

COLOMA ELEMENTARY SCHOOL



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**PARENT STUDENT
HANDBOOK**

2011-2012

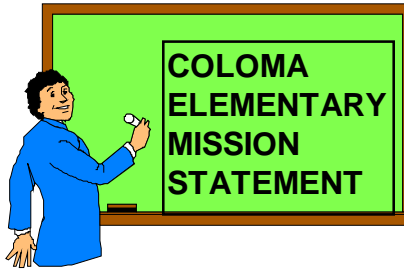
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The Coloma Community School District does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination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

Un interprete esta listo para ayudar con la interpretacion de este documento español.

(An interpreter is available to interpret this document in Spanish upon request.)



Coloma Elementary staff will empower all students to succeed in a changing world.

We believe that:

we must enhance all children's self-esteem and dignity - students need to feel valued and respected.

all children can learn.

parents want children to be successful.

educators must educate in ways that match children's learning modality because all children have their own way of learning, and they learn at different rates.

learning takes place when basic needs are met.

positive interaction among home, school, and community is imperative.

cooperative learning offers effective teaching techniques.

school improvement is an on-going process.

the use of Life Skills (confidence, motivation, effort, responsibility, initiative, perseverance, caring, teamwork, common sense, and problem solving).

educating the whole child (socially, emotionally, physically and intellectually) is necessary.

development of life long leisure activities is important.

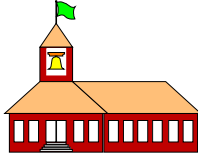
every staff member and student can contribute.

schools need to provide safe arenas where students can address "life" issues.

there is intelligence that is not being tested at present, therefore a variety of measures need to be used to evaluate the total child.



THE SCHOOL DAY



SCHOOL HOURS

The state law requires that your child be in attendance on school days unless he/she is ill. Help your child develop good attitudes about promptness and dependability by teaching him/her to be on time. School begins at 8:10 a.m. and dismisses at 3:32 p.m.

Children are admitted into the building at 7:50 a. m. for breakfast. They are not admitted before 7:50 a.m. for reasons of safety. **Do not allow your child to come to school or to the school playground before that time.** We do not have any morning supervision on the playground and we do not want to have any children get hurt.

Parents should plan with their children who walk to school, so that children will not arrive more than ten (10) minutes before the start of the school day.

All students should be out of the building and on their way home no later than ten (10) minutes after school is out. Parents need to encourage their children to leave the school grounds at the end of the day and **go directly home.** After they check in at home then they can visit their friends.

ABSENCE

The major responsibility for student attendance lies with the individual family. It is the parent or guardian's responsibility to contact the school office via the telephone or in person to verify the student's absence. This contact must be made daily, except in case of extended absences, **prior to 9:00 a.m.** We also suggest that you follow up with a written excuse the day your child returns to school.

When you call the school, please leave the following information: students name, grade, teacher, reason for absence, expected length of time your child will be unable to attend school and your name.

ABSENCE - LONG TERM

Extended absences should be reported immediately to enable teachers to assist in scheduling student assignments or arranging for homebound instruction.

STUDENT CONDUCT

The staff at Coloma Elementary seriously accepts the responsibility of your child's health and welfare. We believe that our school, in order to be successful, has to have certain rules and policies and that these should be enforced.

The staff at Coloma Elementary believe that life is filled with choices. As individuals we make choices everyday. We can choose good choices or poor choices and usually an unpleasant consequence is attached to poor choices. Consequences will hopefully be a learning tool for your child when a poor choice is made.

DISCIPLINE

At Coloma Elementary we reward students that follow our discipline rules and provide consequences for those students that choose to misbehave.

We have a set of general rules for the entire building used by the entire staff. Thus, our discipline is consistent. We have classroom rules, lunchroom rules, playground rules and hallway rules. All of the rules and consequences are listed in this handbook. Each teacher turns in a discipline classroom plan to the principal that lists rewards and consequences for behavior. Success of this plan depends on rewarding those students that choose to behave properly. Each grade level handles their rewards and consequences a little differently, but we are trying to emphasize the positive rewards.

BUILDING RULES

Classroom Rules

1. Follow directions the first time given
2. Keep hands and feet to yourself
3. Get attention the right way by raising your hand
4. Be prepared for class each day by having two sharpened pencils and any other materials that you may need.
5. Do not do anything that keeps another child from learning and/or the teacher from teaching.

