

2021-2022

COLON JR./SR. HIGH SCHOOL

HOME OF THE  
MAGI!



Student Handbook

Colon Jr./Sr. High School  
400 Dallas Street  
Colon, MI 49040  
Phone: 269-432-3231  
FAX: 269-432-9851  
Website: [www.colonschools.org](http://www.colonschools.org)

# WHERE THE MAGIC HAPPENS!

## **SCHOOL COLORS**

Red and White

## **COLON JUNIOR/SENIOR HIGH SCHOOL CHEER**

Al groo, groo, groo, wahoo, bazoo, Hi X, Hi X  
Ica, pica, doma, nica, Alca balca, tipa, tica  
Alca, balca bah, Colon High School Rah, Rah, Rah!

## **MAGI FIGHT SONG**

Colon High School for you we cheer  
Ring out the echo, victory is near,  
Send our royal cheer on high;  
Shake down the thunder from the sky.  
What though the odds be great or small,  
Colon High will win over all,  
Send our royal cheer on high and onward to victory

Colon High School, Colon High School  
Yea school we're for you  
We will fight with all our might;  
Yes loyal, good and true,  
Rah, Rah, Rah!  
Colon High School, Colon High School  
Yea School we're for you  
We will fight with all our might, Yes, we'll be true!!

## **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 JR/SR HIGH SCHOOL**

Colon Junior/Senior High School will develop and provide essential skills for all students to enhance lifelong learning.

## **VISION OF THE JR/SR HIGH SCHOOL**

Colon Jr/Sr High School seeks to provide students global readiness and appropriate essential educational opportunities to meet the future needs of students for college and career readiness.

**Hours of School Operation****Phone: 269-432-3231****Fax: 269-432-9851**

Full Day - 7:50 a.m. - 3:05 p.m.

½ Day - 7:50 a.m. - 11:20 a.m.

2-Hour Delay - 9:50 a.m. - 3:05 p.m.

**School Office Hours**

7:30 a.m. - 4:00 p.m.

**School District General Information**

Superintendent:	Penny Brockway	Ext. 10001
District Administrative Assistant:	Sherry Switzenberg	Ext. 10000
Jr/Sr High School Principal:		Ext. 11002
Athletic Director:	Paige Smolarz	Ext. 11112
HS/Athletic Administrative Assistant:	Robbie Hattan	Ext. 11000
Elementary Principal:	Dianne Wolford	Ext. 12001
Elementary Administrative Assistant:	Rebecca Crotser	Ext. 12000
District School Social Worker:	Liz Jensen	Ext. 11105
District School Social Worker:	Allison Parrish	Ext. 11105
District Dean of Students:	Jenny Wielenga	Ext. 11109
District Community Liaison:	Savannah Bohanon	Ext. 12140
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:	Eric Wagner
Trustee:	Joe Smolarz

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

August 23, 2021

September 10, 2021

October 18, 2021

November 22, 2021

December 13, 2021

January 24, 2022

February 21, 2022

March 21, 2022

April 18, 2022

May 16, 2022

June 20, 2022

## **FORWARD**

This student and parent(s)/guardian(s) handbook has been developed to answer many of the commonly asked questions. Because this handbook also contains information about student rights and responsibilities, each student should read this material. Please take the time to become familiar with this handbook information and keep the book available for your use. This handbook can be a valuable reference during the school year, to be used as a means to avoid confusion and misunderstanding when questions arise. Should you have questions that are not addressed, please feel free to contact your guidance counselor or building principal. This publication supersedes all prior handbooks and/or other written or oral statements regarding any item in this book.

## **EQUAL EDUCATION OPPORTUNITY**

The Board of Education declares it to be the policy (5517 & 2260) 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, Dianne Wolford, 269-432-2121**. 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.

## **TITLE IX**

The Board of Education declares it to be the policy (5517 & 2266) that no individual shall be discriminated on the basis of sex in Education Programs or Activities. Title IX of the Education Amendments of 1972 is one of several federal and state antidiscrimination laws that define and ensure equality in education. The regulations implementing Title IX prohibit discrimination, exclusion, denial, limitation, or separation based on gender. Questions/complaints regarding Title IX should be addressed to the **District's Title IX Compliance Officer, Penny Brockway, 269-432-3231, 400 Dallas St, Colon, MI 49040**.

## **PARENT AND FAMILY ENGAGEMENT**

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education (Policy 2112).. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members. Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

- Relationships with Families
- Effective Communication
- Volunteer Opportunities
- Learning at Home
- Involving Families in Decision Making and Advocacy
- Collaborating with the Community

## **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 junior/senior high school staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and to be 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. Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students are encouraged to include their parents-guardians in their educational program.

## **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 parents and medical providers 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.

## **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With this right of expression comes the responsibility to do it appropriately. Students may receive permission to distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons; badges; or other insignia; clothing; banners; and audio-visual material or social internet sites. All items must meet the following school guidelines along with meeting the guidelines established by law, the Colon Board of Education, and those found in this handbook. **Students should present all materials to the building principal or designated person at least twenty-four (24) hours in advance.**

1. Material cannot be displayed if it: is obscene to minors, libelous, indecent, or vulgar; advertises any product or service not permitted to minors by law; intends to be insulting or harassing; intends to incite fighting or presents a likelihood of disrupting school or school events.
2. Materials may not be displayed or distributed during class periods, or during passing time between classes. Permission may be granted for display or distribution during lunch periods in designated locations, as long as exits are not blocked and there is proper access and egress to and from the building.

## **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of students. The staff is here to assist students in becoming responsible adults. If a student has a suggestion that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the building principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the building principal or the Student Council.

A student has the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## **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. The general public is not permitted to view the video of children other than their own, are on the video.

## **VISITORS**

Visitors, particularly parents/guardians, are welcome at the Colon Junior/Senior High School. 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 telephone 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.

## **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 counselor will assist in obtaining these records.

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from the Colon Junior/Senior High School, the parent(s)/guardian(s) of that student must notify the Jr./Sr. high 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.

### **WITHDRAWAL FROM SCHOOL**

The school will make all possible efforts to have students remain in school and will discourage students to dropout. No student may withdraw from school who is under the age of eighteen (18).

### **EMANCIPATION OF STUDENTS**

Students who have reached the age of eighteen (18) years (in some cases at a younger age by a court order), and who provide for their own care and support, may become eligible for emancipation. Emancipation is only granted if the student has gone through the legalities of the court system. An emancipated student is in effect an adult with all rights and privileges applied. Students who meet the guidelines for emancipation must complete an emancipation form which will be provided by the building principal. Verification of information provided will be required. Age of Majority, turning 18, does not qualify a student as emancipated.

