

enhance the high school experience, so you are encouraged to join a club or activity that interests you.

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

PROM REQUIREMENTS

The Junior Class sponsors the prom, therefore every junior's participation in the process is needed. In order to encourage all students to participate, juniors are required to earn 2 points to receive an invitation to attend the prom. This is the only means of attending the prom for Coloma High School Juniors.

These points may be earned in the following ways:

- 1 pt. Working the concession stand for a Varsity Football game.
- 1 pt. Working the concession stand for Boys' Varsity and Junior Varsity Basketball game
- 1/4 pt. For every authorized and documented hour spent decorating with the Junior Class for Winterfest and Homecoming

9th graders must be invited by an upper class person. Sophomores/Seniors are not required to earn points.

Coloma students, who would like to invite a student from another school, must have permission from the building principal and approval from the principal from the visiting school. Approvals are located in your student planner.

Formal dress is required to attend prom. Tops on clothing must extend from the shoulders to the waist. Midriffs must not be showing.

All points for invitations must be earned by the close of the Boys' Basketball season. Students with more than 2 points will be eligible to run for King and Queen. The top five boys and girls will make up the royalty.

The following are regulations regarding guests at the Coloma Junior-Senior Prom.

1. Any Senior or Junior (Juniors must earn 2 points) is invited to the prom.
2. No one younger than a freshman from any school may attend.
3. The prom is not open to:
 - a. students currently suspended or excluded from school.
 - b. students whose physical condition is determined to be unacceptable.
 - c. students whose appearance is determined to be unacceptable.
 - d. Students who have accumulated in excess of 3 days of suspensions.
4. All guests must be registered with the Administration by the inviting party by 2:30 p.m. the Wednesday before the prom.
5. Permission slips are required for:
 - a. a guest who attends another high school.
 - b. a guest who is over 18 and not presently in high school.
 - c. freshmen or sophomores at Coloma High School.
6. Prom permission slips must be signed and returned to the junior class advisor before the purchase of any prom tickets. Prom permission slips are available in the high school office.
7. Student must be under 20 years of age.
8. If not a high school student, must have a photo I.D.

NOTE:

The building principal/designee has the right to refuse admission to anyone for any reason at any time. Gender appropriate formal or semi-formal wear is required. All school rules and state laws will apply. Chaperones and/or staff members are in charge of the prom and may use their discretion in its operation. Anyone leaving will not be readmitted unless permission to return was granted before leaving.

GENERAL SCHOOL INFORMATION

EQUAL ACCESS FOR NON-SCHOOL SPONSORED STUDENT CLUBS

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

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

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

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

EQUAL OPPORTUNITY/NONDISCRIMINATION STATEMENT

GENDER DISCRIMINATION

Coloma High School does not discriminate on the basis of sex in the educational programs or activities which it operates as required by the "Title IX Regulation Implementing Education Amendments" prohibiting sex discrimination in education.

Any student or employee of the district who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity, on the basis of sex in violation of this policy, may file a written complaint to Local Title IX Coordinator, Coloma Community

Schools, P.O. Box 550, Coloma, MI 49038, telephone (269) 468-2424.

He shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the Title IX Coordinator response shall be provided to each member of the Board of Education. If the complainant is not satisfied with such response, he/she may submit a written appeal to the Board of Education indicating with particularity the nature of the disagreement. The Board of Education shall consider the appeal at its next regularly scheduled Board meeting following receipt of the response. The Board of Education shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

SEXUAL HARASSMENT

Sexual harassment is unlawful under both Michigan and federal law and is contrary to the commitment of this District to provide an effective learning environment. The District policy prohibits sexual harassment of students, employees, Board members, volunteers, or applicants for employment by students, employees, Board members, volunteers, or contractors. The District will not tolerate sexually harassing behavior as defined by law and/or by District policy, false reports of sexual harassment, or retaliation against persons reporting allegations of sexual harassment or cooperating in the investigation of such complaints.

