

The Coloma Community School District does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. Inquiries regarding nondiscrimination policies should be directed to:

Director of Programs and
Instruction, Administration Building,
2518 Boyer Rd, Coloma MI 49038
(269) 468-2424

**Un interprete está disponible
para ayudar con la
interpretación de este
documento al español.**

In addition to the provisions contained in this handbook, the administration and staff reserve the right to adopt or adjust building policies whenever it is judged that such changes are in the best interest of the health, safety, and welfare of the students of Coloma Junior High School.

MISSION STATEMENT

Our aim is to prepare students for further training and acceptance in high-skill, high-wage employment.

ACADEMICS

GRADUATION REQUIREMENTS

Students need to check with the guidance counselor for complete information regarding high school graduation requirements.

Students can begin earning high school credit in 8th grade.

- Credits may be earned in approved courses. These may include approved summer school or correspondence courses.
- The final semester grade in a class must be a 60% or better.
- Each trimester class is worth one-half (0.5) of a credit.

ATHLETICS

ATHLETIC ELIGIBILITY

Participation in athletics is a privilege, not a right; with privileges come additional responsibilities. A student's primary purpose in attending school is to receive a sound education physically, intellectually and emotionally.

Students participating in athletics must meet the academic standards established by the district and the Michigan High School Athletic Association. Complete eligibility requirements are outlined in the athletic handbook. All rules and regulations governing student athletes are contained in the Coloma Comet Athletic Handbook (September 1990 revised 2001). Copies of this handbook are available in the Athletic Office.

ATTENDANCE

Student attendance is crucial for student achievement. For those students under sixteen years of age, non-attendance is a violation of the law for both parents or guardians and student. Parents or guardians must notify the school the day your child will be absent.

Students who are determined to have poor attendance due to suspensions, excused and/or unexcused absences will be referred to the Berrien County Intermediate School District's Truancy Officer.

EXCUSED ABSENCE

An excused absence from school or class is an absence for which the required parental contact with the school was properly taken care of by the parents or guardian with the principal or designee. The parent or guardian must contact the school or provide a note by 9:00 AM of the school day following the absence. Following such an absence, the student will be allowed to make up all work missed, to take missed tests, and to submit any assignments that were due during the absence. Following an excused absence from school or class,

time allowed for taking tests or turning in assignments shall be equal to the number of school days or number of class meetings missed. A teacher may extend the time allowance for missed work, if the specific circumstances of the situation merit such action. The responsibility of initiating make-up work and turning in assignments rests with the student. A teacher may take into consideration the fact that a student has not made up work after an absence when assigning a grade at the end of the semester.

SKIPPING (per trimester)

A student who chooses not to attend class will also be considered skipping the class. Students must have permission from a teacher and/or building administration to be absent from a regularly scheduled class.

1st offense: Parent notification & 1-day suspension or make-up time.

2nd offense: Parent notification & 2-day suspension.

3rd offense: Conference with student and building administrator, 3-suspension, referral to Intermediate School District, Superintendent of schools, and law enforcement notification.

DISCIPLINE

The rules and consequences published in this handbook will be used as guidelines by the administrators. Administrators reserve the right to adjust punishments based on the severity of the act but will not reduce minimum established punishments.

If at any time a student demonstrates to the administration that he or she is a persistent discipline problem by accumulating 20 days of out of school suspensions or by being a constant hindrance to the educational process, he or she may be recommended to the school board for possible expulsion from school.

OFF LIMITS AREAS

Junior High students are not allowed in the High School or Middle School at any time, unless scheduled for a class or supervised event. This includes the gym area.

1st offense: Parent notification.

2nd offense: 1-day suspension, parent and law enforcement notification.

3rd offense: 3-day suspension, parent and law enforcement notification.

4th offense: 5-day suspension, parent and law enforcement notification.

TARDY POLICY (per trimester)

A student is considered "tardy" to class if he/she is not in his/her assigned seat when the bell rings. A teacher-determined consequence may be assigned for each tardy in their class. Upon accumulation of four tardies, a letter will be sent to the parent. Upon accumulation of seven tardies the student may be suspended for one day. Students may be suspended for at least one day for every additional five tardies thereafter. (*Example: 7 tardies = 1 day, 12*

tardies = 2 days, 17 tardies = 3 days) **Tardies are kept track of by the trimester!**

BATTERY ON STAFF/STUDENT

Any battery to a teacher or staff member will automatically be presented to the Board of Education for permanent expulsion. Any battery to a fellow student may be presented to the Board of Education with a recommendation for expulsion.

