Hagar Township S/D #6

Riverside School Student-Parent Handbook

Updated 8/26/26

Vision Statement

A small school can make a big difference.

Mission Statement

Riverside School is committed to engaging student interests in active and creative classrooms to challenge students to reach their full potential.

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Click on the home tab in the top right corner for information.
Facebook: Riverside School- Hagar Township S/D #6

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School Hours:

7:30 a.m._ _ _ _ _ _ _ _ _ _ _ _ _ _ _ Students May Enter the Building
7:30 a.m. - 7:55 a.m._ _ _ _ _ _ _ _Breakfast
8:00 a.m._ _ _ _ _ _ _ _ _ _ _ _ _ _ _ Instruction Begins
10:50-11:20 (K-3) - 11:30-12:00 (4-8) Lunch and Recess
3:10 p.m._ _ _ _ _ _ _ _ _ _ _ _ _ _ _ Dismissal
*11:30 a.m._ _ _ _ _ _ _ _ _ _ _ _ _ _ Half Day Dismissal
*1:00 p.m._ _ _ _ _ _ _ _ _ _ _ _ _ _ _Early Release

Students may get dropped off and enter the building at 7:30 a.m. for breakfast. There is no supervision before that time. Students must remain in the vehicle under parent supervision until 7:30 a.m.

Breakfast:

Breakfast is offered daily and is free for all students. It is offered each morning from 7:30 a.m. to 7:55 a.m.

Lunch:

Lunch at Riverside is free for everyone as of December 2018. A monthly lunch calendar will be sent home with two options for lunch. Your child is welcome to bring a healthy sack lunch. Please do not send sugary drinks, pop or candy with your child.

Parent Communication:

We encourage healthy frequent communication with teachers via email, or message through Class Dojo. Phone calls and in person meetings will be between the contact hours of 7:30 a.m. to 7:55 a.m. or 3:10 p.m. to 3:30 p.m. Parents who want to set up an in person meeting must do so with the teacher 1st before discussing with the principal to avoid any confusion. Please understand that parents are not permitted to stop by the school without an appointment to meet with staff due to disrupting the learning time. You are welcome to visit the classroom or have lunch with your child in the lunchroom. We love having parents in the building!

Attendance (Absences/Tardies/Truancy/Tardiness/Dismissal):

It is imperative that students are on time and in attendance each school day. The complete school calendar is up to date and located on our school website. A magnetic calendar is sent home at the beginning of each school year. Parents may want to use early release or half days to schedule doctor's appointments to decrease the school day interruptions.

Instruction begins at 8:00 a.m. It is best if your child enters the building by 7:55 a.m. Students are considered tardy if they are not in their classroom by 8:00 a.m. If for any reason your child will be tardy or absent, message the teacher through DoJo to get it excused by 8:00 a.m. If your child is sick, please include your child's symptoms so we can keep an eye on the classroom and do additional cleaning when outbreaks arise.

If your child leaves the building before 1:30 p.m., they are considered p.m. absent (½ day). The state law requires that your child be in attendance on school days unless they are ill. Attendance at school is extremely important however, students should stay at home for 24 hours or until they do not have symptoms (excessive coughing, a fever, or vomiting) to decrease spreading illness. Contact your child's teacher for missed work.

POLICY

Any absence not communicated will count as unexcused. After 8 days of unexcused absences or excessive tardies, you will receive a letter from Riverside School. All truant students get reported to the ISD after ten unexcused absences. *The school can lose up to 5% of state aid for having excessive absences. Also, if 75% of students are not in attendance on any given day, the school day will have to be made up.

Half Days

Half day dismissal is at 11:30 am. Half days are listed on the calendar, reminders will be given through virtual class newsletters and messages on Class Dojo.
*If you plan on having your child go home with another student or adult, you must contact the student's teacher or office.