Lunchroom Rules

1. Follow directions of the lunchroom adults
2. Speak in a normal talking voice
3. When finished eating, raise your hand to empty your tray and then go back and sit down at your seat. The students are responsible for picking up paper and utensils that have fallen on the floor in their eating area.
4. Line up quietly when the adults dismiss your table.

Playground Rules

1. Play in designated areas only
2. Follow Directions of adults
3. Do not play games that include pushing or tackling
4. Fighting, swearing or defiance to adults will not be tolerated
5. Bullying will not be tolerated

DISCIPLINE NOTES

Whenever a student gets into trouble, a discipline note is sent home with the student. **The student is expected to have the note signed by a parent and returned to school the next day.** If a student forgets the note he/she loses recess for the day. A second copy will then be mailed to the parent(s) so you are aware of the problem.

FORGED NOTES

If we suspect that a student has forged a parent signature we contact the parent by phone or send a note home.

DETENTION - BEFORE OR AFTER SCHOOL

If it is necessary to keep a student before or after school for any disciplinary action, the parents will be notified by a telephone call and/or written note from the teacher or principal to determine whether the child is to be detained that day or the following day.

TARDINESS

Students are expected to arrive at school on time. If for some reason your child is late, please bring him/her to the building office. A student is tardy after the second bell rings.



BUS TARDINESS

During the winter months there are occasionally times when snow and ice cause traffic to be delayed. When this happens, our buses may be delayed. No child is counted tardy who is delayed in arriving for the school day if the child rides the bus regardless of how late the bus may be.

PICKING CHILDREN UP FROM SCHOOL

No child is permitted to leave or to be taken from the school by anyone other than an authorized parent or guardian. We cannot accept telephone requests for children to leave school, you must check in at the office.

Unless we have a court order on file, students are released to either natural parent. If you do not want your child released, please make sure that we have copies of all official custody papers.

To ensure student safety, children that are car riders are to be picked up at the school. These parents or authorized adults need to get in the 'car rider line'. Students are not to be picked up at the Middle School or Fine Arts Building.

CHILDREN LEAVING SCHOOL EARLY

We encourage parents to arrange appointments after school hours when possible.

Any student leaving the building before dismissal will be required to be "signed out" through the office and must be picked up at the office. This procedure will guarantee the accountability of all children during the regular school day.

CHILDREN CHANGING DAILY ROUTINE

If for some reason it is necessary for your child has to ride a different bus or has some other change in his/her normal routine, please send a note of explanation, signed by either parent. Bus children must have permission notes from home, signed by their teacher, parent, and office staff if they:

1. Are not riding the bus home.
2. Are riding a different bus.
3. Are getting off at a different place.
4. Are staying overnight with someone-- in such cases both families must send permission notes.



UNSCHEDULED EARLY DISMISSAL

Please discuss with your child the procedure to follow if no one is home when he/she arrives. During time of extreme weather or emergency situations, school may be dismissed before the regular dismissal time. You and your child, as well as the school, will feel more at ease if you have a planned procedure to follow.

WHAT TO DO IF YOU ARE MOVING OR LEAVING THE DISTRICT

Parents who plan to move to another school should follow this procedure:

1. Notify the classroom teacher and the office **a few days ahead of moving**.
We need to know:
 - a. New address
 - b. Date you are moving
 - c. Name of school where child will be enrolled (if possible).
2. Make arrangements to return all textbooks and library books.
3. Take home all personal items.
4. Pick up "withdrawal form" from the office for the new school.

The children's records will be sent by mail when requested by the new school. We are not allowed to give the original records to the parent.

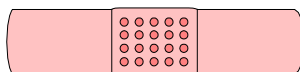
ILLNESS AND ACCIDENTS DURING THE SCHOOL DAY

If it is necessary for a child to be sent home because of an accident or illness, the office will notify the parents to come and pick up the child.

If a parent cannot be reached, the person designated on the emergency card will be notified. If neither is available, then the principal will seek professional help. If in his/her judgment the child needs a doctor, the child will be taken to the nearest available doctor or hospital.

In all cases, every effort will be made to reach and notify the parent of the child. Parents should notify the school of any changes in phone numbers listed on the information card. In case a child becomes ill or injured it is the parent's responsibility to arrange transportation home.

MINOR CUTS AND SCRATCHES



School personnel treat minor injuries, cuts and scratches. If any injury is of a more serious nature, we call the parent per instructions on the registration card.

