

Welcome to our school . . . . .

Coloma Middle School has a population of approximately 500 students and 50 total staff members.

We hope that our school has something for everyone. We expect that every person will give his or her very best, whatever he or she has to offer. Our school is not only a place to work, but a place to play, enjoy our friends and staff, take part in chorus, band, sports, and many other events. You have an opportunity to make our school the best school in Berrien County. Together we can make it happen.

Scott Pauley, Principal

Lee Wilson, Assistant Principal

An interpreter will be made available to translate this document in Spanish @ 468-2415. Coloma Community Schools is an Equal Opportunity Employer.

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

#### Coloma Middle School's Mission Statement

To produce self-assured and productive citizens of the 21<sup>st</sup> century.

#### PLANNER

##### Purpose of Planner

- ◆ To communicate messages of significant value to and from home.
- ◆ To have the student write down the daily agenda of class topics and homework due.
- ◆ To teach organization.

It is the child's responsibility to notify the teacher of parent requests.

- a) The student will continue to write down daily agenda.
- b) The student will be removed from CARE for that marking period as a consequence for the third noncompliance incident.
- c) Lunch detentions will be assigned for non-compliance after the student is removed from CARE.
- d) The planner will be checked by the 7<sup>th</sup> hour teacher at the end of the day.
- e) Absences will excuse the student for not having the daily agenda.
- f) No consequence for parents not signing the planner.

#### EMERGENCY INFORMATION

Parents are to keep the school informed of any address or telephone changes. Without this information the staff may not be able to contact parents in case of an emergency concerning their child.

**Until an emergency number has been provided, the student will have to remain at**

**home as unexcused until this obligation has been met.**

#### ABSENCE POLICY

The school will attempt to call the home of a child or send a written note to the school by 8:30 the following day or the next day the student returns to school. If the child is excused; make-up work will be given. If the child is unexcused; no make-up work will be given.

Suspended students must get their "admit" from the office. Additional information can be found in the Tri-District Handbook.

#### ATHLETICS

Regular physical education is provided for each child in each grade. Sports programs may be provided as school finances permit.

Seventh graders may participate in cross country, soccer, girls' basketball and boys' football in the fall. Boys' basketball, wrestling and girls' cheerleading and volleyball are available in the winter and boys' and girls track in the spring.

#### ATTENDANCE FOR ATHLETICS

- a) If not in school the day of a game or practice, the athlete is not permitted to participate that afternoon or evening. The athlete must also be in school the last four periods of the day.
- b) If not in school the day before a game and without a legitimate excuse for the absence, the athlete is not permitted to participate in the following day's game.
- c) The student must be in attendance the day after a game.

A suspension from school of ten days or less shall constitute one unexcused absence from practice or game. Additional information can be found in the Tri District handbook and the Athletic Handbook.

#### AUTHORITY OF STAFF

The authority of any member of the school staff, including aides, custodian, kitchen personnel, etc. is not to be questioned by students. Do as you are asked, then explain your concerns to the principal, assistant principal, or counselor.

#### BAND

Band is offered five days a week in the Fine Arts Building. Fifth grade band meets during the school day in the afternoon from 2:30-3:22 p.m. Woodwinds meet on Mon. & Wed. while Brass and Percussion meet on Tues. and Thurs., all of 5<sup>th</sup> grade band meets on Friday. Sixth graders from 8:30-9:30 a.m., (1<sup>st</sup> hr.) and Seventh graders from 1:37-2:27 p.m. at the High School Band room. (6<sup>th</sup> hr.)

Only large band instruments which do not fit into students' lockers may be stored in the media center; however, the school assumes no responsibility for loss of such stored instruments.

In order to foster a stronger band program, the following steps will be followed for 5<sup>th</sup> grade band: Any student who drops during the first or

second marking period will receive an "E" for the remainder of that marking period. That student then would be dropped from the band enrollment. Our rental program works out so it coincides with the semester. If students find that band is not for them, this is their opportunity to return their instrument. If a student decides to drop band during the second semester, the student will receive an "E" for the remainder of the school year. (Students cannot drop band without the permission of the instructor).

#### BAND: GRADING SYSTEM

The band director will notify students and parents of the grading system as well as the attendance and uniform policy. This is listed in the band handbook which is distributed during the 1<sup>st</sup> week of school.

#### BICYCLES

Students who normally walk to school may ride their bicycles. Parents should discuss with their children the need for safety when students ride bicycles to school.

