

2021 - 2022

COLON ELEMENTARY

HOME OF THE
MAGI !



Student Handbook

Colon Elementary School
328 E. State Street, Colon MI 49040
Website: www.colonschools.org

WHERE THE MAGIC HAPPENS!

MISSION OF THE DISTRICT

Colon Community Schools will provide appropriate educational opportunities and learning environments which effectively meet or exceed the needs of its students and community.

VISION OF THE DISTRICT

Colon Community Schools seeks to provide students with essential educational opportunities to master or exceed challenging content and develop complex problem solving skills which will generate preparedness to become productive global citizens.

MISSION OF THE ELEMENTARY

Colon Elementary School creates a positive environment where staff, students, families, and the community work together to develop lifelong learners.

VISION OF THE ELEMENTARY

Colon Elementary School recognizes that children are individuals; are creative, and need to succeed. Therefore, Colon Elementary Schools and Leonidas School respect the individual needs of children and foster a caring and creative environment. We emphasize the social, emotional, physical, intellectual development of each child to ensure achievement of or the exceeding of high levels of learning.

Hours of School Operation - Colon Elementary

Full Day - 8:00 a.m. - 3:15 p.m.

½ Day - 8:00 a.m. - 11:30 a.m.

2-Hour Delay - 9:50 a.m. - 3:15 p.m.

School Office Hours

7:30 a.m. - 3:30 p.m.

School District General Information

Phone: 269-432-3231 Fax: 269-432-9851

Superintendent:	Penny Brockway	Ext. 10001
Admin. Asst.:	Sherry Switzenberg	Ext. 10000
High School Principal:	TBD	Ext. 11105
Elementary Principal:	Dianne Wolford	Ext. 12001
Elementary Admin. Asst.	Rebecca Crotserr	Ext. 12000
Athletic Director:	Paige Smolarz	Ext. 11001
HS/Athletic Admin. Asst.:	Robbie Hattan	Ext. 11000
School Social Worker	Liz Jansen	Ext. 12148
Technology:	Adam McBroom	Ext. 11130
Chartwell Food Service:	Barb Yearling	Ext. 11145
Dean Transportation Service:	Josh Collins	Ext. 10003

School Board Members 2021 - 2022

President:	Deb Bordner
Vice President:	Rebecca Stoll
Secretary:	Jennifer Greenwald
Treasurer:	Laura Alva
Trustee:	Eric Bower
Trustee:	Deb Bordner
Trustee:	Joe Smolarz

School Board Meeting Dates 2021 - 2022 All Meetings will be in the CHS Media Center at 6:00 p.m.

Date:	Time:	Place:
August 23, 2021	6pm	Colon High School-Media Center
September 20, 2021	6pm	Colon High School-Media Center
October 18, 2021	6pm	Colon High School-Media Center
November 22, 2021	6pm	Colon High School-Media Center
December 13, 2021	6pm	Colon High School-Media Center
January 24, 2022	6pm	Colon High School-Media Center
February 21, 2022	6pm	Colon High School-Media Center
March 21, 2022	6pm	Colon High School-Media Center
April 18, 2022	6pm	Colon High School-Media Center
May 16, 2022	6pm	Colon High School-Media Center
June 20, 2022	6pm	Colon High School-Media Center

Welcome to Colon Community Schools. Our caring, professional staff are listed below including phone extensions. Please feel free to reach out with any questions or concerns you may have regarding your child's education. We look forward to having you as part of our Colon school family.

Colon Elementary Teachers

5th grade
Mrs. Hart Ext. 12131
Mrs. Keller 4th/5th Ext. 12158

4th grade
Mrs. Bower Ext. 12157

3rd grade
Mr. Richard Ext. 12151
Mrs. Vreeman Ext. 12156

2nd grade
Mrs. Clemens Ext. 12155
Mrs. Lindsey Ext. 12149

1st grade
Mrs. Sutton Ext. 12147

Kindergarten
Mrs. Bowen Ext. 12139
Mrs. Johnson Ext. 12138

Special Education
Mrs. Stabler Ext. 12140
Mrs. McKenney Ext. 12140

Title I Teachers
Mr. Hentges Ext. 12140
Mrs. Saxman Ext. 12140

Specialists
Mr. Breen - Music Ext. 12111
Mrs. Hiestand - Art Ext. 12110
P.E. Ext. 12120

Leonidas Classroom Teachers

5th - 8th grade
Mrs. Gray Ext. 12210

Kindergarten - 4th
Mr. Schimp Ext. 12206

FORWARD

This student handbook was developed to answer many of the commonly asked questions that parents and students of Colon Elementary may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference throughout the school year. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

The staff of Colon Elementary continues to encourage your active involvement in your child's education. A strong partnership between home and school can greatly benefit your child as he/she grows and matures.

EQUAL EDUCATION OPPORTUNITY

The Board of Education declares it to be the policy of this District to provide an equal educational opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, age, disability, marital status, or social or economic status, and/or any other legally protected characteristic, has the right to file a complaint. A formal complaint may be made in writing to the school District's Compliance Officer: **Penny Brockway**. The complaint will be investigated and a response, in writing, will be given to the concerned person within ten (10) working days. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights of their fellow students and school staff. Students will be expected to follow teacher/staff directions and obey all school rules. Disciplinary procedures are designed to insure the right of due process (a fair hearing) before a student receives a consequence for inappropriate actions. Parents/guardians have the right to know how their child is progressing in school and as such, will be provided information on a regular basis when concerns arise. On many occasions, it will be the responsibility of the student to deliver this information to parents/guardians. If necessary, the mail or hand delivery will be used to insure that contact has been made. Parents/guardians are encouraged to build a positive two way link with teachers and staff. This may be accomplished by informing these persons of suggestions or concerns regarding their child. The expectation is that students will arrive at school prepared to learn by arriving on time and being prepared to participate in the educational program. If, for some reason, this is not possible (we understand that from time-to-time special problems arise) the student should seek help from their teacher(s), the counselor, or from another adult in the building to resolve the problem.

STUDENT WELL-BEING

Student safety is the responsibility of the school staff. All staff members are familiar with emergency procedures such as fire or severe weather drills and in accident reporting. Should a student be aware of any dangerous situation or accident, he/she must notify a school staff person immediately. Students with special health care needs should submit appropriate forms completed, signed by parent and medical provider to the office. All medications, prescribed or non-prescribed, are to be delivered to the school office and taken only with adult supervision. The office staff is available to discuss the procedures for medication. Students who possess or consume medications (prescription or over the counter) without the knowledge of office staff will be subject to disciplinary measures.

SURVEILLANCE/ELECTRONIC MONITORING

To help ensure the safety of students, staff and school property, video surveillance has been installed in the building and on school busses. School personnel and Civil Authorities rely on these cameras to protect.

VISITORS

Visitors, particularly parents/guardians, are welcome at Colon Elementary. Teachers are available during their prep periods. In order to properly monitor the safety of students and staff, all visitors must report to the office upon entering

the building to obtain a visitor's pass. Any visitor found in the building without a pass shall be reported to the building principal. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to school. This will prevent inconvenience for both the visitor and the staff person. No student visitors are permitted unless they are planning on attending Colon Schools. If they are considering enrolling at Colon, a parent meeting with the principal must be held prior to the visit.

VOLUNTEERS

All volunteers involved in the direct supervision of students must complete a Volunteer Criminal Background Check. These forms can be obtained in the school office. All volunteers are expected to sign in at the school office.

ENROLLING IN SCHOOL

Students are expected to enroll in the school attendance district in which they are a resident unless enrolling as an accepted student under the St. Joseph County Intermediate School District Schools-of-Choice plan or Contingent District 105C S.O.C. plan, are court placed, or are enrolling as a homeless person. Minor students who are new to the Colon Community Schools are required to complete the enrollment process while accompanied by their parent/guardian.

Documents necessary when enrolling are:

- A certificate of live birth.
- Custody papers from a court (if appropriate).
- Proof of residency or school of choice application.

Students enrolling from an accredited school must have a transcript sent by that institution in order to receive credit for classes previously taken. The district administrative assistant will assist in obtaining these records.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Colon Elementary, the parent/guardians of that student must notify the school office. Transfer will be authorized only after the student has completed all necessary arrangements, returned all school owned materials, and paid any required fees or fines. Parents/Guardians are encouraged to contact the office for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

INJURY AND ILLNESS

All injuries must be reported to a teacher or counselor, and office personnel. If minor, the student will be treated and may then return to class. If medical attention is required, the office staff will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from their teacher to report to the office. The office staff will determine whether a student should remain in school or should go home (typically parents/guardians will be contacted for their input). No student will be excused from school without proper parent/guardian notification.

