

Coloma Middle School
2009-2010

Scott Pauley, principal

This planner belongs to: _____

Welcome to our school.....

The last two years have been a wonderful experience here at Coloma Middle School. We adopted a true middle school philosophy in order to meet the needs of our students. We initiated new electives and opportunities for our students and feel the entire process has been an unqualified success. I can honestly say, these years have been my best as an educator.

As time goes on, we all experience challenges that cross our path. Needless to say, this is a cloudy time for our community, state, and nation. We will have to adjust like everyone else. Coloma Middle School will retain the essence of our philosophy as we continue to lift up our students to new opportunities. Programs and events such as Fun Night, Science Olympiad, the Daughters of the American Revolution essay contest, Archery, Comet Time, Lego Robotics, Bridge Building, and Five Pines will continue to take place. We will always strive to be the silver lining in the cloud.

We know differences are being made when our students return to tell us of their success because of our influence. You can be assured that we are a school where your children feel connected because we care about them as people and about their learning.

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

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

Coloma Middle School's Mission Statement

Coloma Middle School fosters a safe and respectful school environment while challenging students to reach their full academic and social potential.

EMERGENCY INFORMATION

ADDRESSES AND PHONE NUMBERS

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

Until an emergency number has been provided, the student will have to remain at home as unexcused until this obligation has been met.

EMERGENCY DRILLS

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

ABSENCE POLICY

The parent should call the school by 8:20 on the day of the absence or send in a written note with their child on the day he/she returns. If the child is excused, make-up work will be given. If the child is unexcused, no make-up work will be given. Suspended students must get their "admit" from the office.

Parents requesting homework for a child not in school should call the school prior to 10:00 a.m. or we cannot guarantee that homework assignments will be ready for 3:32 p.m. pick-up. Upon returning to school, a student will have the same number of days to make up their work.

STUDENT IDs & KEY FOBS

In an effort to make our school a safer place, all students are issued a Student ID and Key FOB which will allow access to both North & South Buildings between 8:05 am and 3:40 pm. The Student ID is also utilized by the cafeteria staff to quickly process your child through the lunch line. Therefore, our expectation is for all students to carry their Student ID and Key FOB on a school supplied lanyard at all times. The cost for a lost Student ID is \$5.00 and the cost for a lost Key FOB is \$7.00.

ATHLETICS

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

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

ATTENDANCE FOR ATHLETICS

- a) If not in school the day of a game or practice, the athlete is not permitted to participate that day. The athlete must at least be in school the last four periods of the day.
- b) If not in school the day before a game and without a legitimate excuse for the absence, the athlete is not permitted to participate in that day's game.

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

AUTHORITY OF STAFF

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

PHYSICAL FORCE

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

- 1) To obtain a dangerous weapon from the pupil. (It shall not be required that staff members disarm such pupils, but they do have the option)

- 2) To defend himself or herself
- 3) To protect another person or persons
- 4) To stop a fight or assault upon another person

BAND

Band is offered five days a week in the Fine Arts Building. Fifth grade band meets during the school day in the afternoon from 2:42-3:32 p.m. Woodwinds (flute, clarinet, alto saxophone) meet on Mon. & Wed. while Brass (trumpet, trombone, French horn) and percussion meet on Tues. and Thurs. All of 5th grade band meets on Friday. Sixth grade band is from 1:40-2:39 p.m. at the Fine Arts Building, and Seventh grade band is from 8:20-9:44 a.m. at the High School Band room. Seventh grade band students report to the high school band room for advisory and band. They are transported by bus back to the middle school.

Only large band instruments which do not fit into 7th grade students' lockers may be stored in room 714. Fifth and sixth grade band students may store their instruments in the middle school band room. However, the school assumes no responsibility for loss of such stored instruments.

In order to foster a stronger band program, the following steps will be followed for 5th grade band: Any student who drops during the first or second marking period will receive an "F" for the remainder of that marking period. That student then would be dropped from the band enrollment. If students find that band is not for them, this is their opportunity to return their instrument. If a student decides to drop band during the second semester, the student will receive an "F" for the remainder of the school year. (Students cannot drop band without the permission of the instructor). The band director will notify students and parents of the grading system as well as the attendance and uniform policy. This is listed in the band handbook which is distributed during the first week of school.

CHOIR

Choir meets five days a week. It is offered to sixth and seventh grade students. Choir includes several required activities which takes place outside of the regular school day such as Winter Concert and Spring Concert. Choral festival, which is in early March, generally takes place during the school day, but departure or return may be outside of regular school hours. There are other optional events as well. In any case, a calendar of events will be sent home with each student, and specific information about each event will be sent home several weeks in advance. Vocal Music is offered for fifth grade students one day a week also in the Fine Arts Building. The choir director will notify students and parents of the grading system as well as the attendance and uniform policy. This is listed in the choir handbook which is distributed during the first week of school.