TAKING OF ORAL MEDICINES



Children are not permitted to bring medicine to school or take medicine while at school unless **written permission by a physician is on file in the school office on the form provided. A signed statement from the parent is also necessary.**

Once the physician has completed the required form, the medication will be kept in the school office and administered by the authorized staff member.

BOARD OF EDUCATION POLICY- HEAD LICE

If you find nits, don't panic! We recommend that you contact a physician before beginning treatment. Treatment with special medication is easy and thorough if you follow all the directions carefully. Ordinary shampoo does not kill lice and having clean hair does not prevent them. Hair does not have to be cut, and kerosene is not an appropriate treatment. Vacuum all upholstered furniture daily for several days. Wash all bedding and clothing in hot water and dry on high heat. Take all stuffed animals and place them in a closed plastic bag for at least 3 days. There are sprays available for contact surfaces - check at the drug store.

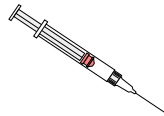
Your child will be excused for up to three (3) days so that you may give the hair proper care and treatment. After three days, when the child is entirely free of nits, he/she will be expected back in school. The child may return to school earlier if a signed statement from the doctor is presented stating that the child is free of lice and nit free.

Children will not be allowed to return to school or ride the school bus until the hair is free of nits. Prior to being re-admitted to the classroom the parent must bring the child to school so office personnel can verify that the child is "nit-free."

COMMUNICABLE DISEASES

We make every effort to keep communicable diseases out of our school. In the event that your child does become infected with a contagious disease, you are requested to contact the office. Please help us by keeping your child home when the following symptoms appear.

Coughing, running nose, fever, ear and eye discharge, sore throat, rash, sores, upset stomach, diarrhea, chills, swollen glands or any signs of head lice. **It is very important that you call the office if there is a sign of head lice.** We can then check all of the children and send a note home to let all parents know that their child should be checked.



IMMUNIZATION

Michigan law forbids any child that does not have proper immunization to be in school. We do not like to exclude children from school so please make sure that all shots and immunizations are updated and current. **Since 1978, state law has required that each student entering kindergarten or a new school district in grades 1-12 have a certificate of immunization at the time of registration or not later than the first day of school.**



PHYSICAL EDUCATION

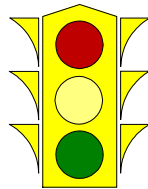
All children meet regularly each week for physical education, which is under the direction of a physical education teacher. All children are required to take these classes. A written excuse from the doctor must be provided if your child is to be excused from class. For safety reasons, it is advisable that each child have an inexpensive pair of tennis or rubber soled shoes (with their name or initials on them please!).

RECESS OUTSIDE

All children will participate in short recess periods. This opportunity gives students a very necessary change of pace, which should enable them to be more receptive to the school program. When it rains or the combination of temperature and wind chill goes below 17 degrees we have an indoor recess. We cannot honor requests for students to stay inside. Normally, students who are too ill to take part in outdoor play are too ill to be in school. **Notes to stay inside for recess or noon play will be honored only upon a doctor's recommendation.**

Therefore, if an unusual medical condition exists which permits attendance at school, but makes participation in recess or gym inadvisable, a call, note or fax from the physician will be acceptable and arrangements for supervision of the child will be made. Otherwise, a child should remain home an extra day to fully recover.

Reminder: boots, hats and mittens (with your child's name on them) in winter and rainy weather are a must!!



PARKING LOT HAZARDS

Excessive traffic in front of the school is a major problem, especially on rainy days. If it is necessary to pick up your child, it would be helpful to stay in the car line. **Please do not park or go down the bus exit drive at any time.**

EMERGENCY PLANS

Children are taught to understand the emergency drills are for a purpose. Procedures have been checked with officials of the Coloma fire department and the Berrien county office of civil defense. **For safety purposes - only the main entrance can be used to enter the building.**

EMERGENCY PICK-UP PROCEDURE

During a real emergency it is understood that you, as a parent, may wish to pick-up your child from school. The following procedure will apply in an emergency situation.

1. **If the students are evacuated from the building you will need to locate the child's teacher or one of the school secretaries to inform them of your child's pick-up.**
2. **In some emergency situations the students would be evacuated to the middle school gym and then you would need to again locate your child's teacher or one of Coloma Elementary school secretaries.**

FIRE DRILLS

During the school year we are required by law to conduct a minimum of ten fire drills to teach your child what to do in the event of a real disaster. Teachers periodically discuss fire emergency procedures, which affect the safety and survival of your child at school.