CONTROL OF COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when health and safety of the group may be at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include, but are not limited to; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the state and local health department. Any removal of a student from school will only be for the contagious period as specified by the health department or professional medical advice.

CONTROL OF NON-CASUAL CONTACT DISEASES

In the case of contact communicable diseases, the school district has the obligation to protect the safety of all students and staff. In these cases, the person in question will have his/her status reviewed by a panel of resource persons, including individuals from the County Health Department, to ensure that the rights of the person affected, and those in contact with that person, are respected. The school will seek to retain the individual in school unless there is definite evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by federal law, parents/guardians will be requested to have their child's blood tested for HIV, HEV, and other blood-borne pathogens when the child has bled at school and other students or staff members have been exposed to that blood. Any testing is subject to laws protecting confidentiality.

IMMUNIZATIONS

All students must obtain the immunizations required by the State of Michigan. Students will not be admitted until State immunization requirements have been met. If a student does not have necessary immunizations the building principal may remove the student from school until compliance with this requirement is made. Immunizations are intended for the safety and well-being of all students and are in accordance with state law.

- **DIPHTHERIA**-- Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- **TETANUS**-- Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- **PERTUSSIS**-- Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- **POLIO**-- Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- **MEASLES**-- Two (2) doses of live measles virus vaccine after the first birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in blood will satisfy these requirements.
- **RUBELLA**-- Two (2) doses of live rubella virus vaccine after the first birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
- **MUMPS**-- Two (2) doses of live mumps virus vaccine after the first birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
- **HEPATITIS B** – (3) doses of the Hepatitis B Series.
- **VARICELLA (CHICKEN POX)** – one dose given after 12 months of age and prior to 13th birthday or reliable history.
- **MENINGOCOCCAL**- (1) dose at approximately 11 to 12 years.

HEAD LICE

Please check your child periodically for both head lice and scabies. If your child contracts either of these DO NOT SEND your child to school until they have been properly treated with appropriate shampoo or medication.

This is the current Colon School Board Policy. Whenever a student is found to be infested with head lice or nits s/he is to be sent home for treatment and removal of all nits(lice eggs). Once the student is identified as infested the student is to be isolated from contact with other students until the parent/guardian or emergency contact person can be notified for picking up the student or approve to take the student home or to a parental approved location. The student's sibling(s) should be examined for evidence of lice or nits (eggs). Adopted 12/20/00

PESTICIDE INFORMATION

Periodically Colon Community Schools has pesticides applied to the schools. Although this is absolutely safe and done after students have left for the day, you as parents and guardians, have the right to request to be notified before a pesticide application is done. If you wish to be notified of any pesticide applications prior to being done, please notify the District Administrative Assistant, **Sherry Switzenberg**. Address: 400 Dallas St. Colon, MI 49040, or phone 432-3231 ext 10000. Rose Exterminators, Inc. does our pesticide applications. On occasion, pesticides must be used during school hours.

Below is a list of pesticides that are used under certain conditions:

- Recruit II Termite Bait
- Recruit AG Termite Bait
- MaxForce Roach Bait Stations
- MaxForce Ant Bait Stations
- MaxForce Professional Insect Control Ant Bait Stations
- MaxForce Fine Granular Insect Bait
- MaxForce FC Roach Killer Bait Gel
- MaxForce Carpenter Ant Bait Gel

The following are the scheduled service dates at all of our schools:

September	1	2021
October	6	2021
November	3	2021
December	1	2021
January	5	2022
February	2	2022
March	2	2022
April	6	2022
May	4	2022
June	1	2022

PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and state statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

FIRE AND TORNADO (SEVERE WEATHER) & LOCK DOWN DRILLS

This school complies with all fire safety laws and will conduct drills in accordance with Michigan school guidelines and state law. Students will be instructed in specific procedures by their classroom teacher. Due to the serious nature of these drills, the school will not tolerate any undue student disruption during these drills or during an actual emergency situation. **Fire Drills:** Five (5) drills will be held during the school year. Three (3) will be held before December 1st. **Tornado (severe weather) Drills:** Two (2) drills will be held during the school year. One (1) will be held after March 1st. **Lock Down Drills:** Three (3) drills will be held during the school year. One (1) will be held by December 1st, one (1) after January 1st, and one (1) scheduled appropriately. During lock down drills no one will be permitted to enter or exit the building.

EMERGENCY SCHOOL CLOSING AND DELAYS

If the school must be closed or if the starting time for school must be changed due to inclement weather or other conditions, parents/guardians and students will be notified via the following listed radio and television stations. Power School will also contact homes via day phone number and home phone number parents provide to the school. Please make sure your contact numbers are updated.

- WWMT TV Channel 3
- WOOD TV Channel 8
- FOX TV Channel 17
- WNWN Radio FM 98.5
- WKZO Radio FM 96.5
- WMSH Radio FM 99.2
- WLKM Radio FM 95.9

STUDENT RECORDS

Many types of student records are kept by teachers, the counselor, and administrative staff. Parents/guardians have the right to review their records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is desired, please contact the building principal in writing stating the records desired. The records will be collected and an

appointment will be scheduled with the appropriate persons present to answer any questions. There are two basic types of records; directory information and confidential records.

CONFIDENTIAL RECORDS

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan Law. This type of information can only be released with written consent of the parent/guardian, the adult student, or a surrogate. The only exception to this guideline is to comply with state and/or federal laws that may require release without consent. Included in confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the student's family and outside service providers. Confidential information that is contained in a student's records, that originates from an outside professional or agency, may be released to the parent/guardian only with permission of the originator. Such reports shall be placed in the student's file only with the knowledge of the parent/guardian. Parents/Guardians may obtain such records for the originator and should maintain them in a home file. Parents/Guardians are permitted to provide the school with copies of records that pertain to school matters, they wish placed in their child's file. Information and records of former students shall also fall into the confidential record category and these materials will be handled in the same manner as those of an active student on the school's attendance rolls. The district recognizes the value of audio-visual and other types of electronic communication in providing students with an effective education. Student schoolwork/products may be photographed or videotaped as part of an educational program produced by the District or coalition of districts. Photographs or videotapes to be used in media presentations that could be made available to other educational institutions through cable television or network, may include a student's image, name, work product, school and grade. No other information would be revealed without parent/guardian prior consent. The district may make the above information available upon a legitimate request or need unless a parent/guardian or adult student notifies the District in writing within fifteen (15) days from the date of this notification that he/she will not permit distribution of any or all such information or electronic communication.

STUDENT INSURANCE

Colon Community Schools DO NOT provide student accident insurance. Health and accident coverage for students in classes, on school property, or during school activities is the responsibility of parents/guardians. As a service to families, the school does provide the opportunity for you to enroll in an accident insurance plan as an option. If you already have health and/or accident insurance, you may wish to consider this optional insurance as a supplement to your current coverage. For those who have no insurance, you are urged to review this optional insurance information when it is distributed. Typically, this material is given to students during the beginning of the school year. If you have questions regarding the coverage or when the materials will be distributed, please contact the superintendent's office. In no way should the fact that the school district provides this opportunity to purchase insurance be considered as an endorsement of this particular company or coverage.

STUDENT FEES, FINES AND CHARGES

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

It is the policy of the Colon Board of Education that all students are responsible for the proper care of books and materials. In the event of loss or damage, the student may be assessed a repair or replacement fee. The fine will be used to pay for the damage, not to make a profit.

MEAL SERVICE

Breakfast & lunch - Free

We believe that breakfast is a key to academic excellence and a healthy balanced diet. Therefore, all Colon Community Students will now receive a FREE breakfast and lunch every day regardless of their income levels.

Milk is the only A La Carte item offered at the elementary level. One milk is included with breakfast and lunch, however, if a child desires extra milk, money must accompany it. If a student who receives free/reduced lunch only desires milk, they will be charged \$.50. If a student who receives free/reduced lunch desires seconds on the meal, they will be charged full

price. The recommended method of payment is by check – weekly or monthly, or you may also pay online at SendMoneytoSchool.com **All students will receive Free Breakfast and Lunch, but we will still need Household income information forms completed by each family** and they will be mailed during August and are also available in the elementary office. If you have any questions you may reach Food Service at (269) 432-3231 ext. 11145.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

FOOD ALLERGIES AND SPECIAL DIETARY NEEDS

The Colon Community School District takes food allergies seriously. We understand that food allergies can be life threatening. Recognizing that the risk of accidental exposure to foods can be reduced in the school setting, we are committed to working with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students. Parents will need to **have their medical professional** complete a “Request for special dietary needs accommodations” form each year from Food Service.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, cell phones, gaming devices, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. When it is necessary to send money to school, enclose it in an envelope with instructions concerning its use. Caution children about being careful with money, as the school cannot be responsible for money until it is turned into the office or child’s teacher.