Early Release Days:

Early Release days are when staff get a chance to plan for the upcoming week, collaborate with colleagues, and attend 30 hours of mandated professional development. Dismissal is at 1:00 p.m. on Fridays.

*If you plan on having your child go home with another student or adult, you must contact the student's teacher or office.

Closings/Delays:

Our school does not work on a delay system. We will either have school, or close. Reasonings for this may vary, but include inclement weather, loss of power, etc. Any time the school must close, we will alert you via phone call and through Class Dojo. It is extremely important that you always supply the school with a current phone number and sign up for Class Dojo. We will also post our closings on FaceBook.

Sign In/Out Policy:

If for any reason during the 8:00 a.m. - 3:10 p.m. school day your child needs to be picked up, you MUST come into the school and sign them out with a staff member's acknowledgement. Appointments during the school day should be limited. When it is necessary for a child to leave during the school day, advance notification to the teacher is required. This can be done via email or Class Dojo so there is a record of the appointment and parent permission. If returning to school on the same day, the parent or guardian must also come inside to sign the child back in.

Pick Up/Emergency Pick Up Procedure:

At the end of the school day, all children must be picked up via the car line. We do not allow parents to park and pick up their child as it interrupts the flow of the car line and endangers others. For safety we do not allow parents to park across the street and walk children across.

If for any reason you or another guardian cannot pick up your child from school, please send a note to let a staff member know who will be authorized to pick up your child that day. Phone calls are in case of emergency only. We need a written signature on file that states who is acceptable.

Sick Protocol & Mid-Day Illness/Accidents

At Riverside School, the health and safety of our students are top priorities. We follow CDC guidelines and school policy to ensure that illness and injury are handled promptly and appropriately.

Mid-Day Illness or Accidents

If a child becomes ill or has an accident during the school day:

- The school will contact the parent or guardian as soon as possible.
- If the parent or guardian cannot be reached, the emergency contact listed on the student's information form will be notified.
- If immediate medical attention is necessary, school staff will contact emergency services (911) and continue efforts to reach the parent or guardian.

Illness Procedure

If a child reports feeling sick:

1. Temperature Check:
    - The child's temperature will be taken by school staff.
2. If the temperature is 100.4°F or higher:
    - The parent or guardian will be contacted immediately.
    - The child must be picked up from school and remain home until fever-free for at least 24 hours without fever-reducing medication, in accordance with CDC guidance.

3. If the temperature is below 100°F:
    - The parent or guardian will be contacted and informed of the child's symptoms.
    - The parent or guardian may decide whether the child should remain at school or be picked up.
4. If vomiting occurs (once or more):
    - The parent or guardian will be contacted immediately.
    - The child must be picked up and should remain home until vomit-free for 24 hours without medication.
5. If the child has a sore throat with other symptoms (fever, fatigue, swollen glands, or difficulty swallowing):
    - The parent or guardian will be contacted.
    - The child may need to be evaluated by a healthcare provider before returning to school, especially if strep throat or another contagious illness is suspected.

Return to School

- Students may return to school once they have been symptom-free for 24 hours without medication (e.g., no fever, vomiting, or diarrhea).
- In cases of certain communicable illnesses (such as strep throat, COVID-19, or influenza), a doctor's note may be required for return.

General Carline Procedure

To ensure all student's safety during arrival and dismissal. Please review the expectations. Here is the current law on child seat belt/car seat safety in Michigan. See 710.3.b for specifics. Students must enter the car on the right side of the vehicle in the back seat. They can not walk around or behind the vehicle for safety reasons.

Parents will:

1. Be on time to pick up their child. Carline is 3:10 p.m. to 3:20 p.m.
2. Wait in the carline.
3. Pull all the way into a lined spot.
4. **Not pass the car in front of them.**
5. Stay off technology.
6. Stay in the vehicle and ask for help if needed.
7. Have the back passenger side ready for their child/children to get in.
   This is all for the safety of students.