### **McKINNEY-VENTO HOMELESS ASSISTANCE ACT**

The purpose of the Title IX - McKinney-Vento Homeless Assistance Grant is to ensure that all homeless children and youth have equal access to the same free, appropriate public education available to other children; and to help them graduate ready for careers, college, and community. Please contact the **District Community Liaison, Savannah Bohanon** with any questions.

### **SELECTIVE SERVICE**

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students (Policy 8330). "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard. If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

### **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.

### **EMERGENCY MEDICAL AUTHORIZATION**

The District will distribute annually to parents or guardians of all students the Emergency Medical Authorization form (Policy 5341). In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form. Emergency medical authorizations shall be kept in a separate, easily accessible file in each school building during the school year. Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Authorization for those students. This includes and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events. Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.

### **CONTROL OF COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the 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 (Policy 8453). In these cases, the person in question will have his/her status reviewed by a panel of resource persons, including individuals for 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. Immunizations are intended for the safety and well-being of all students and are in accordance with state law. Students will not be admitted until immunization requirements have been met.

- **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, 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 13<sup>th</sup> birthday or reliable history.
- **MENINGOCOCCAL**- (1) dose at approximately 11 to 12 years.

### **PESTICIDE INFORMATION**

Periodically Colon Community Schools have 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 (Policy 8431). 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:

- August 19, 2021
- September 16, 2021
- October 21, 2021

- November 18, 2021
- December 16, 2021
- January 20, 2022
- February 17, 2022
- March 17, 2022
- April 21, 2022
- May 19, 2022
- June 16, 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. Questions regarding the district's toxic and asbestos management plan can be made to the **District Administrative Assistant, Sherry Switzenberg**.

### **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 (Policy 8420). 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

### **DIRECTORY INFORMATION**

Directory information may be given to any person or organization for non-profit making purposes when requested, unless the parent/guardian of a specific student makes a written request to restrict this material. Directory information includes; student names, addresses, telephone numbers, date of birth, photographs, dates of attendance, date of graduation, or other information that would not generally be considered harmful or an invasion of privacy if disclosed. The No Child Left Behind Act requires student directory information be made available to military recruiters unless a parent requests that this information not be released. To make this request please send a letter to the high school principal. Information and records of former students shall also fall into the directory information category and these materials will be handled in the same manner as those of an active student on the school's attendance rolls (Policy 8330).

### **STUDENT RECORDS**

Many types of student records are kept by teachers, the guidance counselor, and administrative staff. Students and parent(s)/guardian(s) 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 (Policy 8330).

### **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 (Policy 8330). 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 DOES 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**

Colon Junior/Senior High School may charge specific fees for non-curricular activities and programs. Such fees or charges are determined by the cost of the materials and other actual costs. The district or specific staff will not make a profit as a result of these fees. Fees may be waived in situations where there is a financial hardship. Students using school property and/or equipment can be fined for excessive wear and abuse of these items. Fines or replacement costs may also be imposed for lost, stolen or damaged school materials. The fine shall be used to cover the cost of repair/replacement of property, 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](http://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, electronic equipment, and the like are tempting targets for theft. The school district and staff will not be held responsible for the safekeeping of these types of items and will not be held liable for loss or damage to personal valuables.

### **LOST AND FOUND**

The area for lost and found items is located in the school office. Students who have lost items should check there and may retrieve their belongings after proper identification of the item. Unclaimed items will be donated to charity or discarded monthly.

### **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 MEDIA CENTER**

The media center is available for student use throughout the school day. Books on the shelves and other materials may typically be checked out for a period of two (2) weeks or as designated by the supervisor. In order to avoid late fines, all materials that are checked out of the media center should be returned as designated. A listing of students with late materials will be published at regular time periods. Failure to return materials, or to pay for lost/damaged materials, will result in the loss of media center privileges. Any material not returned, rechecked out, or paid for within two weeks will negate the student from participating in any after school activities including sporting events.

### **USE OF TELEPHONE**

A telephone is available in the office for student use to contact parents for transportation and emergency issues. For emergencies, the student will be required to relay the nature of the emergency to secretarial staff prior to being granted permission to use the telephone. Office phones are available for student use during lunch periods and between classes. Students are reminded that there is limited time between classes to use the telephone. Students must use office telephones to call parents/guardians for permission to leave school. The secretarial staff must speak with the parent so they have knowledge that permission to leave has been granted. Except in an emergency, students will not be called to the office to receive telephone calls.

### **CLOSED CAMPUS**

The Colon Junior/Senior High School is a closed campus school. This means that students are not allowed to leave the building except as required for regular class activities or under the supervision of an appropriate staff person. Regular class activities would include travel to the athletic building (if you are assigned to that facility during a portion of the school day), BACC classes, dual enrollment, or those activities in physical education classes. Students are not permitted to be in the parking areas during regular school hours (including lunch periods), unless presence in these areas is by permission of school staff or is part of a school sponsored activity. If a student finds it necessary to leave the building during the school day, and will not be under the supervision of a staff person, that student must sign out of school on the computer provided in the school office. Students must gain permission from the office staff and parent or guardian prior to signing out. Any student violating the closed campus policy can expect to face disciplinary action. Failing to be in designated areas will be considered to be skipping school with the appropriate consequence assigned. For the purpose of this guideline, a student's lunch period, passing time between classes, and mentoring period is considered a class period.

## **LOCKERS**

Lockers are provided as a convenience to each student for the sole purpose of storing such items as may be required for school work along with the appropriate personal belongings. These lockers are school property. Because the lockers are school property, the district reserves the right to search any locker when just cause deems it appropriate (Policy 5771). This search may be conducted by the building principal or designated representative, including law enforcement officials. **THE STUDENT IS RESPONSIBLE FOR ALL ITEMS CONTAINED WITHIN THE LOCKER HE/SHE HAS BEEN ASSIGNED.** For your protection, do not share your locker combination with other persons. Keep your locker locked. Do not damage, disable, or remove the locking mechanism. Rigging a lock mechanism with a foreign object will result in disciplinary action. The school will not be held responsible for items that may be taken or damaged while in your assigned locker. Any expense in cleaning or repairing a locker beyond expected wear and tear will be the responsibility of the person to whom the locker is assigned. Vandalism of lockers will not be tolerated and designated disciplinary action will be taken if damage is found. There should be no food or beverages kept in your locker with the exception of those items you expect to eat or drink in a given day. Non-consumed food items should be disposed of on a regular basis. If you wish to attach items to the inside of your lockers, please make such an attachment with magnets or low adhesive tape. Students may not place items on the exterior of lockers except those signs that designate participation in a school sponsored or approved activity. Pictures attached to the inside of your locker must be of a type appropriate for a school setting. Inappropriate items will be removed and discarded by the building principal or designated representative and students could face disciplinary action.