Bicycles may not be ridden on school grounds from 8:00-3:22 p.m. Bikes should be locked and parked at school, but the school does not assume responsibility for loss or damage.

#### BUS RULES

The driver of a bus has a great responsibility. Students should remember that the bus regulations are made in the interest of safety. If the driver is distracted it might mean the injury or death of the students on the bus. Students should also remember that buses are operated for their convenience and that it is a privilege to ride the bus. That privilege may be withdrawn due to misbehavior on the bus.

#### The following rules apply:

- 1) Follow the directions of the bus driver.
- 2) Be on time at designated bus stop. The bus cannot wait.
- 3) Expect to walk at least a half to one mile to the bus stops.
- 4) Stay off the roadway at all times while waiting for the bus.
- 5) Wait until the bus has come to a complete stop before attempting to enter or leave the bus. Stay seated until the bus stops.
- 6) When crossing the highway after leaving the bus, wait for the proper signal from the driver before crossing; cross in front of the bus, not behind the bus; stop at the centerline of the highway and look both ways before crossing; then WALK across the highway.
- 7) Do not leave the bus without the driver's consent.
- 8) A note from the pupil's parents must be approved by the principal if a student is to get on or off at different stops other than the regularly scheduled stop. No extra stops will be made.
- 9) Occupy the seat assigned by the driver. Don't save seats for friends. When seated,

keep your feet out of the aisles. Don't change seats without permission.

- 10) If you bring musical instruments, they must be held by you. Do not leave them in the aisle, at the front door or by the rear emergency door.
- 11) If the bus is crowded, seat three in a seat, starting from the back of the bus, working up to the front.
- 12) Observe the same conduct and dress code as in the classroom.
- 13) Keep your hands and head inside the bus at all times.
- 14) Avoid unnecessary disturbing noises; do not shout at passing persons or vehicles.
- 15) Use no profane or vulgar language.
- 16) Help keep the bus clean, sanitary and orderly.
- 17) Don't eat or drink on the bus.
- 18) Be quiet at all railroad crossings.
- 19) Don't light matches or explosive devices on the bus.
- 20) Don't smoke on the bus.
- 21) Be considerate of small children.
- 22) Don't bring dangerous objects on the bus.

PLEASE NOTE: Students may be suspended by the administration from riding the bus, when such action is deemed necessary.

For general disruptive behavior that is not identified in the uniform code of discipline the following steps will be followed:

- Step 1 - Warning
- Step 2 - Off the bus for 1 day and a note sent
- Step 3 - Off the bus for 3 days and a note sent home. (Parent conference or contact made by phone)
- Step 4 - Off the bus for 5 days and a note sent home. (Parent conference required)
- Step 5 - Loss of bus riding privileges for remainder of semester or year. (Parent contacted by principal and a note sent home)

#### CAFETERIA – Hot Lunch Program

All students are to eat their lunches daily in the cafeteria. This includes those students eating a sack or a hot lunch. Students may be given assigned seats in the lunchroom, if their behavior warrants it. Teachers and aides are on duty in the cafeteria. At all times, students are to conduct themselves in an orderly fashion. Students are responsible for their own clean-up and tray return. Lunch tickets are available daily or weekly depending on which one you prefer. Applications for free or reduced hot lunches will be sent home with students on the first day of school. A pre-morning lunch count will take place in the North Building lobby.

#### GENERAL RULES FOR CAFETERIA

To help make the cafeteria a pleasant and relaxing place, everyone needs to do his/her part. Please go over the following lunchroom rules with your children and ask them to do their part to

help. (Certain rules may be adjusted to meet specific building needs.)

- 1) It's most important to always be courteous and patient.
- 2) When going through the lunch line, please have money ready for the cashier. Please straighten out paper money and if possible, have the exact amount.
- 3) If, in an emergency, your child must borrow lunch, the arrangements need to be made with cafeteria personnel. The money owed goes through the cafeteria office, as well.
- 4) Ask your child to please speak loudly and clearly to the food service staff when giving their name and order.
- 5) All paper and coins should be removed from the tray before turning it in. It would be very helpful if the trays were stacked facing the same direction.
- 6) There is a bucket by the dish machine for empty milk containers and pop cans.
- 7) Only Hawaiian Punch cans and paper are to be put in the trash cans.
- 8) Ala carte prices have been changed to .25 increments to make it easier for the students to pay and for the cashier to make change. Some prices will be a little higher, some a little lower.

Thank you very much for your cooperation. We look forward to seeing your child at lunchtime.

