



# LIONS

NEWAYGO PUBLIC SCHOOLS

*Experience the  
Lion Pride!*



August 2017

## Facilities Update

There has been a significant amount of site work and construction done at the Velma Matson Elementary school site. The results of the work can be seen from both the Newaygo downtown area and when driving by the site. This year, only two grades (3rd & 4th) will be in the Velma Matson building. Second grade has been relocated to the Vera Wilsie building where they joined the existing Kindergarten and 1st grade students. As you may know, the 5th grade has been at Newaygo Middle School since the 2013-2014 school year. As the project progresses, you are encouraged to check the district website for photo updates. Construction will continue over the course of the next 2 years and the ultimate end product will be a new K-5 elementary building. At the end of the construction project, the Vera Wilsie building will be torn down.

We ask all parents to be patient when the school year starts as traffic patterns around the construction site will be changing. All drivers should use extreme caution around all school buses and loading/unloading areas. Additionally, the steps that connect the downtown area to the school will be closed this year in order to keep everyone safe.

Thank you for your continued patience and support.

## 2017 Back to School Events

Grade	Building	Event-Date/Time
K, 1, 2	Vera Wilsie Elementary	Open House - August 24 - 5:30 - 6:30 p.m.
3, 4	Velma Matson Upper Elementary	Open House - August 24 - 6:00 - 7:00 p.m.
5, 6	Newaygo Middle School	Open House - August 16 - 6:00 - 8:00 p.m.
7, 8	Newaygo Middle School	Open House - August 17 - 6:00 - 8:00 p.m.
9	Newaygo High School	Freshman Registration - August 15 - 6:00 p.m.
10, 11, 12	Newaygo High School	Student Registration - August 15 - 12:00 - 4:00 p.m.
		Student Registration - August 16 - 8:30 - 11:30 a.m.
		Student Registration - August 16 - 1:00 - 3:00 p.m.
New Students	Newaygo High School	New Student Orientation - August 17 - By appointment
Grades 9-12		Please call 231-652-3790 to schedule a time

Do you have a specific question about each event?

Call the individual school building after August 8 to get details.

Elementary parents: Want to know who your child's teacher is? Letters will be mailed in a couple of weeks.

**First Day of School: Monday, August 28, 2017**

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

RURAL ROUTE BOX HOLDER  
POST OFFICE BOX  
OR OCCUPANT

U.S. Postage Paid  
CART PRESORT  
Permit No.1  
Newaygo, MI  
NONPROFIT  
ORGANIZATION

# New Staff at NPS



We have several new faces at NPS this year! Please extend a warm welcome to our new hires. More complete bios will be added to their profile page on the website in the next few weeks.



**JILLIAN BREMER**  
Teacher, 2nd Grade

Jillian is a graduate of NHS and returns to Newaygo after teaching 3rd grade in Utah for two years.



**JIM GRUGETT**  
Assistant Principal, Middle School

Jim is a new administrator at NPS. He comes to NPS from Muskegon Orchard View where he was an Elementary Assistant Principal.



**BRITTANY CHRISTENSEN**  
Teacher, Middle School Spanish

Brittany is a graduate of Aquinas College has been teaching part-time in Tri-County.



**MADELINE JOHNSON**  
Teacher, 3rd Grade

Madeline is a recent graduate of MSU and did a year-long teaching internship in 3rd grade in Muskegon Public Schools.



**HANNAH DEUBNER**  
Teacher, 3rd Grade

Hannah is a recent graduate of Manchester University in Illinois and did her student teaching in the Chicago Public School District.



**TRENTON FELT**  
Teacher, Middle School Mathematics

Trenton is a new math teacher at Newaygo Middle School and is a recent graduate of Western Michigan University. Last spring, he was a long-term substitute in Gull Lake Community Schools.

**NPS is always accepting applications for Substitute Bus Drivers and a Substitute Bus Aide. Interested?**

**Contact Chris Cronk, Transportation Director 231-652-1112**

**NPS is always accepting applications for Substitute Cooks. Interested candidates should contact Mary Anne Charette, Food Service Director 231 652-9286.**



**TRACY STERN**  
Teacher, Elementary Special Education

Tracy has experience in elementary regular and special education and comes to us after teaching in Holton schools for multiple years.



**REBECCA MORSE**  
Teacher, Middle School Mathematics

Rebecca has had multiple teaching experiences but has been teaching at the Muskegon Juvenile Transition Center since 2015.



**SCOTT VAN ESSEN**  
Athletic Director, Coach

Scott has been a Student Supervisor, Game Manager, and Coach at Kenowa Hills High School for several years.



**SHEA KLOMP**  
Teacher, 1st Grade

Shea is a Nationally Board Certified teacher and has been teaching in Arkansas for multiple years.



**CASSIE WESTGATE**  
Teacher, High School Social Studies/Psychology

Cassie has been teaching at White Cloud schools and will be teaching at Newaygo High School.



**ERIN SIMMONS (new in Fall, 2016)**  
Teacher, Kindergarten

Erin had experience in Caledonia and Comstock Park before coming to NPS. She will continue to teach kindergarten at NPS.



**DANA HERNANDEZ (new in Fall, 2016)**  
Teacher, Kindergarten

Dana was a teacher in a preschool program prior to coming to NPS last year. She will also continue to be on the Kindergarten team.



**HILARY (KOENIGSKNECHT) MORSE (new in Fall, 2016)**  
Teacher, 4th Grade

Hilary had experience teaching in Arizona and filled a long-term substitute position at NPS before coming on board permanently.



JOIN US ON FACEBOOK  
[@facebook.com/newaygopride](https://www.facebook.com/newaygopride)



FOLLOW US ON  
TWITTER  
[@NewaygoPS](https://twitter.com/NewaygoPS)



**Budget Hearing & Regular Meeting  
Monday, June 19, 2017**

The Newaygo Public Schools Board of Education held a Budget Hearing and Regular Meeting on Monday, June 19, 2017.

The Board received an overview of the proposed 2017-18 General Fund Operating Budget and the School Service Fund during the budget hearing. There was no public comment.

During the regular meeting the Board approved the Michigan High School Athletic Association Membership Resolution; set the first day of school for the 2017-18 school year: Monday, August 28, 2017; and established the date for the board's Organizational Meeting: Monday, July 17, 2017 at 6:00 p.m. in the Newaygo High School Library. Letters of resignation were received by Kathy Larsen, Aide – Vera Wilsie Elementary(retiring), Brooke Schaffer – Aide, High School, Mark Wright – Boys Varsity Track & J.V. Assistant Football Coach, Jared Wright – Aide, Velma Matson Upper Elementary.

The Board hired Trenton Felt – 8th Grade Math Teacher, Hannah Deubner – 3rd Grade Teacher, Brittany Christensen – 8th Grade Spanish Teacher, Tyler Johnson – Summer Technology Intern. The Board of Education took the following actions regarding Old Business items:

- Approved the 2016-17 Budget Amendment for General Fund and the revised 2016-17 Food Service Budget;
- Approved the 2017-18 Budgets for General Fund Operating and School Service Fund;
- Approved the Resolution for Levying Taxes for 2017
- Approved the 2017 Tax Rate Request Form L-4029;
- Approved the Newaygo Education Association

- (NEA) Union bargaining agreement for 2017-18;
- Approved Administrator/Director/Non-Union Support Staff Salaries;
- Approved the Food Service – Bad Debt Policy;
- Approved the Cross Country team overnight trip;

-Approved the Girls Basketball overnight trip. The Board of Education considered the following New Business items:

- Athletic Code Changes.

**Special Meeting**

**Monday, June 26, 2017**

The Newaygo Public Schools Board of Education held a Special Meeting on Monday, June 26, 2017. The Board of Education took the following actions regarding Old Business items:

- Approved the Retail, Wholesale and Department Store Union bargaining agreement for 2017-18.

**Organizational & Regular Meeting**

**Monday, July 17, 2017**

The Newaygo Public Schools Board of Education held an Organizational and Regular Meeting on Monday, July 17, 2017.

The Board Held an Organizational Meeting and took the following actions:

- Approved policies regarding Compensation and Reimbursement of Expenses for Board Members, and Board Position Vacancies, as were approved in March 2008.
- Established the third Monday of each month at 6:00 o'clock p.m. in the high school library as the dates/time/place for regular meetings, established the date for the Board's Work Session as Monday, June 4, 2018 at 6:00 p.m. in the high school library, and established July as the month for future organizational meetings.
- Designated banks and depository
- Designated the Times-Indicator as the school

- district's official newspaper,
  - Designated the school district's attorney firms,
  - Appointed assistant secretaries and assistant treasurers, and
  - Approved the Legal Reference Note.
- During the regular meeting letters of resignation were received from Jodi Stark-Special Education Teacher, Kim Gellise-High School Teacher, Madeline Kaiser-Elementary Teacher, Holly Bauer-Aide Velma Matson Upper Elementary, Dianna Hearth-Food Service.

The Board hired Rebecca Morse-Middle School Math Enrichment Teacher, Jillian Bremer-2nd Grade Teacher, Shea Klomp-1st Grade Teacher, Madeline Johnson-3rd Grade Teacher, Kristin Melvin-JV Volleyball Coach, Trenton Felt-Freshman Boys Basketball Coach, Jennifer Grugett-Junior Class Advisor, and Donna Grodus-High School Student Council Advisor.

The Board of Education took the following actions regarding Old Business items:

- Approved Athletic Code updates for the 2017-18 season.
- The Board of Education considered the following New Business items:
- Student/Staff/Parent Handbooks for 2017-18;
  - Resolution for School Calendar Options for 2017-18;
  - Seclusion & Restraint Policy;
  - Capitalization Policy.

**Special Meeting**

**Monday, July 24, 2017**

The Board of Education took the following actions:

- Candidate Interviews for Vacant Board Seat;
- Appointed John Goodin, Jr. to the vacant Board Seat.

**Board of Education Meetings**

The Board of Education meets on the third Monday of every month. Meetings are held in the Library of the Newaygo High School, 200 East St., Newaygo, MI 49337. Meetings are open to the public and begin at 6:00 p.m. Board of Education Meeting Minutes are available on the district website. [www.newaygo.net](http://www.newaygo.net) Anyone with questions regarding any meeting of the Newaygo Public Schools Board of Education is invited to contact any member of the Board of Education or Superintendent Peggy Mathis at (231) 652-6984. Minutes of any meeting of the Newaygo Public Schools Board of Education are available for review in the school district's administration office, 360 S. Mill Street, Newaygo, MI 49337.

The Newaygo Public Schools Newsletter is published by the Newaygo Board of Education and Administration. All news for this publication should be sent to the Administration Office, 360 S. Mill St., P.O. Box 820, Newaygo, MI 49337. All submissions should be sent to the attention of Jessie Borkowski, Editor. Newaygo Public Schools is committed to the policy of nondiscrimination in relation to race, religion, sex, age, national origin and handicap in all of its programs.

**Board of Education**  
Bret Brummel, President  
Vince Grodus, Vice-President  
Jim Badgero, Treasurer  
Jackie Malsom, Secretary  
Reid Sherwood, Trustee  
John Goodin, Jr., Trustee  
Melissa Swinehart, Trustee

**Visit us at  
[www.newaygo.net](http://www.newaygo.net)  
to stay current with  
events!**

# Required Notifications

## Transporation

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 Peggy Mathis, 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 statue, 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:

- o Newaygo High School, 200 East St., Newaygo, MI 49337
- o Newaygo Middle School, 850 E. 76th St., Newaygo, MI 49337
- o Velma Matson Upper Elementary School, 29 E. Post St., Newaygo, MI 49337
- o Vera Wilsie Elementary School, 140 Main 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: Dr. Peggy Mathis, Superintendent, Newaygo Public Schools at (231) 652-6984 or at [pmathis@newaygo.net](mailto:pmathis@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.

## **Required Immunizations**

Michigan law requires that all students must be immunized against communicable diseases in order to attend school. The State of Michigan Health Department and Newaygo County Health Department determine the requirements and exclusion date. Newaygo students who are not up-to-date on their immunizations will be excluded from school.

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.

2017-2018 Household Application for Free and Reduced Price School Meals

Complete one application per household. Please use a pen (not a pencil).

STEP 1

List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related."

Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.

Child's First Name	MI	Child's Last Name	Grade	Student? Yes No	Foster Child	Homeless, Migrant, Runaway

Check all that apply

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPiR?

If NO

> Go to STEP 3.

If YES >

Write a case number here then go to STEP 4 (Do not complete STEP 3)

Case Number:

Write only one case number in this space.

STEP 3 Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

A. Child Income

Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

B. All Adult Household Members (including yourself)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)

Earnings from Work

Public Assistance/ Child Support/Alimony

Pensions/Retirement/ All Other Income

How often?

Weekly

Bi-Weekly

2x Month

Monthly

\$

\$

\$

\$

\$

\$

\$

\$

\$

How often?

Weekly

Bi-Weekly

2x Month

Monthly

How often?

Weekly

Bi-Weekly

2x Month

Monthly

How often?

Weekly

Bi-Weekly

2x Month

Monthly

Total Household Members (Children and Adults)

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member

Check if no SSN

STEP 4 Contact information and adult signature. Mail Completed Form To: Newaygo Public Schools P.O. Box 820 Newaygo, MI 49337

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Street Address (if available)

Apt #

City

State

Zip

Daytime Phone and Email (optional)

Printed name of adult signing the form

Signature of adult

Today's date



Sources of Income for Children

Sources of Child Income	Example(s)
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages
- Social Security <ul style="list-style-type: none"><li>- Disability Payments</li><li>- Survivor's Benefits</li></ul>	- A child is blind or disabled and receives Social Security benefits - A Parent is disabled, retired, or deceased, and their child receives Social Security benefits
-Income from person outside the household	- A friend or extended family member regularly gives a child spending money
-Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust

Sources of Income for Adults

Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
<ul style="list-style-type: none"><li>- Salary, wages, cash bonuses</li><li>- Net income from self-employment (farm or business)</li></ul> <p>If you are in the U.S. Military:</p> <ul style="list-style-type: none"><li>- Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)</li><li>- Allowances for off-base housing, food and clothing</li></ul>	<ul style="list-style-type: none"><li>- Unemployment benefits</li><li>- Worker's compensation</li><li>- Supplemental Security Income (SSI)</li><li>- Cash assistance from State or local government</li><li>- Alimony payments</li><li>- Child support payments</li><li>- Veteran's benefits</li><li>- Strike benefits</li></ul>	<ul style="list-style-type: none"><li>- Social Security (including railroad retirement and black lung benefits)</li><li>- Private pensions or disability benefits</li><li>- Regular income from trusts or estates</li><li>- Annuities</li><li>- Investment income</li><li>- Earned interest</li><li>- Rental income</li><li>- Regular cash payments from outside household</li></ul>

OPTIONAL

Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one): ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race (check one or more): ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

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.

Do not fill out

For School Use Only

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24 Monthly x 12

Total Income

How often?

Weekly

Bi-Weekly

2x Month

Monthly

Household Size

Categorical Eligibility

Free

Reduced

Denied

Determining Official's Signature

Verifying Official's Signature

Date

Date

# FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. Newaygo Public Schools offers healthy meals every school day. Breakfast is free for all students: lunch costs \$1.75 at the Vera Wilsie and Velma Matson schools and \$2.00 at the High School and Middle Schools. Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.40 for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. Who can get free OR REDUCED PRICE meals?
- \* All children in households receiving benefits from Food Assistance Program (FAP), Food Distribution Program on Indian Reservations (FDPIR) or Family Independence Program (FIP), are eligible for free meals.
  - \* Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
  - \* Children participating in their schools' Head Start program are eligible for free meals.
  - \* Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
  - \* Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

## FEDERAL ELIGIBILITY INCOME CHART for School Year 2016-2017

Household Size	Yearly	Monthly	Weekly
1	\$ 22,311	\$ 1,860	\$ 430
2	\$ 30,044	\$ 2,504	\$ 578
3	\$ 37,777	\$ 3,149	\$ 727
4	\$ 45,510	\$ 3,793	\$ 876
5	\$ 53,243	\$ 4,437	\$ 1,024
6	\$ 60,976	\$ 5,082	\$ 1,173
7	\$ 68,709	\$ 5,726	\$ 1,322
8	\$ 76, 442	\$ 6,371	\$ 1,471
Each additional person:	\$ 7,733	\$ 645	\$ 149

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocae on a seasonal basis? Are any children living with you have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail Adam DeShano at (231) 652-2100 or [adeshano@newaygo.net](mailto:adeshano@newaygo.net)
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Mary Anne Charette, 360 S. Mill Street, P.O. BOX 820, ewaygo, MI 49337 (231) 652-9286
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions.