BICYCLES AT SCHOOL

- Children under 10 years of age may not ride bicycles to school.
- When crossing the street with a bicycle, students are to walk the bicycle and cross only where the crossing guard is located.
- Once a student has arrived at school the bicycle must be parked in the bicycle rack. The school suggests locking the bicycle. The school will not take responsibility for stolen or damaged bicycles.
- If a student does not obey the crossing guard or abuses the riding privilege, they may lose the privilege of riding a bicycle to school.
- Emergency Dismissal of School: If a student usually rides a bus but for some reason rode a bicycle to school, the bicycle will be kept at school and the student will be sent home on the bus.

LOST AND FOUND

Colon Elementary has a lost and found that is available for students to check for missing items. Unclaimed items will be given to charity at the end of each semester.

UNAUTHORIZED USE OF SCHOOL PROPERTY

Persons using school property or who are engaged in activities on school grounds should secure permission from school administration prior to such action. Failure to gain this permission could result in trespassing or other charges being filed with appropriate consequences assigned.

USE OF SCHOOL EQUIPMENT AND FACILITIES

The school copy machine is to be used for official school business only. Students are not permitted to use the copy machines. Students must receive permission from their teacher before using any equipment or materials in the classroom. They must also obtain permission from the building principal or other designated individual before using any school owned facility or equipment that is not directly assigned to a teacher. Students will be held accountable for the proper use and safe keeping of any equipment or facility they use.

USING THE LIBRARY

The library is available to students throughout the school day. Books on the shelves may be checked out for a period of one week. To check out any other materials, contact your child’s teacher.

ADVERTISING OUTSIDE ACTIVITIES

No announcements, posting of outside activities, or distribution of literature or materials will be permitted without the approval of the building principal. A minimum of twenty-four (24) hours' notice is required to insure that the principal has had the opportunity to review the announcement or posting and decide a posting place.

STUDENT SALES FUNDRAISERS

No student is permitted to sell or distribute any item or service in school without the approval of the building principal. Any funds earned through a school sponsored sale or activity must be turned in to the advisor or other designated individual within the time frame established at the start of the event. No sales may take place during class time. Failure to remit funds due to the sponsoring organization within the first week of the semester will result in the loss of extra-curricular privileges for the student until such time as payment is made.

FIELD TRIPS

Field trips are defined as any type of school activity held on or off school grounds. Students may not participate unless they have a signed permission slip from a parent or guardian. Siblings are not to attend field trips. Attendance rules apply to all field trips.

RECESS

All students are expected to go outside unless they have a doctor's note stating they need to remain inside due to a medical need. Staff refer to the following guidelines to support student outside clothing decisions. If it is 5 degrees or below (including wind chill) students will have inside recess. Temperatures between 6 and 35 degrees would recommend a coat, hat and gloves. In the range of 40 - 49 degrees a coat is recommended, 50 - 59 degrees a long sleeve top and pants, and 60 degrees or above regular daily attire. It is also recommended that children bring boots once there is snow on the ground.

ACADEMICS

TITLE I SCHOOLWIDE PARENT INVOLVEMENT PLAN

Colon Community Schools
Title I Schoolwide Parent and Family Engagement Plan

Vision:

We believe open communication between parents and school is the key to student success. Working together creates a positive learning environment for children. Parents are the greatest influence in the child's life and the school will team with the parents to extend learning in their homes.

Part I: Policy Involvement:

The Colon Elementary Title I Schoolwide Parent and Family Engagement Plan was created together with parents and staff members. When staff members and parents work together, the result produces a stronger commitment. Our policy will change and grow according to feedback from staff and parents.

1118/1116 (c) (3)

Hold an annual meeting: 1118/1116 (c) (1)

Colon Elementary School will:

- Hold an annual Schoolwide Title I meeting at our Open House scheduled prior to the first day of school.
- The purpose of the meeting will be to share the Schoolwide Plan, Parent Involvement Plan, and to discuss our Title I programs.

Flexible meeting times and varied activities: 1118/1116 (c) (2)

Colon Elementary School will offer the following to attract more parent involvement:

- Make It - Take It Night/Educational Games Night
- Parent/Teacher Conferences (evenings/afternoons/subject to parent availability)
- Open House Meet and Greet Night
- Kindergarten Welcome Wagon Packet – educational materials and information will be sent home with every kindergarten student on the first day of school
- Title I Meeting – Discuss the purpose and intervention supports of Title I, review our compact, share staff qualifications, funding, and the parent involvement plan.

Involve parents in planning, reviewing, and improving the Schoolwide Title I program, including the School and District Parent and Family Engagement Plan: 1118/1116 (c) (3)

Colon Elementary School will involve parents in the continued growth of the Schoolwide Title I program by:

- Review the School Parent and Family Engagement Plan at the Open House Meet and Greet Night
- Include the Parent and Family Engagement Plan in the Student/Parent Handbook (annually).
- Post the Parent and Family Engagement Plan for parents to review after each scheduled Title I activity.
- Parent/Teacher Compact was developed by a teacher/parent team.
- Teacher discussion and distribution of the Parent/Teacher/Student Compacts at fall conferences.
- Using the parent survey results, we will look for areas that can be improved
In the Title I Schoolwide Plan including the Parent and Family Engagement Plan and we will revise the Title I Schoolwide Plan and the Parent and Family Engagement Plan and Compact annually.
- Communication will be expanded for parents via monthly reading newsletter, Title I introduction letter and instructional program overview.

Information about the Schoolwide Title I Program, academic curriculum, assessments used to measure progress, and grade level expectations will be communicated in a timely manner: 1118/1116 (c) (4) (a) (b)

Colon Elementary School will provide information through:

- Make It - Take It Night/Educational Games Night
- Parent/Teacher Conferences
- Open House Meet and Greet Night
- Kindergarten Welcome Wagon Packet– educational materials and information will be sent home with every kindergarten student on the first day of school
- Quarterly academic reports in parent friendly language
- Monthly reading newsletter in parent friendly language
- Telephone calls/email correspondence

Opportunities will be provided for parents to communicate with their child's teacher(s). Parents will be included in decision making processes and feedback will be utilized for continued growth. Schoolwide Plan will be revised to align parent and student need. Revisions will be shared with all staff members annually. 1118/1116 (c) (4) (C) and 1118/1116 (c) (5)

Colon Elementary School will provide parents with the following opportunities for input:

- Place a suggestion box along with a survey after each scheduled Title I activity.
- Parent Conferences (October/additional conferences available)
- Telephone calls/email correspondence between parents, teachers and school
- Parent Comments will be shared with administration

Part II: Strive for High Student Academic Achievement

The School/Parent Compact states commitments parents and teachers will make to achieve high student success. Compacts are presented to parents during fall conferences and are reviewed annually. 1118/1116 (d) (1) and 1118/1116 (d) (2) (A)

Colon Elementary School provides a School/Parent Compact.

- Parent/Teacher/Student Compact will be reviewed annually and revisions will be made based on parent survey results.
- The compact is shared with parents at fall parent/teacher conferences. The teacher reviews the compact with parents and solidify the importance of the home/school connection.

Provide academic feedback pertaining to students' progress. 1118/1116 (d) (2) (B)

Colon Elementary School will provide the following academic reports to parents:

- Quarterly and Benchmark reports in parent friendly language
- Quarterly report cards/progress reports in parent friendly language
- Parent/Teacher Conferences (October/additional conferences available)

Parents will have opportunities to meet and talk with staff. Volunteerism and classroom participation is always encouraged. 1118/1116 (d) (2) (C)

Colon Elementary School invites parents to participate in the following activities (after approval of a criminal background check):

- P.E.G. (Parent Education Group)
- Room Helpers
- Chaperones
- Holiday/Special Event helpers

School personnel ensures regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. 1118/1116 (d) (2) (D)

Colon Elementary School provides:

- Email
- Class Dojo
- Friday folders/homework folders
- Parent/Teacher Conferences
- Open House

Part III: Building Capacity for Involvement

Provide parents with the tools for interpreting state and local assessment data. 1118/1116 (e) (1)

Colon Elementary School will provide parents with information regarding academic standards and assessments.

- Parent Conferences (October/additional conferences available)
- A link to the Common Core State Standards will be accessible through the school website.
- State assessment results will be sent home to parents.
- Local assessment data shared via Friday folders, conferences, U.S. mail
- Students receiving support are progress monitored based on level of need and support. Results will be reported to parents when appropriate.
- Title I teachers will be available during conferences to review student progress and assessment data.
- Kindergarten Welcome Wagon Packet– educational materials and information will be sent home with every kindergarten student on the first day of school

Provide educational materials and training for parents to use at home.