#### C.A.R.E. CLUB

A student may become a member of the C.A.R.E. Club with its special activities and recognition by meeting the following criteria for each semester.

- 1) No suspension warning
- 2) No suspension stay
- 3) No failing grade in any subject
- 4) No bus suspension or warning
- 5) No more than 4 demerits
- 6) No elimination by 2 staff members (or 2 subjects in self-contained homerooms)
- 7) All school notes returned on time with required parental signature
- 8) No Overdue Library books

\*Teachers may also eliminate students based on any one of the following criteria:

- 1) Failure to complete at least 90% of homework assignments
- 2) General misbehavior
- 3) Poor attitude
- 4) More than 2 tardies to class per marking period (this includes students returning to their lockers after class has started.)
- 5) Daily agenda not written in planner, three times.

#### CLASS MATERIALS AND EQUIPMENT

A student is expected to appear in class with the materials and equipment required for his full participation in the day's activity. Students are not allowed to return to lockers during class period unless they are willing to take a "tardy". Failure to have proper materials and equipment may result in the student receiving a zero for that hour's work.

Students may not go to their lockers during lunch.

#### CLOSED CAMPUS

Students may not leave the Middle School campus area for any reason without receiving permission from the parents and the principal. Students are also not allowed to leave the school area during noon recess for any reason. Notes from parents permitting students to go to the Dairy Queen or other local eating establishments during school hours will not be honored. Parents picking up students must come into the building and personally check their child out through the office.

**For the safety of the students, parents are asked not to use the campus drive while buses are loading or unloading. We also ask for parents to not drop off their children on the far side of West Street.**

#### CONTRABAND MATERIALS

Items such as fire crackers, smoke bombs, cigarettes, knives, drugs, and alcohol are not permitted in students' lockers or in their possession at any time. Students breaking this directive are subject to detention, suspension, expulsion or other disciplinary action deemed appropriate for the offense.

#### COUNSELING

The counseling office is located in MS-South. You are welcome to visit the counselor at anytime. Appointments should be made before school or at lunch time. If the counselor is not available, you may leave a message with a secretary in the main office. Do not wait outside the counselor's office. It is not an excuse for tardiness. If you must see the counselor immediately, ask your teacher for a pass. Parents are encouraged to contact the counselor at any time regarding questions about their son or daughter.

#### DEMERIT SYSTEM

Demerits can be issued for:

- 1) Tardies to class
- 2) Gum chewing anywhere on school grounds
- 3) Hallway or playground problems

Consequences for 4 demerits of any nature and the student is off CARE for that marking period.

#### DESTRUCTION OF SCHOOL PROPERTY

Students will be held responsible for all costs due to this offense and are subject to suspension. Unpaid balances will be referred to next school district or grade level and must be paid before grades or a diploma are issued.

#### DETENTIONS:

In-house – Any staff member may issue lunch detentions for minor infractions of school rules. All detentions are handled in-house. Parents will be notified only, if these detentions become excessive then the student will receive community service or home suspension.

### COMMUNITY SERVICE DETENTION:

In an effort to reduce suspensions, we instituted a Community Service Detention. This could involve cleaning up the grounds, the school hallways, etc. We would give the student an option of a traditional detention, community service or a morning detention.

### MORNING DETENTION:

Our chronic offenders will now have the opportunity to serve morning detentions before school. A detailed letter will go home when the morning detention is assigned. The morning detention will start at 7:30 a.m.

### DISCIPLINE

Coloma follows the Tri-Districts' Uniform code of Discipline.

We ask parents to support us in correcting student misbehavior. When a student is told to call his/her parents at home or at work, it means that the student is very close to a home suspension. We realize that a call at work is not always appreciated by the parent, but, school and parents must work together to change that students' attitude and misbehavior. Students who follow rules will earn rewards as selected by the class and teacher.

### DRESS CODE

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

EXAMPLE: Spandex, tank tops, short shorts, holes in clothing, etc. (A good rule for length would be fingertip. This includes dresses or shorts). Headwear may not be worn inside the building. Commercially made headbands are allowed.