Students will:

1. Be alert/aware and look for their vehicle.
2. Stand on their designated spot with their class.
3. Keep cell phones put away until they are in their car (middle schoolers who have them at school).

Staff will:

1. Review student expectations with the class before going outside.
2. Make sure students stay in designated spots.
3. Wait for all four vehicles to stop, then dismiss students all at the same time.
4. Be aware of vehicle traffic and help students' safety.
5. Help students in their vehicles. Buckle students who need help.

Bicycle Policy:

If you wish to have your child ride their bicycle to school, we ask that the students park their bicycles on the north side of the building and use the school sidewalk. This will ensure the safety of students.

Building Rules:

Our school strives to create and provide a supportive and safe learning environment for all students. In order to achieve this, our students must **continually be respectful** to peers and staff alike. See our newly adopted behavior matrix for details and expectations:

BEHAVIOR EXPECTATION MATRIX

Location	Be Respectful	Be Responsible	Be Safe
Lunchroom	*Voice level 0 *Use good manners *Raise hand for help	*Get everything the first time in the line *Eat over your tray *Clean up your space *Listen to adults right away	*Keep hands and feet to yourself *Stay seated unless you get permission to get up
Playground	*Share equipment *Wait turns/* Show good sportsmanship *Listen to teachers	*Dress for the weather *Pick up and bring in equipment and belongings *Line up when called	*Keep hands and feet to yourself *Use equipment safely *Stay in view of an adult and in parameters of the playground
Hallway	*Voice level 0 *Hands off walls	*Get permission *Go straight to your destination or stay with your class	*Walking feet *Walk on the right side *Eyes forward *Stay in line
Bathroom	*Flush the toilet *Be timely	*Get permission *Go straight there	*Walk *Wash hands after using the restroom *Report problems to teacher in charge
Dismissal	*Be kind and helpful *Listen to directions	*Look for your vehicle *Stay in your designated area	*Wait for all vehicles to stop before leaving the sidewalk
Classroom	*Listen when others are speaking *Be kind and helpful	*Be prepared and ready to learn *Have materials with you *Turn in assignments *Keep space organized	*4 feet on the floor *Hands and feet to yourself *Ask before leaving the classroom *Use materials appropriately
Assembly	*Participate appropriately	*Listen to teachers and presenters for directions	*Enter in a line *Sit in assigned spot and stay seated *Keep hands and feet to yourself

Bullying/False Reports:

Any student who believes he/she has been or is the victim of bullying, hazing, or any other aggressive behavior should immediately report the situation to staff. Staff will promptly investigate and document complaints that violate our school policies, rules, and procedures. **It is in the student's best interest that they alert the staff at the time of the incident to best protect and keep the safety of students and faculty.**

Definitions of behavior include:

- "**Bullying**" is defined as any gesture or written, verbal, graphic, or physical act (including electronically committed acts) that without regard to the subject matter is intended or perceived to harm one or more students or staff members either directly or indirectly. This includes interfering with educational activities, opportunities, benefits, and programs. Also it includes placing students in reasonable fear or harm, having an effect on mental health or well being, or causing disruption or interference with students or staff. Bullying can be physical, verbal, or physiological. This includes hitting, kicking, spitting, pushing, pulling, taking things (stealing), blocking movement, unwelcome physical contact, taunting, teasing, insulting, name-calling, threatening, spreading rumors, manipulating social relationships, coercion, shunning, extortion, or intimidation on school grounds.
- "**Aggressive Behavior**" is defined as inappropriate conduct that is serious enough or repeated enough to negatively impact a student's educational, physical, or emotional well being. Examples of behavior are bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, hitting, pushing, shoving, or making threats, etc.
- "**Harassment**" is defined as any act including unwanted behavior whether physical, verbal, nonverbal, or written on the basis of age, race, national origin, marital status, disability, sexual orientation, physical characteristics, cultural background, socioeconomic status, or geographic location.
- "**At School**" is defined as occurring in the school, on the school grounds, or at a school function or event such as on the bus or a school activity or trip.