1118/1116 (e) (2)

Colon Elementary School will offer educational materials and training to parents through the following activities:

- Make It – Take It Night/Educational Games Night
- Kindergarten Welcome Wagon Packet
- Monthly reading newsletter
- School website

Coordinate parent involvement activities with other programs. 1118/1116 (e) (4)

Colon Elementary School will coordinate the following programs as a commitment to our student success.

- Kindergarten Welcome Wagon Packet- Educate parents on Kindergarten curriculum and expectations.
- GSRP (Great Start Readiness Program)/Pre-Kindergarten – Preschool programs held within our school building that prepare students for Kindergarten curriculum.
- P.E.G (Parent Education Group)
- Pre-Kindergarten/GSRP to Kindergarten transition – Preschool teachers will visit kindergarten classrooms to experience kindergarten curriculum and setting.

- Read by Grade 3 informational night

School and parent information will be provided in a family/parent friendly format. 1118/1116 (e) (5)
 Colon Elementary School will provide all parents with information.

- Friday folders
- Newsletters in a parent friendly language
- Interpreters are available upon request (German, Spanish and other languages as needed)

Parental Involvement Support: 1118/1116 (e) (14)

Colon Elementary School will support our parents.

- Be flexible/accommodate parent requests to meet individual parent needs.
- Offer transportation to/from school events (as needed)
- Offer child care so that parents can attend school events (as needed)

Part IV: Accessibility

Accessibility to school activities, including parents with disabilities, parents of migratory children and language barriers.
 1118/1116 (f)

Colon Elementary School will provide:

- Flexible meeting times
- Accommodations will be provided for handicapped parents
- Phone conferences
- Newsletters in a parent friendly language
- Collaboration with community agencies: Lions Club, Community Mental Health, etc
- Interpreters are available upon request (German, Spanish and other languages as needed)
- We currently do not have migratory children, however, by following our parent involvement plan, we will meet the needs of all of the parents of migratory students.

SPECIAL EDUCATION

Colon Community Schools provide a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student may access special education services through the proper evaluation and placement procedure. Parent/Guardian involvement in this procedure is required. More importantly, the school wants the parent/guardian to be an active participant. To inquire about special education services, contact should be made with the guidance counselor.

AMERICANS WITH DISABILITY ACT – SECTION 504

The Americans with Disability Act (A.D.A.) requires the school to insure that no individual will be discriminated against on the basis of a disability. This protection applies not only to students, but also to all persons who have contact with the school. Students with disabilities may be served within the regular education program with an accommodation plan developed to meet specific needs. Parents/Guardians who believe their child may have a disability that substantially limits the child's ability to function properly in school, should make contact with the guidance counselor.

ENGLISH LANGUAGE LEARNERS (ELL)

It is the policy of the Board of Education that all students be provided a meaningful education and access to the programs provided by the District. Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

GRADES

Colon Community Schools have a standard grading procedure as well as additional notations that may indicate work in progress or incomplete work. The purpose of any grade is to indicate the extent to which the student has acquired the provided instruction. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade. Grades DK through 1 will also provide a skills based report. The school uses the following standard grading system:

100 = A+ = 4.0

94 to 99	= A	= 4.0
90 to 93	= A-	= 3.7
88 to 89	= B+	= 3.3
84 to 87	= B	= 3.0
80 to 83	= B-	= 2.7
78 to 79	= C+	= 2.3
74 to 77	= C	= 2.0
70 to 73	= C-	= 1.7
68 to 69	= D+	= 1.3
64 to 67	= D	= 1.0
60 to 63	= D-	= 0.7
0 to 59	= F	= 0.0

- I = Incomplete: Coursework incomplete (indicates that a passing grade is possible when incomplete work is completed).
- CR = Credit: Acceptable achievement (used in situations where a student is achieving a passing grade but where circumstances will not allow them to complete the course or they are provided an accommodated course and have sustained acceptable achievement).
- NC = No Credit: Unsatisfactory performance.

GRADING PERIODS

Students shall receive report cards at the end of each marking period which will indicate their grades. When a student appears to be at risk of failure, notification will be provided to parents/guardians. Encouragement will be made to establish a conference with parents/guardians, the student, and the teacher. The purpose of this conference will be to determine methods that the student might use to improve academic performance. **2021 - 2022 marking periods:**

- 1st Marking Period: **Friday, October 22, 2021**
- 2nd Marking Period/First Semester: **Friday, December 17, 2021**
- 3rd Marking Period: **Friday, March 11, 2022**
- 4th Marking Period/Second Semester: **Wednesday, June 3, 2022**

PARENT/STUDENT/TEACHER CONFERENCES

Formal parent/teacher conferences are held at the end of the first marking period in the fall of the school year. This permits parents/guardians a chance to meet their child's teachers and to gain an understanding of the expectations of various classes. Parents/Guardians are encouraged to contact teachers at other times during the school year to obtain information on student progress. As necessary, informal conferences can be arranged.

The staff of Colon Elementary/Leonidas School will be glad to meet with parents/guardians as requested. If you desire a conference during the school day or after school, please contact your child's teacher with your request. **2021 - 2022**

Conferences:

- **Wednesday October 13th 5 - 7 pm**
- **Thursday, October 14th 1 - 3 pm**

HOMEBOUND INSTRUCTION

Students who have a medical condition which prohibits them from attending school must obtain a written notice from a licensed medical physician restricting them from attending. The physician must clarify the existence of the medical condition; state the probable duration of the confinement; request that homebound instruction be implemented; present evidence of the student's ability to participate in an educational program and gain a release to return to school after he/she is able to return to school.

MAKE UP WORK

The school recognizes the need for students to have work provided to them in the event of an illness. Students have 1 day for each day of an excused absence to make up work. We request that parents do not call in requests for homework for a one day absence. If students know in advance they will be absent, we suggest they discuss assignments with each teacher prior to being absent. If your student is absent for more than one day, you may request work by calling the Colon Elementary school office. Please allow 24 hours for teachers to fulfill homework request.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and with Colon School District policy. Each student will be expected to pass appropriate NWEA, M-Step, SAT and/or proficiency examinations. These will be administered within the timeframes established by the State of Michigan. Additional group tests are given to students to monitor progress and to determine educational mastery levels. These types of tests are used to assist staff in determining instructional needs. Classroom tests will be utilized to assess student progress in individual courses and to assign progress grades. These tests are selected and/or prepared by teachers to assess how well individual students have achieved specific course objectives. Vocational and interest surveys may be given to identify particular areas of student interest and/or talent. These types of assessments are often administered by guidance counselors. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students in need of this type of assistance. Depending on the type of testing, specific information and/or parent/guardian consent may need to be obtained. Colon Community Schools will not knowingly violate the rights of consent and privacy of a student participating in any form of assessment.

STUDENT ACTIVITIES

SCHOOL SPONSORED CLUBS AND ACTIVITIES

Colon Community Schools provides students the opportunity to broaden their learning through activities. The Board authorizes many student groups that are sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons may play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

ATTENDANCE

STUDENT ATTENDANCE IN SCHOOL

The Colon Community Schools staff and administration recognizes the relationship between good attendance in school and success in the classroom. The Michigan Compulsory School Attendance Law (Part 24, Section 380, 1561 of the School Code) specifies, in part, the following in regard to student attendance in school: "Every parent, guardian, or other person in this state having control and charge of a child from the age of six to the child's eighteenth birthday, shall send that child to the public schools for the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled." Within this attendance law, provisions are made for special needs students, students attending private schools, and for those students on homebound programs. In general, the State of Michigan requires students to be in school on a regular basis. The focus of this statute is on expecting regular attendance, chronic absenteeism and truancy.

- A chronically absent student is defined as not being in school 10% of the days school has been in session.
- A truant student has at least 10 unexcused (see below) absences in a school year.
 - Each week the office will print attendance reports and administration will appropriately contact parent(s)/guardian(s) via US Mail of those who have met or exceeded the chronically absent and/or truant criteria.
 - After two attempts to contact the parents/guardians of the truant student, a required mediation with the school guidance counselor and/or building administration will take place. If mediation does not resolve attendance concerns, local law enforcement officers will be involved to intervene with parent(s)/guardian(s) and their student(s).