- 1) Students are prohibited from wearing distracting clothing which is disruptive to the educational setting. Examples of such clothing include, but are not limited to:
  - ◆ "See-through" clothing
  - ◆ Clothing which exposes the torso, or genital area
  - ◆ Garments that provoke or distract students or school employees.
  - ◆ Pants that when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.
- 2) For safety and health reasons, students are required to wear shoes or soled footwear.
- 3) Clothing, patches, or button displaying profane, vulgar, or obscene suggestions are prohibited.
- 4) It is the policy and obligation of the School Board to encourage a drug free environment

in the school setting, to reduce the pressures to use drugs and to promote respect for rules and laws prohibiting drugs. Drug use among students creates a climate that is destructive to learning and disrupts the maintenance of an orderly and safe school conducive to learning. Therefore, tee-shirts and other garments, buttons and patches which advocate the use of alcohol or illegal drugs are prohibited.

- 5) Any individual who demonstrates membership by displaying identifiers adopted by their specific gang will be referred to the building administrator and may be suspended.

If a student violates the dress code, the student will be given an opportunity to correct the attire which violates the dress code. In addition, school personnel will arrange to meet with the student and his or her parents or guardians regarding the violation.

A student who continues to violate the dress code will be subject to disciplinary measures.

### EMERGENCY DRILLS

Periodically, we practice various emergency drills. In the event of a real emergency, you may sign out your child after checking in with the office personnel.

### FIELD TRIPS

There are occasions when classes go on field trips. A field trip permission form must be filled out and signed by a parent and returned to school before the student can go on the trip. Such forms should go home one week before the trip and should be returned at the latest one day before the trip. Last-minute phone calls asking for parental permission usually will not be granted. Participation in field trips may be denied because of poor conduct anywhere on the school premises. Those students will be assigned to a study hall for the duration of the field trip. In order to avoid the same parents attending fieldtrips, the roles of parent chaperones may be rotated. Children who are not members of the class, will not be permitted to attend, even if accompanied by a parent.

### HALLWAY CONDUCT

Appropriate hallway conduct is necessary at all times. Running, yelling, pushing and similar rowdy behavior will not be tolerated.

### HEAD LICE

Nationally, there has been a significant rise in the incidence of lice. Anyone can get lice. Having them is no disgrace, but doing nothing about them is. By working together, we can prevent a serious increase of lice in our community. Here are some things you can do to help, as parents:

- 1) Tell your children not to share combs, brushes, hats, scarves, coats or other clothing with other children.

- 2) Watch to see if your child scratches his/her head and listen for any complaints about itching of the scalp.
- 3) Examine your child's hair carefully. You probably will not see the lice, but you can see the nits (eggs). These are not much bigger than a grain of sand; they are oval shaped and are attached to the hair, usually close to the scalp. They are fixed to the hair, and you will not be able to pull them off. The nits are grayish in color. Lice can spread rapidly and eggs may hatch in 3 to 21 days. Frequently, the scalp and neck are bitten.
- 4) If you find nits, don't panic! We recommend that you contact a physician before beginning treatment. Treatment with special medication is easy and thorough, if you follow ALL the directions carefully. Ordinary shampoo DOES NOT KILL LICE and having clean hair does not prevent them. Hair does not have to be cut, and kerosene is NOT an appropriate treatment.
- 5) You MUST notify the school if you find nits, as your child's classmates will also need to be examined. This will help us control lice in the school.
- 6) Your child will be excused for three (3) days so that you may give the hair proper care and treatment. After three days, he/she will be expected back in school entirely free of nits or the absence will be unexcused!
- 7) If other members of the family are infested with nits or head lice, they, too, should be treated for this condition.
- 8) If lice are found on your child at school, we request that the parent make arrangements to pick up his/her child immediately.

#### HOMEWORK

Homework is a necessary and important part of the learning process. Its purpose is to reinforce what the student has learned. Assignments should be completed neatly and on time. Fifth graders should expect approximately 45 min. of homework a day, while sixth and seventh graders' work may approach 75 min. per day. Students and parents should be aware of the fact that these times are the ideal situation and that actual amount of time needed for homework may vary from day to day.

Parents requesting homework for a child not in school should call the school prior to 10:00 a.m. or we cannot guarantee that homework assignments will be ready for 3:22 p.m. pick-up.

Ninety percent of homework being completed is a C.A.R.E. criteria.

#### HONOR ROLL

Only students in grades six and seven are eligible for the honor roll. For honor roll eligi-

bility, students must have at least a B average (3.00) with no more than one C. For principal's list eligibility, students must have all A's.

#### INTERNET AGREEMENT

Students wishing to access the school's internet service must return our "Responsible User Agreement" signed by themselves and their parents.