Once the incident has been investigated, disciplinary action will be taken. This may include up to expulsion for students, up to discharge for employees, exclusion of parents/guests/volunteers, and removal from the school system.

False reports made of any kind however will also result in similar disciplinary actions. We take the safety and well being of students and staff alike extremely seriously to best promote a safe and positive learning experience.

Weapons:

Dangerous items are not permissible at school. This varies based on the case but includes any weaponry, explosives, or any unnecessary object not permitted by staff. Pocket knives should never be at school for any reason. Weapons of any kind can lead to suspension or expulsion.

Discipline Policy:

The PBIS expectations are: Be Respectful, Be Responsible, Be Safe and Kind. When needed, students will review and practice expectations at lunchtime. Parents are contacted for repeated and major behaviors.

LUNCH REFLECTION SHEET

Name_____Date_____

1. What happened?

2. Was anyone hurt/disrupted by your behavior (other students, teacher, myself etc...)?

3. Think about some things you could do differently next time? Practice them.

4. What will you take away or learn from this experience?

5. Celebrate! Was I brave? Did I tell the truth? Made a plan for next time? I am proud of myself for_____
   _____
   _____..

Classroom Assignments and Homework:

Daily homework consists of Math and Reading. Also if students have any tests coming up, staff suggest they study at home on top of our work at school. The only other homework that will come home is work that was not completed by students during the school day or large scale projects that need extra time at home.

Recess:

If the temperature falls below 20 degrees or it rains, we have inside recess.
In order to play in the snow, snow pants and boots are required for K-5th grade and suggested for 6-8th grade. We ask for any coats, pants, shoes, jackets, sweatshirts, gloves, hats, etc. Please label your child's belongings. If your child misplaces something, you may look for them in the lost and found.

Field Trip/Chaperone Protocol:

Field trips vary by class and are throughout the year. To help pay for these field trips each year our school completes fundraisers. If you decide you would like to volunteer for a field trip, you must first contact your child's teacher and have them or a fellow staff member make a copy of your license to run a background check. Once approved to volunteer, you are expected to show up at the designated time slot and be responsible for not only your child, but others as well. Being a volunteer for our school means you as well must follow the school guidelines, rules, and policies in place to best represent our school in the community.

All students attending such trips will be transported with the school on school specific modes of transportation. Students not currently attending the school (younger or older siblings) are also not allowed on such trips.

Library Protocol:

Students will visit the St. Joseph Public Library monthly to check out books. They must return them or will be held responsible for fees. Feel free to use the book library in front of the school. Also, Riverside has a free book table for students to get books as needed to read at home. Reading for 20 minutes a night is crucial in your child's development.

Textbooks and School Materials:

Textbooks, workbooks and materials supplied by the school district are assessed at the time of distribution. Any materials lost will need to be replaced and cost will be provided to parents.

Technology in the Classroom:

The use of technology in the classroom is apparent throughout the school. K-8th grade students will have a Chromebook laptop assigned to them. These tools will always stay at the

school and are not to be brought home. They are to be cared for with the utmost respect. If a student damages or breaks one of these tools, the family will be responsible for the cost of damages. It is important for users to recognize that there are internet sites that are adult-oriented and not appropriate for school. This includes any social media platform as well as sites not approved/cleared with the teacher. **GoGuardian is used by the teacher to show students the approved sites to use.**

Rules for these tools are:

-Carefully handle and carry tools with two hands at all times. Please do not put devices on the floor.

-Only attend sites that are specified/cleared with the teacher.

-Complete work on them in a timely/complete fashion.

-Do not touch or handle other students' tools.

-Screen must always be visible to staff unless you're monitored through GoGuardian.

-Download or print with staff member's permission.

-Be respectful of other students' time with their technology and do not bother or distract others while in use.

