

**Coleman Junior/Senior High School  
PARENT-STUDENT HANDBOOK  
2023-2024**

**Creating the leaders of tomorrow through Academics,  
Arts, Athletics, and Agriculture.**



**Learn (Each Day)  
Evaluate (Your Actions)  
Achieve (Your Highest Potential)  
Do (What's Right)  
Educate (Each Other)  
Respect (All)**

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Dear Parents-Guardians:

Welcome to Coleman Community Schools for the 2022-2023 school year.

Parents/Guardians are encouraged to read and review with your child the policies and procedures of Coleman Junior/Senior High School. It is by these policies and procedures, approved by our School Board, that we are able to establish and maintain a sound educational environment. We take great pride in providing a safe school atmosphere where your child will be comfortable and confident as he or she works diligently toward earning a Coleman diploma.

All students are subject to the Code of Conduct. It is our goal to assist your child in choosing the right action, and our hope that your child enjoys a successful school year. Go Comets!

**WELCOME TO COLEMAN JUNIOR/SENIOR HIGH SCHOOL!**

It is with pleasure that we welcome you to Coleman Junior/Senior High School for the 2023-2024 school year. With high optimism about the good things to come, many members of the Coleman Junior/Senior High School “family” – faculty, secretaries, custodians, cooks, and administrators have prepared to help you learn and now offer you the opportunity to have an exciting, productive time here. We are here to help you along your journey into the future – and we take that responsibility very seriously. **YOU WILL BE EXPECTED TO ASSUME A SERIOUS ATTITUDE TOWARD THE PRIVILEGE YOU HAVE** – that of attending Coleman Junior/Senior High School for your secondary education. The success of your experience here depends on your own enthusiasm for classes and activities, your diligence in studying, and the attitude with which you approach school.

At Coleman Junior/Senior High School we have a one-word philosophy upon which all rules and guidelines rest. That philosophy is “Respect.” If you have and demonstrate respect – for yourself, others, and this facility – you will be highly successful. We will all work on this respect, and we will expect each of you to assume personal responsibility for your own behavior. We will work together to better understand and maintain acceptable behavioral standards. Therefore, a disciplined atmosphere will be expected, with each student being dealt with as an individual in a fair and consistent manner. The discipline procedures establish high expectations of all of us, and low tolerance for inappropriate behavior. Furthermore, Coleman Community Schools does not discriminate based on race, color, or national origin (Title VI of the Civil Rights Acts of 1964), disability, or on the basis of sex (Title IX of the Education Amendments of 1972).

Enclosed in this handbook are general, non-inclusive guidelines to help you. Omission of a guideline or behavior does not constitute a waiver for a student’s behavior. The Administration and Board of Education of Coleman Community Schools has the authority to interpret these guidelines. If any part or segment of this document is found to be in error or illegal, only that portion will be rendered wrong or improper, not the entire document.

**Vision Statement:** Growing our future as a preferred secondary school where students, families, staff, and community collaborate to create excellence in education, as well as preparing students to be college and career ready.

**Mission Statement:** Preparing and connecting the LEADERS of tomorrow through academics, arts, athletics, and agriculture.

**ADMINISTRATION & SUPPORT STAFF**

Jennifer McCormack – Superintendent	Christian Maloney – Athletic Director
Jennifer Hess – Principal	Wade O’Dell – Facilities Director
- Dean of Students	Michael Cowell – Transportation Director
Jennifer McCormack – Special Education	Scott Baase – Food Services Director
Coordinator	Nancy Sian – Secretary
Emily Willoughby – Guidance Counselor	Matt Compton – Custodian
Brandan Hodges – School Resource Officer	Laurie Bell – Secretary
Jim Burkhart – Technology Coordinator	

### **BOARD OF EDUCATION**

Lorie Fox – President  
Travis Aultman – Vice President  
Angela Brooks – Secretary  
Christine Blake – Treasurer

Jennifer Murray – Trustee  
Travis Aultman – Trustee  
Nathan Clarke – Trustee  
Joseph Grabowski - Trustee

### **COLEMAN COMMUNITY SCHOOLS Contacts**

Administration – Board Office:	465-6060
Jr./Sr. High School Main Office:	465-6171 & 465-6177
Jr./Sr. High School Athletic Office:	465-9850
Special Education Department:	465-9861
Transportation Office:	465-6811
Elementary School Main Office:	465-6179

### **DIRECTORY INFORMATION:**

Directory information subject to Federal Family Education Records Privacy Act (FERPA) is general information that the school may release about a student to the public which is not intended to be harmful or an invasion of privacy. **UNLESS THERE IS A WRITTEN PARENTAL REQUEST NOT TO RELEASE INFORMATION**, the following directory information may be disclosed **without** prior written consent. The student's: name, date/place of birth, field of study, participation in officially recognized activities, weight/height of athletic team members, dates of attendance, degrees and awards, previous educational institution attended and photographs. Military Recruiters may attain a student's name, address and phone number. Organizations sponsoring or funding an event or program for/at Coleman Junior/Senior High School may also post student(s) photographs and the first names of students in literature, printed and electronic media provided the information is not advertisement being used to create a profit for a private company.

### **STUDENT RECORDS:**

The district maintains and preserves student education records as required by federal and Michigan laws, including the Family Education Rights and Privacy Act of 1974 (FERPA). This policy summarizes the district's rights and obligations under those laws and should not be construed to grant or impose additional rights or obligations. The district does not disclose personally identifiable information in student education records except as permitted or required by law. However, parents and eligible students (i.e. students aged 18 and older) may consent to the disclosure of personally identifiable information in student education records. For the purpose of this policy, whenever a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall therefore only be required of and accorded to the student. The district does release personally identifiable directory information which it defines as follows: student names, addresses, telephone numbers, pictures, parents or guardians, date and place birth, weight, height, participation in and eligibility for school activities and sports, dates of attendance, grade placement, honors, awards and the last school attended. The district also releases to armed forces recruiters and service academies student's names, addresses and telephone numbers. Parents and eligible students

may object to the release of directory information, or the release of information to armed forces recruiters and service academies by notifying the student's building principal, in writing, no later than the last day of the first month of any school year. The district also releases personally identifiable information in education records to school officials who have a legitimate educational interest. A school official is a district employee or other person acting on the district's behalf, such as an attorney, contractor or vendor, or their employees. A legitimate educational interest is any interest which, in the judgment of district administration, furthers the best interests of the students or assists the district in providing educational services.

Matters of student suspension and or expulsion shall be maintained in a student's CA60 and shall be transferred to any other private or public elementary or secondary school to which the student may seek enrollment. However, such disciplinary records may be deleted upon graduation, except for expulsions for possession of dangerous weapons, arson, criminal sexual conduct, or the physical assault of a staff member, volunteer, or contractor. The district permits parents and eligible students access to the student's education record.

Divorced and separated parents have the same rights as married parents, unless specifically prohibited by a court order on file in the student's school. Parents and eligible students desiring access to the student's education record should contact the principal of the student's school to arrange a meeting to review the record during normal school hours. Arrangements to review special education records must be made through the district's Board Office (989) 465-6060.

The district may charge a fee of twenty-five cents for each page copied unless, upon receipt of an acceptable affidavit the individual is unable to pay because of indigence, the fee is waived. The district permits parents or eligible students to request the amendment or destruction of documents in a student's education record if the documents are inaccurate, misleading, or otherwise violate a student's rights. Requests to destroy or amend documents in a student's education record must be made in writing and addressed to Jennifer McCormack, Superintendent, 4823 N. Coleman Schools Drive, Coleman, Michigan 48618, (989) 465-6060 x2104.

The district's Superintendent is authorized to issue administrative regulations to ensure the district's compliance with FERPA and related laws. The administrative regulation shall address the manner in which parents and adult students are notified of their FERPA rights and district policy at least annually. Parents and eligible students who believe the district has violated their right under FERPA may file a complaint with the U.S. Department of Education. The Department's address and telephone number are: Family Policy Compliance office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605 - (202) 260-3887.

#### **HOMELESS:**

If your family lives in any of the following situations: in a shelter, motel, vehicle or campground, on the street, in an abandoned building, trailer, or other inadequate accommodations, or doubled up with friends or relatives because you cannot find or afford housing, preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Contact the District liaison, Ella Williams, at (989) 465-6179.

## **SECTION 504**

The district intends to ensure that each student with a disability under Section 504 of Rehabilitation Act of 1973 is identified, evaluated and provided with reasonable accommodations and adaptations to ensure appropriate educational services. A Section 504 plan may be developed for a student with a disability who:

1. Has a physical or mental impairment that substantially limits one or more major life activities, including learning;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

## **TITLE IX COMPLIANCE:**

The Coleman School Board designates the building principal to serve as the “Anti-Harassment Compliance Officer.” Contact for the Anti-Harassment Compliance Officer as the school office:

Jennifer Hess – Jr./Sr. High School Principal  
4951 N. Lewis Rd.  
(989) 465-6171

Cindy Araway – Elementary Principal  
1010 E. Washington  
(989) 465-6179

## **I. ACADEMICS**

### **GRADUATION REQUIREMENTS:**

The Michigan Merit Curriculum (MMC) requires that all students in the State of Michigan complete the following course requirements in order to graduate from high school:

4 credits of English

4 credits of Math – Algebra I, Geometry, Algebra II, plus one year of math in the senior year

3 credits of Social Studies –US History/Geography, Govt/Econ, and World History/Geography

3 credits of Science – Physical Science, and Biology, plus one other science credit: Chemistry, Physics, Zoology, STEAM, or AgriScience

1 credit of Physical Education/Health

1 credit of Visual, Performing, Applied Arts

1 Online Learning Experience, includes Xello, Leader in Me, Google Classroom, etc.

2 years of a Foreign Language, the second year can also include a CTE substitute, or second year of visual, fine or performing arts for second year.

Coleman Schools Requirement: grade level Seminar 9<sup>th</sup> – 12<sup>th</sup> grade, includes Leader in Me, Academic Enrichment, and Career/College preparation (unless opt out approved by the Guidance Counselor & Principal)

Coleman Schools Requirement: participation in the Michigan Merit Exam (MME) & SAT

Total Credits = 24



In addition to the Coleman Community Schools & MMC requirements, Coleman Early College Program students will complete the following to be eligible for a Coleman Community Schools High School Diploma:

Take a District approved Math course in the fifth year, AND  
Earn an Associate's Degree or have 60 transferable credits, OR  
Be eligible for the MEMCA Certificate with 15 college credits and either 100 hours of community service or 40 hours of career exploration, internship, job shadowing or clinical experience.

All Juniors (11<sup>th</sup> grade students) are required to take four core classes during their junior year.  
Exception: CTE students whose schedules are approved by the Guidance Counselor & Principal

### **SENIOR HONORS NIGHT**

All Senior class members are present: attendance is mandatory. The Senior's parents/guardians are cordially invited to present the class medals & awards to their child. Appropriate clothing for this semi-formal event is required. Failure to attend the ceremony may result in forfeiture of any monetary/scholarship awards that a student may have received.

*For Seniors only: the Senior's final day of attendance in their classes is the last day of school prior to senior exams.*

### **GRADUATION**

The Graduation ceremony for the Senior class is held on the third Sunday in May. All Senior class members must be present at the graduation practice/rehearsal unless prior arrangements were made with the Principal. Failure to do so results in the Senior not permitted to walk with the class during the Graduation Ceremony. The dress code requirements are similar to the Honors Night. Graduation is held in the gym, and there is no limit on guests that a student can have. Seniors are directed to contact the school office to reserve specific floor seating for those guests requiring specialized seating (due to difficulty walking, sitting, or a person is wheelchair bound, etc.). Bleacher seating is open to all guests on a first-come first-serve basis.

#### **Approval process for decorating the top of the mortarboard "graduation" cap.**

1. Senior students will submit their graduation cap design to Administration for approval by the end of the seniors' last day.
2. If/when the cap design is approved by Administration, absolutely no alterations are permitted after the approval date.
3. All Seniors with graduation cap designs will present their cap during lineup in the auditorium prior to the beginning of the graduation ceremony.
4. If a Senior's graduation cap design is not approved or if the cap has been altered from the previously approved design, that Senior will be given a plain-undecorated cap to wear. If the Senior refuses to wear this cap, he/she will not walk/participate in the Graduation ceremony.

## GRADUATION - PARTICIPATION IN GRADUATION AND “OUTSIDE” CREDITS

1. Participation in the graduation ceremony is a privilege, not a right of the student. If a student has not achieved 100% of the graduation requirements (including making up all consequences or time owed, paying all fines and assessments in full), he or she will not participate in the commencement exercises. In addition, students who commit violations of this Handbook may forfeit their privilege of participating in graduation ceremonies. If a special situation arises close to graduation (accident, illness, etc.), the Principal and Superintendent may authorize an exception. A special situation is a catastrophic event beyond the control of the student that prevents the student from attending class or earning credit in a class(es) at the end of the year that if the event had not occurred the student would have graduated on time. The Principal and Superintendent may allow the student to participate in the graduation ceremony, at their discretion.
2. Correspondence school, an accredited summer school program, an independent study program offered by an Adult Education program, or other programs approved by the counselor and principal will be accepted towards graduation. No credit will be given for correspondence classes until a passing mark is achieved in the course and on the final exam. Final official transcripts for all outside credits are due on the Principal’s desk by 4:00 p.m. on the Friday before graduation, if the student is to be eligible to participate in graduation. If a student wants a diploma with that year’s date, all credits must be in by September 1 of that year. In order for outside credits to count for graduation the class must be complete and the grade received prior to graduation. Dual enrollment is not outside credit.
3. Under State School Law, high school students may earn credit for classes in which they are not enrolled by “testing out of those classes.” Parents/guardians must request in writing that their son/daughter take a test. Teachers are not required to provide study materials, textbooks, assignments or tutoring to students requesting to take a test. Students who complete the test with at least a C+ (77%) will earn credit toward graduation. Once they have earned this credit, students may not enroll in the class for additional credit.
4. Students must attend Coleman Senior High School for a minimum of one (1) semester (unless permission is granted by the Board of Education in special cases) and must meet all graduation requirements to receive a Coleman Community Schools diploma.
5. The Administration reserves the right to accept credit and/or establish credit/class standing for students transferring into the district subject to the Board of Education.
6. Students who use the PLATO program outside normal school hours for credit recovery will be charged \$75.00 for (.5 credit), one (1) full credit costs \$150.00. Students will have one calendar year to complete the class. If the class is not completed during the year a new fee will be charged to continue.