BICYCLES/SKATEBOARDS

Students who normally walk to school may ride their bicycles/skateboards. Parents should discuss with their children the need for safety when students ride these vehicles to school. Bicycles/skateboards may not be ridden on school grounds from 8:00-3:32 p.m. Bikes should be parked at the bike racks and locked. The school does not assume responsibility for loss or damage.

BULLYING POLICY

Bullying is a form of violence that is intentional, repeated, and involves an imbalance of power between the people involved. Bullying can take the form of a look, gesture, word, or action. Bullying behavior will not be tolerated here in the Middle School and it will be dealt with in an appropriate manner. Some examples of bullying behavior are: horseplay, name calling, mocking, eye rolling, pushing, negative comments, insults, gossip, hitting, spitting, rumors, threats, and tripping. This list is not all inclusive. If your child is being bullied then he/she should talk with the teacher, counselor or principal so it can be dealt with. Any of the above acts of bullying may result in a suspension from school.

BUS RULES

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

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

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

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

CAFETERIA – Hot Lunch Program

We encourage parents to check the school's web site for the menu & their child's account (www.ccs.coloma.org). All students are to eat their lunches in the cafeteria. This includes those students eating a sack or a hot lunch. Students may be given assigned seats in the lunchroom if their behavior warrants it. Teachers and aides are on duty in the cafeteria. Students are to conduct themselves in an orderly fashion. Students are responsible for their own clean-up and tray return. Lunch money may be sent to school for the week or month. The money will be recorded in the cafeteria computers under your child's name. When your child's lunch I.D card is scanned the amount for his/her lunch will be deducted from the total in the account. Applications for free or reduced hot lunches will be sent home with students on the first day of school. A pre-morning lunch attendant will be in the North Building lobby.

GENERAL RULES FOR CAFETERIA

To help make the cafeteria a pleasant and relaxing place, everyone needs to do his/her part. Please go over the following lunchroom rules with your children and ask them to do their part to help. (Certain rules may be adjusted to meet specific building needs.)

- 1) Please be courteous and patient while waiting in line.
- 2) When going through the lunch line, please have your I.D card or money ready for the cashier. Please straighten out paper money and if possible, have the exact amount.
- 3) Students should not have to borrow and should either have money available in their account or at the time of their purchase.
- 4) In an emergency situation; if your child must borrow a lunch, he/she will be allowed up to three borrows. After the 3rd borrow, your child will be given a peanut butter and jelly sandwich with milk and be charged for a full lunch. The money owed goes through the cafeteria office. If you have any questions regarding these procedures, please call the cafeteria office at 468-2598.
- 5) All paper and coins should be removed from the tray before turning it in. It would be very helpful if the trays were stacked facing the same direction.
- 6) There is a bucket by the dish machine for emptying milk containers and pop cans.
- 7) Due to the number of unpaid charges, snacks cannot be charged.

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

C.A.R.E. CLUB

A student may become a member of the C.A.R.E. Club with its special activities and recognition by meeting the following criteria for each semester. There will be a C.A.R.E. activity planned for each semester. To attend in the C.A.R.E. outing without cost, the student must participate in the fall fundraiser.

Criteria for C.A.R.E Club:

- 1) No suspension
- 2) No failing grade in any 2 subjects
- 3) No bus suspension
- 4) No more than 2 referrals per semester
- 5) No elimination by 2 staff members (or 2 subjects in self-contained homerooms)
- 6) All school notes returned on time with required parental signature
- 7) No Overdue Library books
- 8) Failure to complete at least 90% of homework assignments
- 9) Failure to write the daily agenda in the planner or planner sheets
- 10) A food service account of under \$5.00.

CELL PHONES, IPODS, & CAMERAS

According to school board policy, no electronic devices are to be in the student's possession during the school day. This policy includes cell phones, iPods, and cameras. In the past we have allowed students to turn their cell phone into the office for the day. However this practice is becoming unmanageable. If your child brings a cell phone, it will be confiscated and only returned to the parent.

CLASS MATERIALS

Our expectation is a student is to be prepared with the materials required for his full participation in the day's activity. Books bags or purses are not allowed in the classroom. Students are to take all of their a.m. class books and materials with them until lunch. After lunch, they will take their p.m. class books with them. This will help to eliminate forgetting books and assignments. Since the hallways are not supervised during lunch, we refrain from students going to their lockers during lunch unless they have permission from a staff member.