TORNADO DRILLS

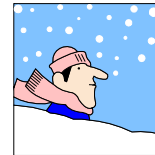
A minimum of three tornado drills are held each year. Coloma elementary is equipped with a portable, battery operated radio, which is tuned in for an alert of approaching danger. Please do not call the school, as it is important our lines be open for emergency calls.

Tornado watch

Conditions are favorable for a tornado
Keep watching!!

Tornado warning

tornado has been sighted in our area
Take cover!!



SCHOOL CLOSING DUE TO INCLEMENT WEATHER

The radio stations announce school closings because of weather conditions as early as 6:00 a.m. if you take advantage of this announcement system, the school will be relieved of hundreds of phone calls questioning school closing. If we are going to delay the start of the day or dismiss the children early because of weather or other emergencies we will put it on the radio as soon as possible so that you can make arrangements.

Coloma Schools implemented a system called Instant Alert for Schools. Instant Alert will notify all families when school is closed due to inclement weather.

The local radio stations, WHFB (99.9 fm), WSJM (107 fm), and WCSY (98.3 fm) announce all school closings. The TV stations are WWMT channel 3, and WSBT channel 22.



BIRTHDAY BOOKS

Reminder: birthday food treats are discouraged here at school, but we do have a way that you can celebrate your child's special day.

If you would like to honor a child's birthday, here is what you can do:

Stop in the media center Monday – Friday during regular school hours and our library aide will show you the birthday books that are available. You can purchase a book from the birthday book selection for \$10.00. At that time, you or your child can fill out the birthday book insert that will be glued inside the front cover of the book. The insert will have the student's name, date of birth and the date of the donation.

We are excited about the birthday book corner and think that the students will enjoy reading these new selections. If you have any questions please call the school.

STUDENT ACCIDENT INSURANCE

Inexpensive school insurance can be purchased for students. The coverage is quite broad, insuring the student against accidents occurring during times and activities which are a part of the school's operation. Insurance applications are given to each student to take home for consideration. Envelopes are supplied to parents to return the money and completed form to the school by a designated time. The school will then send this to the insurance company. **You can purchase 24-hour coverage!**

You will be advised that in case of an accident, you must initiate your own action for a claim to the company. The school will provide you with a claim form in case of injury.



TELEPHONE

The school phone is a busy phone. Only in emergencies can boys and girls make calls. These do not include forgetfulness and social calls to see if they can go to a friend's house after school.

Our staff is in close contact with nearly 500 children before school starts and during the noon hour. We would greatly appreciate it if calls of a non-emergency nature were made to us after 9:00 a.m. and after 1:00 p.m. as stated before, if a child is going to be absent parents should call in between 8:00 a.m. and 9:00 a.m.

Teachers and students are not called to the telephone during class time unless it is an emergency.

Telephone messages to the teachers and other staff members are left in the person's mailbox and the call will be returned at the teacher's earliest opportunity. We do want a chance to follow up on your concerns.

LOST AND FOUND

Parents are urged to mark all personal belongings of students with the child's name in ink or with a nametape. The school maintains a lost and found area where children may claim their articles. Many times items presumed to have been "taken" are located in our lost and found.

CHANGE OF ADDRESS OR TELEPHONE

Please notify the school promptly of any change in address, telephone, name, or of any other information that might be pertinent to school records. This notification should be in writing. Promptness is necessary to facilitate communication between home and school.

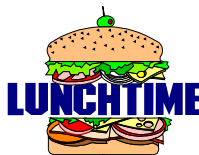
VISITORS AT SCHOOL

We urge parents to visit the school and let us become better acquainted. **We request that you stop at the office to inform us of your presence in the building.**

From time to time, the school receives requests to allow non-attending children to visit the building and as much as the school would like them to visit, it must turn down the requests. Children visitors create a number of problems. Thus, staff cannot be responsible for visitors. In case of an accident or emergency our liability coverage does not include visitors. The school hopes that parents can understand this position and will help by not making such a request of the school.

TEXTBOOK AND OTHER EDUCATIONAL MATERIALS

Textbooks and workbooks are supplied by the school district. Children are held responsible for the condition of all learning materials checked out to them. Normal use will carry no assessment, but loss or damage beyond repair, or abuse beyond the usual wear and tear will be assessed on textbooks and library materials.