## **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 ensure 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. Grades and attendance may be taken into account when considering student participation in field trips. There are also trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school sponsored trip without parent/guardian consent and a pre-arranged absence form on file. All school, discipline, attendance, and other guidelines apply to students while on trips. Any student who earns a major disciplinary referral or has shown persistent disobedience may not be permitted to attend field trips. If the field trip is extra-curricular in nature, eligibility guidelines must be met.

## **ATTENDANCE**

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### **STUDENT ATTENDANCE IN SCHOOL**

The Colon Junior/Senior High School 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." 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 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 absent for more than 5 minutes of any class with the exception of 1<sup>st</sup> period (which is up to 20 minutes) is considered absent. The following is the procedure that shall be in effect at the Colon Junior/Senior High School:

- Parents of students marked (A)bsent during 1st hour attendance 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 administrative assistant in the main office.
- Student attendance shall be recorded on the computer student data system, for each class period, on every day that school is in session. The teacher's record will be the official source relative to student attendance/absences.
- 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 adults for permission to go home and/or arrange transportation. All students leaving school must sign out on the list provided 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.
- If a student is an emancipated minor, that student may excuse their own absences, within the specified time frame, provided that their emancipation paperwork is on file in the office prior to the absence. An "Acceptance of Rights and Responsibilities- Age of Majority- Emancipation" form is available from the local court system.
  - An emancipated minor may sign themselves out of school during the school day without permission from another person. Students are expected to follow the sign-out procedure when leaving school.

### **EARLY DEPARTURE**

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 absences and unexcused absences. The following is the general criteria for the three determinations with the final determination of excused or unexcused absences at the discretion of the administration.

- Please report daily absences to Main Office 269-432-3231 (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 the 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 and/or tests that were missed (these may be found within the teacher's Google classroom) and have their work evaluated by teachers. Unexcused absences are counted toward chronic absenteeism and truancy.

### **EXTENDED ABSENCE**

An extended absence is when a student knows in advance that they will not be in attendance in school. It is to the student's advantage to make these absences known so that class work and/or tests can be assigned, and possibly completed, before the absence occurs. Students will be allowed to complete work missed and will receive full credit for their efforts for those assignments that are able to be made up. An extended absence that does not meet the criteria considered by the board and/or district as excused, will be documented as an unexcused absence and will be 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**

One of the designed aspects of an education is to provide training to meet the challenges of adult life. Important in this training is the need to be punctual. Tardiness is disruptive to classes in session and can disrupt a future job situation. To operate a classroom in an orderly manner, it is necessary for members of the student body regarding tardiness as a highly irregular behavior. There are two classifications of a tardy:

- Excused Tardy (ET) will be entered for those students who were kept by another staff member from class for legitimate reasons, such as cleaning up after a lab or the completion of a test/assignment. The staff member will communicate with the next period teacher to confirm the excused tardy.
- An Unexcused Tardy (UT) indicates a student was late for any other reason. As a means of providing for the orderly operation of this building, excessive tardiness will be handled on a case by case basis.

### **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.

## **ACADEMICS**

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### **ACADEMICS COURSE OFFERINGS**

The Colon Junior/Senior High School offers a broad selection of courses to meet the Michigan Merit Curriculum and Colon Community Schools graduation requirements. Through this curriculum and the elective programs available, students will be prepared for entrance into either college, career, military service, as well as their adult life. Guidance services are available to help students make appropriate choices.

### **SCHEDULING AND COURSE ASSIGNMENT**

Schedules of classes are provided to each student at the beginning of the school year or at the time of enrollment. This schedule is based on the student's needs and on the available class space. Any changes in a student's schedule must be processed through the guidance counselor's office. It is important to realize that some course requests will be denied due to class size or prerequisite courses requirement.

### **COURSE CHANGES**

The normal period for dropping and/or adding classes must be made within the first week of the semester. Changes in schedules after this time will be considered only for emergency situations. If a schedule change is granted after the start of the school year, it must be with the conditions of approval of parent(s)/guardian(s), the counselor, the principal, the teacher whose class is being dropped, and the teacher of the class being added.

### **REVIEW OF INSTRUCTIONAL MATERIALS**

Parent(s)/Guardian(s) have the right to review any instructional materials being used in the school (Policy 2416). They may also observe instruction in any class. Any parent/guardian who wishes to review material or to observe a class or classes should contact the building principal at least 24 hours prior to the visit. The Board of Education also, in compliance with State law, has adopted a comprehensive program of health education, known as the Michigan Model for Comprehensive School Health Education which will prepare students to maintain good health and enable them to adapt to changing health problems of our society (Policy 2413).

### **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 (504 Plan) developed to meet specific needs. Parent(s)/Guardian(s) 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. Any complaints regarding A.D.A. should be made in writing to the school **District's A.D.A. Compliance Officer, Dianne Wolford**. Any complaints regarding Section 504 should be made in writing to the school **District's Section 504 Compliance Officer, Dianne Wolford or Penny Brockway**.

### **SPECIAL EDUCATION**

Colon Junior/Senior High School together with the St. Joseph County ISD, provide a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). To inquire about the special education program and Student Assistance Program which begins the Individualized Education Plan (IEP) process, contact should be made 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 extracurricular programs offered by the district.

### **CREDITS: PROMOTION and PLACEMENT**

**Junior High School:** Promotion to the next grade or level is based on the following criteria:

- Current level of achievement.
- Potential for success at the next grade or level.
- Emotional, physical, and social maturity.
- Chronological age of the student.

**Senior High School:** In High School, grade level is based on credits earned. A student's progress toward graduation is determined by completing the required course work while earning the necessary types and quantity of credits. Students at Colon High School earn credit each semester based on the following criteria:

- Each class at CHS has a value of ½ credit per semester (Magi Focus has a value of ¼ credit per semester).
- Each student enrolls in 7 classes per semester for a possibility of earning 3.5 credits per semester (7 credits each academic school year).
- BACC courses have a value of 2 credits per semester.
- Dual Enrollment/Early Middle College courses have a value of 1 credit per semester.

A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of their IEP (Individualized Educational Plan). It is the student's responsibility to maintain contact with their counselor and teachers to ensure that all graduation requirements are being met. Criteria for grade level consideration:

- Sophomore: Minimum of six (6) credits at the beginning of the school year.
- Junior: Minimum of twelve (12) credits at the beginning of the school year.
- Senior: Minimum of eighteen (18) credits at the beginning of the school year.