CLOSED CAMPUS

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

CAR SAFETY

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

CONTRABAND MATERIALS

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

COUNSELING

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

DISCIPLINE

We ask parents to support us in correcting student misbehavior. When a student is told to call his/her parents at home or at work, it means that the student is very close to a home suspension. We realize that a call at work is not always appreciated by the parent, but, school and parents must work together to change that student's attitude and misbehavior.

DESTRUCTION OF SCHOOL PROPERTY

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

DETENTIONS

In-house – Any staff member may issue detentions for minor infractions of school rules. All detentions are handled in-house. Parents will be notified of any detention.

COMMUNITY SERVICE DETENTION

In an effort to reduce suspensions, community service may be given as an option to a home suspension. This could involve cleaning up the grounds, the school hallways, etc. Depending upon the severity of the infraction, the student may be given the option of a traditional detention, community service or an after school detention.

DRESS CODE

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

EXAMPLE: Spandex, tank tops, short shorts, holes in clothing, etc. (A good rule for length would be hand-width from the top of the knee.) Headwear may not be worn inside the building. Commercially made headbands are allowed.

- 1) Students are prohibited from wearing distracting clothing which is disruptive to the educational setting. Examples of such clothing not allowed include, but are not limited to:
 - ◆ No "See-through" clothing
 - ◆ No clothing which exposes the torso, or genital area
 - ◆ No skirts that are shorter than hand-width from the top of the knee
 - ◆ No shirt tops with a low scoop front (no cleavage shown)
 - ◆ No garments that provoke or distract students or school employees.
 - ◆ No pants that when fastened, sag or fit below the waist. Pants must be at appropriate hip/waist level.
 - ◆ No pajama tops and/or bottoms
 - ◆ No skin or undergarments showing at the waist while standing, sitting or stooping
 - ◆ No clothing which features suggestive or disruptive pictures, sexual statements, sexual innuendoes, violence, and/or advertisements for alcohol/drugs, and tobacco
 - ◆ No holes in clothing
 - ◆ No head coverings such as hats, bandanas, sweatbands unless approved by the administration
 - ◆ No bedroom slippers
 - ◆ No gang affiliated clothing or symbols
 - ◆ No sunglasses, combs or picks in hair

- 2) For safety and health reasons, students are required to wear shoes or soled footwear.
- 3) Clothing, patches, or buttons displaying profane, vulgar, or obscene suggestions are prohibited. **In addition, it may be necessary to call the parent to bring a change of clothing for the student.**

TARDY POLICY

Excessive tardies will result in disciplinary action.

SNOWBALL THROWING

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

HOME SUSPENSION

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

ENERGY DRINKS

Coloma Middle School has been caffeine free since 1999. We have a juice and water machine available for students in the South Building at lunch time. We follow the State of Michigan's Wellness Policy and avoid energy drinks. We ask for your cooperation by not sending energy drinks to school with your child.

FIELD TRIPS

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

HALLWAY CONDUCT

Appropriate hallway conduct is necessary at all times. Hallway expectation posters are clearly posted throughout the buildings. Running, yelling, pushing and similar rowdy behavior will not be tolerated.

HOMEWORK

Homework is a necessary and important part of the learning process. Its purpose is to reinforce what the student has learned. Assignments should be completed neatly and on time. Fifth graders should expect approximately 45 min. of homework a day,

while sixth and seventh graders' work may approach 75 min. per day. Students and parents should be aware of the fact that these times are the ideal situation and that actual amount of time needed for homework may vary from day to day. Ninety percent of homework being completed is a C.A.R.E. criteria.

INTERNET AGREEMENT

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

LOCKERS

Every student in the Middle School will have his/her own locker. No lockers are to have signs, sayings, pictures, etc. pasted or taped (you may use magnets) either inside or outside of the locker. **Locker privileges will be taken away from students, if they share lockers or override the locking mechanism by "popping" or "jamming" lockers.** If clothing hanging out of locker causes door to be out of normal position then the student may lose locker privilege. Lockers will be inspected several times during the school year.

Student lockers, desks, or other containers or storage areas assigned for student use, remain the property of the school district. Any and all such areas shall be subject to inspection and search without prior consent of the student in circumstances which affect the health and safety of the student population.

Lockers, desks, or other containers or storage areas assigned for student use are not to be used for the keeping of items, objects, substance, materials and/or things which are not necessary to the student's educational program or attendance at school. Locks left on gym lockers after students have been dismissed from PE class will be cut off by custodian and clothing placed in the "Lost and Found" so other students can use those lockers.

LOST AND FOUND

Valuables found on school property should be taken to the office. Otherwise, found items should be taken to the lost and found designated area.