### Eligibility Requirements for “Honor & High Honor” Designation

1. Four semesters in a public or private school system prior to the 2<sup>nd</sup> semester of senior year. This does not have to be in a consecutive order.

2. Three semesters in Coleman Senior High School prior to the 2<sup>nd</sup> semester of senior year to be eligible for Honor designation.
3. Grades from a home school program or a foreign exchange program will not be used to determine grade point average. They will be entered in a student's record only as credit/no credit.
4. The 1<sup>st</sup> Semester Final Grade & the 3<sup>rd</sup> Marking Period Grade will be used in the calculation for Graduation honors, including final Senior class ranking.
5. Students taking classes from a program not approved by the State of Michigan and/or Coleman Senior High School must take an examination(s), approved by the Coleman Senior High School principal, to receive credit in a particular class. The examination(s) may or may not be the final examination which is given to Coleman Senior High School students taking that class.
6. When determining **Grade Point Average** (GPA) Semester grades are given the following point value on a 4.0 scale:

A = 4.00	B+ = 3.33	C+ = 2.33	D+ = 1.33
A- = 3.67	B = 3.00	C = 2.00	D = 1.00
	B- = 2.67	C- = 1.67	D- = 0.67
			F = 0.00

- a. Students must be in compliance with Attendance policy.
- b. On-line class credit is calculated on a 4.00 GPA scale, grades in excess of 4.00 do not exist.
- c. High Honor designation for students with a 3.5+ GPA.
- d. Honor designation for students with a 3.0+ GPA.

7. **Class Rank** is determined by the student's GPA.

**PERSONAL CURRICULUM:** a personal curriculum (PC) is an option any student or family may explore as a way to modify certain graduation requirements. It is designed to serve students who want to accelerate or exceed the Michigan Merit Curriculum (MCC) requirements, and for students who need to individualize learning to meet MCC requirements. A parent, legal guardian, emancipated student, or school personnel may request a PC at any time. Contact the High School Guidance Office for more information.

## SENIOR STATUS

Students must be on track to graduate within the senior year to be eligible for senior activities such as but not limited to: senior trip, senior breakfast, senior class field trips, prom, etc. If a student does not have, or is not able to make up during the year, the credits necessary to graduate in the spring, they will not attend any of the planned activities for seniors and will be required to attend classes until the end of the full school year: May 30, 2024.

## PROMOTION AND COMPLETION FOR JUNIOR HIGH

To be promoted to the following grade level requires a student must not fail two or more courses. All fines, fees, and outstanding materials must be taken care of by noon the last student day of school. Outstanding fines and fees not paid will accumulate yearly at the high school. Parents will be kept informed of their child's progress throughout the year by teacher telephone calls, emails, written progress reports and letters if needed.

STUDENTS SHOULD KEEP ALL GRADED PAPERS FOR A MARKING PERIOD IN CASE THEY HAVE QUESTIONS OR CONCERNS REGARDING THEIR FINAL GRADE.

## DUAL ENROLLMENT

Under State School Law, students who are enrolled in at least one high school class and who meet the following requirements would be able to participate in dual enrollment classes under the provisions of the Post-Secondary Enrollment Options Act:

Students in grades 9<sup>th</sup> through 12<sup>th</sup> are eligible to dual-enroll if they have earned the Minimum Dual Enrollment qualifying scores on any one of the following: ACT, SAT, MME, Accuplacer, or Compass in a content area related to the dual-enrollment course. A parent/guardian of a Freshman or Sophomore may arrange for their child to take one of the tests listed above during the regularly scheduled testing periods by contacting the Guidance office.

The new **Michigan Transfer Agreement (MTA)** is a program signed by state colleges and universities that will fulfill all or a portion of the general education courses. If a student completes a minimum of 30 credits with a grade of “C” would receive a Michigan Transfer Agreement Satisfied status on his/ her college transcript. These credits would then transfer to any state college or university.

### Eligible Courses

- A course not offered by the school district.
- A course offered, but is determined by the Board of Education to not be available to the student due to a scheduling conflict beyond the eligible student’s control as determined by the Board of Education.
- An academic course not ordinarily taken as an activity course.
- A course that the post-secondary institution normally applies toward satisfaction of degree requirements.
- A course not in the subject areas of hobby craft, recreation, physical education, theology, divinity, or religious education.

### Eligible Post-Secondary Institution

Any state university, community college, or independent nonprofit degree-granting college or university that is located in this state and that chooses to comply with this act.

### Eligible Charges

- Tuition and mandatory course fees, material fees, and registration fees required by an eligible institution for enrollment in an eligible course.

### Non-Eligible Charges

- transportation, parking costs, or activity fees.

**\*If student drops class before class is completed or fails class, tuition money must be refunded by student/parent to Coleman Community Schools.**

**VOCATIONAL EDUCATION CLASSES:** Students wishing to enroll in a vocational class, regardless of where it is held, should talk with the guidance counselor.

**EXAMS: FINAL EXAM POLICY** This policy applies to the 2<sup>nd</sup> Semester/Final Exams. *There is no exemption for any student from the 1<sup>st</sup> Semester/Mid-Term Exams (usually given in January).*

### **SENIOR HIGH SCHOOL (grades 9<sup>th</sup> through 12<sup>th</sup>) - FINAL EXAM POLICY**

Final examinations are an opportunity for students to learn test taking skills and/or show competency and increased knowledge or ability in a given area of study. Students in grades 9<sup>th</sup> - 11<sup>th</sup> grade are required to take all semester and final exams. In January, semester exams will take place during the last week of the semester. In June, exams will take place during the last 2 half days of the school year.

Seniors (12<sup>th</sup> grade) may be exempt from final exams if the following criteria are met by that student:

1. The exemption is not from a core academic class (Math, English, Science, Social Studies) that the student still has not fulfilled credit per graduation requirements.
2. The student has a cumulative GPA of a minimum 2.5
3. The student has (a.) no unexcused absences & (b.) no more than four total absences in that particular class over the course of the entire school year (1<sup>st</sup> & 2<sup>nd</sup> Semesters)
4. The student has a minimum of a B average in the class.

\*Absences for funerals and excused doctor's appointments do not count toward the four-day total.

Parents/guardians should indicate that an absence is due to a funeral or provide a doctor's note when contacting the main office.

### **JUNIOR HIGH SCHOOL (grades 7<sup>th</sup> & 8<sup>th</sup>):**

All students are required to take 1<sup>st</sup> Semester (in January) & 2<sup>nd</sup> Semester/Final (in June) exams in all core classes: Math, English, Science, and Social Studies.

**CLASS SCHEDULES:** Our Regular Class Schedule runs on Monday, Tuesday, Thursday & Friday. Regular Classes are approximately 53 minutes in length.

Hour	Start Time	End Time	Length
1 <sup>st</sup> hour	8:04 AM	8:56 AM	52 minutes
2 <sup>nd</sup> hour	9:00 AM	9:52 AM	52 minutes
3 <sup>rd</sup> hour	9:56 AM	10:51 AM	55 minutes
4 <sup>th</sup> hour	10:55 AM	11:25 AM	30 minutes
Jr. H.S. Lunch	10:55 AM	11:25 AM	30 minutes
Jr. H.S. Seminar	11:29 AM	11:59 AM	30 minutes
1 <sup>st</sup> H.S. Lunch	11:29 AM	11:59 AM	30 minutes
5 <sup>th</sup> hour	11:29 AM	12:22 PM	53 minutes
	12:03 PM	12:56 PM	53 minutes
2 <sup>nd</sup> H.S. Lunch	12:26 PM	12:56 PM	30 minutes
6 <sup>th</sup> hour	1:00 PM	1:53 PM	53 minutes
7 <sup>th</sup> hour	1:57 PM	2:50 PM	53 minutes

For our “**Early-Release**” **Wednesday** Schedule, with dismissal at 1:50 PM, our classes are approximately 43 minutes in length, the Class Schedule is as follows:

Hour	Start Time	End Time	Length
1 <sup>st</sup> hour	8:04 AM	8:46 AM	42 minutes
2 <sup>nd</sup> hour	8:50 AM	9:32 AM	42 minutes
3 <sup>rd</sup> hour	9:36 AM	10:21 AM	45 minutes
4 <sup>th</sup> hour	10:25 AM	10:55 AM	30 minutes
Jr. H.S. Lunch	10:25 AM	10:55 AM	30 minutes
Jr. H.S. Seminar	10:59 AM	11:29 AM	30 minutes
1 <sup>st</sup> H.S. Lunch	10:59 AM	11:29 AM	30 minutes
5 <sup>th</sup> hour	10:59 AM	11:42 AM	43 minutes
	11:33 AM	12:16 PM	43 minutes
2 <sup>nd</sup> H.S. Lunch	11:46 AM	12:16 PM	30 minutes
6 <sup>th</sup> hour	12:20 PM	1:03 PM	43 minutes
7 <sup>th</sup> hour	1:07 PM	1:50 PM	43 minutes

For Half-Day class schedules, the day begins at 8:04 AM with dismissal at 11:20 AM. The actual classes scheduled for a Half-Day will be determined by the administration.

### **SCHEDULE CHANGES IN HIGH SCHOOL CLASS SCHEDULE**

Schedule changes for all high school students must be made within the first two (2) weeks of the semester, except for cases where there has been a scheduling error. After the two-week period, students will remain in the classes for which they register unless a change is recommended by teacher, counselor or principal.

All changes in class schedules will require the signatures of the parent(s), the teacher(s), the counselor, or principal, except that the principal shall have the authority to make schedule changes without the above mentioned signatures.

### **JUNIOR HIGH CLASS ASSIGNMENT AND CHANGE**

The placement of students in individual classes is at the discretion of the administration. Students will be able to select their own classes when possible and consistent with their individual needs. Any request for class changes must be made before the Monday of the second week of the semester.

## REPORT CARD INFORMATION

Report cards are given to the students at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> marking period. Report cards for the 4<sup>th</sup> marking period are mailed home one to two weeks after the conclusion of 2<sup>nd</sup> Semester (Final) Exams. The marking periods are approximately nine weeks long. Credit for a class is based on the semester grade. Attendance is taken hourly. Tardies for all classes are listed on the report card. The conduct mark on the report card is based on the following criteria:

GOOD: The student follows classroom rules, is actively involved in the educational process, and respects the rights of others.

ACCEPTABLE: The student needs to be reminded of the classroom rules two or fewer times during the marking period, and needs to be reminded to stay on task less than once a week. They do respect the rights of others.

NEEDS IMPROVEMENT: The student needs to be reminded of the classroom rules once a week and are reminded to stay on task more than once a week. They disrupt the education of other students once a week.

UNACCEPTABLE: The student needs to be reminded of the classroom rules more than once a week. They are constantly reminded to do work in class. They disrupt the education of others.

PARENT CONFERENCE: The student's behavior makes education of other students impossible. Parents must meet with the teacher to resolve the problem.

**PARENTS/GUARDIANS ARE ENCOURAGED TO USE OUR "SKYWARD" ONLINE SYSTEM USING THE LINK ON OUR SCHOOL WEBSITE [www.ColemanSchools.net](http://www.ColemanSchools.net)**  
SKYWARD ALLOWS PARENTS/GUARDIANS TO ACCESS THEIR CHILD'S GRADES & ATTENDANCE AT ANY TIME.

**PROGRESS REPORTS** Progress reports will be sent every week by teachers of different subjects on a rotating basis. During the 5<sup>th</sup> week of our 9-week marking periods, Teachers will produce a progress report for those students below a C– in the class. Teachers will then contact the parent/guardian by email and/or phone call, indicating the child's current grade. The child's parent/guardian may request a hard copy from the office, which will then be printed and either handed to the student or mailed home, per the parent/guardian's request.

## INCOMPLETES

Students who receive a mark of "I" (or incomplete) on their report card must make up all work and obligations (tests, projects, etc.) that were not completed within two (2) weeks of the end of the marking period. If a student fails to do so, a grade of "0" will be given for the work not completed. At the end of the school year, students with pending disciplinary action will be contacted by the principal so that arrangements can be made for the completion of the semester and the distribution of the final grade.



## HONOR ROLL

Senior High School students (9<sup>th</sup> – 12<sup>th</sup>) achieve “honor roll” status based on a minimum GPA of 3.00 (with no grade less than a B–) calculated at the end of each marking period. Grades of “I” = incomplete, may make students ineligible for honor roll. *Grade point averages used for Valedictorian and Salutatorian awards are based on all grades with the exception of the final card marking.* Junior High students (7<sup>th</sup> & 8<sup>th</sup> graders) are recognized on the honor roll as well, by achieving a “B” average (with no grade less than a C), and citizenship marks of 1’s, 2’s & 3’s. The honor roll is compiled and published at the end of each marking period.