HOT LUNCH, BREAKFAST AND MILK

The hot lunch and milk program will begin early in the year. We request that students purchase lunch and milk tickets by the week on Monday mornings. Applications for free lunch and breakfast are sent home at the beginning of the school year. If circumstances change and you might qualify, please contact us and we will send you an application any time during the school year. You will be charged full price until your application has been approved for free or reduced breakfast/lunch.

PETS IN SCHOOL

In all cases, parents must contact and consult the teacher and the principal before bringing any animals to school. Animals must be properly caged at all times. At no time will animals be permitted on the school buses.

FIELD TRIPS

School is for learning and field trips provide an excellent opportunity for children to learn outside the classroom. Teachers select trips that will extend the learning of topics being taught in the classroom.

Parent permission is required for children to participate on field trips except when we are going to another school building within the district. Teachers will send home permission slips to be signed and returned prior to the trip. Parents may be asked to help chaperon on the buses. **However, our insurance liability will not permit pre-school children to ride on the bus. If it is a pre-paid field trip, we are sorry but money is not refunded.**

BICYCLES AND SCOOTERS

Students, who normally walk to school, may ride their bicycles and/or scooters. Parents should discuss with their children the need for safety when riding bicycles or scooters.

1. Bicycles are to travel on the side of the road with the traffic.
2. Bicycles are to be walked while on school property.
3. Bicycles should be parked in the bicycle rack during school hours.
4. For security reasons, the school recommends that bicycles and scooters be locked during the school day. The school cannot assume responsibility for loss or damage.
5. Bicycles are to enter and leave using the sidewalk next to the vocational building. Students are not to ride bikes in the parking lot..
6. Violation of these rules can result in a suspension of bike riding privileges.



MONEY AND OTHER VALUABLES

In case money is being sent to school parents should realize the responsibility the child will have. It would be wise to:

1. Place the money or checks in an envelope.
2. Include a note, stating the reason for the money being sent.
3. Place the teacher's name and the child's name on the outside of the envelope.
4. Advise the child not to leave money in school desks, lockers, etc.

The school would like to discourage parents from allowing children to bring large amounts of money to school. Large amounts of money or unusual items of value brought to school are normally questioned by members of the staff; in most cases, the school will call or contact the home to check if this situation occurs. Please do not allow your child to bring trading cards, personal recorders, or cell phones to school. Your cooperation in this matter is appreciated.

STUDENTS SELLING PRODUCTS AT SCHOOL

Only projects approved by the school board are allowed in any school. Elementary students are not permitted to sell any item to other students.

PARENT-TEACHER CONFERENCES

Our most effective way of communicating progress to parents is through our scheduled parent-teacher conferences, which are held throughout the year. Parents of children who have given us concern because of academic or behavioral difficulties will, of course, receive more frequent communication from the teacher.

Parents may initiate conferences with the teacher should they have some concern regarding their child's progress. It is urged that this be done as early as possible to correct a situation before it becomes a serious problem.

RETENTION POLICY

Our school board adopted a promotion/retention policy for all grades. The decision to retain a student is determined jointly by the teachers and the building principal. A copy of this policy is available at the office.

PARENT TEACHER ORGANIZATION (P.T.O.)

We have a very active PTO. They will assist you in the solution of community-school problems, help you to know your school and staff better, and improve the cooperation and communication between the home and the school to better meet the needs of your children.

Generally, the PTO meetings are scheduled at 6:00 p.m. on the first Tuesday of each month. You will receive detailed program announcements and an invitation to join during the school year.

VOLUNTEER OPPORTUNITIES

There are many opportunities available to assist the school in better serving the needs and interest of boys and girls. While the teacher is responsible for the actual technical instruction, there are ways parent volunteers can contribute much to the learning and welfare of each child. Call us at 468-2420 if you would like to help.

LIBRARY BOOK FINES

Students are allowed to check out books from the library. We do ask that all library books be returned in good shape. If a book is damaged we assess a fine to repair the book. If a book is damaged beyond repair we charge a replacement cost. If a book is lost we send home a notice to the parent. We would much rather find the book then have you pay to replace it. **We are trying to teach the children responsibility and we hope that you will help us. If a fine is not paid, the student is not allowed to participate in some of our special events and is not allowed to check out books.**

LOCKERS

Lockers are provided for personal belongings in the second grade wing of the building (usually two children share a locker). Students are not allowed to put stickers or posters inside or outside locker doors. Locks are not permitted. Coat closets are used in the remainder of the building.

