

**Washington
Elementary
School**



**Student Handbook
2009-2010**

Welcome to Washington Elementary School.

The staff in our school wants to make this year an exciting and productive one for each Washington student. We promise to recognize each student as an individual, and to support her/him in reaching his academic and personal best.

We look forward to working with parents, guardians, family and community members to provide a learning environment that nourishes each student. Children deserve every effort we can make as a team.

The information provided in this handbook will help you familiarize yourselves and your students with the way Washington Elementary School operates. But, it is no substitute for direct communication. Please feel free to call us anytime you have comments, concerns or questions. Our office hours are 7:30 to 4:20 PM daily.

We hope that you will find this handbook a useful guide to school activities, programs and policies. The regulations in this handbook have been developed in conjunction with the Board of Education Policies and reflect the expectations for students attending our school.

We look forward to an exciting school year.

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 nondiscrimination policies: Rita Moore, Coloma Community Schools Administration Office, P.O. Box 550, Coloma, MI 49038. Phone 269-468-2424; Fax 269-468-2440.

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

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

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TECHNOLOGY USAGE

Washington Elementary School Mission Statement

Washington Elementary School believes that all students can learn. We are committed to providing experiences that will help our students develop academically, socially, physically and emotionally so that they may attain their potentials. We accept this responsibility and will endeavor to meet these commitments.

Washington Elementary School Beliefs

Improvement is always unfinished.

Change is an opportunity for growth.

Expectations influence accomplishment.

School Improvement Goals

All students will demonstrate responsibility and caring.

All students will improve written communication skill.

All students will increase reading comprehension.

All students will improve their ability to self-evaluate.

All students will improve their ability to apply the scientific method to problem solving.

The mission statement, beliefs and school improvement goals govern all decisions that are made at Washington Elementary School.

Coloma Community Schools Life Skills

Every staff member at Washington Elementary School teaches, models and discusses life skills in the context of the daily operation of our school. We encourage you to put this list on your refrigerator and use it as a way to talk to your child about these skills as situations arise.

CONFIDENCE	feeling able to do it
MOTIVATION	wanting to do it
EFFORT	working hard
RESPONSIBILITY	doing what's right
INITIATIVE	moving into action
PERSEVERANCE	completing what you start
CARING	showing concern for others
TEAMWORK	working with others
COMMON SENSE	using good judgment
PROBLEM SOLVING	putting what you know and what you can do into action
PATIENCE	willing to wait

ATTENDANCE

Your child's attendance at school is *very* important. Students cannot learn what they have not been taught. Please send your child to school every day, unless s/he is ill. Vacations and doctor's appointments should be scheduled when children are not in school. Help your child develop good attitudes about promptness and dependability by teaching her/him to be on time.

ARRIVAL

For the safety of all children, students are not admitted to the building prior to 7:55. If an emergency necessitates children being dropped off earlier, please contact the office.

DISMISSAL

Unless we receive a written and dated request, your child will be sent home the same way each day. If a change is necessary, always send a note. PLEASE, do not call to request that your child change her/his routine unless it is an emergency.

If your child knows that you are picking her/him up at 3:47, wait in the car rider line that forms at the west end of the building. Teacher aides will bring the children outside and help them board their cars. Please stay in your car unless it is necessary for you to sign out your child. Our halls are very congested at the end of the day, which makes dismissal difficult.

It is necessary for you to sign out your child if you did not send a note with them, or if they are not normally car riders. Please come to the office and sign out your child on the clipboard provided. If you are coming in to sign out your child, please do not park in the bus lane immediately in front of the school. Thanks for your co-operation in helping us get the children on their way home as efficiently as possible.

BICYCLES

Immediately upon arrival at school students are required to park their bicycles in the bicycle rack located at the west end of the building. Bicycles may not be removed from the rack until the students are dismissed at the end of the day. For their safety, bicycle riders are dismissed after all buses have left the school area. Coloma Community Schools do not assume responsibility for bicycles that are damaged or stolen.

PICKING UP CHILDREN DURING THE DAY

Children are permitted to leave or to be taken from school during the day ONLY with a parent, guardian or authorized person designated on the enrollment card. You must check in the office to check out the child. Unless we have a court order on file, students are released to either parent. In the event that a court order prevents a parent from taking a child, we will contact the local police if the prevented parent attempts to pick up the child.