## BOARD SCHOLARS PROGRAM

Each year the Coleman School Board, in an effort to encourage and improve personal responsibility, academic growth, and caring-considerate attitude from the students, conducts a Board Scholars Program for the Junior/Senior High School. The Board Scholars Program rewards those students who have been recognized on the school Honor Roll (minimum 3.0 GPA) for four consecutive marking periods (two consecutive semesters). Board Scholar program awards consist of gifts, cash, and scholarships.

Additional Criteria include:

1. The student has received no grades less than a “B–”.
2. The student has received no negative citizenship marks.
3. If the student has received two or more “needs improvement” citizenship marks from the same teacher, the student is removed from the program.

\*Any & all grades used for determining program eligibility must be from Coleman Community Schools.

## NATIONAL HONOR SOCIETY

The object of our chapter of NHS shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character and service. Sophomores may be selected to a probationary year, juniors and seniors may earn regular membership. ALL members will be rated by teachers mid-year to ensure their continued high level of achievement.

1. Scholarship: To be initially considered, a student must have a cumulative grade point average of 3.500. This GPA is figured on all classes taken by the student and may differ from the nine-week average that is used for a six-week honor roll. (This is subject to change by each individual chapter).
2. Leadership: Faculty will consider (a.) Initiative (resourcefulness in proposing new problems, applying principles learned and making suggestions), (b.) Executive ability (ability to organize and to inspire others in a positive manner), (c.) Influences (attitude toward studies and school personnel—is there a positive attitude toward school and other classmates), and (d.) Positive attitude and helpfulness in improving the morale of both school and community is of great importance.
3. Service: Students with a 3.500 cumulative GPA are asked to turn in a sheet listing all service organizations to which they belong and any office held. These organizations include clubs, athletic teams, committees, class publications, or any organized group including school, community and church. Service also includes extra help tutoring other students.
4. Character: Teachers will consider the student’s dependability, observation of classroom rules and instructions, punctuality, positive attitude and tolerance toward school and classmates, honesty and industry, goal setting, truthfulness, obedience of rules.



Because we believe student accomplishments should receive special notice, the National Honor Society sponsors awards to give recognition to their members for perfect attendance, citizenship, and scholarship. All awards are based on merit—no award is given merely because the same type of recognition was awarded in the past.

### **Midland County National Technical Honor Society Nomination Criteria**

CTE instructors nominate no more than the top 10-20% of students from their program that meet the criteria below:

Junior or Senior

Cumulative, overall minimum GPA of 3.0 (NTHS National requirement)

CTE course GPA of 3.5

Must be enrolled in CTE course (NTHS National requirement)

On track to complete the program by the end of this school year

Good Attendance

A separate nomination form must be submitted for each student nominated

All nominated students will be accepted as long as they meet the requirements. Teachers must follow a 10-20% rule to protect the integrity of the honor.

Individual High School Offices verify student attendance, grades, discipline referrals to ensure eligibility prior to the submission of the Nomination Form

Nomination Form is forwarded to D. Johnson at [djohnson@midlandesa.org](mailto:djohnson@midlandesa.org).

Student membership will be registered with the NTHS by MCESA and membership fee will be paid by MCESA

Students will be notified of acceptance and membership benefits

Business of the Year - nominated by CTE instructor's separate nomination form to come

## **II. ATTENDANCE**

We believe in the value of every student in every class, every day. Regular attendance is necessary if students are to receive full benefit from their educational experiences. The benefits of class discussion, individual student participation, teacher lectures and other classroom activities cannot be made up by those who are absent. School attendance is the joint responsibility of the students, parents, and school.

### **Absence Policy:**

Excused absences are absences excused by a parent/guardian on the first day of the return to school following the absence. Calls can be made to 989-465-6171 or a note may be sent. **Failure to call or send a note 48 hours from the return to school will result in an unexcused absence.**

**Students are not to leave school for any reason without checking out from the office prior to leaving the building. Students leaving school without checking out from the office will be recorded as unexcused and skipping-which may result in additional consequences.**

Exempt absences due to excused doctor's appointments, in school suspension, death in the immediate family, school functions, and religious holidays do not count toward a student's total number of absences in a class.

The school will adhere to the recommendations of the Health Department for illness. Students should be kept home for 24 hours free of:

- Fever
- Vomiting
- Diarrhea

**An excessive (over 10 in a semester) number of absences may incur the following:**

- **Teacher, counselor, or Pathways to Potential representative initiates a referral and conference with the student, parent, teacher and principal.**
- **Required medical documentation from a doctor.**
- **Disciplinary measures**
- **Reduction in grades**

**State of Michigan Truancy Law:** applies to all students under the age of 18. Coleman Community Schools follows the Midland County Court Truancy Protocol. First, a letter will be sent to the parent/guardian indicating 5 or more absences have been acquired. Next, parents are contacted by the Building Principal-the acting Truancy Officer for school. A meeting is held with the Parent & Student to sign an Attendance Contract, whereby the student agrees to improve his or her attendance. Any subsequent violation of this contract results in the Truancy Officer notifying the Midland County Court; the Court then contacts the Parent to schedule a consultation meeting at the courthouse. The Parent, Student, and School Administration are required to attend.

**Make up work for an excused absence:**

A student has the length of time missed to make up work day for day as long as the absence is excused by the school and/or parent/guardian. Example: If a student missed Monday and Tuesday he/she would have the day they return to learn of what they missed (Wednesday) and would have two days to get the work turned in, students would have until the end of Friday to get their work turned in. **Students will NOT be allowed to make up work for unexcused absences, and unexcused absences will result in loss of points for the assignment for the day.**

**School of Choice clause:** School of Choice students who drive or are driven into the district may be allotted additional days for inclement weather based on school closings in the area where the student(s) live. If schools in their area are delayed or called off due to bad weather their absence will not be counted against the student(s). The student may be given five additional late mornings because of poor road conditions. All other rules will apply.

## **TARDIES**

A student will be counted tardy if they are not over ten (10) minutes late to class. Students are afforded three tardies per class per marking period before being assigned a consequence. It is disruptive to the learning environment when students are late. More than ten minutes late is considered an absence (skipping) for the class.

**Excused tardies** will be allowed for the following reasons with an appropriate note at the time of the student's arrival:

1. a student was detained by a staff member.
2. verified late bus arrival.
3. traffic accident on the way to school.
4. **emergency** at home documented by parent or guardian.

All other tardies will be considered unexcused.

**Unexcused tardies:** After three unexcused tardies in a class per marking period, a student will be subject to time in the Responsibility Center during lunch as well as every tardy thereafter. At the start of each marking period tardies will reset.

**Excessive tardiness leading to multiple (6 or more) consequences will result in a disciplinary consequence and a meeting with the parent, student and principal.**

## **COLLEGE VISITATION**

1. Seniors and Juniors will be allowed one full day, which is to be counted as a school function, to visit a community college, college, university, or trade school of their choice.
2. Seniors and Juniors may be allowed one full day for testing at a college, university, or trade school for entrance exams and time missed will not count against student attendance.
3. A note for such said visit **must** be signed by a parent and returned to the office at least three full days in advance of the visit.
4. Students who participate in a school trip to continuing education institutions will not have the time counted against the student's college visitation totals.

## **ABSENCES FOR RELIGIOUS EDUCATION**

Absence for religious education to a maximum of two hours per week as allowed by law, up to a maximum of 12 days, must be verified in advance by a written statement from a clergyman stating the dates, times and location(s) of the religious education, and must be accompanied by a signed request from the parent or guardian.

## **EXCUSED FROM PHYSICAL EDUCATION CLASS**

If a student needs to be excused from gym class FOR A SINGLE DAY, they must present a note to the teacher from their parents stating the reason for the requested dismissal. The teacher will then decide whether the student may be excused for the day without loss of credit.

When a student is requesting to be excused from gym classes for an extended period of time, (more than one day) they must present a doctor's written statement verifying whether the excuse is on a temporary or permanent basis.

**III. CONDUCT & BEHAVIOR**

**CODE OF CONDUCT**

The Coleman Board of Education has the authority to suspend or expel students and to establish reasonable rules regarding discipline. Assuming the responsibility granted to it by the law, the Board of Education establishes the following categories of misconduct as those which may result in temporary separation, suspension or expulsion. Any action not specifically covered but deemed to be inappropriate and/or disruptive, shall be handled by the principal as conduct violations; this handbook should not be interpreted as limiting the scope of the school's authority in dealing with other infractions that may interfere with the safety and welfare of the students. In discipline situations, the administration has discretion to implement appropriate discipline in the best interest of the school and/or the student(s) involved.

**Factors to Consider Before Discipline:** Public Act 360 of 2016 (PA 360) adds Section 1310d to the Revised School Code (RSC). Except for students who are being expelled for possessing a firearm in a weapon free school zone, Section 1310d requires school officials to consider all of the following factors before suspending or expelling a student under Sections 1310, 1311(1), 1311(2), or 1311a.

- (1.) The student's age;
- (2.) The student's disciplinary history;
- (3.) Whether the student has a disability;
- (4.) The seriousness of the violation or behavior committed;
- (5.) Whether the violation or behavior committed threatened the safety of any student or staff member;
- (6.) Whether restorative practices will be used to address the violation or behavior committed; and
- (7.) Whether a lesser intervention would properly address the violation or behavior committed.

**DUE PROCESS:** Regarding any violation of the Handbook, the student has the right to understand the nature of the violation and has the right to respond.

**VIOLATION OF SCHOOL RULES**

Students who violate school rules may be subject to immediate suspension/expulsion, and contact law enforcement.

**DISCIPLINARY ACTIONS**

The restorative program has been developed for minor disruptive behavior in the classroom, hallway, excessive tardiness, or failure to follow Coleman Junior/Senior High School rules. Students will be referred to the Responsibility Center for a minor classroom infraction. He/she will complete a restoration plan for their behavior choice(s) and a plan for improvement. He/she will then meet with the staff member that referred the student to restore the relationship and negotiate the plan that was created. If the plan needs to be adjusted based on the meeting that will be done. The student can return to the space he/she was referred from as soon as there is agreement between the student and the staff member.

Students who are assigned a consequence for repeat tardies (3 or more) will receive a lunch consequence.

## **GENERAL MISCONDUCT OFFENSES**

The following offenses are considered “general misconduct.”

Students who aid or assist, encourage or incite another student to engage in any of these acts, shall be considered to be in violation as if they had committed the act(s) themselves. Repeat violations, or extreme/severe violations of any of the following offenses may be deemed to be “gross misconduct” and subject to the more severe punishment.

### **A. Prohibited Conduct.**

1. **Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, “bullying” shall be defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- b. Adversely affecting a student’s ability to participate in or benefit from the District’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- c. Having an actual and substantial detrimental effect on a student’s physical or mental health; or
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying, Harassment & Cyber-bullying – Picking on, intimidating, threatening, coercing, aggressive, or violent behavior that involves a real or perceived power imbalance which is repeated over time is prohibited.

### **Anti-Bullying Policy\***

It is the policy of the Coleman Community Schools District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

\*Hard Copies of this Anti-Bullying Policy are available in the School Office.

2. **Retaliation/False Accusation.** Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

- B. Reporting an Incident. If a student, staff member or other individual believes there has been an incident of bullying in violation of this policy, she/he shall promptly report such incident to the principal or designee, or the Responsible School Official(s), as defined below.

A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

- C. Complaints Against Certain School Officials. Complaints of bullying by the building principal or designee may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.

- D. Investigation. All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

- E. Notice to Parent/Guardian. If the principal or designee determines that an incident of bullying has occurred, she/he shall promptly provide written notification of the same to the parents/guardians of the victim of the bullying, the perpetrator, or the non-student perpetrator.

- F. Annual Reports. At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

- G. Responsible School Official. The Superintendent of Coleman Community Schools ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District.

- H. Posting/Publication of Policy. Notice of this policy will be: (a) annually circulated to all students and staff, (b) posted in conspicuous locations in all school buildings and departments within the District, (c) annually discussed with students, and (d) incorporated into the teacher, student, and parent/guardian handbooks.

- I. Definition. "At school" means in a classroom, elsewhere on school premises (including Railway Center for school activities), 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. "At school" also

includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the District's control.

- Cheating “Academic Dishonesty”– Copying work other than your own, knowingly permitting others to copy your work, violating classroom rules regarding test taking, or other violations of academic rules established by the classroom teacher.
- Deceptive Actions – Any action that presents to the staff or another person an inappropriate action or otherwise punishable offense. This is similar to the look-alike drugs policy. If you are not doing it, do not pretend or act like you are because you are giving the appearance of violating that particular policy and will be punished for it as if you had broken the policy.
- Disrespect to a Staff Member – Using obscene or unacceptable language or gestures to a staff member, persistent arguing, disregard for the authority of a staff person, and/or behavior not acceptable by the general standards of the school and community.
- Disruptive Conduct – Conduct or misuse/use of objects which interferes with the educational process is prohibited. Students who are directed to leave a class due to misbehavior or other offenses may have consequence time assigned by a teacher. Repeated offenses may result in suspension.
- Electronic Devices – specifically cell phones, tablets, etc. are permitted during the lunch-cafeteria/recess time for high schoolers ONLY. Students are not permitted to use their device during class time and will be authorized by the staff member to relinquish the device. Having the device taken away the first time, will result in the student giving the device to the staff member and it can be given to the student at the end of the hour/time period. The second time, the student may pick the device up at the office at the end of the school day. A third time results in a contact to the parent/guardian who will then need to come to the school office to retrieve the device for the child. Any additional times may result in arrangements between the parent & Administration pertaining to no longer having the device in school.
- Forgery – The act of using or writing the name of another person without authorization, or falsifying times, dates, grades, addresses, false passes, or other data on school forms or on documents or information submitted to school authorities. Consent forgery (when parents say it is “OK”) is still forgery and will not be permitted.
- Gambling – All forms of gambling, card playing, dice, sports pools, etc.
- Indecent Material – The act of creating, possessing or distributing materials portraying obscenity or vulgarity in pictures, caricatures or written work on any school property, or wearing and/or being in possession of articles visible to others at school or on any school property which contain such materials.