COUNSELOR SERVICES

The counselor, Mrs. Goodman, works within the school to:

- Help students better understand themselves;
- Plan a high school program leading to a successful and satisfying future;
- Assist students and parents in future educational and vocational planning;
- Talk in confidence with students concerning academic and personal problems.
- Utilize appropriate referral services when necessary;

Students are encouraged to stop by Mrs. Goodman's office at any time. If she is not available, a message can be left in the main office, and she will get back to you.

DEMONSTRATIONS, DESTRUCTION, AND DEFACING

Any student taking part in non-approved demonstrations in or around Coloma Community School property, or destruction or defacing of school property, will be subject to immediate dismissal from school until appropriate remedial action has been taken.

When damage to school property is deliberate restitution must be made.

DRESS CODE POLICY

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

Students with hair, or apparel, which substantially interferes with the educational process, creates classroom or school disorder, or distracts the attention of other students in any class will not be permitted.

It is the policy and obligation of the School Board to encourage a drug free environment in the school setting; to reduce pressure to use drugs, and to promote respect for rules and laws prohibiting drugs. Drug use among students creates a climate that is destructive to learning and disrupts the maintenance of an orderly and safe school conducive to learning. Therefore,

tee shirts, and other garments, buttons and patches which advocate the use of alcohol, tobacco products or illegal drugs are prohibited

- Students are prohibited from wearing clothing which is deemed distracting or disruptive to the educational setting. Examples of such clothing include, but are not limited to:
 - See-through clothing, clothing that displays guns, knives, or violence, clothing which exposes the torso, pubic or genital area, chains, spikes, spandex, tank tops, sagging pants, display of undergarments holes in clothing, short skirts, short-shorts, etc
- Headgear or sunglasses may not be worn inside the building
- For safety and health reasons, students are required to wear shoes and soled footwear. No slippers.
- Clothing, patches, or buttons displaying vulgar suggestions or violent acts are prohibited. These include, but are not limited to:
 - Descriptions or representations of sexual acts, excretory functions, nudity, expletives, or offensive language or symbols.
- **Book bags, gym bags or duffle bags are not to be carried while in school.** When entering the school, students are immediately to place bags in student lockers. If a student wishes to carry a purse, it must be small enough to fit on the book rack located below the student desk. Oversized purses will be considered book bags and will not be allowed in classrooms.

If a student violates the dress code, the student will be given an opportunity to correct the attire or hairstyle, which violates the dress code. In addition, school personnel may arrange to meet with the student and his/her parents or guardians regarding the violation. *A student who continues to violate the dress code will be subject to disciplinary measures including up to a ten (10) day suspension.*

DUE PROCESS

The administration views suspension as one of the final actions in an effort to bring about necessary behavior change on the part of the student. It is understood that the staff and administration will have made previous efforts to bring about desirable adjustments, but failure on the part of the student to make the needed corrections will result in suspension from school. In all cases of suspension, the following due process steps shall be taken:

Students may be suspended from school when their conduct warrants such action. The school administration may suspend any student for up to ten school days. When suspension becomes necessary, the student will be provided an opportunity to present his/her side of the case. If suspension is deemed necessary, the parents will be notified when possible, and by written communication as to the cause for suspension and the length of time the student is to be suspended from school. In cases where the student is suspended and parents cannot be notified or transportation is not available, the student will remain in the office for the completion of the school day. In some cases students may complete the school day before their suspension begins; in such cases the student will immediately leave school grounds upon the regular

dismissal time. Students are not allowed on school property or to participate in school sponsored extracurricular activities while suspended.

FIRE AND DISASTER DRILLS

Fire and disaster drills are held throughout the school year so that students are prepared in case of an emergency. The procedures to be followed will be given to students in each class by the teacher. False fire alarms are a criminal offense, police may be notified and offenders may be prosecuted accordingly. Any student responsible for a false fire alarm will be suspended from school for 10 days.

FUND-RAISERS

Only fund-raisers sponsored by the school will be allowed. Items to be sold at school must have the approval of the advisor and the principal. The school will not pay for lost or stolen items.

HONOR ROLL

An Honor Roll is published for each semester consisting of those students who have a GPA (grade point average) of 3.00 or higher and no more than one "C". Citizenship must be satisfactory in all cases. A student receiving all A's is placed on the Principal's List for that term.

LEAVING THE BUILDING

No student, after arrival at school, may leave school grounds before dismissal time without approval from the principal's office. Students must obtain approval before school begins. Prior to leaving, the student must sign out in the office. The school must have parental permission for any student to sign out. Students are not to leave the building between classes.

LOCKERS

Whereas, student lockers are owned by the school district and are permitted to be used by students at no charge to them, it shall be the policy of the Board of Education that their use by students shall be subject to the following terms and conditions:

- No items shall be kept in lockers, the use of which would endanger the health, safety, or welfare of individuals, or for resale of items (such as cookie sales, candy sales, etc.), or items that would be in violation of law.
- Students will be held accountable for any contraband in their assigned locker. Students are not to share lockers
- Do not keep valuables or money in lockers. The school is not responsible for items stolen.

Only students participating in band or junior high sports will be allowed to use the storage room to store items. This room will only be open before school, before band, after school, and after band. All other students are required to store their personal belongings in a locker.

SEARCHES

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks, student book bags, purses, automobiles, etc., under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action of 10 days out of school suspension up to expulsion. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reason to believe that the student is in possession of illegal or unauthorized materials. If a search yields illegal or contraband materials, appropriate disciplinary action will be taken and such items may be turned over to law enforcement.

MEDICATION

Students who take medication while at school must report to the office immediately upon arrival to school when they have medication. Students also must:

- Have a prescription from a local doctor and pharmacy and a note signed by a parent.
- Keep the medication in a properly labeled container and on file along with the parent's and/or physician's note in the office. Label must include student's name, physician's name, medication name, amount of dosage, directions for administration, drugstore and prescription number. Most pharmacists will be glad to provide you with duplicate containers if you request them.
- Students in possession of any type of medication may be suspended.

PROMOTION POLICY

8TH TO 9TH GRADE - Retention in the 8th grade may occur if more than two basic subjects are failed and/or at the principal's discretion.

9TH TO 10TH GRADE - A student must earn 7 ½ credits. A student earning less than 7 ½ credits be placed in the 10th grade but will not be classified as a sophomore until they earn 7 ½ credits.

INCOMPLETES/REPORT CARDS/PROGRESS REPORTS

Junior High report cards are issued at the end of each 6-week marking period (six marking periods in a school year). Student grades are available on line for parents to look at anytime (call the Junior High for details on how to access them). The report card should be reviewed by the parents and the students. The teacher should be contacted whenever a question arises or a more detailed report is necessary. On occasion, the teacher may request a parent conference to discuss the student's progress. A grade of "D" or "F" is an indication that more time needs to be spent in study and in participation. If an "I" for "Incomplete" is given, the work must be made up within one (1) week of the end of the marking period or semester, otherwise an "F" will be given.

SCHOOL RULES AND REGULATIONS

The administration and staff of Coloma Junior High School reserve the right to make changes in the rules as necessary to maintain and promote a safe and productive educational environment. All changes must be approved by the building principal.

- Teachers and students will demonstrate mutual respect.
- Students are expected to be in class ready to learn when the bell rings. Students will remain in class unless dismissed by a staff member.
- Junior High students are not allowed in the high school unless they have a scheduled class or permission from a faculty member.
- Eating and drinking is confined to the cafeteria.
- No horseplay allowed at any time.
- No use of profanity on school grounds.

CAFETERIA-- No food/drink may be taken from the Cafeteria. While in the cafeteria all students will observe the following:

- Will be in the cafeteria prior to the tardy bell
- Will be dismissed by table to enter the lunch line to purchase food
- Will not be allowed to go to their lockers during lunch
- Late arrivals must have a pass from a teacher or the office
- Will stand patiently in line single file to get served
- Will purchase pop prior to coming to the cafeteria
- Will be responsible for cleaning up after themselves
- Will be courteous and quiet
- Will remain seated at all times
- Will be dismissed by the lunchroom supervisors, by table, at the end of lunch
- Will not be able to use the phone during lunch unless you are ill or at the discretion of the lunchroom supervisors
- May get bathroom passes only during the first 10 minutes of lunch
- Consequences for failure to comply with any rules will be at the discretion of the lunchroom supervisors.

BEHAVIORAL VIOLATIONS

CHEATING, PLAGIARISM, OR FORGERY

Cheating includes, but is not limited to: (1) the use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) using materials beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to an instructor or another student; or (4) copying/sharing homework or other assignments.

Plagiarism includes, but is not limited to: the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment, including resources from the internet.

It also includes the unacknowledged use of materials prepared by another person or agency engaged in selling term papers or other academic materials.

Whenever a student is guilty of this misconduct, the following discipline will take place. Individual teachers may also apply their own penalties for cheating/plagiarism.

1st offense: Zero on assignment. Parent notification.

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

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

ALCOHOL/DRUGS—USE/POSSESSION

A student who knowingly possesses, uses, or is under the influence of any narcotic, alcoholic beverage, controlled drug (other than a drug prescribed to the specific student), or intoxicant of any kind while on school grounds or off the school grounds at any school activity, function or event shall be given an interim suspension. In addition, a recommendation may be forwarded to the Board of Education for expulsion and law enforcement may be notified. A second violation will result in an interim suspension and a recommendation of expulsion made to the Board of Education.

TOBACCO

No student, regardless of age, shall be allowed to smoke or use tobacco products in the school buildings or on the school premises. The use or possession of tobacco is not permitted on the school grounds, near the school grounds; nor by any student away from school representing the school in any capacity.

1st offense: 3-days suspension, law enforcement notified.

2nd offense: 6-days suspension, law enforcement notified.

3rd offense: 9-days suspension, law enforcement notified.

4th offense: Recommendation to Superintendent for expulsion from school, law enforcement notified.

DISRESPECT/DEFIANCE OF AUTHORITY

Speaking to any adult member of the school community in a discourteous, insulting, or profane manner will not be tolerated. A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting obscene gestures, or show disrespect toward the administration, teachers and support staff.

Refusal to follow any verbal/written directive by any school personnel will not be tolerated. As part of classroom authority, students are expected to do what they are told when they are told (comply with all directives) regardless of any personal feeling that the teacher's action is unfair. The right to appeal to a higher authority is certainly part of a student's due process, but the right to

appeal at a later time should never be seen as a right to defy a teacher in the classroom or hallway.

The consequences for defiance of authority are up to the discretion of an administrator, but may include a 1 – 10 day suspension.

ELECTRONIC DEVICES

No student shall be allowed or permitted to carry or possess a pocket pager, cell phone, camera, electronic communication device, laser pointer, tape or CD player or any other electronic device that could disrupt the educational process of the school system.

1st offense: Confiscation and parent notified to retrieve device.

2nd offense: Confiscation, 1-day suspension and parent notified to retrieve device.

3rd offense: Confiscation, 3-day suspension and parent notified to retrieve device.

4th offense: Confiscation, 5-days suspension and parent notified to retrieve device.

FIGHTING

Students involved in fighting at any time on school property or, in an area which will reflect negatively on the school, will be suspended for ten (10) days, parents will be notified and law enforcement may be notified. Upon the 2nd offense, students may be recommended to the school board for expulsion and law enforcement may be notified. In addition, students found to be instigating a fight may be suspended up to 10 days.

BURGLARY/THEFT

Stealing of school property or personal effects of others, or stealing from an individual by force or threat of force, or possession of stolen property is prohibited.

1st Occurrence: 3-days suspension, parent notification.

2nd Occurrence: 5-days suspension, parent notification.

3rd Occurrence: 10-days suspension, parent notification and possible recommendation to school board for expulsion.

All occurrences will also result in full restitution, parent notification, and law enforcement notification.

BULLYING/THREATENING BEHAVIOR & HARASSMENT

We believe that every student at our school has the right to:

- Learn in a safe place.
- Be respected and treated with dignity.
- Learn in a school environment that is free of bullying or harassment based on appearance, dress, learning styles, interests, or behavior.

- Learn without encountering bullying or harassment about race, religion, gender, ethnic group, or economic standing.
- Receive the help of caring adults and students if any of the above rights are violated.

With these rights in mind, behavior, including, but not limited to, making fun of another student or students, intimidating or interfering with other students up to and including threats of violence or physical harm, is prohibited.

1st offense: 1-3 day suspension and parent notification.

2nd offense: 3-5 day suspension and parent notification.

3rd offense: 5-10 day suspension and parent notification.

4th offense: 10-days suspension and parent notification and possible recommendation for expulsion.

Administrators reserve the right to adjust punishments based on the severity of the act.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection are not allowed.

1st offense: Warning.

2nd offense: Parent notification.

3rd offense: 1-day suspension and parent notification.

After School Study Program

After school study hall is a voluntary study program for students struggling with homework or seeking a quiet place to do homework. On occasion, building administrators may assign students to attend after school study hall for minor disciplinary actions. After school study hall meets Monday - Thursday in room 32 from 2:45 – 3:20

Rules

- Even though you may be in study hall on a voluntary basis, all school rules published in this handbook are still in effect.
- You are required to sit where the teacher places you.
- You must be working on something. If you do not have homework to do, you must bring a book to read.
- If you are late by more than 2 minutes, you will not be allowed to enter study hall.
- For students present in study hall on a voluntary basis, and wishing to receive assistance from a specific teacher, you may do so only if you present your signed planner to the study hall teacher.
- Bus passes will be issued at the end of study hall. Any student leaving early will not receive a bus pass. Students that leave early must leave the building.

Failure to follow the above stated rules may result in you losing the privilege to use after school study hall in addition to receiving disciplinary action from the principal or assistant principal.

CORPORAL PUNISHMENT

While recognizing that students may require disciplinary action in various forms, the Board of Education cannot condone the use of unreasonable force and fear as an appropriate procedure in student discipline. Professional staff should not find it necessary to resort to physical force or violence to compel obedience. If, however, all other means fail, staff members may always resort to removal of the student from the classroom or school through suspension or expulsion procedures.

Professional staff as well as support staff, within the scope of their employment, may use and apply reasonable force and restraint to:

- Remove a student who refuses to comply with a request to behave or report to the Office.
- Quell a disturbance threatening physical injury to self or others.
- Obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property.

DELIVERIES

Deliveries of any kind are prohibited. The delivery of flowers, candy, balloons, etc. poses a material disruption to the educational atmosphere that is essential at school.

USE OF TELEPHONE

The Office phone is reserved for school business and emergencies only. The Office phone is not to be used by any student unless permission is granted by administrators/secretaries.

GENDER DISCRIMINATION

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

Any student or employee of the district who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity, on the basis of sex in violation of this policy, may file a written complaint to Local Title IX Coordinator, Coloma Community Schools, P.O. Box 550, Coloma MI 49038, telephone (269) 468-2424.

He shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the Title IX Coordinator response shall be provided to each member of the Board of Education. If the complainant is not satisfied with such response, he/she may submit a written appeal to the Board of Education indicating with particularity

the nature of the disagreement with the responses and his/her reasons underlying such disagreement. The Board of Education shall consider the appeal at its next regularly scheduled Board meeting following receipt of the response. The Board of Education shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

SEXUAL HARASSMENT

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

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

DEFINITION OF SEXUAL HARASSMENT

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

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

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

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

A student who believes that he/she has been subjected to sexual harassment should promptly notify the building principal, guidance office, or assistant principal. Complainants are encouraged to report any conduct, statement, or physical contact, which they reasonably believe to be in violation of this policy.

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

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

VISITATION

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

GRIEVANCE PROCEDURE

FOR COLOMA COMMUNITY SCHOOLS

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972

TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990

SECTION 504 OF THE REHABILITATION ACT OF 1973

AGE DISCRIMINATION ACT OF 1975

Section I

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

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

Section II

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

Step 1

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

Step 2

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

Step 3

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

Step 4

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

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

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

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