### **CREDIT FROM OTHER EDUCATIONAL INSTITUTIONS**

- **General Transfer Credits:** Colon High School will recognize the credits of transfer students earned from bona fide secondary schools (public, private, or charter) and will apply the credits earned toward a Colon High School Diploma.
- **Home School Transfer Credits:** Students who are homeschooled without the guidance/assistance of a bona fide program of instruction recognized by the State of Michigan, and approved by the school, will not be granted credit toward receiving a Colon High School diploma. Students who transfer to Colon under these circumstances will have the option of testing out of courses as specified in the Testing Out section of this handbook. Colon Community Schools reserves the right to ensure that graduation requirements are met before a diploma is earned.
- **Other Sources of Credit:** No more than two (2) credits can be earned through a correspondence course. If a student is in need of additional credit, they must meet with the administration and counselor for approval of the additional credit. These sources of credit are only an option after regular education credits have been attempted and unsuccessful. The administration can grant exceptions to the credits toward graduation rule, on an individual, emergency basis.
  - In the event that a student would like to advance their academic skills by taking college courses, above and beyond dual enrollment offerings, the school will accept two credits. These credits must be college level classes (not remedial level) and the student will receive ½ credit, per semester, per class.

### **GRADUATION REQUIREMENTS**

In order to graduate from Colon High School, a student must meet the graduation requirements established by the Colon Board of Education and the State of Michigan. A high school student must complete these requirements to earn their diploma in four (4) years. A student enrolled in a special education program may have their graduation requirements based on different criteria than those required of a regular education student. Special education students may also be exempted from the Michigan Merit Exam. Such changes in program and/or exemption are determined by an Individualized Educational Placement Committee (IEPC) recommendation. Specific information regarding special education programs may be obtained from the guidance counselor. For a student to graduate, they must accumulate a minimum of twenty-five (25) credits as outlined below:

- Four (4) Credits Math
- Four (4) Credits English Language Arts
- Three (3) Credits Science
- Three (3) Credits Social Studies
- Two (2) Credits World Language
- One (1) Credit Health and Physical Education
- One (1) Credit Visual/Performing/Applied Arts
- Seven (7) Credits Elective Courses
- Online Learning Experience

Additional Graduation Requirements:

- Standardized Assessments: SAT, ACT WorkKeys, M-Step in Science and Social Studies.
- Graduation practice is mandatory to participate in the graduation ceremony.

### **GRADES**

The Colon Junior/Senior High School has 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 assessment results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade. Each teacher will provide

students with the grading procedure in their course outline at the beginning of each school year. 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). Incompletes are scored as an "F" on student GPA until the course 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). Credit earned does not apply to student GPA, but will count toward graduation requirements.
- NC = No Credit: Unsatisfactory performance. No credit earned does not apply to student GPA.

### **GRADE POINT AVERAGE**

Student GPA is calculated at the end of each semester. GPA is figured by adding the decimal value for each class together, this is the GPA sum, and dividing the sum by the total number of classes taken.

### **GRADING PERIODS**

Students shall receive report cards at the end of each marking period which will indicate their grades for each course of study during that portion of the school year. When a student appears to be at risk of failure, notification will be provided to the parent(s)/guardian(s). Encouragement will be made to establish a conference with parent(s)/guardian(s), the student, and the teacher. The purpose of this conference will be to determine methods that the student might use to improve academic performance.

#### **2020-2021 marking periods:**

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

### **PARENT/STUDENT/TEACHER CONFERENCES**

Formal conferences are held at the end of the first marking period for parent(s)/guardian(s) to meet their child's teachers and to gain an understanding of the expectations of various classes. Parents/Guardians are encouraged to contact teachers throughout the school year to obtain information on student progress.

#### **2019-2020 Conferences:**

- **Wednesday, October 13, 2021; 5:00 - 7:00 p.m.**
- **Thursday, October 14, 2021; 1:00 - 3:00 p.m.**

### **INDEPENDENT STUDY**

Independent study courses may be arranged on an individual basis to meet the needs of a particular student. Independent studies will be used only for extreme cases. The intent of independent study is to provide students with advanced course opportunities that are not contained in the master schedule of classes in a given school year. The following guidelines will be utilized for these types of courses:

- If the course, or similar course, is offered on the master schedule, students will not be allowed to take it independently from another teacher on staff or other source for high school credit except as specified in part two. If the teacher assigned to teach the course agrees to teach it independently during a different class period, an arrangement may be reached involving the student, parents/guardians, the teacher, the counselor, and administration.

- Any student wishing to take an independent study course that is not offered on the master schedule, must receive approval from the teacher who will be providing instruction and/or monitoring the student's progress, the counselor, administration and parent/guardian prior to the start of a semester. An independent study contract will be developed.
- Independent study course opportunities are available for Junior and Senior level students only. In necessary situations, an independent study course may be developed for students in other grades.
- No more than one (1) credit per course and 0.5 per semester will be allowed for an independent course of study. Seniors planning on participating in the graduation program must have make-up credit turned into the office no later than May 1<sup>st</sup> of the graduating year.

### **TESTING OUT**

The intent of "testing-out" is to allow students an opportunity to forgo formal instruction in a course in which they feel they are already proficient. By successfully testing-out, a student will be able to devote their instructional time pursuing more advanced courses of study that better suit their educational needs. Students who successfully test-out of a course will be granted graduation credit for the course. The intent is to allow capable students to progress at a more rapid pace toward advanced coursework. The testing out exam must be taken during the designated time period prior to the start of the regular school year. The State of Michigan allows for testing-out based on the guidelines specified:

- The student may not have previously taken the course with the intent of earning a grade and/or credit at Colon High School or another educational institution. Students may have received instruction/training in the course, either formal or informal, on a tutorial basis.
- Students testing out of a course must pass the semester exam(s) developed for that course by the designated teacher and all other expectations and assessments of the course to earn credit.
- A grade of "C+" (78%) or above must be earned on the exam(s) based on the grading scale established by the designated teacher. This grading scale will be the same scale as used for the regular instruction of that course. Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

### **PERSONAL CURRICULUM**

Some students may qualify for a personal curriculum which is a tool that allows students to modify the Michigan Merit Curriculum to meet their individual needs and abilities. A personal curriculum may be developed for four (4) reasons: to go beyond the academic credit requirements, to modify the mathematics requirement, to modify the requirements based on the disability of a student with an IEP, or modify credit requirements for a transfer student. To discuss a personal curriculum, please contact the guidance counselor.

### **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 the student is able to return to school.

### **BRANCH AREA CAREER CENTER (BACC) and St. Joseph County Career and Technical Education (SJC CTE)**

Colon High School provides opportunities for students at the high school level to enroll in courses through the Branch Area Career Center (BACC) or SJC CTE. Typically students enrolled in these offerings will commit four class periods of their school day to these courses. Successful completion of the program will earn participating students four (4) credits per school year to apply toward graduation. These credits do not replace required credits at CHS. Further information concerning this program is available through the guidance counselor. To be eligible for enrollment in the BACC or SJC CTE program, students must have passing grades, good attendance and limited behavior infractions. Any student who fails a semester will be unenrolled from the BACC or SJC CTE program. Attendance and discipline issues will result in the potential dismissal from the program.

### **DUAL ENROLLMENT**

The State School Aid Act contains a provision that directs school districts to assist students at the high school level in paying tuition for courses in Michigan public and private colleges and universities. To be eligible for dual enrollment, students must meet all state guidelines. Credits earned in college courses can be counted as high school completion credits. College credits may be granted at the discretion of the college and are not guaranteed by the district. Students who do not pass DE course(s) are subject to repaying Colon Community Schools the cost of tuition for the failed course(s). Specifics regarding the dual enrollment program, including specific forms, may be obtained from the guidance counselor.

## **EARLY MIDDLE COLLEGE (EMC)**

Early Middle College is a five-year combined high school and community college program through Glen Oaks Community College. EMC allows high school students to earn a high school diploma and an Associates Degree, substantial college credit, or a vocational certificate without paying tuition through an additional fifth year of school. Students who do not pass EMC course(s) are subject to repaying Colon Community Schools the cost of tuition for the failed course(s). During the fifth year, student courses will be held at GOCC. Additional information regarding the EMC program can be obtained from the guidance counselor.

## **AWARDS**

Award ceremonies will be held for Seniors and Jr/Sr High School students to honor student achievement throughout the school year. After the 3<sup>rd</sup> Marking Period of the senior year, students will be designated honor students according to the following criteria:

- Cum Laude (Honors): GPA 3.2 - 3.49 (Bronze cord distinction)
- Magna Cum Laude (High Honors): GPA 3.5 – 3.89 (Silver cord distinction)
- Summa Cum Laude (Highest Honors) GPA of 3.9 – 4.0 (Gold cord distinction)
  - GPA along with assessment scores, class rank and honors as of May 1<sup>st</sup> will determine Valedictorian and Salutatorian.

**HONOR ROLL** - An honor roll will be posted and published after the end of each marking period. To be named to the honor roll, Jr/Sr High students must achieve all “A’s” or all “A’s and B’s”.

## **SCHOLARSHIPS**

There are several other scholarship and award opportunities available to Colon Junior/Senior High School students. Juniors and seniors who are interested in receiving scholarship information should contact the guidance counselor.

## **HOMEWORK**

The assignment of school work to be completed at home can be expected by students on a regular basis. Student grades will reflect the completion of all work, including outside homework assignments. Homework is also a part of the student’s preparation for course assessments and for the MEAP and/or proficiency examinations. The assignment of homework will not be used for disciplinary purposes, but to enhance the student’s learning. Parents and students have 24 hour access to PowerSchool to review missing and completed homework assignments. Usernames and passwords are placed at the bottom of all report cards and schedules; additional copies can be requested through the office.

## **MAKE UP WORK**

The school recognizes the need for students to have work provided to them in the event of an unexpected absence. Students have one (1) day for each day of an excused absence to make up work. If a student is absent for more than one day, please contact the high school office to request homework. Please allow 24 hours for teachers to fulfill homework requests.

## **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. Classroom assessments will be utilized to monitor and assess student progress in individual courses, determine educational support needed and to assign grades. 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 assessment, specific information and/or parent/guardian consent may need to be obtained. Colon Junior/Senior High School will not knowingly violate the rights of consent and privacy of a student participating in any form of assessment.

## **EXAMS**

Students are expected to be in class the day of exams, unless they have earned an exemption. Failure to take an exam will result in a student receiving an Incomplete (I) for their semester grade. Students may be allowed to make up exams for which they were absent during other exam times with teacher approval and with legitimate extenuating circumstances for this privilege to be extended. Students who do not meet this criteria are expected to complete the exam(s) during Summer School. Failure to do so will result in the grade of (I) being retained until the exam is made up. Students may exempt exams each semester if they meet the following criteria:

### **Students in grades 6-11**

- Score at benchmark (50th percentile or higher) or meet projected growth on NWEA.
- Must have a 70% or higher in the class intended to exempt.
- Must have 7 or fewer total unexcused tardies for the semester.

- Eligible to exempt one semester exam for every two NWEA tests that meet the above criteria.

### **Seniors**

- Must have an 80% or higher in the class intended to exempt.
- Must have 90% attendance rate in the class intended to exempt.
- Must have 7 or fewer total unexcused tardies for the semester.
  - May exempt any and all classes that meet the above criteria.

### **SUMMER SCHOOL**

Summer school is offered for high school students who did not earn their scheduled credits during the current/previous academic school year. Students enrolled in summer school will earn credit through one of two options:

- Prescription Credit Recovery
- Edgenuity Online Credit Recovery
- Edgenuity Online Full-Course Completion

Prescription credit recovery will be assigned to students who at the end of the semester, have a failing semester grade in the 50% range. Students will re-do content they did not meet benchmark at to earn (Cr)edit for the course, which will be recognized as (CR) in their grade. This credit will not factor into their GPA, but will count toward graduation requirements. Edgenuity credit recovery will be assigned to students who at the end of the semester, have a failing grade below the 50% range. Students will retake the class to earn (Cr)edit, which will be recognized as (CR) in their grade. This credit will not factor into their GPA, but will count toward graduation requirements.

### **STUDENT ACTIVITIES**

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#### **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

The Colon Junior/Senior High School provides students with opportunities to broaden their learning through curricular related activities. A curricular related activity may be for credit, required for a particular course, and/or contain school subject matter. The school has several student groups that are officially recognized. It is the district's policy that the only authorized groups are those approved by the Colon Board of Education and sponsored by a staff person or a person approved by the Board. Extra-curricular activities do not necessarily reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as sports, drama, etc. All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements. Some examples of recognized groups, clubs, and activities are: Student Council, Class Councils (seventh through twelfth), National Honor Society, Quiz Bowl, Drama Club, Science Olympiad, and Spanish Club. If there are national or state guidelines for participation in these clubs or activities, student participants must meet those guidelines in addition to the eligibility requirements of the school.

#### **NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non-school sponsored student groups organized for religious, political, and/or philosophical purposes may meet during non-instructional times. An application for permission to use school facilities may be obtained from the building principal. This application must verify that students are initiating the activity, attendance is voluntary, that no school staff person is actively involved in the organization, and that non-school persons may play a regular role. School rules will apply regarding behavior and equal opportunity to attend. Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted in the Colon Junior/Senior High School. Non-school sponsored organizations may not use the name of the school, the district, mascot, colors, or any emblem that is identified with the school.

#### **EXTRACURRICULAR ACTIVITIES**

These include school sponsored clubs and organizations, sporting events, class activities, along with participation in such activities as school dances and other social events. The age limit for participation at student social events is 20 years. Chaperones must be pre-approved by high school administration. Extracurricular activities participation and attendance are a part of successful school activities. The administration has the authority to restrict attendance at these events for misconduct.

#### **ELIGIBILITY FOR STUDENT ACTIVITIES - EXTRACURRICULAR**

Quarterly report card information will also serve as the report criteria for use in the office to determine eligibility extra-curricular activities. Students who are academically deficient or who show poor citizenship based on these reports will be ineligible to participate in athletics and extracurricular activities. Students chosen to represent a specific class as a member of a court must be eligible academically and no major discipline issues meet the credit requirement designated for that grade level. 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.

## **CURRICULAR ACTIVITIES**

These are activities that are required for a specific course. A curricular activity may include class field trips, visits to the BACC program, along with fine arts activities related to art, music or humanities classes. In order to represent the school district during these types of events participating students must have demonstrated positive citizenship in school, athletic events, and other school sponsored activities.

## **STUDENT CONDUCT AT EXTRACURRICULAR ACTIVITIES**

You are representing our school when you attend extra-curricular activities. Your behavior is a direct reflection on our District. All students are expected to conduct themselves respectfully at all extra-curricular activities in which Colon students are participants. Students who display inappropriate conduct will be disciplined for all infractions of the Colon Community Schools Discipline Code. Poor sportsmanship or inappropriate conduct may result in removal from the event and a suspension for disruptive conduct & loss of privilege to attend after school activities for 30 days.

## **FOREIGN EXCHANGE STUDENTS**

Exchange students will be accepted for full time student status only. Exchange students will be placed in the senior year level. Participation in the graduation ceremony to earn an attendance diploma will be based upon student request, credentials and principal approval.

## **DRIVER EDUCATION**

Driver Education classes are conducted by an outside provider. Please check announcements for times, dates and cost.

## **STUDENT EMPLOYMENT**

If a student believes that he/she must maintain a job in addition to attending school, it is strongly suggested that they contact a school guidance counselor for advice and to insure that any legal requirements are being met. Work permits are available from the junior/senior high school office for students and employers to complete.

## **STUDENT CONDUCT**

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### **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. They will affect students in grades six (6) and above. 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.

### **DUE PROCESS RIGHTS**

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

### **GENERAL DISCIPLINE GUIDELINES**

A major component in the educational program at Colon Junior/Senior High School is to prepare students to become responsible citizens and workers by teaching them to conduct themselves properly in accordance with established standards. Our goal is to encourage positive growth in all students in a safe, supportive, and orderly environment where respect for the rights of others guides our school behavior. The following guidelines will help us to achieve this goal:

1. Develop and maintain a constant respect for persons whether they are other students, teachers, staff, and/or visitors.
2. Maintain an atmosphere of quiet in order to create an environment conducive to learning.
3. Develop and maintain good study/learning habits.
4. Take pride in yourself, your accomplishments, and in your school community.
5. Abide by national, state, and local laws as well as the rules of the school district and this building.

### **DISCIPLINE CODE**

The following information is provided so that each student will have a clear understanding of the consequences that can be expected for inappropriate acts of behavior in the school setting. The intent of this list is to insure that there are “no surprises” when a student is disciplined and so that discipline is administered equally and consistently. When discipline is assigned, the due process of rights of the student will be respected. In almost all cases, except those of a very minor nature, parents/guardians will be informed of discipline assigned to their child along with the reason(s) for the assignment.

Definition of Forms of Discipline:

1. **Detention:** A period of time when a student is assigned to remain after the regular school day for a class period (3:10 until 4:00 p.m.) in a designated location of the building. During this time period, students are expected to be engaged in working on appropriate school related classroom assignments. Skipping a detention will result in the detention being doubled. If either of the doubled detentions are missed, without a conference with the principal prior to missing the detention to change the detention date, then an ISS will be issued and the original detention will be reassigned.
2. **Snap Suspension:** A teacher may assign a snap suspension for any student behavior that is a disruption to the educational environment. This student is suspended from that class for 24 hours according to the Michigan School Code. The principal may lengthen the time depending upon the infraction.
3. **In School Suspension (ISS):** This removes the student from their peers for the time the student is assigned to the ISS room. ISS discipline is a 24 hour consequence, meaning, the student has a 24 hour time frame that they are not permitted to participate or attend any after school activities. They are detained for a period of time to sit in ISS and remain quiet to reflect on what they did to earn the time in ISS. Students are required to do school work during the entire time they are assigned to ISS. If the student runs out of work, work will be assigned until the end of their consequence. Students who refuse to work will be sent home and additional ISS time will be issued.
4. **Out-of-School Suspension (OSS):** A period of time when a student may not attend regular classes or other activities sponsored by the school district. (If in the event there is a snow or no school day, the student shall be suspended for the next subsequent school day.) While serving suspensions students will not participate or attend extra-curricular activities. Any student earning an Out Of School Suspension must have a readmit conference in order to return to school. Before the student may return to school or any school activity the parent must set up the readmit conference with the principal to develop a plan of action to prevent further suspensions.
  - a. When a student is being considered for suspension from school of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side. The administrator will provide the student with evidence supporting the charges. The outcome of this meeting will determine whether the evidence is sufficient to assign appropriate consequence or to drop charges.
  - b. If the decision is to suspend, the student and their parents/guardians will be notified by telephone and/or personal contact as well as in writing and sent home with the student.
  - c. The suspension may be appealed, within ten (10) days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing. Suspensions for co-curricular and extra-curricular activities may not be appealed. During the appeal process, the student shall not be allowed to remain in school. The appeal may be conducted in a private meeting at the parent’s request and the student may be represented.
  - d. When a student is suspended, he/she may make up class-related work missed. They will also be given reasonable time after their return to school to submit this work. This work will be evaluated on the same basis as that of those students remaining in the class.
  - e. A student being considered for a suspension of more than ten (10) days will be given due process as described in the expulsion section below.
5. **Expulsion:** When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parent(s)/guardian(s) (or themselves) which will contain:
  - The charge and related evidence.
  - The time and place of the Board of Education meeting.
  - The recommended length of the expulsion.
  - A brief description of the hearing process.
  - A statement that the student may bring parents/guardians or other counsel.
  - A statement that the student may give testimony, present evidence, and provide a defense.
  - A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for expulsion may, or may not, be immediately removed from school. A formal hearing will be scheduled with the Board of Education during which time the student may represent himself or herself, be represented by parents/guardians, legal counsel, or by any other person of their choice.

- Within ten (10) days after notification of expulsion by the Board of Education, the expulsion may be appealed, in writing, to the Board of Education. The appeal will also be formal in nature before officials designated by the Board of Education. Again, the right to representation is available. All opportunities to earn grades or credits ends when a student is expelled.

- Colon Junior/Senior High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. Should a student or parent/guardian have questions regarding an in-school disciplinary action, they should contact the building principal.

### **DRUG PREVENTION**

The Board of Education recognizes that the misuse of drugs is a serious problem (Policy 5530) with legal, physical, and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- all dangerous controlled substances as so designated and prohibited by Michigan statute;
- all chemicals which release toxic vapors;
- all alcoholic beverages;
- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "Look-alikes";
- performance enhancing drugs as determined annually by the Department of Community Health;
- any other illegal substances so designated and prohibited by law.

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event. Furthermore, the Superintendent shall take the necessary steps so that an individual eighteen (18) years of age or older who knowingly sells, delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

### **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 insure 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 being sent home to change clothes. There will be one warning/opportunity to change, thereafter students will be sent home to change.

1. Shoes or other appropriate foot covering must be worn at all times.
2. The midriff and breasts must be completely covered, no skin between tops and bottoms, no cleavage showing at any time. No bikini, halter, tube tops, muscle shirts, etc. will be permitted.
3. Hats, caps, sunglasses, or other head coverings are not to be worn during the school day. They should be removed upon entering into 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 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. The following are not allowed: short shorts, low rider shorts, spandex shorts, and softie shorts. All outer attire (shorts, skirts and dresses) must be mid-thigh.
6. No clothing or accessories with sharp pointed studs, spikes or chains.
7. No contact lenses, other than a natural eye color.
8. Under garments must be worn and covered at all times.
9. Due to safety and security reasons, students are not allowed to carry book/gym/duffel bags or backpacks during the school day. These items are to be placed in student lockers or a designated classroom as the student enters the building. The only exception will be for students coming and going from athletic conditioning or physical education.

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. If a student must leave the building to obtain acceptable clothing, permission from parents/guardians must be received.

## **POSSESSION OF ELECTRONIC EQUIPMENT/USING CELL PHONES**

Most electronic equipment necessary in school, including an individually assigned Chromebook, is supplied by the school. Students are not to bring their own Chromebook or computer, radios, iPods, CD Players, boomboxes, portable TV's and DVD's, electronic toys, pagers, 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 after the 1<sup>st</sup> warning bell rings at the beginning of the school day through the end of the school day (7:45 a.m. - 3:05 p.m.) will be issued progressive consequences. The exception is at lunch, during passing times, and if a teacher allows students to use their cell phone for class purposes. This is done on an individual basis by the individual teacher and cannot carry over into the hall or lunches. Cell phones are to be locked in the student locker during class times unless instructed differently by the classroom teacher for class assignment purposes.

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, 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. Locks are to prevent theft, not to prevent searches. 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.

## **STUDENT DRIVING PRIVILEGES**

Driving to school and parking on school property is to be considered a privilege. Violation of the following guidelines may result in this privilege being denied along with possible further disciplinary action:

1. Students are to park within the yellow lines and only in those areas designated as student parking. Students who park in other locations may find that their vehicle has been towed with the expense of this action charged to them.
2. Students are not to be engaged in "hot rodding", racing, tire squealing, or other such activities in the parking lot or in other areas near the school.
3. No student is to be in the parking lot during school hours without specific permission granted by the building principal or other designated person. A repeat violation of this expectation will result in insubordination and possible restricted driving and parking on school grounds for 30 days.
4. Vehicles driven to school must be a registered and licensed vehicle.

### **Driving/Riding in a Vehicle during the school day without permission of school officials**

Once a student parks their vehicle upon arrival at school, that vehicle must not be re-entered, let alone driven, without specific permission of the building principal or designated person. Students may not ride in vehicles driven by other persons during the school day without parent consent, signing out of school following proper sign-out procedures with the permission of the office staff. It should be noted that these consequences are in addition to the consequences for skipping class.

## **BULLYING AND HARASSMENT**

The school believes that every individual deserves to be able to attend school without fear of demeaning remarks or actions (Policy 5517.01). 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 innuendos, 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, a 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](http://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](http://www.colonschools.org) by clicking on the “Tip-Off” icon on the district website.
    - 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 the 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 perpetrator(s) 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 have 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.

### **DISCIPLINE POLICY**

The following are some of the most common violations that result in disciplinary action by the high school administration. The majority of the violations will be handled by the school administration, but for more serious violations, the proper law enforcement agency will be notified. The administration feels it is necessary to list the violation along with the penalty so that you, the student, will be aware of the consequences of your actions. This will also provide a guideline for the administration to follow so as to guarantee equal and consistent enforcement of policies. We follow progressive discipline for each repeat infraction adding additional consequences for each subsequent infraction. The student and parent/guardian must understand that these rules and regulations governing the conduct of the students include, but are not limited to the following list (Policy 5600):

<b>Violation</b>	<b>Consequence</b>
1. <b>Arson</b> – Setting or attempting to set fires and bomb threats.	10 days suspension and recommendation to the Superintendent for expulsion while awaiting disposition by the civil authorities.
2. <b>Assaults</b> – Inciting and/or contributing to the physical attack causing injury and/or disruption of the education process by one or more people.	Up to 10 days suspension. Possible referral to civil authorities. Possible recommendation to the Superintendent for expulsion.
3. <b>Cheating/Plagiarism</b>	<b>1<sup>st</sup> Offense</b> – Failure of the assignment, quiz, test, etc. A written report will be made for the parent/guardian and student file. Parent/Guardian contact will be made before re-admittance to class. <b>2<sup>nd</sup> Offense</b> – Up to 3 days ISD plus the above penalties. <b>3<sup>rd</sup> Offense</b> – Up to 3 days ISD, loss of credit and removal from class.
4. <b>Disruptive Conduct</b> – Which is deemed detrimental to the normal functioning of the school program or an activity under school sponsorship.	Up to 5 days suspension. Possible referral to civil authorities.
5. <b>Extortion</b> – Obtaining money or other items of value by the use of violence or threats.	Up to 10 days suspension and referral to civil authorities. Use of force will include recommendation for expulsion.
6. <b>False fire alarms verbally or by setting off fire extinguishers</b> (including causing a disturbance during an emergency drill).	<b>1<sup>st</sup> Offense</b> - 5 days suspension and notification of civil authorities. <b>2<sup>nd</sup> Offense</b> - 10 days suspension, notification of civil authorities, and recommendation for expulsion.
7. <b>Fighting</b> – Quarreling involving bodily contact, in or on school property or at co-curricular activity under school sponsorship between two (or more) individuals.	<b>1<sup>st</sup> Offense</b> – 3 days suspension. <b>2<sup>nd</sup> Offense</b> – 5 days suspension.referral to civil authorities. <b>3<sup>rd</sup> Offense</b> – 10 days suspension, possible referral to civil authorities, and possible recommendation to the Superintendent for expulsion.
8. <b>Forgery/Falsifying Information</b> – Fraudulently using in writing or verbally, the name of another person, falsifying times, dates, grades, addresses or other data used by the school.	Up to 3 days suspension depending on severity.
9. <b>Gambling</b> – Card playing, shooting dice, etc.	Up to 3 days suspension and possible referral to civil authorities.
10. <b>Gross Misbehavior</b> – Improper, inappropriate, or bad behavior toward a school employee or student.	Up to 10 days suspension.