GENERAL ATTENDANCE GUIDELINES

The school district is charged with the responsibility to account for the attendance of those students enrolled in any of its buildings. A student is considered absent if they do not attend school on a day when school is in session. The following is the procedure that shall be in effect at the Colon Elementary/Leonidas School:

- Parents of students marked (A)bsent will receive a PowerSchool notification by phone call, text message, and/or email at 8:30 a.m.
- All notes regarding student attendance are to be turned into the office or to the child's classroom teacher.
- Student attendance shall be recorded on the computer student data system twice daily, once in the morning and once in the afternoon.
- If a student attending school finds that they become ill or are otherwise unable to continue attending classes, they must report to the school office. The student will be allowed to contact parents/guardians or other designated adult for permission to go home and/or arrange transportation. All students leaving school must be signed out in the office.
- Students are expected to be in class all day to participate in extracurricular activities unless communication is made to and approved by the administration/office.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request or direct office contact by the parent/guardian with the school office. A student will be released to a person other than the custodial parent/guardian, if that person is listed as one of the emergency contact persons on the student's emergency form signed by the custodial parent/guardian or with parent permission.

ABSENCE FROM SCHOOL

There are two recognized absences from school: excused absence and unexcused absence. The following is the general criteria for the two determinations with the final determination of excused or unexcused absences at the discretion of the administration.

- Please report daily absences to Main Office 269-432-2121.
(Messages can be left 24 hrs. a day)

EXCUSED ABSENCE

An excused absence is a non-attendance of school, for all or any portion of the school day that is followed within twenty-four (24) hours of the student's return with a note or telephone call to the school office from the student's parent/guardian. The following are considered by the school board and district to be reasonable factors for time missed at school.

- Medically documented illness
- Recovery from an accident
- Required court attendance
- Professional appointments
- Death in the immediate family
- Observation or celebration of a bona fide religious holiday
- Family military attendance
- School related absence (including suspensions)
- Other causes deemed acceptable by the Superintendent or his/her designee

When an absence is excused (E), students are permitted to make up any work that was missed (these may be found within the teacher's Google classroom), including tests, and receive full credit for their efforts. The student will have one day for each day absent to make up the work but the time frame to complete this work will rest with individual circumstances and teacher. If required work cannot be completed prior to the end of a marking period/semester, a grade of "I" (incomplete) will be assigned with an extension of the due date up to 2 weeks. Dates may be adjusted for individual circumstances. Excused absences will be counted toward chronic absenteeism days, but they are not considered in determining truancy.

UNEXCUSED ABSENCE

An unexcused absence (A) is any undocumented student absence from school. The twenty-four (24) hour guideline must be followed for an absence to be excused. Failure to follow the school's sign-out procedure when leaving school during the school day will result in an unexcused absence being recorded for those classes missed. When an absence is unexcused, students have the right to receive assignments (these may be found within the teacher's Google classroom) and/or tests that were missed and have their work evaluated by teachers. Unexcused absences are counted toward chronic absenteeism and truancy.

VACATIONS DURING THE SCHOOL YEAR

Parent(s)/guardian(s) are encouraged not to take their child out of school for family vacations when school is in session. At those times when a vacation must be taken during the school year, parent(s)/guardian(s) should discuss the matter with the building principal so that specific arrangements can be made. Vacation absences, though pre-excused, are not reasonable factors for missing school adopted by the board of education and school district, are documented as unexcused and count toward chronic absenteeism and truancy.

TARDINESS

If a student arrives at school late but within the first 20 minutes they are considered tardy. Also if a student leaves within the last 20 minutes of their school day they are also considered tardy.

STUDENT CONDUCT

STATEMENT

No handbook can list every offense, which may be detrimental to students or the learning environment. Therefore other offenses not listed but deemed inappropriate to the school environment are subject to and including expulsion at the discretion of the administration. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, regardless of whether it is held on school premises. The penalties outlined in this handbook are recommended consequences. However, the administration may deal with students and penalties on an individual basis. Alternatives such as "support or insight" groups or private family counseling may be considered in progressive discipline procedures. Matters not covered in the discipline code will be handled at the discretion of the administration. In all cases the severity of the situation will be determined by the administration. With situations involving referral to the civil authorities, the administration may elect to press charges.

STUDENT SUPPORT

Based on the Board of Education's strategic plan, Colon Elementary has two guiding documents that support our student care beliefs and protocols. The first document is our Vision of Powerful Student Care.

Colon Community Schools Vision of Powerful Student Care

. . . a ferocious unwillingness to allow a student to flounder or to fail.

Caring adults, in a caring school community, are the link to achievement, graduation, and a future of meaningful opportunities. This is particularly critical where students seem to care about school or their future or for those who may lack confidence, or for those who may be alienated or marginalized educationally, emotionally, or socially for a multitude of reasons: prior school experiences; how they learn or do not learn; or because they are a member of racially, ethnically, linguistically, socially, or economically disenfranchised populations. (Adapted from Murphy and Torres,2014).

We believe:

- each Colon employee arrives at school daily to do all they can to help children;
- each student should feel welcomed into our school community;
- each student has the right to feel safe physically, socially, emotionally, and academically;
- each adult in our district will work collaboratively to establish a blanket of safety comprehensive enough to cover every space and every person in every school;
- each student reaches his/her potential for high levels of success as a result of an equitable system of delivery, i.e., a system that responds to the unique and individual academic and non-academic needs of each student within its charge;
- each student must receive social, emotional, health, and nutritional support on a continuum of intensity that is matched to individual student need;
- each student's values, beliefs, individual backgrounds, and identity must be embraced and celebrated.

At its core foundation, our district recognizes how critical it is to develop a meaningful, positive relationship with EACH student in order to exercise academic press and influence. Using Joseph Murphy's work with pastoral care as a guide, our district's assurance of powerful student care ensures that the norms of pastoral care positively impact EACH student our district has the privilege of serving. Those norms and identifying characteristics are:

- **Care** – Investing in building genuine and trusting relationships that create an environment in which no one is left behind.
- **Support** - Maximizing the gain that occurs when adults create genuine relationships that support the academic and social development of students. The quality and depth of our investment in EACH student prevent them from “falling through the cracks” and helps them to invest in themselves to create a belief in a viable future.
- **Safety** - Focusing on physical and emotional safety and the prevention of harm. Adult and student behavior should reflect values and trust, creating a safe environment.
- **Membership** – Creating a sense of belonging through a variety of methods, because high levels of learning take place when students have a feeling of belonging.

In traditional schooling, we give it the best we can and hope for the best understanding that our efforts will prove to be successful for many students. Authentic caring takes it to a much deeper level as we develop a relentless effort to not allow a student to flounder or fail. A system needs to be created which allows adults to change from saying “we care” to demonstrating through actions that caring is authentic. Authentic caring goes beyond traditional elements to create a safety net where adults do everything possible to ensure student success.

The district's vision includes support to students on a continuum of intensity matched to EACH student's need. This continuum of support may encompass a variety of non-academic needs that may present themselves at any time: social, emotional, health, and nutritional needs as well as the impact of trauma on student learning, emotional health, behavior, and the ability to formulate meaningful relationships.

Providing a system of powerful student care, CCS will engage with families to better connect students to the school community and will also work with community agencies to provide support in areas that may extend beyond the capacity of the district and school to provide alone. These areas include, but are not necessarily limited to the areas of social, emotional, health, behavioral, and nutritional needs of students.

Providing a system of powerful student care, CCS will utilize its mode of delivery for collecting data about and responding to student needs, connecting the student to the source of support, positively impacting student and adult relationships, and engaging the families and community in support of its students. In short, our system of Powerful Student Care will ensure that our district is prepared to meet the academic and non-academic needs of EACH student who belongs to our district.

The second document is The Tenets of Community. Our district is implementing the five following tenets:

1. Each student is welcomed to be a part of our community.
2. Each student is a valued member of our community.
3. Each student is here to do well.
4. Each student is here to learn, academically, socially and emotionally.
5. Each student is here to develop self-efficacy and agency.

The Colon Elementary school has built a building wide protocol with these documents as the foundation of supporting our students.

When a child is struggling in the classroom setting and the teacher deems it necessary for added support, the office is called and an adult team member reports to the classroom for assistance. The role of the supporting adult is to offer assistance to the teacher with the goal of keeping a student in the academic setting if possible. However, if a child is escalated and unable to remain in the classroom the next step in our protocol is called a retreat. A retreat is when the support adult escorts the child to the Retreat Support Location. The retreat is targeted at 30 minutes (or less) and the goal is to get the student out of *Flight, Fright, or Freeze*. When the student is ready to return to the classroom, he/she is escorted back to the classroom where the adult stays with the student for a minimal amount of time to help acclimate the student back into the classroom, into the instruction, and to ascertain whether or not the student's *Flight, Fright, or Freeze* trigger reactivates.

When the student's *Fright, Flight, or Freeze* trigger activates and requires a third separation from the classroom on any given day, the student moves to the Departure Level. The supporting adult will escort the student to the appropriate Departure Support Location. The classroom teacher will also need to provide instructional materials for the student so that some connection to grade level content can be made during the remainder of the day.