All administrators and supervisory personnel are responsible for eliminating any and all forms of sexual harassment and intimidation of which they are, or reasonably should be aware. The District does not discriminate on the basis of sex in the educational programs or activities which it operates and is required by Title IX of the Education Amendments of 1972 in implementing regulations (as well as other applicable status) not to discriminate in such manner.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is a form of misconduct that undermines the integrity of a relationship. Sexual harassment is any unsolicited and unwelcome sexual conduct or overtone that may be verbal, physical, written, or visual and may constitute sexual harassment when:

- Submission to such conduct or communication is made either explicitly or implicitly, a term or condition of a student's educational status, receipt of educational benefits or services, or participation in school activities; or
- Submission to or rejection of such conduct or communication by an individual is used, explicitly or implicitly, as a basis for decisions affecting a student's educational status.
- Such conduct or communication has the purpose or effect of unreasonably interfering with a student's education, or creating an intimidating, hostile, or offensive work or educational environment.

Sexual harassment does not refer to behavioral or occasional complaints of a socially acceptable nature. It refers to behavioral or occasional complaints of a socially acceptable nature. It refers to behavior which is unwelcome, which is unreasonably offensive, which fails to respect the rights of others, or which otherwise creates an intimidating, hostile, or offensive employment or educational environment.

Discipline imposed upon students for violations of this policy may include suspension or expulsion, depending upon the nature and severity of the offense. Sexual harassment under this policy may also be regarded and punished as a violation of other rules of student conduct prohibiting assault, battery, fighting, intimidation and/or other misconduct. When appropriate, referral for criminal investigation and prosecution will be made.

A student who believes that he/she has been subjected to sexual harassment should promptly notify the building principal, guidance office, or assistant principal. Complainants are encouraged to report any conduct, statement, or physical

contact, which they reasonably believe to be in violation of this policy.

Complaints of sexual harassment shall be promptly and thoroughly investigated and will be treated as confidentially as possible. The District will conduct a fair, thorough, impartial, and timely investigation of the allegations presented in a complaint. The investigation will consider the nature of the alleged activity and the context in which the alleged activity occurred. An investigation will normally include conferring with the parties involved, as well as any named or possible witnesses. In most cases, the parents, or guardians, of the students will be contacted by the school.

Copies of the school district's Sexual Harassment and Intimidation Policy are available in the Principal's office.

GRIEVANCE PROCEDURE

SECTION I

Any person believing that the Coloma Community School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disabilities Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Coloma Administration Building
ATTN: Coordinator of Programs
2518 Boyer Road
Coloma, MI 49038
(269) 468-2424

SECTION II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps.

STEP 1

A written statement of the grievance signed by the complainant shall be submitted to the Local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complaint within five (5) days.

STEP 2

A complainant wishing to appeal the decision of the Local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within (5) business days after receipt of the Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) days.

STEP 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

STEP 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

FEES, CHARGES, AND FINES; WAIVER OF STUDENT FEES

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit 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.

Students with outstanding fines will not be allowed to participate in the commencement ceremony.

FIELD TRIPS

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

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

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;

- Denial of permission from administration;
- Other reasons as determined by the school.

MEDICATION

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

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 School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

All forms are available in the high school office.

PARKING

Students may park their vehicles in the east parking only. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

Students must register their vehicle with the high school office. A \$5.00 deposit will be required for a parking permit upon registration. The \$5.00 deposit will be refunded at the end of the student's senior year upon presentation of their assigned parking permit.

The west parking lot is for school staff, personnel, and others designated by administration. This lot MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

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

SAFETY DRILL PROCEDURES AND 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 at least six (6) fire drills, two (2) tornado drills, and two (2) lock-down drills each school year. At least four (4) of the fire drills shall occur in the fall. There may be

other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

VISITORS

Parents of students are always welcome and encouraged to visit our school. An appointment for a visit is appreciated. Student visitors are not allowed.

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

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

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