CLASSROOM ASSIGNMENTS

Questions sometimes arise as to how a child is assigned to one classroom over another. Many elements are involved in assigning students to their classrooms.

The primary concern is the need of the student. To help determine these needs information is gathered from the previous classroom teacher and any specialized personnel who have worked with the child.

Once this information is obtained, the class is developed using the following considerations:

- 1- academic achievement (test scores, reading group, etc.)
- 2- boy/girl ratio
- 3- relationship with other students
- 4- behavioral characteristics, special needs (i.e., special education and gifted and talented).

These considerations are used to arrive at a heterogeneously balanced class. This practice has been unusually effective and we intend to maintain this successful process.

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 student's mode of dress and grooming may be a manifestation of personal style and individual taste, any type of dress or hairstyle that is disruptive, distracting, unsanitary or unsafe is prohibited.

1. Students are prohibited from wearing distracting clothing, which is disruptive to the educational setting. Examples of such clothing include, but are not limited to:
 - a. See-through clothing
 - b. Clothing which exposes the torso, pubic or genital area
 - c. Garments that provoke or distract students or school employees.
Example: spandex, tank tops, holes in clothing etc.
 - d. Headwear may not be worn inside the building.
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. Profane, provocative, vulgar or obscene suggestions include, but are not limited to, descriptions or representations of sexual acts, excretory functions, or nudity, and swear words, expletives or offensive language or symbols.
4. Students with hair or wearing apparel, which substantially interferes with the educational process, may create classroom or school disorder. Distracting the attention of another student in any class from the lesson being presented or from any assigned classroom activity will not be permitted.
5. Hair or wearing apparel, which constitutes a threat to health or safety, is prohibited.
6. It is the policy and obligation of the school board to encourage a drug free environment in the school setting, to reduce the pressures to use drugs and to promote respect for rules and laws prohibiting drugs. Drug use among students creates a climate that is destructive to learning and disrupts the maintenance of an orderly and safe school conducive to learning. Therefore, tee shirts and other garments, buttons and patches, which advocate the use of alcohol and illegal drugs, are prohibited.

If a student violates the dress code the student will be given an opportunity to correct the offense. In addition, school personnel will arrange to meet with the student and his or her parents or guardians regarding the violation.

A student who continues to violate the dress code will be subject to disciplinary measures including up to a ten (10) day suspension. A suspension will not be imposed upon the student without affording the student appropriate due process as provided in the student handbook for this type of offense.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
ANNUAL NOTIFICATION OF RIGHTS AND
DESIGNATION OF DIRECTORY INFORMATION**

Each year Coloma Community Schools is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act ("FERPA"). Parents and eligible students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at Coloma Schools within 45 days of the request. This right extends to the parents and to any student 18 years of age or older. The principal will make arrangements for access and notify the parent(s) or eligible student of the time and place where the records may be inspected.

2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any part(s) of an education record, which you believe to be inaccurate or misleading. The request for amendment must be forwarded in writing to the principal, and clearly state the part of the record to be changed and the reason(s) you believe it to be inaccurate or misleading. This right includes the right to a hearing to present evidence that the record should be changed if a designated official of Coloma Schools decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.

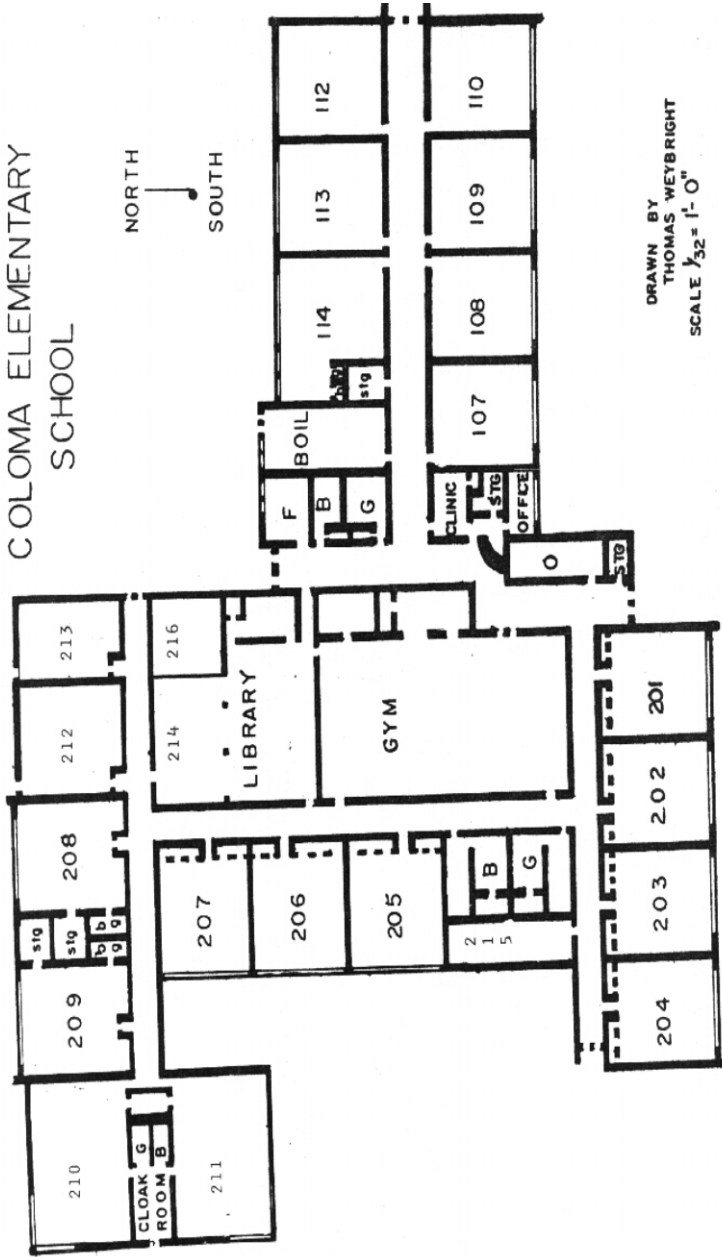
3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given for the disclosure, as an item of direct information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the United States Department of Education concerning the alleged failure of the Coloma Community Schools to comply with FERPA. Your complaint should be directed to: Family Policy Compliance Officer, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from: Office of the Superintendent, Coloma Community Schools, 2518 Boyer Road, P.O. Box 550, COL, MI 49038-0550

6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose without consent, "directory" type information. The Board of Education of Coloma has designated the following personally identifiable information contained in a student's education record as "directory information": Student Name, Address, Telephone Number, Electronic Mail Address, Photograph, Date and Place of Birth, Dates of Attendance, Grade Level, Participation in Activities, Sports, Weight, and Height of Athletes, Honors Awards Received. Unless you advise the District that you do not want any or all of this information released, school officials may release personally identifiable information which has been designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student. You have until September 15 to advise the District in writing of any or all of the types of student information which you refuse to permit the District to release as directory information. Your objections should be addressed to: Coloma Community Schools, 2518 Boyer Road, P.O. Box 550, Coloma, MI 49038-0550.

COLOMA ELEMENTARY
SCHOOL



DRAWN BY
THOMAS WEYBRIGHT
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GRIEVANCE PROCEDURE
FOR COLOMA COMMUNITY SCHOOLS
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990
SECTION 504 OF THE REHABILITATION ACT OF 1973
AGE DISCRIMINATION ACT OF 1975

Section I

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

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.

Dissemination of Grievance Procedure

Adopted grievance procedures should be disseminated to students, parents/guardians, employees, organizations and others to effectively inform them about the processing of grievances. The information must be provided on a continuing basis through the distribution of written materials and/or through periodic briefings.

Written materials through which grievance procedures may be disseminated include:

- Student/Parent-Guardian/Employee Handbooks
- Faculty Handbooks
- Newspaper/Newsletter articles
- Memoranda
- Bulletins
- Pamphlets/brochures
- School catalogs
- Course offering booklets/curriculum guides

Periodic briefings on grievance procedures can be done in:

- Regular Student/Parent-Guardian/Staff meetings
- Special meetings or assemblies
- Classroom presentations
- Seminars

Maintenance of Grievance Records

The maintenance of grievance records is recommended for the purpose of documenting compliance. Records should be kept for each grievance filed and, at a minimum, should include:

1. The name of the grievant or complainant and their title or status.
2. The date the grievance was filed.
3. The specific allegation made and any corrective action requested by the grievant.
4. The name of the respondents.
5. The levels of processing followed and the resolution, date and decision making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

Approved BOE 11/8/1999