TARDIES AND ABSENCES

All students will be counted as tardy if they are not in their classrooms when the bell rings at 8:15, unless a bus problem has caused their late arrival. In the morning children arriving after 10:00 will be counted absent. In the afternoon children arriving after 1:30 will also be considered absent.

If a child is absent, parents are encouraged to call the school before 8:10 on the day of the absence, giving the reason for and the expected length of the absence. If no phone contact is made, the student should bring a note from home the following day, explaining the reason for absence.

ILLNESSES

Although school attendance is very important, students should stay home if they are not feeling well, running a temperature, or are vomiting. Students who develop a temperature at school or who vomit will be sent home. For this reason, it is very important that we have more than one emergency contact person on your child's enrollment card.

If a child becomes ill or is injured at school and a parent or contact person cannot be reached, then the principal may 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.

EXTENDED ABSENCES

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

If you are requesting make-up homework for your child, please call no later than 9:00 AM, for pick up after school. Teachers require time to prepare the work.

HEAD LICE (TAKEN FROM BOARD OF EDUCATION POLICY JGCCA)

Nationally, there has been a significant rise in the incidence of lice. Anyone can get lice: having them is no disgrace. By working together, we can prevent a serious increase of lice in our community. Following are some things that parents can do to help:

- 1. Tell children not to share combs, brushes, hats, scarves, coats or other clothing.**
- 2. Watch to see if a child scratches her/his head and listen for any complaints about itching of the scalp.**
- 3. Examine the child's hair carefully. The lice will probably not be visible, but the nits (eggs) will be. These are not much bigger than a grain of sand; they are oval shaped and are attached to the hair usually close to the scalp. They are fixed to the hair, and cannot be easily pulled off.**
- 4. If nits are found, don't panic. Treatment with special medication is easy and thorough IF all directions are followed carefully.**
- 5. The school must be notified if you find nits so the child's classmates can be examined. This will help control the spread of lice at school.**
- 6. If lice are found on a child at school the parent MUST make arrangements to pick up the child immediately.**

A child will be excused for three days so that her/his hair may be given proper care and treatment. After three days s/he will be expected back in school entirely free of nits. Prior to being re-admitted to the classroom, the parent must bring the child to school to be checked for nits.

OTHER 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 also help us by keeping your child at home until the symptoms disappear. Following is a partial list of communicable diseases children sometimes contract: chicken pox, impetigo, measles, mumps, pink eye, ringworm, strep infections, mononucleosis.

There is one other way in which you can help us minimize the spread of communicable diseases at school: encourage your student to wash her/his hands each time s/he uses the restroom, and before eating. Health professionals say handwashing is the "best preventive medicine" for children and adults. Illnesses like diarrhea, colds and infections are easily transmitted by dirty hands. Children should be encouraged to use soap, and to rub their hands together long enough for them to hum a tune like "Happy Birthday" or the Coloma Fight song.

ORAL MEDICATIONS

Your child's physician must provide written orders detailing how the medication is to be administered. Parents must also provide written request for any medication to be given at school. Medications will be kept in the school office and administered by an authorized staff member in the presence of another adult.

All medication should be clearly identified on the outside of the vial or package. Parents must bring the medication to school in a container appropriately labeled by the pharmacy or physician.

ACCIDENTS

School personnel will treat minor injuries, cuts and scratches. In the event of a more serious injury, or a blow to the head, we will call the parent or responsible adult per instructions on the registration card. School personnel will summon an ambulance when it is deemed necessary.

IMMUNIZATIONS

Michigan law requires us to exclude from school any child who does not have proper immunizations. 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. Parents who object to immunizations on religious grounds may sign a waiver, available in our school office.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

The radio stations announce school closing 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 new system called Instant Alert for Schools. Instant Alert will notify all families when school is closed due to inclement weather.

There may be times when school is dismissed early, as in the case of extremely bad weather. Please discuss with your child the procedure to follow if no one is home when s/he arrives. You and your child, as well as school personnel, will feel more at ease if you have a planned procedure to follow. The local radio stations, WCNF (94.9 FM), WIRX (107.1), WYTZ (97.5 FM), WZBL (103.7 FM), WCSY (98.3 FM), WGMY (940 AM) and WSJM (1400 AM) announce all school closings. The TV stations are WWMT Channel 3 Kalamazoo, WNDU Channel 16, and WSBT Channel 22, South Bend.