LUNCH HOUR PASSES

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

MEDIA CENTER

The Middle School is very proud of its media center. Students are allowed to check out most materials and books, but it is very important that all pupils return items on the date due. Report cards may be held until items are returned or replaced. To check out library materials, students should pay a \$25.00 book deposit.

MEDICAL ISSUES

ILLNESS AND ACCIDENTS

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

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

MEDICATION

Guidelines for schools administering medication have become stricter over time. Documentation from your doctor prescribing medicine is now required along with a parent consent form for the school to administer medication to students. This policy also applies to over-the-counter medicine such as Tylenol, etc.

PARTIES

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

PLAYGROUND RULES

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

- 1) Play in a safe manner
- 2) Be considerate of others and share game areas
- 3) Ask the supervisor's permission, if you need to leave the playground
- 4) Keep all food or drinks off playground

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

PLANNER

Purpose of Planner

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

It is the child's responsibility to notify the teacher of parent messages in the planner.

Use of Planner

- a) The student will write down the daily agenda in their planner or planner sheet
- b) The student will be removed from CARE for that semester as a consequence for the first noncompliance incident.
- c) Further noncompliance will be referred to the administration. A parent conference will be arranged.
- d) The planner will be checked by the p.m. core academic teacher for the fifth grade. The sixth and seventh grade planners will be checked by the last hour teacher.
- e) Additional planners may be purchased for \$5.00.

REPORT CARDS

The Coloma Middle School is on a six week marking periods. Report cards will be issued six times a year. Since the marking periods are only six weeks in length, we will no longer send home a progress report. The report card should be reviewed by the parents and the student. The teacher should be contacted whenever a question arises or a more detailed report is felt necessary. Occasionally, the teacher(s) may request a parent conference to discuss a child's progress. Report cards may be delayed if library obligations are not taken care of on time. A grade of "D" or "F" is an indication that more time needs to be spent in study or participation in the classroom. An "I" for incomplete is given, when, because of illness, absences, or other reasons, the student has not turned in enough work to have earned a grade. All incompletes must be made up by the end of the 3rd week of the next marking period. (In the case of a "Incomplete" at the end of the school year, special arrangements must be made or the grade becomes an "F").

Grading Scale:

100- 96 = A	76 - 73 = C
95 - 90 = A-	72 - 70 = C-
89 - 87 = B+	69 - 67 = D+
86 - 83 = B	66 - 65 = D
82 - 80 = B-	64 - 60 = D-
79 - 77 = C+	59 - = F

HONOR ROLL

Only students in grades six and seven are eligible for the honor roll. For honor roll eligibility, students must have at least a B average (3.00) with no more than one C. For principal's list eligibility, students must have all A's.

PARENTAL ACCESS TO GRADEBOOK

Parents of Coloma students in grades K-12 can access grades and attendance records of their students on-line. Teachers have been asked to post grades within a week of the due date. This should provide enough time to correct tests, projects, reports and other assignments that require teacher reflection. To access the grade book, use the link from Coloma's home page, <http://www.ccs.coloma.org>, or go directly to the website at <http://www.bcisd.org>. Click on the button for PARENT SIGN IN.

Enter the student ID number and the PIN number. Click on the SUBMIT button. On the next screen select the button for ATTENDANCE or GRADE BOOK. Choose the different class hours by using the drop down arrow next to the COURSE.

RETENTION

Students may be retained for any of the following reasons:

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

SEXUAL HARASSMENT

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

Behaviors that constitute sexual harassment

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

Reporting of Sexual harassment

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

Student Council

Each school year student representatives are selected to meet with the faculty advisor to plan student activities, special days, projects, programs, etc... Students will be selected on their citizenship and responsibility.

TRANSPORTATION

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

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

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

SECTION I

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

Coloma Administration Building
ATTN: Director Program and Instruction
2518 Boyer Road
Coloma, Michigan 49038
(269) 468-2424

SECTION II

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

Step 1

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

Step 2

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

Step 3

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

Step 4

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

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

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

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

COLOMA COMMUNITY SCHOOLS
COMPLAINT FORM
__Title VI __Title IX __Title II
__Age Discrimination Act __Title II

Name _____ Date _____ Telephone _____

Address _____

Status of person filing complaint:

Student Employee

Parent/Guardian Other

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

Signature of Complainant: _____

Date Complaint Filed: _____

Signature of person receiving complaint: _____

Date Received: _____

Complaint #: _____

Complaint Authority:

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

DISTRIBUTION:

1st copy Coloma Administration Office

2nd copy School/Department

3rd copy Complainant

Approved BOE 11/8/1999

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