- Insubordination – Disobedient, unwilling to submit to school authority.
- Littering – To dump, deposit, place, throw, or leave litter or waste materials of any kind in and on school property other than in receptacles set aside for such purposes.
- Loitering – Being somewhere other than where authorized and refusing to leave when ordered; being in a school area without an authorized pass. All students after arriving at school are to leave all vehicles immediately and come into school. There should be no loitering in vehicles or in the parking lot.
- Misuse of School Materials – Misusing and/or using school materials in an unauthorized manner short of major destruction (that is, writing on or marking desks, books, lockers, etc., wasting materials, etc.).
- Public Display of Affection (PDA) – Kissing or any similarly inappropriate physical contact in the school setting or on school property. Extreme violation may be considered “gross misconduct” depending on the circumstances.
- Snow – Snowballs or snow in any form may not be thrown, passed or brought into the building or on school property at any time.
- Tardiness – Arriving to class after the bell has rung and up to ten minutes after class has started. Arriving ten minutes or more constitutes an absence from class.
- Truancy – The act of unauthorized absence from school or class for any period of time. Chronic tardiness may be considered truancy. See Truancy Law (attendance contract).

**Penalties for General Misconduct Offenses** Consequences that may be used between warning and suspension are lunch consequences and structured days.

1<sup>st</sup> Violation – a warning, lunch consequence to a three-day suspension (ISS)

2<sup>nd</sup> Violation – one to five-day suspension (ISS or OSS)

3<sup>rd</sup> Violation – three-day suspension to a ten-day suspension (OSS)

4<sup>th</sup> Violation – refer to Incurability/Persistent Disobedience in Violation of School Rules and Regulations (Meeting with the Superintendent for long-term suspension or expulsion.)

A penalty not served will be considered an insubordinate act, punishment will be determined by the principal on a case-by-case basis.

## **FIGHTING POLICY**

Students are prohibited from engaging in physical confrontations or conduct which could cause physical injury to himself/herself or to another person. Students who engage in such conduct may be subject to discipline whether or not they instigated the confrontation (but instigators may be punished more severely at the discretion of the administration, depending on the circumstances of each case). Students who violate this prohibition will be subject to the following sanctions:

1<sup>st</sup> Offense = one to five-day suspension (at least one day out-of-school)

2<sup>nd</sup> Offense = three to five-day suspension (OSS)

3<sup>rd</sup> Offense = ten-day suspension (OSS) and hearing with the Superintendent of Schools

\*Students disciplined under this category will be suspended OUT-OF-SCHOOL (OSS).



## **GROSS MISCONDUCT OFFENSES**

The following offenses are “gross misconduct” and may result in imposition of disciplinary sanctions up to and including long-term suspension or expulsion. Students who aid, assist, encourage or incite another to engage in any of these acts, shall be in violation as if they had committed the act(s) themselves.

- Arson – Setting fire to any object(s) on school grounds, in school buildings or on a school bus.
- Assault and Fighting – Physical or verbal threats and/or violence (or attempted violence) to another person. This may include the simple act of being involved in a fight or altercation, regardless of who initiated the confrontation. Assault may also include written assault.
- Criminal Sexual Conduct – Committing any acts defined by the Michigan Criminal Code as “criminal sexual conduct” on school premises, school grounds or on a school bus, or conviction for off campus CSC victim attends the same school building.
- Defacing/Vandalism – Purposely destroying, damaging or marring school property or property of another.
- Explosives, Fireworks & Foul Substances – Possession or use of any article containing an explosive or combustible substance, including fireworks, or foul, offensive or injurious substances or compounds on school premises, school grounds or on a school bus.
- Extortion, Blackmail or Coercion – Obtaining money or property or forcing someone to do something against his/her will.
- Gross Misbehavior – Behavior that violates standards of appropriate behavior, including behavior that threatens property or the safety and well-being of others, and/or is disruptive to the educational environment.
- Harassment – Based upon protected class, race, sex, religion, orientation, national origin, verbally, physically, or in writing, including through social media or cyber-bullying.
- Hazing – An intentional, knowing, or reckless act by a person acting alone or others directed against another endangers the physical health or safety of the individual, for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization will be referred to law enforcement.
- Illegal Entry/Trespassing – authorization into a building, room, or school property, or refusing to leave when directed to.
- Indecent Exposure – Making any open or indecent exposure of his/her person to another.
- Intimidation – Any act, statement or conduct which is intended to (or can reasonably be expected to) create a hostile, offensive or intimidating environment for another person(s).
- Intimidation of School Authorities – Threatening, harassing or interfering with any district employee or volunteer.
- Look-Alike Weapons – Such as, but not limited to: starter pistol, toy pistol, rubber or plastic knife, or any other look-alike of a dangerous weapon. Any look-alike weapon for lawful purpose needs approval by the Principal.

- **Reckless Driving** – Driving which endangers oneself and/or one’s property, others and/or their property, that could result in bodily injury or damage to property or vehicle or driving any motorized vehicle on school property faster than 15 mph. Notification of law enforcement and loss of driving privilege.
- **Sexual Harassment** – A form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and the Michigan Civil Rights Act. Sexual harassment may be defined as the act of verbally, physically or emotionally creating a hostile, offensive or intimidating environment for others and may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks with sexual or demeaning implications; unwelcome touching; sexual jokes, posters, cartoons, etc.; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, safety, job, or performance of public duties. It is prohibited by other students, school employees, teachers, administrators, board members, volunteers and contractors.
- **Theft** – Wrongfully acquiring the property of another and/or being in possession of the property of another without consent (including acquisition and/or possession of school property).
- **False fire alarm or bomb threats** –Any verbal or written threats against the school.
- **Verbal Assault** – Any student who commits a verbal assault on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event against a school employee or against a person engaged as a volunteer or contractor may be suspended or expelled, depending upon the circumstances, for up to one hundred eighty (180) days. “Verbal assault” means a threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching; or the use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence; a bomb threat (or similar threat) directed at a school building, other school property, or a school-related event. For purposes of this policy, the definition of assault also includes written threats. MCL 380.1311a (Physical and Verbal Assaults Against School Personnel); MCL 380.1310 (Physical Assaults Against Students).
- **Weapons (possession/use)** – Any student found to be in possession of a weapon in the school or on school property or premises (including school buses) or any school sponsored activity. A “weapon” shall be defined as any “dangerous weapon” or other article or instrument commonly used or designed to inflict bodily harm and/or to intimidate others and/or articles designed for other purposes but which could easily be used to inflict bodily harm and/or intimidate. A “dangerous weapon” means a firearm, dagger, dirk, stiletto, knife, pocket knife opened by a mechanical device, iron bar, brass knuckles, or any other objects which are used as a weapon or could be construed to be a dangerous weapon. Notification of Local law enforcement agencies and the Superintendent will be immediately notified. The weapon will be confiscated and turned in to local law enforcement authorities. Parents will be notified. Suspension and/or expulsion proceedings may begin immediately, in accordance with State law.

**Mandatory Expulsion** – procedures for “mandatory expulsion” is available in the Board Policies Handbook or in the Michigan Revised School Code at MCL 380.1311(2).

#### **Penalties for Gross Misconduct Offenses –**

One or more of the following as determined by the administration (all OSS):

- A. Short-term Suspension – up to ten (10) school days.
- B. Recommendation for Long-Term Suspension (more than ten (10) school days).
- C. Recommendation for Expulsion. Greater than 60 days.
- D. Restitution of cost of damages/return of property (if applicable).
- E. Conference with parents before readmitting students & criminal charges where appropriate.

### **DISOBEDIENCE AND VIOLATIONS OF GENERAL CONDUCT RULES WHERE OUT-OF-SCHOOL SUSPENSION IS IMMEDIATE**

A student suspended from school will immediately leave the school premises. If in the judgment of the Principal or designee the student needs to be sent home and directly released to the parent's custody/emergency contacts/law enforcement authorities, the student will remain in the office or Responsibility Center until someone can take him/her home.

### **IN-SCHOOL SUSPENSION (ISS)**

When assigned ISS, students will report by 8:00 a.m. or immediately when they arrive. School work will be collected and students should bring all their books. To be granted credit, work must be completed while in the ISS room (within reasonable time). Students under ISS are not allowed to participate in or to attend any school functions, including athletics, while suspended (suspension ends the morning after the ISS is served).

The following regulations must be followed by pupils in the ISS room:

- On arrival the students will copy the ISS room rules.
- There will be no talking with other students.
- Students will remain in their seat unless given permission by the supervisor to leave it.
- No electronic devices or games are allowed for use by the students.
- Lunch will be provided in the ISS room.
- Students will be allowed restroom breaks when other students are not in the hallway.
- All work assigned will be completed during the time in ISS.
- Failure to follow the rules will result in OSS with the student returning to ISS the next day. All reasonable requests by the supervisor will be followed.
- Once all work is completed, the student may read a book or magazine. Sleeping is not allowed in the ISS room.
- Students that leave the ISS room without permission may receive additional consequences.

### **SUSPENSION PROCEDURES**

**When a student is suspended:**

1. The student shall be informed of the specific charges which are the basis for consideration of disciplinary action.
2. The student will have the right to present to the school administrator his/her response to the charges and any relevant information that will support his/her defense.
3. If the student is suspended by the school administrator, the administrator will notify the parent(s) as soon as possible of the suspension, the reason for it, and the steps necessary to effectuate the student's return. **Notification may be a phone call or may be a written notice sent via the student prior to the suspension date.**
4. Parent(s) or guardian may appeal based upon a specific objection to the superintendent or his/her designee to review the principal's decision.
5. During a suspension period, the student is prohibited from participating in extracurricular activities including practices, performances, games, or dances.
6. The student is not to be on school property during the period of suspension.
7. Students are entitled to major tests such as midterm or finals and may turn in a major project that may be counted or may be the midterm or final that would be due during the suspension.
8. A suspension period starts when the suspension is issued. It is completed at the end of the day assigned at midnight. The student is not able to attend any school functions or be on school property until the end of the assigned suspension period. A day where school is called off due to inclement weather, facility problems, etc. cannot count as a suspension day.

## **EXPULSION PROCEDURES**

Only the Board of Education has the power to expel and long-term suspend (over ten (10) school days). Expulsion is the permanent removal of the student from the school district. The following procedural guidelines will govern the expulsion:

1. Written notice of charges against a student shall be supplied to the student and his/her parent(s) or guardian, including time and place for the hearing.
2. Parent(s) or guardian shall be permitted to be present at the meeting unless the 18-year-old student elects to exclude his/her parent(s).
3. The student, parent(s) or guardian may be represented by legal counsel at their own expense.
4. The student shall be given an opportunity to respond to the charges and their implications. He/She may present other witnesses and other relevant evidence.
5. The student shall be allowed to review evidence presented against him/her. In addition, he/she may, at the discretion of the Board, be allowed to question witnesses presented at the hearing.
6. The Board of Education shall make its determination solely upon the evidence presented at the hearing.
7. The Board of Education will act within a reasonable time after hearing its finding and its decision.
8. Notice of the Board decision shall be sent to the student and his/her parent(s) or guardian.

## **SEARCH AND SEIZURES**

Administration can conduct searches as long as they are reasonable in their inception/scope and are based upon a reasonable suspicion. To protect the safety of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below.

School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students assume full responsibility for the security of their lockers and desks. Students will maintain their locker or be held accountable for damages sustained. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities may conduct periodic general inspections of lockers and desks at any time.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action and call legal authorities. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Any search that yields illegal or contraband materials, shall be turned over to proper legal authorities for ultimate disposition.

**Handheld Metal Detectors will be used in the Junior/Senior High using the following protocol:**

1. There is a reasonable suspicion that a student is in possession of a vape, e-cigarette, weapon, or other prohibited item in school.
2. Upon reasonable suspicion, the student will be escorted to the office and to a private area. The student will be asked if they have anything prohibited in school in their possession at that time. If they answer "yes," the student will be asked to hand over the prohibited item. The student will be searched to make sure they do not have additional related items. If they answer "no," the preliminary search will begin.
3. A preliminary search of the student's pockets, bookbag, shoes, and other possessions will take place by having the student empty their pockets and turn them out, take off shoes, etc.
4. If no vape, e-cigarette, weapon or other prohibited items are located during this preliminary search, the metal detector wand will be utilized. The student will be asked to take off all jewelry, watches, belts, etc. or anything metal at that time. With two adults present in the room, the metal detector will be used to swipe the body of the student.
5. If any beeping or alarm/lights are activated on the metal detector, students will be asked if they have any metal hiding in the area that is being detected. At that time, if the student willingly surrenders the object to the adult, the search has ended and appropriate consequences will be administered depending on the item that was found. Parents will be notified, and local law enforcement will be notified if appropriate.
6. If the student does not willingly surrender the object and there was reasonable suspicion to search the student for a vape or e-cigarette, the student will receive consequences for being in possession of a vape/e-cigarette and a consequence for insubordination will also be added. Parents will be notified, and local law enforcement will be notified if appropriate.
7. If the student does not willingly surrender the object and there was reasonable suspicion to search the student for a weapon, the student will be referred to a police officer (central

dispatch will be called and/or the local liaison officer will become involved). Parents will be notified.