Use of technology is a right and can be taken away by staff members at any time due to mistreatment of tools. Inappropriate use will result in reviewing expectations.

Immunizations/Communicable Diseases:

For your child to be permitted to attend school, the proper documentation of immunization records and a birth certificate must be on file. If we do not have these documents, your child by law cannot attend school. To see the complete list of necessary paperwork, please visit our website on the School of Choice page.

Head Lice Policy:

If your child is attending school with any form of head lice (including nits), we will contact you, asking that you perform the necessary treatments to remove it, before sending your child back to school. Prior to being readmitted to the classroom, the parent must bring in the child to be checked by the principal to verify that they are nit-free. If nits are still present, they will need to complete more treatment. This is to prevent the spread and make children feel most comfortable. Head lice are extremely common, we just ask that your child stays home until the case has passed.

Medications at School:

In order for your child to have medicine at school there needs to be a medical form on file. If your child requires an inhaler, epi-pen, or medication the teacher will secure them.

Dress Code/Student Health:

-Wear safe and weather appropriate shoes.
-Nothing that covers the head (hoods, hats, bandanas, etc.)
-No jewelry that may be distracting or could hurt someone.
-No see-through clothing, Clothing that depicts, advertises, or displays drugs, alcohol, tobacco, sex, violence, vulgarity, death, gang-style dress, hate, or discrimination, cannot be worn in the building.
-Nothing that exposes the torso or genital area. Short skirts need to have leggings or shorts worn underneath.
-Nothing that shows undergarments.
*If your child comes to school in articles that break these rules, your child's teacher or a staff member will contact you and ask that you either bring them clothing that fits the guidelines or take them home to change.

Cell Phones/Valuables:

If your child brings their cell phone to school, we require it to be silenced and stay in their backpack from arrival through dismissal. You can contact the school at any time or in case of emergency (269) 849-1343. Your child can use the phone in their teachers room to call out if permitted by their teacher. If cell phones are seen or heard, staff will confiscate and hold it until a parent can pick it up.

We ask that valuables such as money, expensive tech or phones, and jewelry not be brought to the school. Riverside is not responsible for lost or stolen valuables.

If money is brought to school for reasons such as to pay for a trip, please send it with your child in an envelope with their name and what the money's for written on the front.

Toys and electronics are not permitted at school. The school has all necessary materials already in place in the classroom. If any are brought to school they will be held until pick up. Students are in no way able to sell items at school.

Lost and Found:

We urge parents to **mark all personal belongings** of students with their name in permanent ink. *Items left at the end of the year will be donated to charity. Feel free to donate boots and snow pants that do not fit to the school.

Student Council:

Our school promotes student voice and leadership through our 8th grade student council. Positions are applied for and awarded based on responsibility, leadership, commitment, and being a model student. These students complete various tasks in our community through community outreach and student ideas to aid those in need. These students also help with and lead various jobs and tasks throughout the school.

Visitors/Guests at the School:

Around the holidays, classrooms in our building will celebrate with in class parties. If at any point you are interested in volunteering for one of these parties or field trips, contact your child's teacher so they can plan accordingly.

We ask that volunteers complete a **background check** and have your child's teacher make a copy of your current driver's license. If any of these volunteer positions interest you, let your child's teacher know right away.

We often have reading volunteers/guests come into the school, especially during reading month. If you would be interested in reading to the school or your child's class during this time, contact your child's teacher.

Pets at School:

In all cases, parents must contact and consult with the child's teacher and principal before bringing any animals to school. This is for the safety of your child and others due to various allergies, fears, etc. Some teachers within our building have class pets. Classroom pets are an

excellent opportunity to learn skills such as responsibility, care taking, and scientific exploration.

Parent-Teacher Conferences:

There are two parent-teacher conferences throughout the year.