DUE PROCESS RIGHTS

Students facing disciplinary measures will be afforded Due Process as outlined by the Michigan Model Code of Student Conduct (2014).

DRESS AND GROOMING

A student's attire should reflect the expectations of the organization or institution of which they are a member. Student attire should ensure their personal health, safety, and welfare while permitting the normal functioning of the school. A variety of styles of dress are permitted with two main considerations of appropriate attire being neatness and common sense. Cleanliness of a person and wearing apparel is expected as a matter of good health care. Any student wearing clothing deemed inappropriate will be dealt with on an individual basis. The administration has final authority to determine appropriate dress. Specific dress code rules must be followed at school and school related events. Students will be given one opportunity to correct the dress problem, which may include requesting parents bring in a change of clothes if we do not have the correct sizes available in the building.

1. Closed toed shoes must be worn during recess and physical education.
2. Recreational clothes such as midriff shirts, muscle shirts, shirts with cut off sleeves, backless or low cut tops are not to be worn. Shorts may be worn but they must come down to a child's fingertips when arms are straight down along their side. Tank tops may be worn but shoulder straps must be 2 inches wide.
3. Hats, caps, sunglasses, or other head coverings are not to be worn during the school day. They should be removed upon entering the building and then placed in lockers. These items must remain in lockers until the end of the student's school day. Hats will be confiscated if worn in the building.
4. Clothing (to include masks when required) and jewelry that advertises or contains an insignia for tobacco, alcohol, guns/weapons, drugs, other controlled substances, or sexual innuendos may not be worn in school and may be confiscated. No profanity or gang-related clothing will be permitted. No clothing shall display profanity, hate messages, inappropriate comments or gestures regarding race, color, ethnic origin, religion or gender.
5. No clothing or accessories with sharp pointed studs, spikes or chains.

The final interpretation of this dress code will rest at the discretion of the building administration. Students with inappropriate attire will be required to change. If different clothing must be obtained from home, students will be permitted to contact parents/guardians. Students will not be allowed to attend their classes until their attire is acceptable. The time absent from class will be considered to be unexcused.

POSSESSION OF ELECTRONIC EQUIPMENT/USING CELL PHONES

Most electronic equipment necessary in school is supplied by the district. Students are not to bring radios, iPods, electronic toys, laser pens, and the like without the permission of the Principal. The property will be confiscated and disciplinary action taken. Violations of this rule could result in suspension or expulsion.

The school prohibits the use of any video or recording device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." Taking or transmitting images or messages during testing

is also prohibited. **Students caught using their cell phone once entering the building in the morning or before exiting the building after school will be issued progressive consequences.**

SEARCH AND SEIZURE

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent.

Students are provided lockers in which they may store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Anything that is found in the course of a search, that may be evidence of a violation of school rules or the law, may be taken and be held or turned over to law enforcement officials. The school reserves the right not to return items which have been confiscated.

BULLYING AND HARASSMENT

The school believes that every individual deserves to be able to attend school without fear of demeaning remarks or actions. The harassment of students, members of the staff, or other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning or social environment. Conduct constituting harassment may take different forms including, but not limited to:

Sexual Bullying, Taunting, Harassment

1. Verbal - This includes written, electronic form of communication, or spoken sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats made to another student, a staff person, or other persons associated with the district.
2. Non-Verbal - This includes placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering whistling, and etc. to another student, a staff person, or other persons associated with the district.
3. Physical Contact - This includes threatening, attempted or actual unwanted bodily contact which could include patting, pinching, pushing, or coerced sexual contact with another student, a staff person, or other persons associated with the district.

Gender, Ethnic, Religious, and/or Disability Bullying, Taunting, Harassment

1. Verbal - This includes written or spoken innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, and etc. toward another student, a staff person, or other persons associated with the district. This may also include the conducting of a "campaign of silence" toward another student, a staff person, or other persons associated with the district by refusing to have any form of social interaction with the person bringing the charge.
2. Non-Verbal - This includes placing sexually suggestive objects, pictures, or graphic commentaries, in the school environment or making insulting or threatening gestures toward another student, staff person, or other persons associated with the district.
3. Physical - Any intimidating or disparaging action such as hitting (striking in any form), hissing, spitting on, and etc. another student, a staff person, or other persons associated with the district.

Any student who believes that he/she is a victim of any of the above described actions or has observed such actions taken by another student, a staff person, or other persons associated with the district should immediately take the following steps:

- The affected person may submit a report in writing by telephone, or in person. The reporting person should provide the names of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s).
- A "Report of Harassment" form is available in the school office.
- A report may also be completed online at www.colonschools.org by clicking on the "No Bullying" icon on the district homepage.
- Suspicious or concerning behavior can be reported online at www.colonschools.org by clicking on the "Tip-Off" icon on the district homepage.

All persons are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges. Some forms of sexual harassment of a student by another student or other person may be considered a form of child abuse which will require that the student and abuser be reported to the

proper authorities. Hazing by any school sponsored group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of mental or physical harm, no matter how willingly the participant may be. Harassment situations should be reported to the building administrator immediately. It will be handled confidentially.

- The report shall be investigated in a timely and confidential manner. While the charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken to prevent the continuance of the harassment of its recurrence.
- If the alleged person conducting the harassment is a student, staff person, or other person associated with the district, other than the student's building principal, the affected person should, as soon as possible after the incident, contact his/her building administrator.
- If the alleged person conducting the harassment is the student's building principal, the affected person should, as soon as possible after the incident, contact the district's superintendent of schools.

Disciplinary Guidelines for Bullying and Harassment

District administrators will take immediate action to ensure that the harassment ceases upon determining that harassment has occurred in district buildings, setting or activities.

1. Corrective action may include steps such as: (1) verbal warning, (2) parent conference, (3) counseling, (4) detention, (5) suspension, (6) recommendation for expulsion, (7) referral to civil authorities, and (8) referral to other appropriate agencies or other methods deemed reasonably necessary.
2. Generally, progressive discipline should be used to correct misconduct. However, the corrective action must fit the proven misconduct, so that even in the case of a first-time offender, a serious consequence, such as suspension, shall be issued for a serious act of sexual harassment.
3. Factors of consideration in determining corrective action include but are not limited to:
 - a. Nature and severity of the offense.
 - b. Number of individuals engaged in the offense.
 - c. Environment in which the harassment occurred.
 - d. Ages of the student(s) involved.
 - e. Past disciplinary history.
 - f. Needs of the individuals involved, including disabilities, family situations and other considerations.
4. The school counselor is available to work with victims and perpetrators of harassment.

CRIMINAL ACTS

Any criminal actions conducted at school, at school related activities, or related to the school will be reported to law enforcement officials. These actions will also fall within the disciplinary guidelines of the school. It is not considered to be double jeopardy (being charged twice for the same crime) when both school rules and the law has been violated. Criminal acts include the following: Michigan School Safety Laws, Physical and Verbal Assaults, Possessing, Using, or Transferring Illegal or Dangerous Weapons, Possession, Concealment, or Distribution of Drugs, and Criminal Sexual Conduct.

TECHNOLOGY CODE OF CONDUCT

Please refer to the St. Joseph County Schools Information Services and Colon Community Schools Acceptable Use Agreement.

All students (and their parent/guardian) using the St. Joseph County Schools Information Services and Colon Community Schools Acceptable Use Agreement will be required to sign a "Use Agreement" prior to the student being allowed access to this network.

Any student who violates the computer use agreement will face consequences ranging from loss of privileges to suspension depending on the severity of the violation.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities (A.D.A.). They will be expected to follow the rules and their I.E.P.

REPEATED OFFENSES

For repeated offenses we will follow progressive discipline. If misbehavior continues a ten-day suspension will be assigned with a possible recommendation for expulsion for persistent disobedience.

REFUSING TO ACCEPT DISCIPLINE

If a student refuses to accept a disciplinary action that has been properly assigned, they will be considered to be insubordinate. An insubordinate student will be suspended from school until such time as a meeting can be held involving the student, parents/guardians, and the building principal (or delegated person) to resolve the issue. Law enforcement officials may be notified for removal of a student who is insubordinate. Students involved in insubordinate actions can expect additional consequences beyond those already assigned for the original infraction of school rules.

ARRIVAL/DEPARTURE

Buses will enter the school grounds from the South end of Goodell Street and unload in front of the playground. All bussers will enter through the South doors of the elementary. No bus will unload before the opening of the building at 7:55 a.m.

Students being dropped off or walking to school will enter via the West entrance. Again, **doors will not open before 7:55 am** each day. The school does not provide supervision of students before that time. Please note for the safety of your child, he/she should not be dropped off or left unattended on school grounds before that time.