If any children in your household were missing for your eligibility notifications, contact Mary Anne Charette, 360 S. Mill Street, P.O. BOX 820, Newaygo, MI 49337, (231) 652-9286, [mcharette@newaygo.net](mailto:mcharette@newaygo.net) immediately.

5. CAN I APPLY ONLINE? Newaygo Public Schools is in the process of setting that up! The online application will have the same requirements and will ask you for the same information as the paper application. When it is available you can find it at [www.newaygo.net](http://www.newaygo.net). Contact Mary Anne Charette at (231) 652-9286 or [mcharette@newaygo.net](mailto:mcharette@newaygo.net) if you have any questions about the online application.
6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. I GET WIC, CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at anytime during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income line.
10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to your school officials. You may also ask for a hearing by calling or writing to: Dr. Peggy Mathis, Superintendent, 360 S. Mill St., P.O. Box 820, Newaygo, MI 49337 (231) 652-6984.
11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$ 1000 each month, but you missed some work last month and only made \$ 900, put down that you made \$ 1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeros. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. WE ARE IN THE MILITARY, DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate sheet of paper, and attach it to your application. Contact Mary Anne Charette, 360 S. Mill Street, P.O. Box 820, Newaygo, MI 49337, (231) 652-9286 to receive a second application.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for Food Assistance Program (FAP) or other assistance benefits, contact your local assistance office or call 1-855-275-6424. If you have other questions or need help, call (231) 652-9286.

Sincerely,

*Mary Anne Charette*

Food Service Director  
Newaygo Public Schools





# Joe Berger Football Camp



First Day of School for Students  
August 28, 2017

- School Day Times for 2017-18
- Vera Wilsie (Grades K-2) 8:20a – 3:25p
- Velma Matson (Grades 3-4) 8:15a – 3:20p
- Middle School (Grade 5) 8:07a – 3:12p
- Middle School (Grades 6-8) 8:12a – 3:12p
- High School (Grades 9-12) 8:05a – 3:02p

## Lunch Prices for 2017-18 School Year

Velma Matson/Vera Wilsie Elementary	\$1.75
High School/Middle School	\$2.00
Adult Meals	\$3.00
Reduced Meals	\$.40

Monthly Lunch Menus can be found on the NPS website.  
[www.newaygo.net](http://www.newaygo.net)

\*Menu subject to changes due to conditions beyond our control. The National School Lunch Program prohibits discrimination on the basis of race, color, national origin, age, sex or handicap.

Mary Anne Charette, Food Service Director  
(231) 652-9286

## 2017-18 Administration

Peggy Mathis, Superintendent .....	652-6984
Kristin Melvin Business Manager .....	652-6984
Brad Reyburn H.S.Principal .....	652-1646
Sarah Rodriguez, Assistant H.S. Principal .....	652-1646
Steve Bush, M.S. Principal .....	652-1285
Jim Grugett, Assistant M.S. Principal .....	652-1285
Adam DeShano, Velma Matson Upper Elem ....	652-2100
Candy Wells, Vera Wilsie Elem. Principal .....	652-6371
Bud Gould, Dir. Building & Grounds .....	652-9313
Chris Cronk, Dir. Transportation .....	652-1112
Mary Anne Charette, Dir. Food Service .....	652-9286
Scott Van Essen, Director Athletics .....	652-1646
Walter Aslakson, Technology Director .....	652-1646

**NPS is always accepting applications for Substitute Bus Drivers and a Substitute Bus Aide.  
Interested?**

**Contact Chris Cronk, Transportation Director  
231-652-1112**



**NPS is always accepting applications for Substitute Cooks.  
Interested candidates should contact  
Mary Anne Charette, Food Service Director 231 652-9286.**

 JOIN US ON FACEBOOK  
[@facebook.com/newaygopride](https://www.facebook.com/newaygopride)

 FOLLOW US ON  
TWITTER  
[@NewaygoPS](https://twitter.com/NewaygoPS)