PHYSICAL EDUCATION

All children receive physical education two times a week from a physical education teacher. All children are required to take part in 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 has an inexpensive pair of tennis or rubber-soled shoes (with their names on them, please.)

OUTSIDE RECESSES

All children will participate in short recess periods. This opportunity gives students a very necessary change of pace. When it rains or the combination of temperature and wind chill goes below 17 degrees, recess will be held indoors. Normally, students who are too ill to take part in outdoor play are too ill to be in school. We request that parents not send notes asking that a child remain indoors. Notes to stay inside for recess will only be honored on a doctor's recommendation.

Please dress your child appropriately for the weather. On cold days, a warm coat, hat, and gloves or mittens are a must. Boots are necessary in snowy or rainy weather. Children who do not have boots may be required to stay on the blacktop for their recess.

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.

During the school year, we are required by law to conduct a minimum of six fire drills to teach your child what to do in the event of a true emergency. Teachers periodically

discuss fire emergency procedures that affect the safety and survival of your child at school.

A minimum of two tornado drills are held each year. All schools in our district are equipped with a battery-operated radio that is tuned in for an alert of any approaching weather danger. Please do not call the school, as it is necessary for our telephone lines to remain open.

Throughout the year, as situations arise, we may practice procedures for evacuating the building, or securing all persons within the building. In each instance, the safety of children and adults is our first concern.

BIRTHDAYS

Homemade edible birthday treats are not encouraged, but there are several ways in which to honor your child's special day. Some parents send stickers, erasers, pencils, or a small gift for the room. Games for inside recess days are also a wonderful idea.

STUDENT MENTORING:

The student mentoring program was designed to provide parents, teachers, and students with a chance to improve their academic environment by increasing parent involvement, improve parent-teacher relationships, student behavior and student academics. Mentors will work with elementary through middle school students, from Coloma Community Schools, for a half-hour each, twice a week.

Training is available for parents interested in becoming mentors, for more information, please contact Vanessa Pentridge at 849-4002.

Coloma's mentoring program also offers parent workshops in the fall, winter and spring. The workshops provide parents with information to help them improve their family's academic, home and work environments. We will give you the tools to give you and family that extra edge. For more information please contact Vanessa Pentridge at 849-4002 or your child's school.

IF YOU ARE MOVING

Families who are moving from the district should notify the classroom teacher and the office a few days ahead of the moving date. We need to know your child's last day of attendance, and the name of your new school district.

You should make certain that all textbooks and library books are returned to Washington Elementary School. Also, make certain that your child takes home all personal belongings.

Your child'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.

STUDENT ACCIDENT INSURANCE

Inexpensive school insurance is offered to all 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.

TELEPHONE MESSAGES

In case of an emergency or illness, a student may use the phone in the office. Unfortunately, we cannot allow children to use our phones for forgetfulness or for social reasons (ex. to see if they can go to a friend's house after school). Likewise, students will not be called to the phone unless it is an emergency.

Messages and deliveries from home are to be left in the office during class time, to minimize the disruption to the student's class.

If you are trying to reach a teacher or other staff member, please call before 8:05 in the morning, or after 3:47. Teachers also have planning periods throughout the day, and they may invite you to call them during those times. During class time teachers cannot be disturbed unless it is an emergency.

LOST AND FOUND

Parents are urged to mark all personal belongings of students with the child's name in ink or with a name tape. Washington Elementary School maintains a lost and found area where children and parents may claim their articles. Articles not claimed a week after the last day of school in June are donated to local charity organizations.

VISITORS

We encourage parents to visit our school. Unless a teacher is testing, you are always welcome to observe a class. Although the teacher will be unable to speak with you while s/he is teaching, please feel free to discuss your questions or concerns with them before or after the school day.

For purposes of safety, ALL visitors are required to check in the office to receive a visitor's badge.

From time to time, Washington Elementary School receives requests to allow other visitors who may be preschool children, cousins, friends from other schools, etc. These visits are discouraged. As much as we would like to support these visits, they create a number of problems. Our staff cannot be responsible for children visitors, and our students cannot be expected to take such responsibility. Further, in case of an accident or emergency, our liability coverage does not include visitors.

TEXTBOOKS 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.

HOT LUNCH, BREAKFAST AND MILK

The breakfast, hot lunch and milk program will begin early in the year. We request that students purchase lunch and milk by the week or the month on Monday mornings.

Applications for free lunch and breakfast will be sent home at the beginning of the school year. If circumstances change and you feel you may be eligible for free or reduced meals, please contact us and we will send you an application at any time during the school year.

You are welcome to come eat with your child if you notify the office ahead of time. If you would like to eat a hot lunch, please contact us by 9:00, so that we can have one prepared for you.

If a child forgets lunch, s/he may 'borrow' a lunch. A child may borrow up to three times, and will be billed each time. After that, they will receive a peanut butter sandwich.

PETS IN SCHOOL

In all cases, parents must contact the teacher before bringing any animals to school. All animals must be properly caged at all times. No animals can be allowed on our school buses.

MONEY AND OTHER VALUABLES

In case money is being sent to school, for any reason, parents should help their children with this responsibility by:

- 1. Placing the money or checks in an envelope**
- 2. Including a note explaining the reason the money is being sent to school.**
- 3. Placing the teacher's name and the child's name on the outside of the envelope.**
- 4. Advise the child to give the money to the teacher immediately upon entry into the classroom.**

We discourage parents from allowing children to bring large amounts of money to school. Staff members normally question large amounts of money or unusual items. We may contact you to confirm that your child should be in possession of such items.

Also, please do not allow your children to bring trading cards or personal toys, such as yo-yos, to school. Such items will be taken by staff, and will be returned to parents only.

If your child brings home money, toys, or other items not belonging to them, please contact the school.

PARENT-TEACHER CONFERENCES

One of our most effective ways of communicating progress to parents is through our scheduled parent-teacher conferences. Moreover, parents may initiate conferences with the teacher should they have concerns regarding their child at school. By working together, and communicating openly, we will form an effective team for the good of all the students of Washington Elementary School. At least one of your conferences will likely be student led. Your child will conduct the majority of the conference, explaining work to you and commenting on her/his progress. Research indicates that student led conferences encourage students to take ownership for their work, and that parents prefer them to the traditional conference format.

PARENT-TEACHER ORGANIZATION (PTO)

Our parent-teacher organization is the backbone of many fundraising and social events that benefit our students. Members of the organization can also assist you in finding the solutions to questions or concerns you might have about our school. Our meetings are held on the first Tuesday of each month at Washington or Coloma Elementary. Child care is normally provided for a small donation. Please come and join the fun!!!

CALLING ALL VOLUNTEERS

We can always use an extra set of hands to help us out. If you are interested in volunteering, please contact your child's teacher or the principal. It may not be necessary for you to come to school, if that would be a hardship. Sometimes we have tasks that can be done in your home. If you have a special talent or hobby that you would be willing to share with the students of our school, please be certain to let us know about that, as well. Educating our youth is a community effort.

PROFESSIONAL DEVELOPMENT DAYS

Periodically throughout the year, school is not in session so that teachers may take part in professional growth projects and inservices. On these days, when students are not in school, teachers are busy with workshops, seminars, concentrated study and team planning. Thank you in advance for helping us improve our teaching for your students by making appropriate arrangements for your children.

DRESS CODE

The following information is taken from the Coloma Community Schools Dress Code policy (JCDB). 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. 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, such as short shorts;
- C. Spandex, tank tops, or holes in clothing;
- D. Headwear may not be worn in the buildings.

For safety and health reasons, students are required to wear shoes or soled footwear.

Clothing, patches or buttons displaying profane, vulgar or obscene suggestions are prohibited. Tee shirts and other garments, buttons or patches that advocate the use of alcohol and illegal drugs are prohibited.

Students with hair or wearing apparel that substantially interferes with the educational process, creates classroom or school disorder, or distracts the attention of another student from the lesson being presented will not be permitted. If a student violates the dress code, the student will be given an opportunity to correct the attire. In addition, school personnel may arrange to meet with the student and his/her parents or guardian regarding the violation.

SEXUAL HARRASSMENT

Sexual harassment is a serious offense and includes such occurrences as touching others in their private areas, kissing, pinching bottoms, and making suggestive gestures or language toward others. Appropriate disciplinary action will be taken immediately which may include suspension and/or referral to local police authorities. A child who feels s/he has been harassed should report the incident immediately to an adult.

BEHAVIOR EXPECTATIONS

Washington Elementary School Students are always expected:

- * To **Respect** selves and others by using appropriate language – no swearing or name calling.
- * To **Respect** others by keeping hands and feet to self. Students may **NEVER** fight, or play fight. This rule also applies to wrestling moves.
- * To **Respect** adults by following directions.
- * To take **Responsibility** for their own actions and their belongings.
- * To do **Quality** work, which means doing their personal best.

Classroom Behavior: Students are expected to participate in creating a positive learning environment by:

- 1) Arriving to class on time
- 2) Entering and leaving the classroom in a quiet and orderly manner.
- 3) Coming to class prepared with textbooks, pencils, and whatever else is needed for the day's work.
- 4) Taking pride in and keeping desks, books, and other school property in good condition.
- 5) Respecting all staff members.

Playground: Students are expected to enjoy themselves and each other while:

- 1) playing in designated areas only.
- 2) never play-fighting, roughhousing, playing tackle football, or other rough or dangerous games. Throwing only authorized playground equipment designed to be thrown and never at another person.
- 3) re-entering the building only with an aide's permission.

Halls/Restrooms/Bus Lines: Students are expected:

- 1) to be quiet in the halls, restrooms, and bus lines.
- 2) to walk at all times.
- 3) to avoid disrupting others while in all areas of the school.

Lunchroom: Students are expected to:

- 1) follow directions of staff members.
- 2) speak softly.
- 3) use good manners at all times.
- 4) clean up area where he/she eats.

Consequences:

- A. Minor infractions --- warning and/or loss of recess.**
- B. Continued disruption --- time-out and/or parents contacted.**
- C. Repeated disruption or fighting --- suspension and parental conference.**
- D. For extreme repeated offenses --- please refer to page 12 expulsion procedures in "the uniform code of discipline and student rights and responsibilities.**

POSITIVE CONSEQUENCES FOR APPROPRIATE BEHAVIOR

- A. Students will be praised.**
- B. Students will receive positive notes.**
- C. Class-wide reinforcement programs will be utilized.**
- D. Students showing exceptionally good behavior will receive various awards.**

ATTENTION: NEW LAWS

The Michigan legislature enacted three new School Safety laws in 1999. This document provides information to parents and students to appraise you of the changes the laws mandate. The consequences are now incorporated in our Uniform Code of Conduct.

1. Public Act No 104 "Pupil to Employee Assaults and Bomb Threats"

- * Requires the mandatory expulsion of students who physically assault an employee or a volunteer of the school district.**
- * Requires the Board of Education to expel up to 180 days a pupil who commits a verbal assault against a person employed by the School Board.**
- * Requires the Board of Education to expel up to 180 days a pupil who makes a bomb threat or similar threat directed at a school building, other property, or school related event.**

2. Public Act No. 102 "Pupil to Pupil Assault"

*** The Board of Education shall expel a student in grade six or above for up to 180 days if the student commits a physical assault against another student on school property, on a school bus or other school related vehicle, or at a school sponsored activity or event.**

3. Public Act No. 103 "Snap Suspensions"

*** If a teacher in a public school has good reason to believe that a student conduct in class, subject or activity constitutes conduct for which the student may be suspended, the teacher may cause the student to be suspended from class for up to one full day.**

IN CONCLUSION:

We are very proud of our students at Washington Elementary School. We have high expectations for them, and promise to deliver a high quality educational program for them.

We look forward to working as a team with you and your children to make this school year both memorable and the greatest learning experience yet.

Please review this information with your children to help them understand what is expected of them.

Let's have a WONDERFUL YEAR!

Sincerely,

Washington Elementary School Staff

APPENDICES

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:

Mrs. Rita Moore
Coloma Schools Administration Office
P.O. Box 550
Coloma, Michigan 49038 (269)468-2430

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