Half day dismissal at CES is 11:30 a.m. and full day dismissal is at 3:15. All students will be walked out by a classroom teacher. They will exit the South doors, dismiss bussing students, and then walk pick up and walking students to the West entrance. If you are picking up a child please wait near the West entrance for the teacher to bring the students to you. This will be especially important to ensure teaching staff can ensure who the child is leaving with at the end of the day.

If children are to meet and walk home together, those students waiting will meet near the tree on the front lawn in front of the principal's office.

BUS TRANSPORTATION

Bus schedule and route information is available by contacting the transportation supervisor Josh Collins at (269) 432-3231 ext. 10003. All rules, guidelines, and bus conduct information are provided to each student by the transportation department at the beginning of the school year. The bus is an extension of the classroom and all behavior rules apply.

GENERAL RULES

1. Obey the instructions of the bus driver at all times
2. Board and leave the bus at designated stops only.
3. Ride only the bus to which you are assigned.
4. Any student attempting to ride a bus to which he/she is not assigned must have a note signed by the parent. This note must be given to the principal for approval.
5. Students may be required to walk up to 2/10 of a mile to arrive at the bus stop.

CONDUCT ON THE BUS

1. Be respectful and follow all directions of the driver at all times.
2. Stay seated facing front with your feet on the floor.
3. Keep your hands, feet, and objects to yourself and inside the bus.
4. Do not use foul language at any time.
5. Follow all classroom rules to not disrupt the bus ride.
6. No eating or drinking allowed on the bus.

PROCEDURES FOR WAITING FOR THE BUS

1. Be at the bus stop at least five (5) minutes before scheduled pick-up time. The driver will not wait or honk the horn.
2. Stand on the sidewalk or back from the roadway while waiting for the school bus.
3. When the bus approaches, form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop.
5. If you miss the bus, go home immediately.
6. Parents should instruct their children on what procedures to follow if the bus is missed.
7. Parents are responsible for providing transportation to school if a student misses the bus.

LOADING THE BUS

1. Do not push or shove.
2. Use the handrail and steps.
3. The bus driver may assign seats.
4. Go to your seat. The bus will not move until all are seated.

GETTING OFF THE BUS

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus.
4. Stay clear of the bus when the engine is operating, do not chase or hang onto the bus.
5. Ask the driver for help, if needed.

CROSSING A ROADWAY

1. When crossing the street, walk in front of the bus 10 feet and wait for the driver to signal that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. Never cross the road behind the bus.
4. Be alert for vehicles that do not stop when the bus is loading or unloading.
5. Cross the streets at intersections when possible. Obey all traffic signals and signs on your way to and from the bus stop.

ROUTE CHANGES

1. All requests by parents for bus route changes should be directed to the Transportation Office. Due to district policy drivers of school bus routes may not make changes to approved bus routes.

PRE K – 12 DISCIPLINE PROCEDURES The school bus is an extension of the classroom, and the principal, his/her designee, or the Transportation Supervisor will administer discipline with assistance from the bus driver. All school board policies that apply to student conduct and other student related activities apply to the school bus. Steps and consequences for improper conduct on the school bus include the following:

- **Written Warning:** The school bus driver issues a written warning with documentation. It will serve as an advanced warning of the violation of safety procedures for riding a bus. A copy of the documentation will be sent home with the student and to the school.
- **Further Discipline:** Including but not limited to: Assigned seating, Bus Clean Up, Recess suspension, In school suspension, Detention, and Riding Privilege Suspension. The administration has the authority to skip steps for serious violations. Infraction of any bus rules that could endanger the health and safety of the students will result in the immediate removal of the student's bus riding privileges for the remainder of the school year. Students are subject to arrest by authorities and removal from the bus if they refuse to follow the directions of the driver.

Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health. CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a healthcare professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
2. **KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a healthcare professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can’t recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

St. Joseph County Schools Information Services

Colon Community Schools Acceptable Use Agreement

The purpose of this Acceptable Use Agreement is to give access to and define acceptable use of the technology resources made available to users through **Colon Community Schools** (herein referred to as the "District") and the St. Joseph County Schools Information Services (SJCSIS) Network (herein referred to as the "Network").

The District and the Network do not guarantee that technology resources will be error free or that access will be uninterrupted. By signing this agreement you release the District and the Network of all claims and liabilities for use of the technology resources.

Any person using District and Network technology resources who, without authorization, accesses, uses, destroys, alters, dismantles or disfigures the District's and Network's Information Systems, properties or facilities, as well as those owned by third-parties shall be subject to disciplinary action. Such action may include, but is not limited to: Warning, Revoked Privileges, Financial Restitution, Suspension/Termination, and/or Legal Action.

District and Network Safety Policies

- Never give out your last name, address, phone number, the school you attend, or personal identifying characteristics.
- Never agree to meet in person with anyone you have met online.
- Never assume that you are speaking to a person your own age.
- Never assume the personal information that you may receive from the Internet is correct.
- Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates the Acceptable Use Policy.
- Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access.

District and Network Acceptable Uses

- The computer Network at the District has been setup to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work and the exchange of project related ideas, opinions and questions through email, network drives, message boards, and District-owned web page access
- Students will have access to the Internet in the classroom, media center, in the computer labs and areas where public wifi is available.
- Student's use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of the Acceptable Use Agreement.
- Material created and/or stored on the system is not guaranteed to be private. District and Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that emails, material used on personal web pages, and other work that is created on the network may be viewed by a third party.
- District and Network users are expected to adhere to the Safety Guidelines found in this document and in the District's Code of Conduct and/or Student Handbook

District and Network Unacceptable Uses

- The Network may not be used to download, install, distribute, copy or store any application without prior permission from District and/or Network administrators. The Network may not be used for commercial purposes or to access illegal or malicious applications. Users may not buy or sell products or services through the system without prior permission from District and/or Network administrators.
- The Network may not be used for any activity or to transmit any materials that violate federal or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
- Network users may not use vulgar, derogatory or obscene language. Users may not communicate through District-owned or personal devices to engage in bullying, perform personal attacks, harass another person, or post private information about another person. Such actions may be grounds for discipline under this Acceptable Use Agreement and the District's Code of Conduct and/or Student Handbook.
- Network users may not access web sites, newsgroups, chat areas, or any other content containing material that is obscene or that promotes illegal activity. If a user does accidentally access this type of information, he or she should immediately notify a teacher or parent.
- Use of a computer or mobile device for anything other than a teacher directed or approved activity is prohibited.
- User accounts shall only be used by the person authorized to use that account and users assume all responsibility for actions delivered through their account.
- Users may not make alterations to hardware/software systems or settings.

Web Page Policy and Permission

Identification of Students and Employees on the District Website Student pictures and projects may be displayed on District web pages for educational and informational purposes unless otherwise specified. Web pages will not contain a student's address, phone number or full name, except in instances when such a listing might also appear in public documents such as newspaper articles.

District-Provided Web Pages User created content on District-provided web pages must be consistent with the educational mission, goals and objectives of the District and with the letter and spirit of the District's School Board policies. Material placed on web pages is expected to meet academic standards for proper spelling, grammar and accuracy of information. Students may create content on Google Sites or other web applications under their instructor's supervision, but will not include pages containing personal details such as address or phone number. Linking to a student's or staff member's *personal* web page on an external site is not permitted.

Policy and Permission--Google Apps for Education, Email, and other online accounts

The District and Network follow the policies outlined in the Children's Online Privacy Protection Act (COPPA) in providing technology resources, Google Apps for Education accounts, email accounts, and access to any other online accounts used for educational purposes. Students grades K -12 will be supplied with their own Google Apps for Education accounts hosted by Google but managed by District and Network administrators. Students will also be assigned

District email accounts, intended for educational use. By signing this agreement parents give their permission to the District and the Network to create online accounts for students under age 13. All policies outlined by Google and the following email policies apply to students as well.

Student email is not considered private.

- **Bulk mailing:** Bulk mailing (mailing to a large list of people) should be done for educational purposes only. For example, a memo to the whole school etc. Please do not forward jokes around.
- **Unsolicited email:** Unsolicited bulk email, which is defined as sending advertisements, chain letters or other such junk mail to users or a large list of users is NOT ALLOWED!
- **Commercial Email:** Using either email system for personal profit, such as running a home business is also not allowed. If you have a need to use email for a home business please use another service provider.
- **Personal mail:** You can use your account for personal mail as long as it does not conflict with any of the policies in this document and it does not interfere with school.
- **Illegal activities:** Simply put this is not allowed and the proper authorities will be notified.
- **Account sharing:** If you share your account with someone it WILL BE SUSPENDED!

Personal Technology Guidelines

Student owned personal technology and electronic devices may be used for educational purposes under direct teacher supervision.