#### ILLNESS AND ACCIDENTS

Students involved in minor scratches, bumps, etc., will be cared for by school staff. Any more serious injuries or accidents MUST BE REPORTED IMMEDIATELY to the teacher, secretary, aides, or principal. Those students' parents will then be notified. If the parent cannot be reached, the second person designated on the emergency area of the enrollment card will be called. If neither of these can be reached, the building principal will decide what to do. If the child needs a doctor and the emergency card has been signed, the pupil will be taken to a local hospital or doctor's office.

In all cases, every effort will be made to reach the parents of the child. Please keep the school informed of new phone numbers, address changes, or emergency phone number changes.

#### LOCKERS

Every student in the Middle School will have his/her own locker. No lockers are to have signs, sayings, pictures, etc. pasted or taped (you may use magnets) either inside or outside of the locker. **Locker privileges will be taken away from students, if they share lockers. Lockers will be inspected several times during the school year.**

Student lockers, desks, or other containers or storage areas assigned for student use, remain the property of the school district and subject to inspection by school authorities at various times without the prior consent of the student. Lockers, desks, or other containers or storage areas assigned for student use are not to be used for the keeping of items, objects, substance, materials and/or things which are not necessary to the student's educational program or attendance at school. Any and all such areas shall be subject to inspection and search in circumstances which affect the health and safety of the student population. **Students may also lose locker privileges, if they override the locking mechanism by "popping" or "jamming" lockers.** Students may receive suspension time. If clothing hanging out of locker causes door to be out of normal position then the student may lose locker privilege. Locks left on gym lockers after students have been dismissed from PE

class will be cut off by custodian and clothing placed in the "Lost and Found" so other students can use those lockers.

#### LOST AND FOUND

Items found on school property should be taken to the office.

#### LUNCH HOUR PASSES

Those students who need to see a teacher, need a pass from that teacher before lunch. This pass must be shown to the staff on lunchroom duty and may be checked again in the hallway.

#### MEDIA CENTER

The Middle School is very proud of its media center. We have a helpful media aide and student assistants. Students are allowed to check out most materials and books, but it is very important that all pupils return items on the date due. Report cards may be held until items are returned or replaced.

#### HOME SUSPENSION

Students will be required to take their books home with them. All work satisfactorily completed will be given full credit. Students are not to be on Middle School grounds or in the building. Students found on Middle School grounds during a suspension will be subject to additional discipline. Parents will be notified in writing and/or by telephone (if possible), whenever a student is placed on suspension.

#### PARTIES

The only holiday parties recognized at Middle School are those held at Halloween and Christmas. These are primarily for fifth grade. Treats must be commercially packaged. Students must clear surprise parties for teachers with the principal. Birthday treats and parties are not permitted.

#### PHYSICAL FORCE

A member of the school staff may use reasonable physical force or restraint on a student in the following or similar situations:

- 1) To obtain a dangerous weapon from the pupil. (It shall not be required that staff members disarm such pupils, but they do have the option)
- 2) To defend himself or herself
- 3) To protect another person or persons
- 4) To stop a fight or assault upon another person

#### PLAYGROUND RULES

Playground rules are established for the safety of all students. The basic rules are:

- 1) Play in a safe manner
- 2) Be considerate of others and share game areas
- 3) Don't interfere with games
- 4) Follow the supervisor's directions

- 5) Ask the supervisor's permission, if you need to leave the playground
- 6) Report all injuries immediately to the playground supervisor

Students are also reminded of the following:

- 1) Stay off the bleachers
- 2) Stay away from parked cars
- 3) Stay off fences or trees
- 4) Keep all food or drinks off playground
- 5) Leave skateboards at home
- 6) Leave all balls at home
- 7) Keep your play away from classroom windows
- 8) Stay within the assigned playground areas

PLEASE NOTE: Playground supervisors have the authority to stop, or eliminate any playground activities deemed unsafe.

#### PROGRESS REPORTS

Traditional Progress reports are mid-marking period reports designed to give the parents and students an understanding of that student's work habits, conduct, etc.

#### PARENTAL ACCESS TO GRADEBOOK

Parents of Coloma students in grades 5-12 can access grades and attendance records of their students on-line. Teachers have been asked to post grades within a week of the due date. This should provide enough time to correct tests, projects, reports and other assignments that require teacher reflection. To access the grade book, use the link from Coloma's home page, <http://www.ccs.coloma.org>, or go directly to the website at <http://www.bcisd.org>. Click on the button for PARENT SIGN IN. Enter the student ID number and the PIN number. Click on the SUBMIT button. On the next screen select the button for ATTENDANCE or GRADE BOOK. Choose the different class hours by using the drop down arrow next to the COURSE.

