

COLON ELEMENTARY



School Handbook 2026-2027



Colon Elementary School
328 E. State Street
Colon, MI 49040
(269) 432-2121

2026 - 2027

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Student Handbook

Colon Elementary School
328 E. State Street, Colon, MI 49040
(269) 432-2121
Website: www.colonschools.org

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DISTRICT AND SCHOOL INFORMATION

MISSION OF THE DISTRICT

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

VISION OF THE DISTRICT

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

MISSION OF THE ELEMENTARY

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

VISION OF THE ELEMENTARY

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

HOURS OF OPERATION - COLON ELEMENTARY

Full Day	7:55 a.m. - 3:15 p.m.
Early Release	7:55 a.m. - 1:45 p.m.
1/2 Day	7:55 a.m. - 11:30 a.m.
2-Hour Delay	10:00 a.m. - 3:15 p.m.

SCHOOL OFFICE HOURS

7:30 a.m. - 3:30 p.m.
Phone: (269) 432-2121 Fax: (269) 432-9341

SCHOOL DISTRICT GENERAL INFORMATION

Superintendent:	Richard Hilderley	Ext. 133
District Administrative Assistant:	Olivia Spidle	Ext. 149
Jr/Sr High School Principal:	Jenny Wielenga	Ext. 105
Jr/Sr High Administrative Assistant:	Nicole McClish	Ext. 102
Colon Elementary/Leonidas Principal:	Jill Braman	Ext. 1103
Colon Elementary Dean of Students	Samantha Johnson	Ext. 1109
Elementary Administrative Assistant:	Amber Greenwald	Ext. 1102
Jr/Sr High Supervisor of Student Supports:	Josh Englehart	Ext. 112
Athletic Director:	Robbie Hattan	Ext. 109
Technology:	Josh LeFever	Ext. 130
Chartwell Food Service:	Barb Yearling	Ext. 145
Dean Transportation Service:	Heather Wordelman	Ext. 103

SCHOOL BOARD MEMBERS 2026-2027

President:	Rebecca Stoll
Vice President:	Becky Jackson
Secretary:	Kendra Ackerman
Treasurer:	Jennifer Greenwald
Trustee:	Nate Clipfell
Trustee:	Paige Smolarz
Trustee:	Tim Trattles

Board of Education Regular Meetings

2026-2027 School Year

Aug 17, 2026

Sept 21, 2026

Oct. 19, 2026

Nov 16, 2026

Dec 14, 2026

Jan 18, 2027

Feb 22, 2027

Mar 15, 2027

April 19, 2027

May 17, 2027

June 21, 2027

COLON ELEMENTARY STAFF 2026-2027

ELEMENTARY MAIN OFFICE

Ms. Braman - Principal

Mrs. Johnson - Dean of Students

Mrs. Greenwald - Administrative Assistant

GREAT START READINESS PRESCHOOL

Mrs. R. Wilson
Mrs. Dingman

1st Grade

Mrs. Keely
Mrs. Martinson

3rd Grade

Mrs. Hart
Mrs. Vreeman

5th Grade

Mrs. Mock
Mr. Richard

Title I Teachers

Mrs. Saxman
Ms. Tyler

Specialists

Mrs. Foster – Art and Music
Mr. Stoll – Physical Education

Educational Assistants

Noelle Borgert
Kaycei Carr
Krystal Crawford
Christine Wood
Autumn Casey

Custodial/Cafeteria Support

Heather Cantarella
Riley Minor
Karla Otis

KINDERGARTEN

Mrs. Bowen
Ms. Bower

2nd Grade

Mrs. Clemens
Mrs. Lindsey

4th Grade

Mrs. Arnett
Mr. Falkenstein

Special Education

Mr. Cunningham
Ms. McKeith
Mrs. M. Wilson

GENERAL POLICIES AND GUIDELINES

FORWARD

This student and parent/guardian handbook has been developed to answer many commonly asked questions at CES. Please take the time to become familiar with this handbook information and keep the book available for your use. Should you have questions that are not addressed, please feel free to contact the front office staff. 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 of this District to provide equal educational opportunities for all students, regardless of gender, religion, race, color, national origin or ancestry, age, disability, marital status, socioeconomic status, or any other legally protected characteristic. Any individual who believes they have experienced discrimination based on a protected characteristic has the right to file a complaint. A formal complaint may be made in writing to the school District's Compliance Officer, **Benjamin Cunningham**, 269-432-3231, 400 Dallas St, Colon, MI 49040. 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, **Olivia Spidle**, 269-432-3231, Ext 149, 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 families 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 families' 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 ensure 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. 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. Students are expected to arrive at school on time and prepared to participate fully in the educational program. We understand that, from time to time, circumstances beyond a student's control may make this difficult. When this occurs, students are encouraged to seek assistance from their teacher(s) or another trusted adult in the building so that we can work together to resolve the situation.