**SECURITY - VIDEO/AUDIO RECORDING:** On the school premises video cameras may be used within and outside the school. The contents of videotapes may be used as evidence in a student disciplinary proceeding. The primary purpose of video/audio tape is for the administration to more efficiently and accurately monitor school discipline and student conduct. It is an administrative tool used to improve the safety of the overall student body. Access to the school's video/audio is extremely limited and will be used at the discretion of the building administrator

## **MEDICATION**

When proper written notification and permission forms are on file, the school may cooperate in the supervision of medication to students. Parents or students should submit properly labeled medication to the office, where it will be kept. Students may then request the medication at times specified in their permission forms. Students may not keep medication of any type in their lockers or on their person, except for an emergency inhaler or epipen. This may result in false reports of drug use.

## **COLEMAN STUDENT ASSISTANCE (CSA)**

### **Substance Abuse (Drug) Policy**

Substance violation reports may be made several ways. Teachers, coaches, parents, and administrators need to inform all students that disclosing information about one's self or about a peer is actually helpful. If you are a student and you know someone has taken a drug or substance that may be harmful to them, you can call the office or have a parent call the office if you want to remain anonymous. A report can also be made to OK2SAY: <https://www.michigan.gov/ok2say>, call: 8-555-OK2SAY (855-565-2729), or text: 652729 (OK2SAY). Students need to know that to make a referral they need only talk to the teacher, coach, athletic director, guidance counselor or building principal. The important message is that it is not okay to use; but that if someone needs help, it is safe to seek help. Often the help begins with a referral to qualified helping personnel.

1. No student shall be in possession of, use, attempt to use, sell, attempt to sell, distribute or attempt to distribute or be under the influence of any or controlled substances including alcohol, marijuana, look-alikes, inhalants while at school or on school property (including school busses) or in attendance at any school-related or sponsored activity (either on or off-campus). (Medication drugs, when prescribed by a doctor and within the guidelines of District Policy are the exception).
2. Possession is: In a school locker, in a student's "belongings" (i.e. gym bag, coat, pocket, purse, etc.), in a student's vehicle parked on school property, "on the student," in the immediate vicinity and/or control of the student, or any like circumstance.

3. This policy is in force while students are riding a school bus and/or attending any Coleman Community Schools related function - home or away.
4. Students selling or distributing alcoholic beverages, controlled substances or look-alike drugs to another individual will not be afforded the opportunity for early reinstatement or reduction of suspension. Re-enrollment will only be permitted at the start of a semester.
5. Malt beverages labeled as “non-alcoholic” may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student assistance policy.

#### FIRST OFFENSE

Immediate suspension up to ten days from school by the building principal or his/her designee – OSS (and the Board of Education reserves the right to begin expulsion proceedings). A meeting with the parent(s), student and the building principal will be held for discipline; a meeting with student and counselor will be held for referral resource/counseling information. Students will write a paper discussing substance use and present the paper to both his parent(s) and the principal before the student is readmitted to school. Voluntary substance abuse counseling may serve as a mitigating factor to the degree of discipline assigned. Returning students will be placed on probation and will know that a second offense may mean long-term suspension/expulsion. On a case-by-case basis the principal will make determination of appropriate action. Referral to and participation in a drug rehabilitation program or educational program may be appropriate for the first offense.

#### SECOND OFFENSE

Immediate suspension from school for up to one semester by the building principal’s recommendation as approved by the superintendent. A recommendation through the superintendent to the Board of Education that the student(s) in question be suspended from school for an extended period (the Board of Education reserves the right to begin expulsion proceedings). Students who are assessed voluntarily and who have been, or are being treated and counseled for substance abuse, may petition the Board of Education for early reinstatement.

#### **Tobacco and Vape Device Products Policy**

Tobacco products, including chewing tobacco and tobacco look-alike products, such as vape devices are a danger to a student’s health and to the health of others. The sale, distribution, use or possession of any form of tobacco or vape device on school property or at any school activity may result in referral to a student assistance program and/or legal authorities, as appropriate. Students who are assessed voluntarily and who have been, or are being treated and counseled for substance abuse, may petition the Board of Education for early reinstatement. All illegal activities such as tobacco possession will be out-of-school suspensions.

In addition, students will be subject to the following consequences:

- 1<sup>st</sup> Offense: Up to a three-day suspension. Possible referral to legal authorities. (OSS)  
 2<sup>nd</sup> Offense: Five-day suspension. Referral to legal authorities. (OSS)



3<sup>rd</sup> Offense: Ten-day suspension, report to authorities and a hearing with the Superintendent of Schools for persistent disobedience.

### **CAMERAS**

Students **do not** need and **are not** to have cameras at school. If there is a special event, a student may gain permission to take photos from their class teacher or principal.

### **CELL PHONES**

Board Policy allows students to have cell phones at school. The phone should be turned off or on silent and in student lockers during the school day. This is in all school spaces, except the ones explained next. High school students **ONLY** may access and use their devices during their lunch/recess time. If a student needs to make contact with a parent during the school day, with staff permission, the student may **ONLY** come to the office to use the office phone or his/her cell phone (obtained from the locker with staff permission). Parents may contact the office to leave messages for their child.

In the event a phone is used without permission in the school, the phone will be confiscated. Having the device taken away the first time, will result in the student giving the device to the staff member and it can be given back to the student at the end of the hour/time period. The second time, the student may pick the device up at the office at the end of the school day. A third time results in a contact to the parent/guardian who will then need to come to the school office to retrieve the device for the child. Any additional times may result in arrangements between the parent & Administration pertaining to no longer having the device in school.

If the phone is used in any illegal manner (including threats and bullying, improper video, sexting), there will be disciplinary actions and the parent(s) and possibly the police will be notified.

Students with medical conditions requiring regular access to a cell phone may have their phone as long as there is documentation from a medical provider on file in the office.

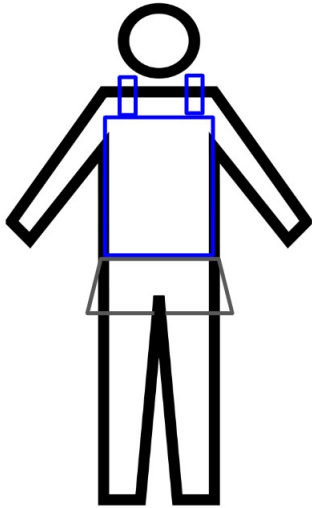
Cell phone use will not be allowed at mandatory lunch or in the ISS room.

### **DRESS CODE**

Coleman Jr./Sr. High School students must dress with dignity. Students' clothing, determined by school staff to be inappropriate for the school learning environment, is not permitted. Specific dress code requirements are as follows:

1. All private and torso areas must be covered by clothing. The following outlined areas must be covered, and no undergarments (including spandex) may be visible:





2. Hats are allowed under this set of guidelines: They must be removed during the Pledge of Allegiance/Star Spangled Banner. They will be removed if a teacher asks them to be. They may not include profanity, images or words surrounding the topic of illegal substances, sexual images, or words/images that are disruptive or offensive. Hoods pulled over the head are not permitted.

3. For any shirt worn by any student, the over the shoulder portion of the shirt must be a minimum width of three-fingers. Absolutely no spaghetti straps or tube tops are permitted. A shirt that appears as sheer or “see-through” is absolutely not permitted at any time.

4. Writing on clothing cannot be profane or contain sexual innuendo. Clothing will not advertise alcoholic beverages, tobacco/vape products, or slogans, etc. No demeaning, racial, or politically inflammatory slogans that may be disruptive/offensive are allowed.

5. Coats, ski jackets, and any coat-like garment may not be worn in school. If a student’s perception is that the school building is cold, then the student is encouraged to wear a sweater or sweatshirt; always dress appropriately for the weather.

6. Non-clothing items such as blankets, flags, etc. may not be worn at any time during the school day.

**Consequence for Dress Code Violations:**

- Teachers may refer students to the office where the Principal or Designee may require a student to change/adjust his/her clothing.
- If a student complies with requests to change/adjust clothing, he/she may return back to the classroom.
- If a student complies, but is later found to be in violation, he/she will be given a consequence for insubordination.
- If a student does not comply with requests to change/adjust clothing, he/she will be given a consequence for insubordination.

## Dress Code for Physical Education Classes

- Same expectations as the school dress code listed above. In addition, Academic consequences involved = If you are not dressed properly, you will not receive credit for the day.
- Absolutely no jewelry is to be worn during Physical Education Class participation.

It is expected that students will have dedicated:

1. Gym shorts: Cutoffs, pajamas, ripped up sweatpants etc. are not acceptable.
2. Gym shirt T- Shirt with Sleeves No Tank Tops & No side-ripped T-shirts.

Any non-participation day will result in a deduction of points, loss of grade and possible loss of credit.

- 1 non-dress day = minus 10 pts

Participation includes

- A complete change of clothes (proper dress)
- Required running and stretching
- Participation in the daily activity
- Showers (recommended)

Gym shoes must be worn to keep from damaging the gym floor. No boots, sandals, dress shoes, etc.

## IV. EXTRA-CURRICULAR ACTIVITIES

**EXTRA-CURRICULAR POLICY:** Students who participate in non-athletic extracurricular activities (Language Arts, Quiz Bowl, Model U.N., Science Olympiad, Computer Tech, Talent Art Review, Honors Band, Drama, Forensics, National Honor Society, Ag/FFA events, student council, class officers, field trips, etc.) will follow the Coleman Student Assistance (CSA) procedures. Participants who use or possess alcohol, tobacco/vape, or other drugs may be referred to student assistance for evaluation and recommendations. This procedure will be followed whether the use or possession occurred on school property or not. In the event that the school-sponsored activity meets less than six (6) times a year, the student may not be suspended from the activity upon cooperation with, and following all CSA recommendations. Athletes need to follow the athletic handbook procedures, outlined in section V (below).

**JUNIOR HIGH ELIGIBILITY FOR EXTRACURRICULAR EVENTS:** Students must be doing passing work in all classes, maintaining a (3) or above citizenship mark each marking period, and have no more than 6 tardies, in order to attend and participate in extracurricular events.

**ADVERTISING:** Student groups are not permitted to sell advertising or to otherwise seek funds from non-school sources without the approval of the Principal & the Board of Education. Students will not distribute commercial, political messages, or advertisements/promotions. Teachers and staff have the authority to prohibit said material in their classrooms to maintain an appropriate learning environment. Any promotion materials that students would like to distribute must be pre-approved by the principal.

## CLASS REPRESENTATIVES

Representing a class in any capacity is a privilege. Individuals elected to represent their class must not have been convicted of a felony, be on restriction (tether) or under indictment by a court system, or currently be under investigation for criminal activity. If the student has been elected to a position that falls under the aforementioned, then the student will be removed from their position and replaced. If in the principal's judgment an event has taken place involving a school representative that was not mentioned above, the Principal may remove the student if in their opinion it would be inappropriate for that student at that time to act as a school representative. A student may be elected to court a total of two times. Once during the Freshman, Sophomore and Junior years then again to the Senior court. A cumulative GPA of 2.0 is required. The student will need to adhere and meet all the requirements of the Student Council's Constitution. The principal's decision may be appealed through the normal appeal process. The Student Council Constitution will be applied.

**CLUBS** Active Student Clubs must have sufficient membership to start or to continue, and must be approved by the principal.

### **DANCES: HIGH SCHOOL**

*COLEMAN JUNIOR HIGH STUDENTS ARE NOT ELIGIBLE TO ATTEND ANY COLEMAN SENIOR HIGH SCHOOL DANCES/TRIPS.*

1. Students wishing to bring a guest to a dance must complete a new guest form. -Homecoming (or the first dance of the school year, whichever is first), Snow Ball, and Prom. If/when a guest dance form is on file, it shall be valid for each dance until the next specific dance listed above. A new form will be required for specific dance listed above during a school year. It is the responsibility of the Coleman High School Student to put their guest's name on the guest sign-up sheet for every dance & complete a new guest form as specified above.
2. No guests may be 21 or older; 20 years of age is the maximum age for a guest.
3. A special dress code may be in effect at some dances.
4. Only high school students and their guests may attend high school dances.
5. Students suspected of using alcohol or drugs will not be permitted to participate in the dance and may be asked to enter the dance and/or parent(s)/authorities may be called.
6. Students who do not pass the breathalyzer test **will be** reported to parent(s) and the local authorities.
7. Students leaving the building must leave the premises and they will not be readmitted.
8. Admittance to dances will close shortly after the scheduled beginning time. If a special situation arises and a late arrival is expected, you should clear it with a chaperone or supervisor.
9. Music will not contain profanity, sexual innuendo, or promote disrespectful/rebellious behavior.
10. Arguing or being disrespectful to the dance chaperones will be grounds for immediate dismissal from the dance and depending upon the circumstances, grounds for barring an individual's participation in future like events and subsequent discipline as deemed appropriate by the principal may be issued.
11. One person per chair. No inappropriate dancing.

### **DANCE DRESS CODE**

Clothing is expected to be within the outlined dress code for the normal school day. The only exception may be with a Formal Gown that may expose the shoulders or back.

Clothing should be appropriate for the event. If the dance attire is formal, a suit or formal dress is expected. Students from other schools will be subject to it when attending one of our dances.

The Principal or head chaperone will decide on the suitability of clothing. Please, use good judgment. If you think something may not be appropriate it most likely is not, don't wear it. We would like dances to be happy events.