Acceptable Uses during school hours

- Designated areas for use are the cafeteria during lunch and other areas on the school grounds that staff use for their classes.
- Electronic devices and accessories must be stored appropriately when not in use.
- Student devices may only connect to the District and Network's Open Wi-Fi access points (where available). Devices with their own data plans may use their cell signal for Internet access.
- All notifications on every device must be set to silent.
- Users may use their own laptop computer or mobile device at school, but may not connect to the Network in any way without express written permission from the District and/or Network administrators. The District is not responsible for loss or theft of such equipment.

Unacceptable Uses at any time on school grounds

- Users are prohibited to create or maintain a wireless hotspot
- Unauthorized video and audio recording on school grounds is prohibited
- Use of technology outside of designated areas during school hours is prohibited
- Student owned devices may not use a network cable for Internet or Network access

Distribution of Devices

A parent/guardian may choose not to have their child participate in the electronic device program by signing the attached form. In this event, students will not be issued a device to use in class. Colon Community Schools cannot guarantee equal access to materials and/or quality of materials to students opting out of the use of electronic devices.

Overview

The following information refers to the use of a student computing device. Students are also required to follow all of the guidelines outlined in the school's current "Technology Acceptable Use Agreement" listed above and in the handbook.

Care and Maintenance of Devices

- Do not attempt to gain access to the internal electronics to repair your device. If your device fails to work or is damaged, report the problem to the school's main office as soon as possible. Repair/replacement options will be determined by administration
- Never leave electronic devices unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended devices will be collected and stored in the school's media center office or designated area
- Never expose a device to long term extremes in temperature or direct sunlight
- No food or drink should be next to your device while it is in use
- Electronic devices do not respond to liquids. The devices can be cleaned with a soft, dry, lint-free cloth. Use of unapproved cleaners may remove the protective film covering the face of the device
- Avoid using any sharp object(s) on a device
- The iPad comes with a case. The role of the case is to protect the iPad, especially while the iPad is being transported. You are required to keep the iPad in its case. The Chromebook does not come with a case so please be vigilant about protecting your Chromebook
- Avoid placing weight on any device. Never throw or slide a device.
- The iPad comes with ports for charging and possibly other accessories. Care must be exercised when plugging and unplugging accessories. Student issued iPad accessories are the responsibility of the student
- If the student is taking a Chromebook home they will also take a charger. Care must be exercised when plugging and unplugging accessories. Student issued Chromebook accessories are the responsibility of the student.
- Each iPad has the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the acceptable use agreement and grounds for disciplinary action and referral to Civil Authorities.
- Each iPad, or Chromebook has a unique identification number and at no time should the numbers or labels be modified or removed. Modifying, disabling or attempting to disable the identification number is a violation of the acceptable use policy and grounds for disciplinary action and referral to Civil Authorities.
- Do not lend your device to another person. Each device is assigned to an individual and the responsibility within the class period for the care of the device rests solely with that individual.

Cost of iPad, Chromebook, Apps and Accessories:

- **The iPad is approximately \$530.00 and includes:** the iPad, iPad case, iPad charger, software applications (apps) including assorted programs/accessories specific to individual classes
- **The Chromebook is approximately \$400.00 and includes:** the Chromebook, charger, software applications (apps) including assorted programs/accessories specific to individual classes
- It is the parent/guardian responsibility to cover the cost of district issued accessories in the event of theft, loss or damage due to abuse or misuse. Cost for accessory replacement includes, but is not limited to:
 - iPad Power Charger and Cable - **\$ 60.00**
 - iPad Case - **\$ 32.00**
 - Chromebook Charger and Cable - **\$ 50.00**
- District issued software applications (apps) are needed for student learning and should not be deleted
- Modifying the settings of the device or deleting district issued software applications apps may result in student discipline and/or the need for reformatting at a cost to the student.

Damaged, Lost, or Stolen Electronics:

In the event that a district issued electronic is damaged, lost, or stolen the student and parent/guardian should immediately notify the school administrator. The filing of a police report by the parent/guardian may be advised at that time.

Student Use of Electronic Devices:

- The devices are the property of the District and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on any electronic device supplied by the school.
- The iPad comes equipped with both a front and rear-facing camera and video capabilities. The Chromebook has a front facing camera. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Students must obtain permission to publish a photograph or video of any school related activity.
- Students who are assigned school devices are responsible for their assigned device from check out time to check in time either during that class period or if taking home during the school year.
- The devices will be charged nightly in their cases.
- *No personalized screensavers or backgrounds are permitted.*
- *A student may NOT download any music, games or apps.*
- Videos and sound use will be at the discretion of the classroom teacher and building administrator.
- The devices afford limited electronic storage space. As with all electronic files, it is good practice to backup, duplicate, or archive files to an independent storage space.
- The district-issued device is designed as a tool for learning; misuse of the device will result in disciplinary action.
- Students should lock the screen on the device when they walk away.

Student issued devices are expected to be fully charged every day and brought to all classes unless specifically advised not to do so by the teacher.

For Students in Grades K - 12: Taking Devices Home

Receiving your Device:

1. **Distribution** - Students will receive their devices and related peripherals during the start of the school year. Students and parents must sign the **Colon Community Schools** Device Receipt prior to picking up their device.
2. **Transfer/New Student Distribution** - All transfers/new students will be able to pick up their device from the building office.

Returning your Device:

1. **Transferring/Withdrawal Students** - Students who transfer out of or withdraw from **Colon Community Schools** must turn in their Device and peripherals to the office on their last day of attendance. Failure to turn in your Device will result in the parent/guardian being charged the full replacement cost. Unpaid fines and fees of students leaving **Colon Community Schools** may be turned over to a collection agency. The district may also file a report of stolen property with a law enforcement agency.

Additional Care Instructions:

1. Devices should not be used or stored near pets.
2. Do not expose your device to extreme temperature or direct sunlight for extended periods of time. Excessive heat or cold may cause damage to the device.
3. Always bring your device to room temperature prior to turning it on.
4. All rules listed under Student Use of Electronic Devices, applies whether on school property or at home.

Loaner Devices:

If a student does not bring his/her Device to school or their Device is being repaired a loaner Device MAY be available for use following these conditions:

1. A student borrowing a Device will be responsible for any damage to or loss of the issued device.
2. District personnel will document the number of times a loaner is issued to each student and the reason why a loaner was used. A report will be sent to administration for students who have excessive occurrences during the school year.
3. The students that obtain a loaner will be responsible for returning the borrowed device before the end of the day.

If a loaner is not turned in by the end of the day, a report will be filed with the student's grade level administrator and the administrator will work on retrieving the loaner.

Acceptable Use Agreement Permission Form

I have read and understand all of the information in this document and understand that this form will be kept on file at school. I have reviewed and discussed this policy with my child. I give my child permission to access the Network as outlined above and use a school email account. I also understand that my child's work (writing, drawings, etc.) may occasionally be published on the Internet and may be accessible on a World Wide Web server unless I have specified otherwise.

Portable Device Permission

- A parent and student must sign this agreement prior to the student being issued a device
- Signature of this document indicates your willingness to abide by the guidelines set-forth in this document
- Signing and checking NO on this agreement will result in your student not being allowed to participate in the device program
- All guidelines set forth in this document apply to all school accounts. Failure to abide by guidelines may result in student discipline &/or losing the privilege of the device
- Participation in the electronic program is voluntary, but is recommended for your child to take full advantage of all the opportunities the device will present. If you choose not to participate, your child will be required to find alternate ways to complete assignments during class time

Please indicate your selection below with an "X" in the appropriate box:

	<p>YES, we will participate in the device program and agree to abide by all guidelines and conditions set by (District).</p>
	<p>NO, we choose <u>not to participate</u> in the device program and understand that our child will not be assigned an electronic device. We realize that this will limit our child's ability to fully participate in this program and will put them at a disadvantage in their classes.</p>

Student Name _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

**** PLEASE RETURN PAGE BACK TO SCHOOL FOR RECORDS****
COLON COMMUNITY SCHOOLS

Technology Device Receipt

We, the undersigned, have received from Colon Community Schools the following technology device items:

_____ Ipad Serial Number:_____

_____ Chromebook Serial Number:_____

_____ Charger

_____ Cover

By signing below, we agree to the conditions of the Colon Community Schools Acceptable Use Agreement and that we received the above listed technology device items.

Student

_____ Date:_____

Parent

_____ Date:_____

COLON COMMUNITY SCHOOLS

Receipt of Student Handbook

Student Name: _____

By signing below, I acknowledge the receipt of the current year student handbook for Colon Elementary School.

Student Printed Name

Parent Printed Name

Student Signature

Parent Signature

Date

Date