#### REPORT CARDS

Report cards are issued four times a year. The report card should be reviewed by the parents and the student. The teacher should be contacted whenever a question arises or a more detailed report is felt necessary. Occasionally, the teacher(s) may request a parent conference to discuss a child's progress.

Report cards may be delayed if library obligations are not taken care of on time.

A grade of "D" or "F" is an indication that more time needs to be spent in study or participation in the classroom. An "I" for incomplete is given, when, because of illness, absences, or other reasons, the student has not turned in enough work to have earned a grade. All incompletes must be made up by the end of the

3rd week of the next marking period. (In the case of a "Incomplete" at the end of the school year, special arrangements must be made or the grade becomes an "F").

#### GRADING SCALE

100	-	96	=	A
95	-	90	=	A-
89	-	87	=	B+
86	-	83	=	B
82	-	80	=	B-
79	-	77	=	C+
76	-	73	=	C
72	-	70	=	C-
69	-	67	=	D+
66	-	65	=	D
64	-		=	F

#### RETENTION

Students may be retained for any of the following reasons:

- low scores on standardized tests
- failing grades in major subjects
- lack of maturity
- excessive absenteeism

#### SEXUAL HARASSMENT

It is the policy of Coloma Community Schools to maintain a learning and working environment that is free from sexual harassment. Sexual harassment is deemed unacceptable conduct in the educational environment and will not be tolerated. It shall be a violation of this policy for any student or school employee to harass another student or employee of the school through conduct or communications of a sexual nature.

#### Behaviors that constitute sexual harassment

Sexually harassing behaviors may include, but are not limited to, the following actions: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a student with sexual or demeaning implications; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning the student's safety and well-being; display of sexually suggestive objects or pictures.

#### Reporting of Sexual harassment

Students and school district employees should report alleged violations of this policy to the counselor or principal. Investigations will then be conducted in accordance with our school district's sexual harassment complaint procedures.

#### SNOWBALL THROWING

This frequently results in injury. Therefore, snowball throwing is not permitted at anytime on school property and will result in disciplinary action.

#### STUDENT ADVISORY GROUP

Each semester student representatives may be selected to meet with the faculty advisors to plan student activities, special days, projects, programs, etc... Students will be selected on their citizenship and dependability.

#### TARDY POLICY

Students are expected to be in their seats prior to the start of class. Students will report for detention for each unexcused tardy. The purpose of the parent copy of the detention form is to inform the parent.

#### TRANSPORTATION

Parents giving students a ride to school must drop their children off in front of the school on the west side or school side of the street. This will prevent students from dashing between cars as they cross the street. **Please do not use the MS-N drive, as that is meant to drop off bus riders.** Private vehicles in that drive endanger our students' lives. Parents are advised that all school personnel leaves the building at 4:00 p.m. Therefore, students not picked up by their parents by 4:00 p.m. will be outside and unsupervised.

A record verifying that each student received a copy of the code will be kept by the district.

#### GRIEVANCE PROCEDURES

For Coloma Community Schools  
Title VI of the Civil Rights Act of 1964  
Title IX of the Education Amendment Act of 1972  
Title II of the Americans with Disability Act of 1990  
Section 504 of the Rehabilitation Act of 1973  
Age Discrimination Act of 1975

#### 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 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: Director Program and Instruction  
2518 Boyer Road  
Coloma, Michigan 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 five (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) business 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.

**COLOMA COMMUNITY SCHOOLS  
COMPLAINT FORM**

Title VI  Title IX  Title II  
 Age Discrimination Act  Title II

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Status of person filing complaint:

Student  Employee  
 Parent/Guardian  Other

Statement of Complaint (include type of discrimination charged and the specific incident(s) in which it occurred):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant:

\_\_\_\_\_

Date Complaint Filed:

\_\_\_\_\_

Signature of person receiving complaint:

\_\_\_\_\_

Date Received: \_\_\_\_\_

Complaint #: \_\_\_\_\_

Complaint Authority:

\_\_\_\_\_

Submit complaints to Coloma Schools Administration Office. They will sign receipt, date and number the complaint. One copy will be returned to the complainant, one copy will be sent to the school or department affected by the complaint, and one copy will be retained by the Administration office.

**DISTRIBUTION:**

1<sup>st</sup> copy Coloma Administration Office  
2<sup>nd</sup> copy School/Department  
3<sup>rd</sup> copy Complainant

Approved BOE 11/8/1999

The Coloma Community School District does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: