



AUGUST 2022

# Welcome back to NPS!



## Welcome back from the Superintendent Mr. Jeff Wright

Dear Lion Family,

I hope that you are having a wonderful summer and that you were able to relax, recharge and enjoy the many activities that summer in Newaygo provides.

Monday, August 29th will be the first day of school and as a Superintendent, there is no better feeling than the start of a new school year. In the spring, 107 students from the Class of 2022 earned their diploma. Now, we are welcoming 125 Kindergarten students to the Newaygo Public Schools Class of 2035.

The education of the students in this community continues to be a top priority and we are ready to welcome all of them back to school. I look forward to the excitement of the new year and I thank you for your dedication to the students of our great community.

**Go Lions!**

## IMPORTANT DATES

### For Back to School

August 29:	First Day of School
September 2-5:	No School, Labor Day Weekend
September 26:	First Late Start
October 3:	Parent-Teacher Conferences Grades 5-12
October 6:	Parent-Teacher Conferences Grades 5-12
November 14:	Parent-Teacher Conferences Grades K-4
November 17:	Parent-Teacher Conferences Grades K-4

To ensure you stay informed with all the happenings at NPS, the following communication methods are used:

**Skyward Family Access  
Skylert Notifications  
District Webpage  
District Social Media**





# END OF THE 21-22 SCHOOL YEAR SNAPSHOT



## *Lions United Day*

Newaygo High School staff and students ventured out into the community on May 13th for an all day community clean up!

They did everything from cleaning up trash to painting curbs and fire hydrants and washing windows. A great day was had by all!





# ARMED FORCES DAY

The Newaygo Middle School National Jr. Honor Society celebrated Armed Forces Day on Friday, May 20th. Veterans from the community were invited for donuts and coffee while NJHS students presented the history of Armed Forces Day and information about special people in their lives who are Veterans. Veterans won prizes such as an American Flag, Branches of the Military Flags, and patriotic decorations! To end the ceremony, the Croton American Legion Honor Guard led the Veterans through the middle school while all students placed their hands over their hearts to display respect. Newaygo High School and former NJHS member, Iris Herrera sang the National Anthem outside as we all honored the men and women who served our country. Thank you to the Croton American Legion, Newaygo Food Service and Maintenance, Officer Rood, Iris Herrera, and Wesco for helping us with this special event!







## Elementary students celebrate end of the school year with ice cream and prizes!

Elementary students enjoyed a walking field trip down to Tiny's Tasty Treats for some ice cream before school let out for the summer!



Below: 4th grade students celebrated the end of an amazing school year with a ROARS celebration! Each and every 4th grade student received a prize for their great ROARS behavior all year!



**ROARS**

**Respect Others Act Responsibly and Safely**



Welcome!



*Scott Force*

New Varsity Head  
Football Coach for  
NPS

Go Lions!

## FALL SPORTS CONTACTS

**Football: Head Coach, Scott Force**

sforce@newaygo.net

**Volleyball: Head Coach, Jessie Walters**

jwalters@newaygo.net

**Soccer: Head Coach, Jesus Deleon-Macias**

futbolcoachjd@gmail.com

**Cross Country: Head Coach, Alexis Mercer**

amick@newaygo.net

**Girls Golf: Head Coach, Erica Boyd**

eboyd@newaygo.net



NHS ATHLETICS

Game schedules can be found on  
**newaygolions.org**



### Varsity Girls Soccer Team 2022 District Champions



### Boys & Girls Golf was added as an official school sport this past spring



## 2022-2023 ADMINISTRATION

Jeff Wright, Superintendent.....	652-6984
Kim Bidwell, Business Manager.....	652-6984
Brad Reyburn, H.S. Principal.....	652-1646
Gena Dietz, Assistant H.S. Principal.....	652-1646
Jim Gruett, M.S. Principal.....	652-1285
Kyle McAlister, Assistant M.S. Principal.....	652-1285
Andy Cox, Elementary Principal.....	652-2100
Matt Painter, Elementary Dean of Students.....	652-2100
Bud Gould, Director of Building & Grounds.....	652-9313
Brandon Schultz, Director of Transportation.....	652-1112
Mary Anne Charette, Director of Food Service.....	652-9286
Michael Fosburg, Director of Athletics.....	652-1646
Walter Aslakson, Director of Technology.....	652-1646

# NEW STAFF TO NPS

for 2022-2023 School Year

**Andy Cox**

Elementary School  
Principal



**Kim Bidwell**

NPS  
Business Manager



**Michael Fosburg**

NPS  
Athletic Director



**Rose Bentley**

Kindergarten Teacher



**Dana duChemin**

Middle School  
Math Teacher



**Casmara Karrip**

Middle School  
Art Teacher



**Michelle Jacobs**

High School  
Special Education Teacher



**Brianna Watson**

High School  
Social Studies Teacher





# NEW STAFF TO NPS

for 2022-2023 School Year

**Benjamin Berry**

High School  
World Language Teacher



**Garret Simons**

High School  
Academic Interventionist



## NEW POSITIONS

for 2022-2023 School Year



**Laurie Gracik**

Registrar



**Tricia Crater**

Middle School Counselor



**Kyle McAlister**

Middle School  
Assistant Principal



August 23, 24, 25	Professional Development
August 29	First Day of School for Students
September 2-5	No School – Labor Day Weekend
September 26	Late Start
October 3	Late Start
October 3	Parent-Teacher Conferences – Grades 5-12 – 5:00-8:00 p.m.
October 6	Parent-Teacher Conferences – Grades 5-12 – 5:00-8:00 p.m.
October 10	Late Start
October 17	Late Start
October 21	No School – Teacher Work Day
October 24	Late Start
October 31	Late Start
November 7	Late Start
November 14	Late Start
November 14	Parent-Teacher Conferences – Grades K-4 – 5:00-8:00 p.m.
November 15	No School – Deer Day
November 17	Parent-Teacher Conferences – Grades K-4 – 5:00-8:00 p.m.
November 21	Late Start
November 23	Half-Day of School – Begin Thanksgiving Break
November 24-25	No School – Thanksgiving Break
November 28	Late Start
December 5	No School – Teacher Work Day
December 20	Half-Day for All Students– End of First Semester (5-12)– Teacher Records in p.m.
December 21	No School – Begin Christmas Break
January 3	School resumes
January 9	Late Start
January 13	Half-Day for All Students– End of First Semester (K-4) Teacher Records in p.m.
January 16	No School – Teacher Work Day
January 23	Late Start
January 30	Late Start
February 6	Late Start
February 13	Late Start
February 17-20	No School – Winter Break
February 27	Late Start
March 6	Late Start
March 13	Late Start
March 20	Late Start
March 27	Late Start
March 31 – April 7	No School – Spring Break
May 26	Half-Day of School
May 29	No School – Memorial Day
June 6	Half-Day of School – Teacher Records in p.m.
June 7	Half-Day of School – Teacher Records in p.m. – Last Day of School

*Alternate Days of Instruction* – If additional days of instruction are needed to comply with State requirements of minimal number of hours of instruction (1,098) they will be added at Winter Break (February 17 and February 20), and/or the end of the school year.

*\*Late Start – School will begin one hour later than normal and morning bus routes will run one hour later in the morning on these days.*



# **NATIONAL SCHOOL LUNCH PROGRAM – SEAMLESS SUMMER OPTION HOUSEHOLD INFORMATION REPORT – LETTER TO HOUSEHOLDS**

**Newaygo Public Schools  
P.O. Box 820  
360 Mill Street  
Newaygo, MI 49337**

Dear Parent or Guardian:

We are pleased to inform you that Newaygo Public Schools will be participating in Community Eligibility Provision (CEP) as part of the National School Lunch and School Breakfast Programs for the School Year 2022-2023.

The GREAT NEWS is that ALL students enrolled at our school can continue to receive a healthy breakfast and lunch at NO CHARGE to your household each day.

We still request that your household fills out and signs the Household Information Report. This report is critical in determining the amount of money that our school receives from a variety of State and Federal supplemental programs like Title I A, At-risk (31a), Title II A, E-Rate, etc.

These supplemental programs have the potential to offer supports and services for our students including, but not limited to:

- Instructional support (staff, supplies & materials, etc.)
- Non-instructional services (counseling, social work, health services, etc.)
- Professional Learning for staff
- Parent and Community engagement supplies and activities
- Technology

We are asking that you please complete and submit it as soon as possible to ensure that additional funding for our school is available to meet the needs of our students. All information on the report submitted is confidential. Without your assistance in completing and returning the attached report, our school cannot maximize the use of available State and Federal funds.

If we can be of any further assistance, please contact us at 231-652-9286 or [mcharette@newaygo.net](mailto:mcharette@newaygo.net).

Sincerely,

Mary Anne Charette

Food Service Director



# HOUSEHOLD INFORMATION REPORT SY 2022-2023

District: \_\_\_\_\_ School: \_\_\_\_\_

## Part A: Student Information - Complete for each student Pre-K through 12th Grade

Student's Last Name	Student's First Name	Grade Level	School	Identify H if Homeless M if Migrant R if Runaway F if Foster

## Part B: Benefits Received (if applicable)

If any member of your household receives Food Assistance Program (FAP), Family Independence Program (FIP), or FDPIR, provide the name and case number for the person who receives benefits. Bridge Card Numbers and Medicaid Numbers are NOT ACCEPTABLE case numbers.

Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

Part C: Household Size	Part D: Annual Household Income - Select the appropriate range of combined annual income for all people in the household (Include all income before taxes)		
<input type="checkbox"/> 1 →	<input type="checkbox"/> At or below \$17,667	<input type="checkbox"/> Between \$17,668 and \$25,142	<input type="checkbox"/> At or above \$25,143
<input type="checkbox"/> 2 →	<input type="checkbox"/> At or below \$23,803	<input type="checkbox"/> Between \$23,804 and \$33,874	<input type="checkbox"/> At or above \$33,875
<input type="checkbox"/> 3 →	<input type="checkbox"/> At or below \$29,939	<input type="checkbox"/> Between \$29,940 and \$42,606	<input type="checkbox"/> At or above \$42,607
<input type="checkbox"/> 4 →	<input type="checkbox"/> At or below \$36,075	<input type="checkbox"/> Between \$36,076 and \$51,338	<input type="checkbox"/> At or above \$51,339
<input type="checkbox"/> 5 →	<input type="checkbox"/> At or below \$42,211	<input type="checkbox"/> Between \$42,212 and \$60,070	<input type="checkbox"/> At or above \$60,071
<input type="checkbox"/> 6 →	<input type="checkbox"/> At or below \$48,347	<input type="checkbox"/> Between \$48,348 and \$68,802	<input type="checkbox"/> At or above \$68,803
<input type="checkbox"/> 7 →	<input type="checkbox"/> At or below \$54,483	<input type="checkbox"/> Between \$54,484 and \$77,534	<input type="checkbox"/> At or above \$77,535
<input type="checkbox"/> 8 →	<input type="checkbox"/> At or below \$60,619	<input type="checkbox"/> Between \$60,620 and \$86,266	<input type="checkbox"/> At or above \$86,267

**\* Special Instructions for households with more than 8 people: DO NOT check the boxes above. Instead, fill in items below:**

Household size (# people): \_\_\_\_\_ Total annual income: \_\_\_\_\_

## Part E: Certification - The head of household or adult designee who completed this form must complete this certification section

I certify (promise) that all information on this form is true and that all income is reported to the best of my knowledge. I understand that this form may impact the amount of State or Federal funding allocated to my local school district. I understand that the information I have provided may be verified.

(Signature) \_\_\_\_\_ (Printed Name) \_\_\_\_\_ (Date) \_\_\_\_\_

(Address) \_\_\_\_\_ (City) \_\_\_\_\_ (Zip) \_\_\_\_\_

(Email Address) \_\_\_\_\_ (Home Phone) \_\_\_\_\_ (Work Phone) \_\_\_\_\_

**Do NOT fill out this section. This is for school use only.**

Status: F \_\_\_\_\_ R \_\_\_\_\_ N \_\_\_\_\_ Determining Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## INSTRUCTIONS FOR COMPLETING THE HOUSEHOLD INFORMATION REPORT

This report is used to determine eligibility for state benefits for which your child(ren)'s school may qualify. Please complete, sign, and return this form to your child's school.

If any member of your household receives benefits from the Food Assistance Program (FAP), Family Independence Program (FIP), or FDPIR, please follow these instructions:

**Part A: Student Information** – For each student in the household Pre-K through 12th grade, list the last name, first name, grade level, school, and H if homeless, M if Migrant, R if Runaway or F if a Foster Child.

**Part B: Benefits Received** – If any household member, including adults, receives Food Assistance Program (FAP), Family Independence Program (FIP), or Food Distribution Program on Indian Reservations (FDPIR), provide the name and case number. Bridge Card Numbers and Medicaid Numbers are NOT ACCEPTABLE case numbers.

**Part C: Household Size** - Check the box for the total number of individuals living in your household. This should include all children and adults, related and un-related, that live in a single dwelling and share income and expenses.

**Part D: Annual Household Income** – Skip this part

**Part E: Certification** - Sign the form. Print your name and date.

If your household does not receive benefits from the Food Assistance Program (FAP), Family Independence Program (FIP), or FDPIR, please follow these instructions:

**Part A: Student Information** - For each student in the household Pre-K through 12th grade, list the last name, first name, grade level, school, and H if homeless, M if Migrant, R if Runaway or F if a Foster Child.

**Part B: Benefits Received** – Skip this part

**Part C: Household Size** – Check the box for the total number of individuals living in your household. This should include all children and adults, related and un-related, that live in a single dwelling and share income and expenses.

**Part D: Annual Household Income** – Moving across the same row as the household size check box, check the box that shows the range of annual income for all people in your household. Make sure to include all of the following income sources: work, welfare, child support, alimony, pensions, retirement, Social Security, SSI, VA benefits, child income and/or all other income. The amount should be before any deductions for taxes, insurance, medical expenses, child support, etc.

**Part E: Certification** - Sign the form. Print your name, date, and contact information.



# Required Notifications

## Transportation

As we begin a new school year, it will be helpful to review a few items concerning our school bus routes and policies. There will be single morning and afternoon bus routes. All students will ride the same bus to and from school. Students should arrive at their assigned bus stop each morning five minutes prior to the scheduled pick up time. Pick up times will be similar to last year. Preschool parents, you must be at a bus stop before a child will be dropped off. It is not mandatory that parents of kindergarteners be at the bus stop, but it is very helpful to the child and the drivers if the parent is visible. Please be sure your child wears the bus tag for the first couple of weeks of school to help with correct bus assignments. Parents, when you make changes for child care or when a student changes residence, staff at the bus garage must be notified in writing. A separate written notice of the change should be given to the child's school. Children are assigned to buses based upon the child's address the school has on file. Children will be dropped off at the address that is on file. We ask when you are filing out your transportation forms that you choose only one place for your child to be taken, either home or sitter, not both. Your child may be picked up at one location and dropped off at another, but your child needs to be dropped at the same place all week. If you are changing sitters and a permanent change needs to be made, please give us 48 hours notice of the change. Students may ride their assigned bus to and from school, according to the school policy. Bus changes are not allowed on a daily basis. Any permanent change must be received in writing and approved by the transportation supervisor before it will be implemented. It is important to note that Newaygo Public Schools transports more than 3,000 students each day. These policies are designed to protect our students. Please review the bus rules with your child before the school year begins.

## Non-Discrimination Policy

Newaygo Public Schools does not discriminate on the basis of race, sex, age, color, national origin, religion, disability, or any other protected characteristics in its education programs, activities, administrations or employment policies, as required in Title IX of the 1972 Education Amendments, Executive Order 11246, as amended, Section 799A and 845 of the Public Health Act, Title VII of the Civil Rights Act of 1964, and the Equal Pat Act. Inquiries concerning the application of, or grievances for, any of these regulations should be addressed to Jeff Wright, Newaygo Public Schools, 360 S. Mill Street, P.O. Box 820, Newaygo, MI 49337.

## NPS Drug Policy

In accordance with federal law, the Newaygo Public School Board of Education prohibits of use, possession, concealment, or distribution of drugs on school grounds, in school or school approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, any controlled substance as defined by state statute, or any substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school.

When required by state law, the district will also notify law enforcement officials. If you are aware of a student who is victim to alcohol or drug abuse, please contact the child's principal, counselor, or social worker immediately. At Newaygo Public Schools, we are concerned about our students and will readily facilitate the process of providing help through programs and services available in the community.

## Memo to Parents Regarding Blood Borne Pathogens

Federal regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the Federally mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and/or HIV. This information would then be provided to the exposed employee and the treating physician to determine proper medical treatment. The law does not require parents or guardian to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we want to notify parents of these requirements ahead of time. That way if the situation does develop, you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation, we can prevent them from spreading. If you have any questions or concerns, please contact your child's building principal.

## Student Harassment

It is a violation of school policy, and often of law, for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual conduct or communications or of derogatory communications or conduct concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office. All reports shall be kept confidential and shall be investigated as soon as possible.

## **Staff Harassment**

It is a violation of school policy, and often of law, for any staff member to harass or intimidate another staff member or student. If a staff member is the victim of any unwanted sexual conduct or communications or of derogatory communications or conduct concerning his/her gender, religion, race, ethnic group, or disability, she/he should report such behavior to his/her supervisor. All reports shall be kept confidential and shall be investigated as soon as possible.

## **Vision/Hearing Screening**

The Newaygo County Health Department is required by law to provide hearing and vision screening to pre-school and school-aged children. Technicians are in our schools providing this service at certain grades throughout your child's school experience. If you do not wish to have your child screened for vision and hearing, please notify your school office.

## **Pest Management**

Advisory To Parents / Guardians

State of Michigan law requires that schools that may apply pesticides on school property must provide an annual advisory to parents or guardians of students attending the facility.

Please be advised that Newaygo Public Schools utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school grounds or buildings during this school year. Please note that notification is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application. Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods. The first method will be by posting at the main entrance to the school, which is located at:

Newaygo High School, 200 East St., Newaygo, MI 49337

Newaygo Middle School, 850 E. 76th St., Newaygo, MI 49337

Newaygo Elementary School, 29 E. Post St., Newaygo, MI 49337

The second method will be by the method(s) checked below:

Posting in a public, common area of the school, other than an entrance. We will post in the main office of the building. Posting information on the school web site. Please be advised that parents or guardians of children attending the school are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please complete the Advanced Notification form and return it to our office. Questions may be directed to: Jeff Wright, Superintendent, Newaygo Public Schools at (231) 652-6984 or at [jeffwright@newaygo.net](mailto:jeffwright@newaygo.net). Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request. Request for Advance Notification by First Class Mail Form can be found on the District's website. [www.newaygo.net](http://www.newaygo.net) or one can be picked up at the Administration Office, 360 S. Mill St., Newaygo, MI 49337.

Rules are that DTP (Diphtheria, Tetanus, and Pertussis) and TD and Polio boosters are required after 4 years of age. NO MATTER the number of doses given before 4 years of age. Two MMR (Measles, Mumps and Rubella) vaccines are required, being at least one month apart. There are also 3 doses of Hepatitis B required. Effective 2002-03 school year Varicella (chicken pox) immunization is required. Only one dose is required if received on or after 1st birthday but prior to the student's 13th birthday OR 2 doses are required one month apart if the child received the first dose after their 13th birthday. These diseases are very serious and life threatening. Keep your child up-to-date with immunizations.

## **Americans with Disabilities Act**

Newaygo Public Schools has evaluated its facilities, services, policies, and practices as required by Title II of the Americans with Disabilities Act of 1990 and its implementing regulations. Individuals with disabilities, and other interested parties, are invited to participate in an ongoing assessment by contacting the Superintendent at the Administration Office, 360 S. Mill St., Newaygo, MI 49337. Other inquiries about the Americans with Disabilities Act may be made to: U.S. Department of Justice, Washington D.C. 20530.



## **Minimizing Food Allergy Exposure**

Newaygo Public Schools understands that food allergies can be life threatening. Recognizing that the risk of accidental exposure to foods can be reduced in the school setting, we are committed to working with students, parents/guardians, and physicians to minimize risks and provide a safe, educational environment food-allergic students. Accordingly, the superintendent shall direct the person in charge of the food service programs to act affirmatively and work closely with the parents/guardians to assure that the dietary needs of food-allergic students are taken into consideration in menu planning for the district's food service programs.

## **Policy on Bullying**

Bullying is a form of harassment. For the purposes of this policy, "bullying" is defined as: "The repeated intimidation, or emotional abuse of others by the infliction of harm of any kind to the person or property of others whether real or threatened, as transmitted verbally, in writing, or electronically transmitted (often referred to as "cyber bullying") either in or outside of school. It may include, but not be limited to, actions such as verbal, written, or electronically transmitted taunts, name-calling and put-downs, including ethnically-based or gender based put-downs, extortion or attempted extortion of money or possessions, and systematic exclusion from peer groups within school." Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited. Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, while enroute to or from school, or outside of school hours if the bullying is likely to carry some connection to, or have an effect upon, the school environment, are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents. The Superintendent shall develop administrative regulations and programs that will increase awareness of the problem of bullying, and train teachers and other staff to intervene effectively if bullying is witnessed in their presence or brought to their attention. In designing administrative regulations and anti-bullying programs or strategies, the Superintendent should consult with the greater school community, including students. This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate that is protected by state or federal law.

## **Notice of Non-Discrimination and Grievance Procedures for Titles II, VI, VII, IX, Section 504, Age Act and Americans with Disabilities Act (ADA)**

The Board of Education declares it to be the policy of this school district to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in this District. If any person believes that the Newaygo Public School District, or any part of the school organization has inadequately applies the principles and/or regulations of (1) Title II, VI or VII 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 Act, (5) the Americans with Disability Act, he/she may bring forward a complaint, which shall be referred to as a grievance. The person who believes he/she has a valid basis for grievance shall discuss the grievance informally on a verbal basis with the local coordinator (NPS Superintendent) who shall in turn investigate the complaint and reply with an answer to the complainant. He/she 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 coordinator within five (5) business days of receipt of answers to the informal grievance and reply in writing to the complainant within five (5) business days.

Step 2: If the complainant wishes to appeal the decision of the local coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after 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 the complainant remains dissatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within forty (40) days of such appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days.

Step 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, OH 44114. Inquiries concerning non-discriminatory policy may be directed to Director, Office of Civil Rights, Department of Education, Washington, D.C. 20201.

## **Family Educational Rights and Privacy Act**

Federal laws require local educational agencies (LEAs) receiving assistance under Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-name, address, and telephone listing-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

## **Publications Rights & Privacy**

Parents of Newaygo Public Schools' students are hereby notified that the school often publishes, for public view, the names, pictures and/or video of Newaygo students. The purpose varies and may involve honor rolls, attendance lists, special awards, athletic rosters, etc. If, for any reason, you do not wish your child's name or photo to be published, please contact your child's school office immediately. This notice is in compliance with the Rights and Privacy Act, P.L. 93.380.

## **Rights Regarding Student Records**

All parents a guardians of students under 18 years of age and all student 18 years of age or older have the right, pursuant to the Family Education Rights & Privacy Act of 1979, to examine the Newaygo Public School office records, files and data relating directly to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. The procedure for examining students' records simply requires a written or verbal enquire to the principal of the school. The principal shall, within 10 school days, provide the parent, guardian or adult student with access to the records. Unusual circumstances allow the principal to issue a notice extending the response time to not more than ten additional days. Should the parent, guardian or adult student wish to challenge the records, an appeal is made to the principal. If the principal decides that the material in question is accurate and fair, and the parent, guardian or adult student disagrees, the principal's decision may be appealed to the Superintendent's office, and eventually to the Board of Education. If it is rejected the individual must pursue his/her complaint with the Secretary of the Michigan Department of Education.

## **Destruction of Special Education Records**

Personally identifiable special education records no longer needed for educational purposes will be destroyed after a student graduates from high school or reaches age twenty-seven, whichever comes first. Special education records required under state and federal law will be maintained on file without time limits.

The aforementioned does not prohibit the periodic cleaning of files of material that are no longer needed, or are not relevant to the educational planning required under state and federal law; i.e., absence excuses, notes from parents, etc.

## **Medication Policy Reminder**

Please remember that all medication needs to be brought to the school by a parent or guardian in its original container. In addition, a parent/guardian must complete a medication permission form before any medication may be given to a child at school. No medication is to be sent with a child to school on the bus. Thank you.

## **Smoke-Free Policy**

In the interest of providing a safe and healthy environment for students, employees and visitors, and in accordance with the Michigan Clean Indoor Act, P.A. 198 1986, Smoking is Prohibited in all school district facilities. Additionally, there will be no use of tobacco products on district grounds anywhere or at anytime. The use of tobacco products by any persons in violation of this policy will result in disciplinary action. The Tobacco Free Schools law make the violation of this policy a misdemeanor with a fine of \$50.

## **USDA Nondiscrimination Statement**

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

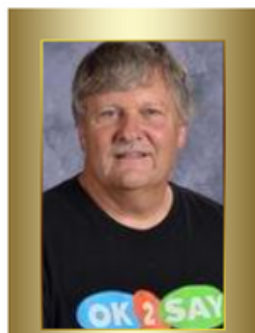


Newaygo Public Schools  
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Newaygo, MI 49337

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Thank you for your years of dedicated service!  
Once a Lion, always a Lion!



**Pat Clement**  
Bus Driver  
19 Years



**Melinda Yoder**  
Elementary School Aide  
32 Years



**Interesting in joining the NPS  
team?**

Check out our employment page  
for all open positions:  
[www.newaygo.net/district/jobs](http://www.newaygo.net/district/jobs)

NPS Staff attended the PLC "Professional Learning Communities" conference in July to enhance their already amazing skills as educators. PLCs are used by schools and districts of all sizes to make significant impacts on student achievement.



We are excited to welcome back all of  
our students on August 29th!

**GO LIONS!**