### **ATHLETIC & EXTRA-CURRICULAR EVENTS**

Students are to act appropriately at athletic events, plays, performances, and any other extra or co-curricular event. A positive show of spirit is welcomed and encouraged. Unsportsmanlike, rude, or negative actions are not. Profanity, disturbance of the event, throwing objects, rudeness, loitering in unauthorized areas, and excessive littering are prohibited actions. Any action that is not becoming and does not represent the school in a positive light will result in disciplinary action. Discipline may include removal from the event, exclusion from extra-curricular events, being assigned clean-up duty, suspension, suspension from participating in sporting events, expulsion from school, or other actions determined by the principal.

### **FINES AND FEES**

Fines and fees not paid will accumulate year to year and privileges such as participation in; a sport, academic sports, band, walking at graduation, checking out books, or other school sponsored events, etc. may be withheld until your fine(s) are paid. Students are to take any inventory or physical condition report of property home for parental/guardian review and signature. Failure by student to get parental signature will not relieve the responsibility or liability for damage to the property assigned to them.

### **FUNDRAISERS & ANY CONTRACTUAL OBLIGATIONS**

Fundraisers are voluntary, and require approval by the Principal and be logged on the calendar maintained by Student Council prior to doing it. The following rules will apply.

1. No cash awards are to be given to students for fundraisers.
2. Accounts are maintained in the Central Office.
3. Fundraisers involving merchandise will be done on an order basis. Students **will not** be getting products to carry as samples to order or sell on the spot. Any exception to this will be made on a case-by-case basis by the Principal, except candy bar sales.

**STUDENT ACTIVITIES** Student Council: The student council is representatives elected by each class they advise the principal on student affairs, and they assist in student activities.

### **STUDENT COUNCIL/HIGH SCHOOL**

Student government and student activities are a means of providing a workshop for citizenship, putting classroom knowledge to practical use, preparing for a profitable use of leisure time, enriching the academic program, and building an increased sense of responsibility.

Consequently, student government exists as administration deems practicable. At the beginning of the school year each organization shall submit to the Student Council a list of members and officers and a statement of purposes and objectives, together with a request for recognition as a student activity. Each organization must have a president, a secretary, a treasurer, a faculty advisor, and may have such other officers as it desires.

## **STUDENT COUNCIL/JUNIOR HIGH SCHOOL**

Student council is an organization which shall work to promote unity and pride by the Coleman Junior High School. The officers shall consist of a President, Vice President, Secretary and a Treasurer. The officers shall be elected from the student body at large by a majority of the student body. The President shall be an 8<sup>th</sup> grader at the time of the fall elections, and will attain office after serving as Vice President.

The Vice President shall be a 7<sup>th</sup> grader. The Secretary and Treasurer may be from any grade. Each room shall have one representative and an alternate elected by the members of that room. If at all possible, the elections shall be held in the first weeks in September.

Officers and representatives must maintain a C average in all courses and maintain a citizenship standing of 3 or higher. If grades or citizenship drop below the acceptable level, the student will be required to give up their position on the Council.

### Junior High After School Activities

The Student Council will be responsible for organizing up to three activities during the school year. An activity form must be completed and returned to the principal five school days before the activity with signatures of the required number of chaperones.

Activities run from immediately after school (2:50 PM), ending at 5:00 PM. Parents should pick up their child promptly at 5:00 PM. No student is permitted to leave an after school activity and return without permission from the faculty chaperone. Anyone who leaves early without properly notifying the person in charge will be excluded from attending future activities sponsored by the Student Council. Students who fail to behave in a manner consistent with the chaperones' request will be excluded from future activities.

The activities are for the enjoyment of junior high school students. **ONLY PERSONS WHO ARE ENROLLED IN THE JUNIOR HIGH SCHOOL WILL BE ALLOWED TO ATTEND SPECIAL ACTIVITIES. NO VISITORS WILL BE PERMITTED.** If a student does not attend school or leaves school because of illness the day of an activity, he/she will not be allowed to participate in the activity.

## **V. ATHLETIC CODE**

Coleman Community Schools adhere to M.H.S.A.A. standards of competition with all athletic programs in agreement with the philosophy of education based on the support of the Coleman Board of Education. It is an honor and privilege to represent your school and community. By participating in athletics, you must be worthy of the honor and deserving of the privilege while exemplifying sportsmanship that reflects positively upon your school. The term "athletes" shall include team managers, cheerleaders and active participants of any interscholastic sport sponsored or recognized by the school. Each athlete is subject to all training rules and regulations as set forth by the Athletic Committee and approved by the Board of Education.

All disciplinary action for violation of the Athletic Code shall be treated as separate experiences at the Junior High School and the Senior High School. These actions shall be cumulative at each school. Once

a student moves from the Junior High to the Senior High, he/she starts the cumulative progression of disciplinary action from the beginning.

**TRAINING RULES:** Use, possession (possession is defined as in a student's possession or being in the vicinity with knowledge of illegal use or possession) of alcohol, tobacco, illegal controlled substances or performing enhancing drugs is prohibited.

A violation of state statutes (misdemeanor or felony), school rules (including bullying, hazing or harassment as outlined in the Coleman Community Schools Junior/Senior High Handbook) or ordinances, whether or not criminal charges result, is prohibited. Training rules are in effect from the first fall practice day of the student's seventh grade year until last day of school their senior year or the last contest for the year, whichever comes last.

- A. Violations of training rules must be: observed by school personnel, a matter of public record, admitted to by the athlete or a preponderance of evidence.
- B. An investigation will begin in a timely fashion by the athletic director and/or principal after receiving a report of alleged infraction.
- C. The athlete will have an informal hearing with the athletic director and/or principal or their designee to determine if a violation has occurred. The athlete is given an opportunity to deny charges and rebut and present evidence with the presence of his/her parents if they so desire.
- D. When the athlete is found in violation, a letter will be sent to the athlete's home by certified mail notifying the parents of the suspension and reasons why.

**PENALTIES:** From the date an athlete is found to be in violation of the athletic training rules, the following penalties will be imposed. Multiple violations will not be regarded as concurrent penalties.

**FIRST OFFENSE** 25% of the next scheduled activity dates will be denied. Below is an example based on the average yearly scheduled activities for that sport; 25% will be applied to the actual number of scheduled activities for that season. If an athlete is unable to complete his/her suspension during the current season, then it will be carried over on a percentage basis to the next season the athlete participates in. (Past year's participation will determine the "next season". In the event that no prior participation exists, the next activity will be affected.)

High School:

Girls/Boys Basketball	5 dates based on 20 date season
Football	2 dates based on a 9 date season
Baseball/Softball	9 games based on a 38 game season
Volleyball	4 dates based on an 18 date season
Track and Field	4 dates based on an 18 date season

Competitive Cheer	3 dates based on a 12 date season
Bowling	6 dates based on a 24 date season
Cross Country	4 dates based on an 18 date season
Wrestling	3 dates based on a 14 date season
Junior High:	
Boys/Girls Basketball	3 dates based on a 12 date season
Track and Field	2 dates based on a 10 date season
Volleyball	3 dates based on a 12 date season

In addition, the student-athlete will be required to participate in all practice sessions. A suspended student-athlete must be in street clothes at contests (not in the team jersey or uniform). Lastly, the student-athlete must complete the entire sport season in good standing in order for the athlete to be given credit for serving the suspension.

## SECOND OFFENSE

1. The athlete will be denied contest from one calendar year from the date of the informal hearing when the athlete is determined to be in violation of the athletic code.
2. Participation in practice sessions will be at the discretion of the coaches involved.
3. A suspended athlete is to be in street clothes at contests.
4. The school must participate in the activity for it to count towards the suspension.

THIRD OFFENSE = Permanent loss of interscholastic participation.

APPEALS: the student may request, in writing, to appeal a suspension to the Superintendent and the Board of Education, in that order. The Superintendent or Board of Education may uphold, dismiss or modify the suspension imposed. Timelines in the appeal process will be as follows:

- All appeals are to be made in writing within three (3) working days of receiving notification that the suspension has been upheld.
- The scheduling of a hearing will take place within seven (7) days.

OTHER ATHLETIC RULES: In addition to the Training rules, the following rules exist for Coleman Community School Student-Athletes.



An athlete must be present for **ALL** classes on game days in order to participate in that game. Exceptions may be arranged **in advance** (prior to 8:15 am) with the principal, athletic director or school secretary (via phone or email). The amount of time for the excused absence should be appropriate to the circumstances of the excuse. For a Saturday contest, an athlete must have been present for the entire school day prior to the contest in order to participate unless prior arrangement has been made.

The coach shall discipline any behavior detrimental to the team. Detrimental behavior may include but is not limited to such things as: missing practice or contests without being excused by the coach, insubordination, poor attitude, or breaking curfew assigned by the coach.

A student who needs to ride to the game or home with his/her parents or guardian after an away contest must have a signed permission slip by the parent(s) and the athletic director, principal or coach prior to departure from the visiting site. If the parent needs to have someone other than himself/herself or a guardian drive, they must be over 21 years of age and may be asked for proof of identification and be **pre-approved** prior to leaving the school.

All students who are going out for a team must have a doctor approved physical card on file prior to starting practice. No athlete will practice without a physical card signed by his/her parents, physician, and self. Physical cards are available at or near the main office.

Any student who is suspended from school (in-house or out of school) may not participate or attend practice sessions or games on the day he/she is suspended. School status at the end of the school day determines player eligibility for that day.

**DUAL SPORT PARTICIPATION:** Students of Coleman Community School are allowed to participate in dual sports in a season provided they complete the Dual Participation Form and Contract.

To dual sport, a student must maintain a minimum of a 2.0 GPA and get administrative approval.

A student may not quit one sport and participate in another sport during that sport season. (Beginning of the season will be determined by the playing of the first game, match or meet).

#### **STUDENT/ATHLETE GRADE LEVEL PARTICIPATION:**

If the coach believes it will benefit the student/athlete to participate on a team at a different level, the coach must receive permission and approval from the following people.

1. Varsity coach of the sport involved
2. Athletic Director
3. Parents of the student/athlete
4. Student athlete



**SEASON PASSES FOR SPORTING EVENTS:** Season passes will be made available to the public at a cost determined by the Athletic Department at the beginning of the school year. Children in high school and living at home may use the pass and children not yet enrolled in kindergarten will not be charged for admission. Season passes are available at the Coleman High School Athletic Office and at most home sporting events.

## **AWARDS**

1. Each letter winner will be granted only one letter during his/her high school career. In lieu of earning a further letter for other sports, the student shall receive a certificate and/or a metal insert.
2. Any athlete who, for any disciplinary reason, is expelled from school shall forfeit all athletic awards that he/she would have been entitled to for that sport/year.
3. Certificates indicating successful participation in junior varsity or junior high athletics shall be given for each sport participated in.
4. Each year an outstanding senior athlete award shall be given to one male and one female athlete who exemplify the best in athletics, scholarship and conduct at Coleman High School. Any student who has been athletically suspended during their school career will not be eligible for this award.
5. Four (4) year awards will be presented to those students who participate at the Varsity level for all four years of a particular sport.

**AMATEUR STATUS:** All athletes must comply with M.H.S.A.A. regulations.

- **AWARDS:** Students shall not have accepted any award (merchandise, membership, privileges, services, or money) for athletic performance, except medals or trophy awards which cost no more than \$25.00. No reinstatement for at least one full semester after the date of violation.
- **AMATEUR STATUS:** Students shall not have accepted money, merchandise, membership, privileges, services, or other valuable consideration for participating in any form of athletics, sports, games, or officiating interscholastic athletic contests, or have signed a professional athletic contract. No reinstatement will be considered for one full year from time of violation.
- **LIMITED TEAM MEMBERSHIP:** Students shall not have participated in any outside competition in a sport during the season he/she has represented his/her school in that sport; not having participated in any so called all-star, charity or exhibition football or 3 on 3 basketball games during that season.

**ELIGIBILITY:** To remain eligible to represent Coleman Community School in athletic events, a student must meet Coleman Community School's eligibility policy and meet the requirements prescribed by the M.H.S.A.A.

- **HIGH SCHOOL:** During the current season, a student must be passing all seven classes at all times. In addition, any student receiving a grade in the "D" range (D+, D, D-) will receive a warning for that week. Any student falling below the "D" range will receive an "F" for that week. A student must receive a warning the week prior to a failing week. If a student has any

marks for poor citizenship, the coach has the right to take disciplinary action. High School eligibility runs from Monday to Monday each week. **A student who receives a warning/fail for the week will be notified on Monday (or first school day of the week) by the athletic director or principal.**

- JUNIOR HIGH: During the current season, a student must be passing all seven classes at all times. In addition, any student receiving a grade in the “D” range (D+, D, D-) will receive a warning for that week. Any student falling below the “D” range will receive an “F” for that week. A student must receive a warning the week prior to a failing week. If a student has any marks for poor citizenship, the coach has the right to take disciplinary action. Junior High School eligibility runs from Tuesday to Tuesday each week. **A student who receives a warning/fail for the week will be notified on Monday (or first school day of the week) by the athletic director or principal.**

ALL STUDENT-ATHLETES WILL COMPLETE THE “CONSENT TO PARTICIPATE” FORM, PRIOR TO ANY PARTICIPATION & INVOLVEMENT IN ANY CAPACITY WITH COLEMAN ATHLETICS.

*A sample\* of the form is found below.* Student-Athletes will receive this form from the team’s Coach at the beginning of team activities and/or the tryout process. This form is also available from the Athletic Director, at the Athletic Office.