11. <b>Harassment</b> – Persistent teasing, threatening, baiting, and/or insulting, intimidating, bullying.	Up to 10 days suspension and possible recommendation to the Superintendent for expulsion.
12. <b>Hazing</b> – Humiliation through initiation rituals.	Up to 10 days suspension and possible recommendation to the Superintendent for expulsion.
13. <b>Heckling</b> – Interference with a school staff, display of poor sportsmanship in public.	Up to 10 days suspension.
14. <b>Improper, Unacceptable Indecent Behavior</b> – Petting, inappropriate sexual gestures or comments, and or contact, Public Display of Affection (PDA).	Up to 10 days suspension.
15. <b>Improper, Unacceptable Language</b> – Profanity, obscenity, derogatory remarks, racial or ethnic slurs.	Up to 5 days suspension.
16. <b>Incorrigibility</b> – Persistent and repeated violation of rules.	Up to 10 days suspension. Possible recommendation to the Superintendent for expulsion. Possible petition filed with Probate Court.
17. <b>Inciting or Instigating</b> – The intentional promotion by a student(s) to engage another student(s) or group of people in a verbal or physical conflict.	Up to 5 days suspension.
18. <b>Insubordination</b> – Refusal to comply with a reasonable request.	Up to 5 days suspension.
19. <b>Interfering with Administrator or Teacher</b>	Up to 10 days suspension. Possible referral to civil authorities. Possible recommendation to the Superintendent for expulsion.
20. <b>Loitering/Trespassing</b> – Being on school grounds or in the building without authority or permission of school personnel. Students on shortened programs or suspended are subject to trespassing laws.	Up to 3 days suspension. Possibility of being banned from the school. Possible exclusions from all after school activities for the school year. Possible recommendation for expulsion. Possible legal action filed for a trespassing complaint if they are in the building without administrator approval. Possibly banned from Colon Community Schools and activities.
21. <b>Multiple Offenses</b> – Committing various infractions arising out of an initial disciplinary problem disrupting the learning environment.	No less than 5 days suspension.
22. <b>Medications</b> - Possession of legal medication (prescription or over-the-counter) that is not a controlled substance.	<b>1<sup>st</sup> Offense</b> - 1 day in-school suspension. <b>2<sup>nd</sup> Offense</b> - 5 days suspension.
23. <b>Medications</b> - Dispensing medications.	10 days suspension. Possible recommendation to the Superintendent for expulsion.

24. <b>Possessing/Using, Transferring/Selling any substance and/or paraphernalia which produces abnormal behavior</b> – (including look-alike drugs).	<b>Using or possessing:</b> Minimum 7 days suspension. Referral to civil authorities. <b>Transferring or selling:</b> Minimum 10 days suspension. Referral to civil authorities. Recommendation to the Superintendent for expulsion.
25. <b>Possessing/Using/Transferring Illegal or dangerous weapons not included in the Michigan School Code</b> – (knives, brass knuckles, clubs, fireworks/explosives, etc.)	10 days suspension. Confiscation of items. Referral to civil authorities. Recommendation to the Superintendent for expulsion.
26. <b>Sexual Assault</b> – The act of forcing, or attempting to force, an individual to submit to sexual behavior.	10 days suspension. Referral to civil authorities. Recommendation to the Superintendent for expulsion. <i>Criminal sexual conduct by a student against another student in the same district off campus is a mandatory expulsion.</i>
27. <b>Possession/Use of squirt guns, water balloons, snowballs, eggs, etc.</b>	<b>1<sup>st</sup> Offense</b> - Up to 3 detentions and confiscation of items. <b>2<sup>nd</sup> Offense</b> - Up to 3 days suspension, confiscation of items, and possible notification of civil authorities.
28. <b>Tobacco</b> - Possession or use of tobacco products (including look-alike, vapes, e-cigs, etc.)	<b>1<sup>st</sup> Offense</b> - 3 days suspension and notification of civil authorities. <b>2<sup>nd</sup> Offense</b> - 5 days suspension and notification of civil authorities. <b>3<sup>rd</sup> Offense</b> - 10 days suspension, notification of civil authorities, and possible recommendation for expulsion.
29. <b>Theft</b> - Stealing, possessing, damaging or using property that does not belong to you.	Up to 5 days suspension. Possible referral to civil authorities.
30. <b>Threatening Bodily Harm to Another Person Physically or with a Weapon.</b>	Up to 10 days suspension. Possible referral to civil authorities. Possible recommendation to the Superintendent for expulsion.
31. <b>Classroom Disruption</b> - Behavior which impedes the learning process for teachers or students.	Up to 3 days suspension.
32. <b>Transmitting Images</b> - Using any device to take or transmit images.	Up to 10 days suspension. Possible loss of privileges. Possible failure of assignment/test. Possible recommendation to Superintendent for expulsion.
33. <b>Driving privilege abuse</b> - Including driving without permission.	<b>1<sup>st</sup> Offense</b> - 1 day in-school suspension <b>2<sup>nd</sup> Offense</b> - 2 days in-school suspension Possibility of driving privileges revoked.
34. <b>Verbal Assault</b> – Towards any school employee or adult.	Up to 10 days suspension. Possible recommendation to Superintendent for expulsion.
35. <b>Vandalism</b> - Willful defacement or destruction of school employee’s or school property.	Up to 10 days suspension. Referral to civil authorities. Possible recommendation to the Superintendent for expulsion. Possible declined permission to walk or attend graduation. Possible community service.

### **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 the following consequences:

- 1<sup>st</sup> offense: 1 day suspension (ISS or OSS) and loss of computer privileges for 20 days.
- 2<sup>nd</sup> offense: 3 days suspension (ISS or OSS) and loss of computer privileges for 3 months

- 3<sup>rd</sup> offense: 5 days suspension (OSS) and loss of computer privileges for 9 months.

### **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.

### **BUS TRANSPORTATION**

Bus schedule and route information is available by contacting the transportation supervisor Paul Chantrenne 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 child 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**

- 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 rest 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](http://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. **End of Year** - At the end of the school year, students will turn in their Device and all issued peripherals unless they have received permission from **Colon Community Schools** to keep the device over the summer. Failure to turn in a Device will result in the parent/guardian being charged the full replacement cost. The district may also file a report of stolen property with a law enforcement agency.
2. **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.

### **Using your Device:**

**Students are expected to bring a fully charged Device to school every day and bring their Device to all classes unless specifically advised not to do so by their teacher.**

### **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. Students may stop at the building office and check out a loaner for the day, if available.
2. A student borrowing a Device will be responsible for any damage to or loss of the issued device.
3. 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.
4. The administration will treat such occurrences as insubordination offenses, which may result in disciplinary action.
5. The students that obtain a loaner will be responsible for returning the borrowed device to the building office 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.