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 by guardians and/or 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

Our school is committed to serving and supporting all students. Students are encouraged to share ideas and suggestions that could improve the school. Written suggestions may be submitted directly to the building principal. Students who have concerns or grievances are encouraged to communicate them to a teacher, another staff member, or the building principal. Students may express legitimate concerns without fear of harassment, intimidation, or retaliation.

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 buses. School personnel and civil authorities utilize security cameras to help ensure the safety and protection of all students, staff, and visitors. Due to FERPA regulations, members of the general public are not permitted to view video footage containing children other than their own.

VISITORS

All visits must be scheduled with the classroom teacher or staff member in advance. 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. No student visitors are permitted unless they are planning on attending Colon Schools. If they are considering enrolling at Colon, a parent meeting with the principal must be held prior to the visit.

VOLUNTEERS

At CES we welcome and encourage families to volunteer at school. We believe that volunteering is an important way to strengthen family-school relationships while increasing support for students. All volunteers involved in the direct supervision of students must complete a Volunteer Criminal Background Check. These forms can be obtained in the school office. All volunteers are expected to sign in at the school office.

ENROLLING IN SCHOOL

Students are expected to enroll in the school 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

For students entering Young 5s or Kindergarten, families are also required to provide a record of recent vision, hearing, and dental screenings and a current health appraisal. Students enrolling from an accredited school must have a transcript sent by that institution in order to receive credit for classes previously taken. The district administrative assistant will assist in obtaining these records.

TRANSFER OUT OF THE DISTRICT

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

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

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 CES Community Liaison, **Samantha Johnson**, with any questions.

INJURY AND ILLNESS

All injuries must be reported to a teacher or other staff member and office personnel. If the injury is 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 utilize the MDE ["Managing Communicable Diseases in Schools" Handbook](#) to determine whether a student should remain in school or go home (typically parents/guardians will be contacted for their input). No student will be excused from school without proper parent/guardian notification.

HEALTH AND SAFETY

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

IMMUNIZATIONS

All students must obtain the immunizations required by the State of Michigan. Students will not be admitted until State immunization requirements have been met. Immunizations are intended for the safety and well-being of all students and are in accordance with state law.

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

HEAD LICE

Colon Community Schools utilizes recommendations from the Michigan Department of Health and Human Services (MDHHS) listed in [Managing Communicable Diseases in School](#) (December 2022).. Please check your child periodically for both head lice and nits. Whenever a student is found with an active infestation of head lice (live lice or nits within one-quarter inch of the scalp) s/he may remain in school until the end of the school day but shall be restricted from activities involving close head-to-head contact or sharing personal items with other children. Immediate treatment is advised. The student may be readmitted to school the following day but will be subject to examination by appropriate school personnel to ensure that no live lice and no nits within one-quarter inch of the scalp are found. Documents describing treatment for lice will be provided to families as needed. Please let the administration know if you need help purchasing lice treatment products.

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, parents/guardians have the right to request to be notified before a pesticide application is done. If you wish to be notified of any pesticide applications, please notify the District Director of Operations, **Olivia Spidle**. 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 Fine Granular Insect Bait | • MaxForce FC Roach Killer Bait Gel |
| • MaxForce Professional Insect Control Ant Bait Stations | • MaxForce Carpenter Ant Bait Gel |

PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD

The District will comply with all applicable federal and state laws and regulations to help protect students and staff from hazards resulting from industrial accidents beyond the District's control, as well as from asbestos-containing materials that may be present in older school facilities. Questions regarding the district's toxic hazard and asbestos management plan can be made to the District Director of Operations, **Olivia Spidle**.

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. **Lockdown 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.

Please note: that dates/times for all of our scheduled drills are available on our Eventlink calendar and on our website.

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.

PowerSchool will also contact homes via day phone number and home phone number listed in the system. Please make sure your contact numbers are updated.

- WWMT TV Channel 3
- WOOD TV Channel 8
- FOX TV Channel 17

STUDENT SERVICES AND SCHOOL OPERATIONS

STUDENT RECORDS

Many types of student records are kept by teachers and administrative staff. Parents/guardians have the right to review their records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is desired, please contact the building principal in writing stating the records desired. The records will be collected and an appointment will be scheduled with the appropriate persons present to answer any questions. There are two basic types of records; directory information and confidential records.

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. 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).

CONFIDENTIAL RECORDS

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan Law. This type of information can only be released with written consent of the parent/guardian, the adult student, or a surrogate. The only exception to this guideline is to comply with state and/or federal laws that may require release without consent. Included in confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the student's family and outside service providers. Confidential information 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 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 approval of this handbook that he/she will not permit distribution of any or all such information or electronic communication.