Testing:

By law, students must complete a set of tests given by the state, multiple times a year. Our school follows the NWEA and DIBELS testing protocol. Outcome reports of test scores will be given along with report cards. Our students are also required to complete the M-Step at various grade levels towards the end of the school year.

Teachers give subject tests throughout the school year to compile the understanding and mastery of subjects. We ask that you take your child's grades seriously and understand that our teachers and aids will continue to work with your child on subjects they have not yet mastered throughout the year.

Change of Address/Phone Number:

We ask that you make sure the school always has your updated information on file in case of any need to contact or in case of emergency. We also ask that the school has at least one emergency contact on file for your child's safety. Any-time you need to update this information, contact your child's teacher.

Photo Policy:

Throughout the school year teachers and staff have events and parties within the school for the students. Photos are generally taken of these events. Throughout the year these photos may appear on the school Facebook page and/or school website. At the end of the year teachers take all the photos they have taken over the year of your child and create a mini personal scrapbook for them. **If you do not want the school to take photos of your child, please designate so on your Student-Parent Handbook Agreement Form.**

Pest Management:

Riverside has adopted an Integrated Pest Management program. The school tries to reduce the use of pesticides as much as possible. While it may be occasionally necessary to apply a pesticide, these will only be used as a last resort. We will send out a school wide phone call message if use is necessary.

Emergency Preparedness Drills/Plans:

We are required by law to practice emergency drills throughout the year. These include 5 fire drills, 2 tornado drills, and 3 lockdown drills. We treat these drills as if real disasters are occurring for the safety and security of your children. We hope to never need these procedures, but if we do we will be as prepared as possible to ensure the safety of our students and staff.

Limited English Proficiency:

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

Family Educational Rights and Privacy Act:

FERPA is the rights to parents and students and is as follows:

1. Right to Inspect: You have the right to inspect and review substantially all of your education records maintained by Riverside School within 45 days of the request. This right is for parents) and students 18 years or older. The principal will make arrangements for access and notify the parent(s) or eligible student of the time and place where the records may be inspected.
2. Right to Request Amendment: You have the right to seek to have corrected any part(s) of an education record, which you believe to be inaccurate or misleading. The request for amendment must be forwarded in writing to the principal, and clearly state the part(s) of the record to be changed and the reason(s) you believe it to be inaccurate or misleading. This right includes the right to a hearing to present evidence that the record should be changed, if a designated official of RIverside School

decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.

3. Right to Prevent Disclosures: You have the right to prevent disclosure of education records to third parties with limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given for the disclosure as an item of direct information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
4. Right to Complain: You have the right to file a complaint with the United States Department of Education concerning the alleged failure of the Riverside School to comply with FERPA. Your complaint should be directed to: Family Policy Compliance Officer, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.
5. Right to Obtain Policy: You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained by mail from our school principal.

Grievance Procedure for Riverside School:
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

Any person believing that Riverside School or any part of the school organization has inadequately applied the principles and/or regulations of the Title VI of the Civil Rights Act of 1964, the Title IX of the Education Amendment Act of 1972, the Title II of the Americans with Disability Act of 1990, the Section 504 of the Rehabilitation Act of 1973, or the Age Discrimination Act of 1975 may bring forth a complaint, which shall be referred to as a

grievance, to the local Civil Rights Coordinator at our school address, addressed to our principal.

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 business days. The complainant may initiate formal procedures according to the following steps:

1. A written statement of grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator at 3422 Riverside Road, Benton Harbor, MI. 49022 within five 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 days.
2. A complaint wishing to appeal the decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the Principal of Riverside School within five business days after the receipt of the Coordinator's response. The Riverside School Principal shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten business days.
3. If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five business days of receiving the Riverside School Principal'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(s) within forty 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 days of this meeting.

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 Handbooks, Faculty Handbooks, Newspaper/Newsletter Articles, Memoranda, Bulletins, Pamphlets/Brochures, School Catalogs, Course Offering Booklets/Curriculum Guides.

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.