**\*CONSENT TO PARTICIPATE IN ATHLETICS**

*I hereby give my consent for \_\_\_\_\_ to participate in interscholastic athletics in the Coleman Community Schools Athletic Program during the current school year. Our family carries accident and/or health insurance with \_\_\_\_\_ and we are satisfied that this type of insurance gives sufficient coverage for participation in the interscholastic athletic program. We accept full responsibility for any injuries which might occur to our son/daughter by reason of such participation, including medical bills which might arise in excess of any insurance coverage and are fully apprised that the Board of Education of the said school district, or any person associated with the school athletic departments are not liable under the law and cannot legally accept responsibility and pay for such injuries from the operating funds of the school district.*

*Warning – Although participation is supervised, interscholastic athletics and activities may be one of the least hazardous in which any student will engage in or out of school. By its nature, participation in interscholastic athletics includes a risk of injury which may range in severity from minor to long term catastrophic. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk.*

*Participants can and have the responsibility to help reduce the chance of injury. Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program and inspect their own equipment daily. By signing this permission form, we acknowledge that we have read and understood this warning. Parents or students who do not wish to accept the risk described in this warning should not sign this permission form.*

*ATHLETIC CODE: I have read the school code and I agree to abide by the regulations stated therein. I have also discussed this with my parents/guardians and they attest to this by their co-signature.*

## **VI. PROCEDURES**

### **COMPLAINT-RESOLUTION PROCESS**

If a parent has a concern regarding a grading procedure, or a disciplinary action, the parent will:

1. Contact the Teacher (phone or e-mail are both appropriate) in a timely fashion to discuss the concern, and if possible, resolve it.
2. Contact the Principal (phone or e-mail are both appropriate) within five days of the discussion with the Teacher, to appeal the Teacher's decision.
3. Contact the Superintendent in writing, within five days of the discussion with the Principal, to appeal the Principal's decision.

\*For Athletics or Extra-curricular activities, the contact process is first to the Coach, next to the Athletic Director, then to the Principal, and lastly to the Superintendent according to the same process.

### **SAFETY DRILLS – FIRE DRILL:**

Fire Drills will take place at any time during the school year or school day. When the fire alarm sounds, all personnel will leave the building in a quick and/orderly manner. No one should return to the building until the signal to return is given. All but a few rooms have their own emergency exit. The following rooms will use the nearest exit, which is stated as follows:

Room 136: Exit east end of Media Center

Room 141: Exit through rooms 138 and 140

Room 146: Exit through main entrance of the building

Auditorium: Exit through back stage and main entrance to the building

- Treat all fire alarms as real events. Stopping at lockers etc. is not authorized.
- Maintain class group integrity, teachers are responsible for maintaining accountability.
- Teachers are to take their class lists with them and any other emergency equipment as required upon exiting the building.
- Upon exiting the building teachers are to escort their classes to a minimum safe distance of 100 yards from the school building and should adjust their location as determined by wind conditions to keep out of the way any smoke. Emergency personnel directions should be followed and they may move you further away as circumstances warrant.
- Remain calm at the exit site and wait for the all clear signal. The ceasing of the alarm IS NOT the all clear signal.
- In the event that we must evacuate the school campus, follow instructions of emergency personnel.
- No one is allowed to go to their vehicles.

### **SAFETY DRILLS – TORNADO DRILL/SEVERE WEATHER POLICY**

When there is a tornado watch or warning, students will remain in school.

Tornado Watch: weather conditions are such that tornadoes could occur. This may be the only information received locally.

Tornado Warning: a tornado has been sighted in the vicinity. This is issued by the warning

system if there is time to give warning to the affected area.

During a tornado warning, students should be placed near the inside walls of the building away from the windows. Generally, the corridors are the safest place in most buildings. Rooms have a designated area to move to during tornado warnings if deemed necessary. Students should sit on the floor with a large book for protection for their head and neck. The students will remain in their assigned area until the all clear is issued by the principal or their designee.

1. An announcement will be made via the P.A. system that preparations need to be made for severe weather.
2. Students are to remain in their class groups and take directions from the teacher.
3. Teachers are to move students in an orderly fashion into the hallways and sit their class facing against an inside wall or against the lockers away from windows.
4. All doors and windows should be closed.
5. Wait for further instructions and remain calm.

### **DRIVING PRIVILEGE/STUDENT PARKING**

Driving is a privilege which may be suspended for not adhering to the outlined driving procedures. Careless or reckless driving may be reported to legal authorities in addition to school imposed punishment. In order to maintain a safer environment, students will be expected to purchase a parking pass if they would like to have their driving privilege. **The registration fee is \$5.00.** The five-dollar fee helps maintain the parking lot security. The driving pass must be displayed clearly in the front glass of your vehicle. The pass is made to be suspended from the rear view mirror. The numbers on the pass must be visible when it is displayed. You are responsible for your driving pass, if it is lost you will need to purchase another.

1. Student vehicles must be registered in the office. Vehicles that are not registered will be towed at the owner's expense.
2. Your vehicle is not a meeting place. When you arrive, get out of the vehicle and take what you need with you until school is over. If students are going to your vehicle to sit in the car and visit before or after school your driving privilege will be suspended. You may not go into the parking area without permission once you have left it.
3. Students who do not drive are not to be in the parking area. If they are, they are subject to Discipline ranging from a consequence to a three-day suspension.
4. All students are expected to follow the prescribed driving path connecting the parking areas. Do not go up a one-way even if there is no one around, day or night. The parking area is being monitored and you may lose your driving privilege for not following the rules. Going the wrong direction with traffic in the area could result in more than a loss of driving privilege.
5. **Reckless or careless driving will be reported to parents, there will be discipline action by the school and a report to the local authorities. Smoking the tires and driving faster than 15 mph, doing doughnuts, etc. is considered careless or reckless driving.**
6. **Students** are only authorized to **park in the student parking area** during school hours.
7. Students will not relocate their cars after school **unless** the principal grants permission and this will most often only occur during daylight savings time. Additionally, students must wait until all buses have left school property before they move into the faculty parking area.
8. Students who drive other students off campus (without permission) during school hours will result in disciplinary action ranging from OSS to suspension of driving privileges.

9. School officials shall have authority to regulate parking, driving and any use of vehicles on school grounds at all times including authority to restrict uses and/or discipline for violations of any school rules, up to and including being suspended from school.
10. The principal may revoke driving privileges as they see fit for whatever duration they determine reasonable for various violations of the policy.
11. The parking area is part of the school zone. It is intended for students, parents and school workers to use during school. Students from other schools, people who are no longer students at Coleman Junior/Senior High School or adults/teens who do not have a reason to be here, are not to be here for school safety reasons.

**HALL PASSES:** Students are expected to be in class or under the direct supervision of their teacher at all times. No student is to be out in the halls unsupervised without a pass.

**PASSES TO THE MEDIA CENTER:** If you obtain permission to go to the Media Center from your teacher, they are still responsible for your conduct. Students are to inform the librarian on duty that they are out on a pass and they are to sign in at the media center desk. You will be able to spend time there only if your work warrants it. The Media Center is not a meeting place and students must have a pass from a teacher to study or do research there. If the school is in Lock Down or Suspended Movement, you are to be with your assigned teacher; if you are not, you need to report to the office.

Students returning from any excused travel (CTE classes, dual enrollment, etc.) are not to go past the long hallway doors past the main office area. Classes are being conducted. All students are to wait in the cafeteria area until the bell for class change occurs.

#### **LUNCH PROGRAM:**

**For this current school year (2023-2024) only, both Breakfast & Lunch will be FREE OF CHARGE for ALL STUDENTS.**

The Coleman Community School District maintains the following charge policy when meals are no longer free.

Payments are accepted on-line through Coleman.FamilyPortal.Cloud, this link can be found on our schools website: [www.colemanschools.net](http://www.colemanschools.net) This site is available year round. Should there not be sufficient funding in your child's account, the following charge policy will be enacted. The following Notification steps will be followed regarding a student's account for the Jr./Sr. High School:

1. When your child has two (2) prepaid lunches remaining in his/her account, the cashier will inform your child.
2. The secondary cashier will repeat step one when your child has just one (1) prepaid lunch remaining in his/her account.
3. At the first meal charge, the cashier will inform your child that money must be paid into the account; this step will be repeated daily until funds are submitted.
4. At the fifth meal charge OR at a balance of -\$10.50, we will feed your child a meal consisting of a cheese sandwich, vegetable, fruit, and a milk at the same lunch charge.
5. An automated letter and/or phone call is sent to the student's home on an every-other-week basis when your child still owes charges.

Also, as a reminder, free & reduced-status student meals will only apply when complete meals are purchased; each student will be required to take a fruit and/or vegetable at breakfast/lunch to qualify for

a complete meal. Students refusing to take a complete meal will be charged ala carte pricing and will not qualify for free & reduced lunch prices.

**Free Universal Breakfast is available to all students taking the required amounts for a complete meal.** At the Jr./Sr. High School, your child may select an extra entrée or ala carte item which may reduce the amount of money left in his/her account. If you wish to prohibit these services, you may notify the manager at your child's school and it will be indicated in the computer system. You may also designate that your child may NEVER charge, and this will be recorded for your child's account as well. Students may not charge any ala carte items. If your child's account has a charge of five or more meals and no payment has been received in a week, the kitchen staff may call the parent to request payment of meals served. Please help us keep costs down; Pay your child's chargers promptly. Uncollected charges and the service costs associated with collecting those charges increase meal prices for all students. You may view your child's account history & balance by going to our school website and follow the instructions on the food service page.

For 2022-2023 school year:

	Jr./Sr. HS	Adults
Breakfast	FREE	\$3.00
Reduced Breakfast	FREE	
Lunch	FREE	\$5.25
Reduced Lunch	FREE	
-		
Ala Cart Milk	\$0.65	\$0.65

#### **Behavior Expectation during Lunch time:**

Students are responsible for putting trash and food items in appropriate disposals and eat in designated areas. Students are to remain in the cafeteria area during lunch unless they have a pass from a teacher to be elsewhere. When the weather is warm and dry, students may go out front of the school where the flagpole is and over to the picnic tables commonly called "the band room café." All eating and drinking will take place in the cafeteria ONLY unless the principal has designated additional areas. Parents and students understand that **lunches are not to be catered from outside sources to the school for anyone other than their student. Parents bringing in food for their student is permitted, bringing in food for an entire group is not. Students will not be excused to leave school grounds during lunch time.** Violation of this policy may result in disciplinary action.

#### **LOCKERS**

Students will be issued a locker for their personal belongings. The school district will not be responsible for personal possessions left in the lockers. In accepting a locker assignment and in using a locker, the student agrees that the principal of the building, or his/her representative, may open the locker and examine any of the items or contents at any time. The student also understands and agrees that the locker may be opened when the student is not present. **Students are to use their own lockers NOT**



**share lockers.** Students are responsible for any item in their locker and if it is not appropriate, the student who owns the locker may be punished along with the student who owns the item for having inappropriate items in their locker. Additionally, when a locker is searched all items in the locker are searched regardless of who owns the items because the contents of the locker are to be the property of the person who is assigned that locker. If a student or school group (cheerleaders, pep club, etc.) wishes to decorate the outside of a locker, they must get the principal's permission. Only approved items will be allowed on locker doors. Locker decorations will be allowed for one specific day/specific event. All locker decorations will be removed by the student by 8:10 a.m. the morning following the day/event.

\*Specifically for GYM Lockers: in gym, class lockers are made available for your use. It is expected that students will place their belongings in the locker and secure it by putting a lock on it while they are not near the locker to prevent theft.

### **MONETARY FINES**

Monetary fines may be set by the Principal to reduce incurred costs for the student on a case-by- case basis. Fines will be made for destruction of school property assigned to the student or property that is not assigned or within the student's control or influence. Amounts of damage over \$100 may require outside estimates and the student will be charged for all incurred costs relating to the damage and repair/replacement of the property. Judgements will be made on the preponderance of evidence and will not rely upon inconclusive evidence.

### **PARKING LOT GUIDELINES**

The entrance to the main parking lot will be off of Lewis Road. It will be one way (entrance only). Vehicles will then pull up to the sidewalk to let their student(s) out or park in a parking spot.

There will be a deemed crosswalk at the entrance of the school. Vehicles will be required to stop at the crosswalk. This will allow pedestrians to cross in this area safely.

Vehicles will then exit the parking lot to Comet Lane. They will form two lanes as they exit: one turning left toward Lewis Rd. and one turning right toward the athletic fields/bus garage area.

**\*See parking lot visual included on the last page.**

### **PEP ASSEMBLY GUIDELINES**

1. At least three (3) days prior approval and notification to teaching staff.
2. The sponsoring group must give a request with an agenda to the principal and get approval for the assembly.
3. The sponsoring group is responsible for coordination of any activities, coaches' speeches, or games that they would like to have take place. This means any other participants in the pep assembly, other than the sponsoring group, must be notified (for example: cheerleader or pompon squad, etc.)
4. The custodians must be asked prior to the request to the principal if an assembly can be held on the prospective date. Additionally, the custodians are to be asked to pull the bleachers out, and to set up the microphone stand the morning of the day of the impending pep assembly.
5. Double check the following:
  - The principal has given a time; the time and date are on the teachers' weekly bulletin
  - The band has been notified



- Any other extra participants have been notified (i.e. cheerleaders)
  - The custodians have been notified
  - The principal has received a detailed agenda at least 24 hours prior to the assembly
6. If ideas are needed for games, the cheerleaders and student council have spirit books with different unique game ideas.