STUDENT FEES, FINES AND CHARGES

The District will provide the basic supplies necessary for students to complete the required curriculum. Students and families may choose to purchase additional supplies to help conserve shared classroom resources. Teachers or

administrators may recommend optional supplies that support student learning.

Students are expected to use school property and equipment responsibly. Students may be assessed fines or required to pay replacement costs for school property or materials that are lost, stolen, damaged, or subject to excessive wear due to misuse. Any fines collected will be used solely to cover the cost of repairing or replacing the property and will not be used to generate revenue.

MEAL SERVICE

All Colon Community Schools students receive free breakfast and lunch each school day, regardless of household income. At the elementary level, milk is the only à la carte item available. One milk is included with each breakfast and lunch. Students who would like an additional milk may purchase one for \$0.50. Students who choose to receive a second meal will be charged the full meal price. Money for a la carte milk or additional meals may be submitted through cash or check to the front office or online through SendMoneytoSchool.com.

Although meals are provided at no cost to all students, every family is still asked to complete the Household Income Information Form. This information helps the District qualify for state and federal funding that supports educational programs and services. If you have questions, please contact the Food Service Department at (269) 432-3231, ext. 145. 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

Colon Community Schools takes food allergies seriously and is committed to providing a safe and supportive learning environment for all students. Recognizing that the risk of accidental exposure to food allergens can be reduced through collaboration and appropriate planning, the District works closely with students, families, healthcare providers, and staff to help minimize risks and support students with food allergies.

To report allergies or request meal accommodations, a licensed healthcare provider must complete a **Request for Special Dietary Needs Accommodation** form each school year. The form is available through the Food Service Department.

STUDENT VALUABLES

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

BICYCLES AT SCHOOL / WALKING TO AND FROM SCHOOL

- Children under 10 years of age may not ride bicycles or walk to school without an adult.
- Families who would like a child under the age of 10 to walk or ride a bike to school without adult supervision may request a waiver form from the front office. Waivers will be granted on a case by case basis.
- When crossing the street with a bicycle, students are to walk the bicycle and cross only where the crossing guard is located.
- Once a student has arrived at school the bicycle must be parked in the bicycle rack. The school suggests locking the bicycle. The school will not take responsibility for stolen or damaged bicycles.
- If a student does not obey the crossing guard or abuses the riding privilege, they may lose the privilege of riding a bicycle to school.
- Emergency Dismissal of School: If a student usually rides a bus but for some reason rode a bicycle to school, the bicycle will be kept at school and the student will be sent home on the bus.

LOST AND FOUND

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

UNAUTHORIZED USE OF SCHOOL PROPERTY

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

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

USING THE LIBRARY

The library is available to students during their scheduled weekly checkout time. Books on the shelves may be checked out for a period of one week. Lost or damaged books may be subject to replacement fees.

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.

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 teacher or other designated individual within the time frame established at the start of the event. No sales may take place during class time.

FIELD TRIPS

Field trips are considered an extension of the school day and may take place on or off school grounds. Students may participate only if a signed permission form has been submitted by a parent or guardian. While participating in a field trip, students are expected to follow all school rules, including expectations for behavior, attendance, and safety. Students who receive a major disciplinary referral or demonstrate a pattern of serious or persistent misconduct may not be permitted to participate in field trips.

When space permits, teachers may invite parents or guardians to serve as chaperones. Chaperones are expected to supervise students under the direction of the teacher and must complete a criminal background check before participating. To ensure the safety and supervision of all students, children who are not Colon Elementary School students may not attend field trips, and siblings may not participate with grade levels other than their own.

Parent participation may be limited depending on the nature of the trip, available space, or other logistical considerations. Only parents or guardians who have signed up with the teacher in advance may attend as chaperones. Chaperones are responsible for providing their own transportation to and from the field trip. Because field trips are school-sponsored activities, smoking and the use of tobacco or nicotine products are prohibited during the event.

RECESS

Outdoor recess is an important part of the school day, and students are expected to participate unless a physician has provided documentation indicating that the student should remain indoors due to a medical condition.

To help students stay comfortable during outdoor recess, families are encouraged to dress children appropriately for the weather. Staff use the following guidelines when determining appropriate outdoor clothing:

Temperature	Recommended Clothing
15°F or below	Indoor recess
16°F–35°F	Coat, hat, and gloves
36°F–49°F	Coat
50°F–59°F	Long sleeves or a light jacket
60°F and above	Regular daily attire

When snow is on the ground, students are encouraged to bring boots and snow pants to stay warm and dry while playing outside.

ACADEMICS

TITLE I SCHOOLWIDE PARENT INVOLVEMENT PLAN

Colon Community Schools

Title I Schoolwide Parent and Family Engagement Plan

Vision:

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

Part I: Policy Involvement

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

1118/1116 (c) (3)

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

Colon Elementary School will:

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

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

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

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

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

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

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

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

Colon Elementary School will provide information through:

- Make It - Take It Night/Educational Games Night
- Parent/Teacher Conferences
- Open House Meet and Greet Night
- Kindergarten Welcome Packet– educational materials and information will be sent home with every kindergarten student at Kindergarten Round UP

- Quarterly academic reports in parent friendly language
- Telephone calls/email correspondence

Opportunities will be provided for parents to communicate with their child's teacher(s). Parents will be included in decision making processes and feedback will be utilized for continued growth. The Schoolwide Plan will be revised to align parent and student needs. Revisions will be shared with all staff members annually. 1118/1116 (c) (4) (C) and 1118/1116 (c) (5) Colon Elementary School will provide parents with the following opportunities for input:

- Utilize a survey after each scheduled Title I activity.
- Parent Conferences Fall and Spring
- Telephone calls/email correspondence between parents, teachers and school
- Parent Comments will be shared with administration

Part II: Strive for High Student Academic Achievement

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

Colon Elementary School provides a School/Parent Compact.

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

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

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

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

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

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

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

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

Colon Elementary School provides:

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

Part III: Building Capacity for Involvement

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

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

- Parent Conferences Fall and Spring
- Essential Common Core State Standards will be shared with parents.
- State assessment results will be sent home to parents.
- Local assessment data shared via Friday folders, conferences, U.S. mail
- Students receiving support are progress monitored based on level of need and support. Results will be reported to parents when appropriate.
- Title I teachers will be available during conferences to review student progress and assessment data.

- Kindergarten Welcome Packet– educational materials and information will be sent home with every kindergarten student at Kindergarten Round Up.

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

1118/1116 (e) (2)

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

- Make It – Take It Night/Educational Games Night
- Kindergarten Welcome Packet
- School website

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

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

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

School and parent information will be provided in a family/parent friendly format. 1118/1116 (e) (5)

Colon Elementary School will provide all parents with information.

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

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

Colon Elementary School will support our parents.

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

Part IV: Accessibility

Accessibility to school activities, including parents with disabilities, parents of migratory children and language barriers.

1118/1116 (f)

Colon Elementary School will provide:

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

SPECIAL EDUCATION

Colon Community Schools, in partnership with the St. Joseph County ISD, provides a variety of special education programs for students who are identified as having a disability under the Individuals with Disabilities Education Act (IDEA). Students may access special education services through the appropriate evaluation and placement process. Parent or guardian involvement is an essential part of this process. For questions or to inquire about special education services, families should contact the building principal.

AMERICANS WITH DISABILITY ACT – SECTION 504

The Americans with Disability Act (A.D.A.) requires the school to insure that no individual will be discriminated against on the basis of a disability. This protection applies not only to students, but also to all persons who have contact with the school. Students with disabilities may be served within the regular education program with an accommodation plan developed to meet specific needs. Parents/Guardians who believe their child may have a disability that substantially limits the child's ability to function properly in school should make contact with the principal. Any complaints regarding A.D.A. or Section 504 should be made in writing to the school District's Compliance Officer, **Benjamin Cunningham**.

ENGLISH LANGUAGE LEARNERS (ELL)

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

STANDARDS-BASED GRADING

Colon Elementary School uses Standards-Based Grading to communicate student progress in a way that focuses on learning and growth. This approach helps parents and students better understand what has been learned, what still needs practice, and how to support continued development.

What Is Standards-Based Grading?

- Standards-Based Grading measures how well a student is progressing toward mastering specific grade-level skills and concepts—known as academic standards. These standards are clear learning goals that outline what students should know and be able to do at each grade level.
- Instead of traditional letter grades (A, B, C), students receive scores that reflect their current level of understanding for each skill or concept.

Standards Based Grading Key

- 4 - Exceeds grade level expectations
- 3 - Meets grade level expectations
- 2 - Progressing towards expectations
- 1 - Working below grade level expectations
- 0 - Beginning

Learning behaviors are not considered when assigning an academic grade. Instead, learning behaviors are addressed using a 1-4 grade scale. Learning behaviors considered include demonstration of the CES Core Values (responsible, respectful, safe, positive); effort, participation, planning ahead, and attention to work in class.

Learning Behaviors Key

- 4 - Exceeds expectations
- 3 - Meets expectations
- 2 - Reminders needed
- 1 - Needs improvement

“Specials” classes such as P.E. will utilize an O-S-U scale.

- O - Outstanding
- S - Satisfactory
- U - Unsatisfactory

GRADING PERIODS

Students shall receive report cards at the end of each marking period which will indicate their grades. When a student appears to be at risk of failure, notification will be provided to parents/guardians. Encouragement will be made to establish a conference with parents/guardians, the student, and the teacher. The purpose of this conference will be to determine methods that the student might use to improve academic performance. **2026 - 2027 marking periods:**

- 1st Marking Period ends: **October 16, 2026**
- 2nd Marking Period/First Semester ends: **December 18, 2026**
- 3rd Marking Period ends: **March 12, 2027**
- 4th Marking Period/Second Semester: **June 2, 2027**

PARENT/STUDENT/TEACHER CONFERENCES

Formal parent/teacher conferences are held at the end of the first marking period in the fall of the school year. This permits parents/guardians a chance to meet their child's teachers and to gain an understanding of the expectations of various classes. Parents/Guardians are encouraged to contact teachers at other times during the school year to obtain information on student progress. As necessary, informal conferences can be arranged. The staff of Colon Elementary/Leonidas School will be glad to meet with parents/guardians as requested. If you desire a conference during the school day or after school, please contact your child's teacher with your request. **2025-2026 Conferences:**

- Elementary conferences are scheduled **the week of Oct. 26, 2026**. Parents will receive information from classroom teachers to arrange a conference around parent schedules.

HOMEBOUND INSTRUCTION

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

MAKE UP WORK

The school recognizes the need for students to have work provided to them in the event of an illness. If your student is absent for more than one day, you may request work by calling the Colon Elementary school office. Please allow 24 hours for teachers to fulfill homework requests. If students know in advance they will be absent, please request make up work before the absence begins.

STUDENT ASSESSMENT

Student progress is measured through a variety of assessments in accordance with State standards and Colon Community Schools policy. Students participate in required state and district assessments, including i-Ready, M-STEP, SAT, and other proficiency-based measures, which are administered within timelines established by the State of Michigan. Additional assessments may be used to monitor progress and determine academic mastery. Classroom assessments, developed or selected by teachers, are used to evaluate student progress in individual courses and determine grades based on course objectives.

When appropriate, additional evaluations such as speech and language assessments, achievement testing, and testing for other specialized services may be provided to support student needs.

Depending on the assessment, parent or guardian notification and/or consent may be required. Colon Community Schools respects student and family rights regarding consent and privacy in all assessment practices.

STUDENT ACTIVITIES

SCHOOL SPONSORED CLUBS AND ACTIVITIES

Colon Community Schools provides students opportunities to extend their learning through extracurricular activities. The Board authorizes a variety of student groups sponsored by staff members. These activities are not part of the formal curriculum but are offered to allow students to explore interests such as athletics, drama, and other enrichment opportunities.

Students may participate in extracurricular activities of their choosing, provided they meet established eligibility requirements.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

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

ATTENDANCE

STUDENT ATTENDANCE IN SCHOOL

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

general, the State of Michigan requires students to be in school on a regular basis. The focus of this statute is on expecting regular attendance, chronic absenteeism and truancy.

Please see the district's Attendance Handbook for more information.

REPORTING ABSENCES

- Please call the elementary school office and use option #1 by 8:20 a.m. when your child will be absent from school. Parents/guardians of students marked absent for AM attendance will receive a notification by phone call or text message following the 8:20 reporting time.
- Once notified, please make sure to contact the school promptly. If the absence was medical-related, please send appropriate documentation from the medical facility to the school office within **1 week of the absence**. If you have questions about which documentation should be provided, please contact the school office.
- Please remember that it is important to report any communicable diseases. This includes diagnoses of communicable diseases (i.e. COVID-19, Influenza, Chickenpox) and symptoms of illness (i.e. fever, sore throat, gastrointestinal 'stomach flu' illness)

STUDENT CONDUCT

STATEMENT

No handbook can list every action that may be detrimental to students or the learning environment. Therefore, behaviors not specifically listed but deemed inappropriate for the school setting may result in consequences up to and including expulsion, at the discretion of the administration. "For school purposes" includes any classroom, school property, school bus or other school vehicle, and any school-sponsored activity or event held on or off campus. The consequences outlined in this handbook are intended as guidelines. The administration may determine appropriate responses on an individual basis, depending on the nature and severity of the situation. Matters not specifically addressed in the discipline code will also be handled at administrative discretion. In cases involving violations of law, the administration may refer the matter to civil authorities and may choose to pursue legal action where appropriate.

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 goal of Colon Elementary School is to help students become responsible citizens by teaching them to conduct themselves in accordance with established standards. We strive to promote positive growth in a safe, supportive, and orderly environment where respect for the rights of others guides student behavior.

To support this goal, students are expected to:

- Show respect for all individuals, including students, staff, and visitors.
- Maintain a learning environment that supports quiet and focused instruction.
- Develop and practice effective study and learning habits.
- Take pride in themselves, their accomplishments, and their school community.
- Follow all national, state, and local laws, as well as district and school rules.

DISCIPLINE LEVELS

The following are the levels, processes, and examples of disciplinary action which may be taken following an offense. Factors of consideration in determining corrective action include but are not limited to:

- Nature and severity of the offense.
- Number of individuals engaged in the offense.
- Environment in which the infraction occurred.
- Ages of the student(s) involved.
- Past disciplinary history.

- Needs of the individuals involved, including disabilities, family situations and other considerations.

Level 1: Minor Infractions

Teacher/Administrative Possible Actions:

- Family notification
- Loss of privileges
- Log entry (multiple log entries may result in loss of PBIS incentives)
- Restorative practices
- Break in an appropriate break area
- Conflict resolution with involved parties
- Counseling session (emotion regulation, social skills, problem solving, etc.)
- Restore property
- Service to school
- Lunch and Learn: Student will spend their lunch and recess period with the Dean of Students or alternate staff member. During this time, the student will discuss their infraction and develop a plan of making amends to harmed parties. This time period will also include instruction to help students develop social or emotional skills needed to prevent the infraction from recurring.

Level 2: Major Infractions/Repeated Level 1 Infractions

Teacher Possible Actions:

- Level 1 actions and referral to the administrative team

Administrative Possible Actions:

- **In School Suspension (ISS):** This removes the student from their peers for the time the student is assigned to ISS. Students report to ISS during school hours and spend the day with the Dean of Students or alternate staff member. Students reflect on the infraction and their role as part of the school environment and make amends as necessary. Students serving suspension are not permitted to participate in or attend extracurricular activities.

Out-of-School Suspension (OSS) – Up to 10 Days

- Out-of-school suspension is a period of time during which a student may not attend regular classes or participate in school-sponsored activities. In the event of a school cancellation (e.g., snow day), the suspension will continue on the next scheduled school day. Students serving suspension are not permitted to participate in or attend extracurricular activities. A readmittance conference may be required prior to a student returning to school.

When a student is being considered for suspension of ten (10) days or less, the administrator will notify the student of the charges and provide an opportunity for the student to respond. The administrator will also present the evidence supporting the charges. Following this meeting, a determination will be made regarding appropriate consequences.

If a suspension is issued, the student and parent/guardian will be notified. The suspension may be appealed in writing to the superintendent within ten (10) days of receiving the notice. During the appeal process, the student will not be permitted to attend school. Appeals may be held in a private meeting upon request, and the student may be represented. Students are expected to complete missed classwork during suspension and will be given a reasonable amount of time upon return to submit assignments.

Suspensions of more than ten (10) days will follow due process procedures outlined in the expulsion section of this handbook.

Level 3: Critical Infractions/Repeated Level 2 Infractions

Administrative Possible Actions:

- Level 2 disciplinary actions
- Referral to law enforcement
- Referral to district administration for disciplinary hearing where long-term suspension (suspension lasting more than 10 days) or expulsion will be considered
- 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.

OFFENSE	LEVEL
Non-Productive Behavior: Not meeting reasonable academic responsibilities; willful failure to complete assigned tasks	1
Disruptive Items: Use of items during instructional time that interfere with the educational process as determined by the teacher or administration	1
Teasing: Saying unkind or hurtful things to others, including name-calling, mocking, making fun of someone, using a tone of voice meant to hurt, or comments that make others feel uncomfortable or upset.	1
Cheating: The act or an instance of fraudulently deceiving.	1
Cell Phone Use: unauthorized use of a cell phone during instructional hours	1
Physical Altercation: Physical contact (1): no harm caused (e.g. horseplay, pushing) Fighting (2): Physical contact with the intent to cause harm (e.g. kicking, punching) Assault (3): A one-sided physical attack causing injury	1-3
Forgery: Fraudulent means to use or obtain use of school-related documents.	1-2
Computer Tampering: Unauthorized access, modification, or destruction of files and/or network operating systems, computer hardware, and/or electronic information.	1-2
Inappropriate Behavior: Disrespectful or irresponsible student behavior, defiance of authority, the refusal of a student to comply with the reasonable requests of any school employee, or instigating inappropriate behavior.	1-2
Eloping: <ul style="list-style-type: none"> • Leaving classroom or other designated area without adult permission • Leaving building without adult permission 	1-3
Obscenity/Profanity: Use of inappropriate or offensive language; vulgar acts in verbal or written form, pictures, or gestures.	1-2
Lying: Marked by or containing falsehoods including false reporting of information.	1-2
Biting: Purposely biting another to do harm.	2
Theft: The act of stealing and/or possessing stolen goods.	2

Vandalism: Defacing or destroying property of the school, staff, or students. In addition to disciplinary actions, reimbursement for damaged property may be required.	2
Bullying: An individual or a group of people with more power repeatedly causing hurt or harm to another person or group of people who feel helpless to respond. This includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)	2-3
False Alarms: False fire alarms, false 9-1-1 calls, inappropriate removal of fire extinguishers, bomb threats, threats of mass violence, or similar actions.	2-3
<p>Illegal Activities: Illegal activities not referred to in other portions of the Code of Conduct (breaking and entering, possession of keys, etc.) The violation of federal, state, or local laws or ordinances is grounds for suspension or expulsion when such violation occurs on school property, in school buildings, on buses, or at school-related and school-sponsored events. Disciplinary action may be taken by the school regardless of whether or not criminal charges result.</p> <p>Extortion: Taking money or items of value through force, illegal activity</p> <p>Gambling: Student involvement in betting/wagering</p> <p>Group Intimidation: "Ganging up" on other persons to harass, threaten or intimidate or create a threatening environment</p> <p>Pyrotechnics: Use, possession, and/or production of any explosive, smoke- or odor-producing device is prohibited in or on school property including possession of lighters and matches.</p> <p>Tobacco: Possession or use of tobacco in any form, including look-alike or what is represented as tobacco, or being in the presence of visible smoke, is prohibited on school property, to or from school, or at any school event regardless of location. This includes look-alike or what is represented as tobacco or any related paraphernalia (empty tobacco containers or substitute containers), possession of smoking materials, i.e. lighter, matches, etc.</p> <p>Weapon Possession (3): Possessing, using, threatening to use, or transferring any weapon or instrument capable of inflicting harm or considered dangerous by the administration. The term weapon includes such items as a firearm, (including a starter gun or BB gun), knife, brass knuckles, etc. and weapon look-alikes.</p>	2-3
Threatening Actions: Threatening to cause harm to others through verbal, written, or electronic means.	2-3
<p>Sexual Misconduct:</p> <ul style="list-style-type: none"> • Inappropriate Sexual Behavior (2): Making sexual gestures, comments, or jokes; displaying or drawing sexually suggestive images; or engaging in behaviors of a sexual nature that are not considered harassment or assault but are still inappropriate in a school setting. • Sexual Harassment/Sexual Assault (3): Any physical effort to force, or attempt to force another person against their will into any sexually-related activity, requests for sexual favors, indecent exposure 	2-3
<p>Alcohol & Drugs: Possession of, use of, under the influence of alcoholic beverages, narcotics, drugs, caffeine pills, and/or any controlled substances including look-alikes or what is represented as a drug or alcohol inclusive and/or any related paraphernalia (empty beer or liquor containers or substitute containers, etc.).</p> <p>Transferring or Sale: Sale or transferring, attempting to sell or furnish illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, anabolic androgenic steroids, marijuana, controlled substances, designer drugs, and/or look-alikes of any of the above, at school or any school-related activities, or within 500 feet of school premises.</p>	3
Arson: Purposely setting fire on school premises.	3
Harassment-General, Gender, Ethnic, Religious, Disability: Conduct that shows hostility or aversion toward an individual because of their gender, race, color, religion, national origin, disability, or age that has the purpose or effect of creating an intimidating, hostile, or offensive environment; or has the purpose or	3

effect of unreasonably interfering with an individual's performance. Also includes incidents that occur to and from school and at school-sponsored events that are initiated by students and that are directed toward students, staff, or employees of the School District.	
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TECHNOLOGY CODE OF CONDUCT

Please refer to the Colon Community Schools Acceptable Use Agreement. All students (and their parent/guardian) using the Colon Community Schools network will be required to sign a "Use Agreement" prior to the student being allowed access to this network. Any student who violates the computer use agreement will face consequences ranging from loss of privileges to suspension depending on the severity of the violation.

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.

DRESS AND GROOMING

Student attire should support health, safety, and the effective functioning of the school while reflecting appropriate standards of neatness and cleanliness. The administration has final authority in determining appropriate dress, and students may be asked to correct dress code violations, including changing clothing if necessary.

The following guidelines apply during the school day and at school-related events:

- Closed-toe shoes must be worn during recess and physical education.
- Clothing such as midriff tops, muscle shirts, cut-off sleeves, backless or low-cut tops is not permitted.
- Shorts and skirts must extend to fingertip length when arms are at the sides.
- Tank tops are permitted if shoulder straps are at least one inch wide.
- Hoods must be removed upon entering the building and may not be worn during the school day.
- Clothing and accessories may not display tobacco, alcohol, drugs, weapons, profanity, gang affiliation, hate speech, or sexually suggestive content. Such items may be confiscated.
- Clothing or accessories with sharp studs, spikes, or chains are not permitted.

The final interpretation of this dress code will rest at the discretion of the building administration.

POSSESSION OF ELECTRONIC EQUIPMENT/USING CELL PHONES

All electronic equipment necessary in school is supplied by the district. Students are not to bring video games, tablets smart watches or other electronic equipment to school. Students who bring phones and other electronic equipment to school are expected to keep them in their lockers, turned off during school hours. We encourage families to contact the school office to get messages to their students and refrain from texting or calling the student directly. Students may not use phones for any reason during the school day. Violations can result in the device being confiscated and disciplinary action taken. Continued violations of this rule could result in suspension.

SEARCH AND SEIZURE

Students and their personal property may be searched at any time while under the jurisdiction of the Board of Education if there is reasonable suspicion of a violation of school rules or law, or when necessary to protect the safety of others.

Searches may be conducted with or without the student's consent.

Students are assigned lockers for storage; however, lockers remain school property and may be searched at any time when reasonable suspicion exists. Items found during a search that may constitute evidence of a violation of school rules or law may be confiscated and turned over to law enforcement. The District reserves the right to retain confiscated items and may not return them.

BULLYING AND HARASSMENT

Colon Community Schools is committed to providing a learning environment in which all individuals can attend school free from harassment, intimidation, or demeaning behavior. Harassment of students, staff members, or other individuals is not

permitted. This includes any speech or conduct that creates a hostile, intimidating, or offensive learning or social environment.

Harassment may take many forms, including but not limited to:

Sexual Harassment

- *Verbal*: Sexual comments, jokes, innuendo, propositions, or threats communicated orally, in writing, or electronically.
- *Non-verbal*: Displaying sexually suggestive materials or making gestures, sounds, or actions of a sexual nature.
- *Physical*: Unwanted physical contact, including patting, pinching, pushing, or any coerced sexual contact.

Harassment Based on Gender, Ethnicity, Religion, or Disability

- *Verbal*: Insults, threats, slurs, or disparaging remarks, including exclusion or “silent treatment” directed at an individual.
- *Non-verbal*: Displaying offensive images or symbols or using threatening or insulting gestures.
- *Physical*: Any intimidating or harmful actions, including hitting, spitting, or similar behavior.

Students who believe they have experienced or witnessed harassment should report the incident immediately to a staff member or administrator. Reports may be made in writing, by phone, or in person and should include the names of those involved and a description of the incident. A Report of Harassment form is available in the school office. All reports will be taken seriously and investigated in a timely manner. Information will be kept confidential to the extent possible and shared only with individuals involved in the investigation or as required by law. Retaliation for reporting harassment is strictly prohibited. If the alleged offender is a student or staff member, reports should be made to a building administrator. If the complaint involves a building principal, it should be reported to the Superintendent. Where investigations confirm a violation, appropriate corrective or disciplinary action will be taken to prevent further incidents.

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.

ARRIVAL/DEPARTURE

Buses will enter the school grounds from the highway and unload at the main doors. No bus will unload before the opening of the building at 7:55 a.m.

STUDENT DROP OFF PROCEDURES

- Student drop off begins at the posted sign on Goodell St, just outside the playground area. The gate will remain closed until 7:55. There is no supervision prior to 7:55. **Students should not be left unattended.**
- Once a staff member has opened the gate, proceed through the drop-off line, stopping only to let students out of the vehicle. **Stay in line.**

STUDENT PICK UP PROCEDURES

All end-of-day transportation changes must be called in to the front office by 2:30.

If you are picking up your child during the school day:

- **Pick up must be done prior to 2:30 pm.** For the safety of your child and the tracking of all children, we will not release children between 2:30 pm and the end of the school day (3:15 pm).

- Park near the main doors. The parent/guardian must come into the office and sign the student out. Students will not be sent to a waiting car.
- The student will be called to the office when the parent / guardian arrives.

If you are picking up your child at the end of the school day:

The car line begins at the posted sign on Goodell St, just outside the playground area. The gate will remain closed until dismissal to ensure a safe play area for students.

- Once the gate is open, a staff member will approach your vehicle and ask who you are picking up. He or she will ask you to pull to a numbered cone.
- The student's name will be relayed to the holding area inside the building. The student will be directed to the same numbered cone to meet your vehicle.
- Proceed through the line to exit the school zone, stopping only to get students into vehicles. Please pull into the unpaved loop to get out and buckle your child.

Parents/Guardians of walkers:

- Please do not park in the parking lot, this space must be kept clear during dismissal.
- Parking is available at the Cornerstone Community Church parking lot. Parents may park and use the crosswalk to meet their students at the school entrance on the north side of the school near State St.

REPORTING DISMISSAL CHANGES

- Please note that during the day our teachers are not usually able to read email. **Please contact the office if there is to be a change to your student's dismissal procedure, not the classroom teacher.**
- Dismissal changes must be reported to the office by 2:30 pm.

BUS TRANSPORTATION

Bus schedule and route information is available by contacting the transportation supervisor at (269) 432-3231 ext. 103. 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.