**PHYSICAL HYGIENE:** Students who do not have proper physical hygiene will be sent to the office. Parents will be discreetly contacted and the student will be sent home. Repeat problems with hygiene may result in suspension from school for health reasons and/or a report being filed with the applicable authorities

**Head Lice:** the school will observe the following protocols regarding head lice, as recommended Policy by the Midland County Department of Public Health.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. If a child is determined to have head lice during the school day, the parent will be notified as soon as possible. However, the child can remain in class for the rest of the day that the diagnosis was made. The child should be immediately discouraged from direct head contact with others. Confidentiality of the situation is a priority for us.
3. After the day of diagnosis, the child may return to school when both of the following conditions have been met:
  - a. Treatment has been administered, AND
  - b. The child's head is inspected and there are no longer any live lice on the student's head. The presence of nits only should not prevent the child from returning to school.

The Midland County Department of Public Health recommends that parents of children that have no symptoms of lice should be alerted only if there is more than one case of lice within a classroom. If the situation warrants a different action, the principal will consider a different course of action.

**PUBLICATIONS:** Coleman Senior High School publishes an annual which is available in the fall of the year. All publications are to be reviewed by the principal prior to printing.

**STUDENT COPIER USE:** Students are not to use the school copier without a note from a staff member and permission from a staff member in the media center. Appropriate personal copies can be made by school personnel for an agreed upon price per copy as set by the principal.

**TECHNOLOGY:** Students are permitted to use the Coleman Community Schools computers or other technological devices only after they have signed the Acceptable Technology Agreement which can be found on our school website; a hard copy is also available in the main office. Faculty and staff will administer this form to the students at the beginning of the school year.

**TEXTBOOKS AND SUPPLIES:** the Board of Education will provide non-consumable textbooks and consumable workbooks for students. Pencils will be issued once every marking period throughout the school year. Paper will be provided in each classroom. The books that you receive under this system

are your responsibility. **YOU ARE RESPONSIBLE FOR ANY DAMAGE OR LOSS** above regular wear that occurs to them and will have to reimburse the school accordingly. Lost books will be charged at a prorated cost of a new book. You should be sure that your name is in them on the slip provided. You will receive your books from your teachers as you go to your classes. At this time the teacher will note the number, condition and to whom the book is given. You should check your book(s) carefully and note any damage, markings, etc. and inform the teacher of the problem or you may be held responsible for the damage at the end of the term.

## **TRANSPORTATION RULES AND REGULATIONS**

Safety is the utmost concern and goal while transporting our students to and from school and related events, therefore it should be the School Bus Driver's primary responsibility to ensure that all rules and regulations be strictly enforced, keeping in mind that riding a school bus is not a student right but it is a privilege granted and administered by the Coleman School District. The rules and regulations listed below are the result of careful study based upon the experiences we have had in the operation of a school bus system. Cooperation and courtesy in following these rules will permit us to better serve your child. Please go over the rules with your children so they will know what is expected of them when they ride the bus.

### **BUSSES ARE AN EXTENSION OF SCHOOL PROPERTY AND ALL SCHOOL RULES**

**APPLY.** In order to avoid accidents and to make riding on the school bus safe, it shall be the responsibility of every student riding the bus, every parent/guardian of the student, and the Bus Drivers to adhere to the following rules with no exceptions.

- 1. Students shall be at their designated bus stop 10 minutes prior to their scheduled stop time and ready to board the bus. THE BUS CANNOT WAIT! Times are subject to change due to student ridership and enrollment throughout the year. Parents/guardians will be notified of any significant time changes.**
2. Students shall stand 20 feet back from the bus stop and remain off the traveled parts of the roadway.
3. Students shall cross the traveled highway, if necessary, after leaving the bus as follows:
  - A. Make certain the bus is stationary.
  - B. When boarding the bus, go 18 feet to the front of the bus within sight of the driver and wait for the proper signal for crossing.
  - C. Upon signal from the driver, look both right and left and proceed across the highway, in front of the bus.
  - D. When departing the bus, proceed 18 feet in front of the bus, stop, and wait for the driver's signal, then walk, do not run, in front of the bus to cross the road.
4. It is the sole responsibility of the parents/guardian to assure that someone is home to meet students of kindergarten through 3<sup>rd</sup> grade. If no one will be home when the student is to be dropped off, the parent/guardian shall provide prior written notification to the transportation office with specific instructions relative to where/how the student shall be dropped off. Alternate bus stop routing can be arranged through the transportation office. Please allow 24-48 hours for students to be safely routed.
5. A driver's responsibility for a student ends when the student is dropped off at his/her designated bus stop.
6. A driver will not deviate from their regular route to take students to a different address.

7. Visitors on the bus will be prohibited. Temporary/short-term routing changes can be coordinated with the transportation office on a limited cases-by-case basis. Please allow 24-48 hours for students to be safely routed.
8. Parents/guardians must inform the driver or bus garage when an absence is expected from school. If no one boards the bus at a designated stop for three days, the bus garage must be contacted before service will resume.
9. One simple rule for all riders: Obey the driver, at all times, and all issues will resolve safely.
10. Pushing, shoving, hollering, and throwing of objects will not be allowed. These behaviors can distract the attention of the driver and may cause an accident.
11. Electronic devices are permitted provided personal headphones/earbuds are used. Devices shall not cause a distraction to other students. **ALL PORTABLE/BLEETOOTH SPEAKERS ARE PROHIBITED** from use on the bus.

## **BUS BEHAVIOR GUIDELINES**

The following list of offenses is not all inclusive, but serves as an example of the conduct standards expected of students:

- Not keeping heads, hands, feet, clothing, papers, bags, etc. inside the bus.
- Showing a lack of consideration of others.
- Use of profane or vulgar language on the bus.

Littering.

Causing damage/vandalism to the interior or exterior of the school bus will forfeit bus riding privileges and the parents/guardians of the student will be responsible for any and all monetary costs for repairs.

Assaulting a driver, either verbally or physically.

Not entering and leaving the bus properly.

Not storing musical instruments, backpacks, sports equipment, etc. properly.

Not being alert to any danger signal from the driver.

1. 1<sup>st</sup> Bus Discipline Notice
  - a warning to a two-day bus suspension
  - Conduct Warning Notice will be sent home with the student to parent/guardian about the behavior problem. Student returns the pink copy of conduct, signed by parent/guardian, to the driver before the student can ride the bus again.
2. 2<sup>nd</sup> Bus Discipline Notice
  - a three to five-day bus suspension
  - Suspension of bus riding privileges, and meet with driver, student, parent/guardian and Director of Transportation before the student can ride again.
3. 3<sup>rd</sup> Bus Discipline Notice
  - a six to ten-day bus suspension
  - Suspension of bus riding privileges and meet with driver, student, parent/guardian and Director of Transportation before the student can ride again.
  - Any 1<sup>st</sup> offense of the following: Possession of vaping devices, tobacco, drugs, their paraphernalia, or look-a-like substances on the bus can fall into this category.
4. 4<sup>th</sup> Bus Discipline Notice
  - Minimum suspension of thirty (30) days up to suspension for the remainder of the school year and a hearing with the Superintendent.

Any 2 nd offense: Possession of vaping devices, tobacco, drugs, their paraphernalia, or look-a-like substances on the bus can fall into this category.

**The school district reserves the right at its discretion to impose more severe disciplinary action, up to and including expulsion for unacceptable behavior regardless of whether it is the first offense.**

**VALUABLE ITEMS:** Students are not to bring items that are valuable to school. Students should not bring more money to school than is necessary for lunch or a meal after a sporting event or to call home. Students are not to bring in collections of music, expensive clothing, cell phones, computers and/or computer equipment, etc. If a student has an item that is valuable and needs to bring it to school for some reason, they are to bring it to the office for safekeeping. If the student loses the item, the school is not responsible.

**VISITORS:** students are not permitted to have visitors at school, whether it be to attend classes or to have lunch in the cafeteria. No permission will be given.

**VOLUNTEERS:** People who volunteer once or twice during the entire academic year either as chaperones for a field trip or who come into the classroom for a specific project are not required to have any kind of criminal background check. People who are in the building on a regular basis as a volunteer are required to have a criminal background check. This is accomplished by going to the Board of Education office and giving your birth date and social security number and driver's license number. The office staff will complete the background check. There is no fee for this. *Anyone who is employed by the district and is not a volunteer, is required to be fingerprinted. There is a fee for this service.*

## **WORK-BASED EDUCATION**

Work-Based Education is a training program in which the employer, student, parent, and school have vital roles to play. It is a technique of instruction that provides hands-on application of the student's academic experiences. It incorporates on-the-job "schooling" to enhance the learning process and to develop entry-level employment skills. Work-Based Education is available only to seniors.

Non-Special Education Programs:

### Work Experience

A work-based program which helps students gain competitive occupational skills by linking the school's program with carefully supervised on-the-job training and performance. The part time job is planned through a written training agreement and a written training plan. Credit toward graduation is earned by students who maintain an average of ten or more hours per week of work experience. Students may be released from school for a maximum of two hours per day.

Special Education:

### Work Study

A program used for special education students who are participating in a supervised paid work-based learning experience. Guidelines for special education work study are similar to work experience education, whereby a training agreement and a training plan are developed that clearly specifies what the student is expected to learn on the job. The work experience is closely linked with the student's academic program and work plan formulated by the student's Individual Educational Planning Committee (IEPC). Special education coordination is required in this program. Students may be released from school for a maximum of two hours per day.

## **WORK PERMITS**

Federal and State Laws require anyone working for an employer other than his parents to have a work permit before drawing any pay. Applications for work permits may be secured from the high school office. Applications must be completed by the prospective employer, the employee, and then must be returned to the high school office before the actual permit is issued.

## **PARENT INVOLVEMENT PLAN**

Coleman Junior/Senior High School will encourage parent/guardian participation in Title I programs. Parents/ guardians must be offered substantial and meaningful opportunities to participate in the education of their children.

We have implemented the following actions to insure compliance with Federal Law:

1. The involvement of parents/guardians in the planning, implementation, evaluation and improvement of Title I programs/services through participation on the School Improvement Team.
2. Invitations to parents/guardians to attend at least an annual meeting, with additional meeting opportunities being available as needed, designed to provide Title I information and program services, and to solicit parent/guardians' suggestions on programs development, planning, evaluation, and operation.
3. Assistance to parents/guardians in understanding Title I, including the providing of information in a language understandable for the parent/guardian.
4. Parent/guardian notification of Title I student selection for specific programs and selection process.
5. Information regarding notification of Title I student selection for specific programs and selection process.
6. Information regarding child's achievement and progress, through various means, report cards, personal contacts and notes.
7. Opportunities to enhance parent/guardian's capacity to work with children in the home on school learning.
8. Professional development opportunities for teachers and staff to enhance their understanding of effective parent/guardian involvement strategies.
9. Other appropriate activities, which involve parents in various curricular areas.
10. Assure that the policy/plan contains a compact that outlines how parents, school staff, students, and administrators share the responsibility of improved achievement.

Coleman Community Schools are all Title I Schools. Part of our responsibility to parents/ guardians is to inform you that you have the right to request the professional qualifications of your student's classroom teachers. Additionally, you may request the qualifications of paraprofessionals if your student receives instructional support from a paraprofessional. If you have any questions, please contact the building principal, Jennifer Hess at (989) 465-6171.

## **AHERA NOTICE**

This notice is to inform residents of Coleman Community Schools that the district has contracted for an asbestos inspection and management plan as required by the Asbestos Hazard Emergency Response Act

(AHERA). The management plan has been completed and approved by the State of Michigan and is currently available for review in the Board Office, 4823 N Coleman Schools Drive, and in school building offices.

The management plan contains information regarding the locations of asbestos – containing materials (ACM) in all school buildings, the condition of the ACM and a plan for dealing with the ACM. At least once each year you will be informed in a similar manner about asbestos activities including re-inspections, periodic surveillance, response actions and post response activities that are planned or in progress. Re-Inspections: Law requires a re-inspection of all buildings every three years after implementation of the management plan. Periodic Surveillance: Once every six months ACM must be visually inspected for changes in condition. This is performed by district personnel. Response Actions: These are activities designed to reduce or eliminate the potential for asbestos hazards.

ACM will be repaired if damaged and maintained by district maintenance personnel in accordance with the district operations and maintenance (O&M) program. There is a maintenance man with 16 hours of training and each custodial/maintenance employee has had two (2) hours of training in asbestos awareness. We have endeavored to make our schools a safe place in which students can learn. The procedures for dealing with ACM reflect our concern. If you have questions in this regard, please call the district Designated Person: Mike Huss at (989) 465-6811

**INTEGRATED PEST MANAGEMENT (IPM)**

Application Notice Pesticide Application Notification to Parents:  
State of Michigan law requires that schools and day care centers that apply pesticides on school or day care property must provide an annual advisory to parents or guardians of students attending the facility. Please be advised that the Coleman Community School District utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

The Coleman Community Schools has adopted an Integrated Pest Management program. It is our intent to reduce pesticide use as much as possible. You have the right to be informed prior to any application that might be needed in your child's school. In an emergency, pesticides may be applied without prior notice, but you will be provided notice following any such application. In order to receive notification, you must fill out this form and return it to the Maintenance Department or Board Office.

Parents: please complete this form and return to the Maintenance Department:

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

\*Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone home or cell: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

If you would like to be notified of pesticide applications, please circle the appropriate response:

A) I want to be notified when there is a scheduled major pesticide application.

B) I want to be notified when all pesticide applications are made.

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please clip out this form and mail to: Maintenance Department • 4823 N. Coleman Schools Drive • Coleman, MI 48618 or drop off in the school office.

**NEW TRAFFIC PATTERN:**



