

# West Ottawa Public Schools District Newsletter

www.westottawa.net

August 2009

## BUILDING FUTURES THROUGH YOUR SUPPORT



Dear West Ottawa Community:

We are looking forward to the return of your children to the West Ottawa Public Schools. We are so thankful to all of you for supporting our district with the approval of our 18 Mill Renewal and Repair and Improvement Sinking Fund Renewal at our May election. As you drive around the district you can see the renovations that are taking place because of your support. This summer we were able to carpet and paint both Woodside and North Holland Elementary Schools and replace the roof at both North Holland and Lakewood Elementaries. We will also be able to expand parking at North Holland by removing two outdoor portable classrooms. Over the next ten years, we will rotate renovations at each of our buildings to keep them safe and updated for our students. Thank you, again, for your support.

Through difficult budget times, we are able to begin the application process for three of our elementary schools (Great Lakes, Sheldon Woods, and Lakewood), both middle schools, and our high school to offer the International Baccalaureate Programmes. Thanks to the generosity of our community through personal and corporate donations, we have been able to move forward to bring the best academics to our children. We will begin running a formal capital campaign to move forward to secure funding for future schools to offer this program. If you are interested in volunteering on this campaign, please contact me for further information.

I hope you will take advantage of the many parent meetings we will be hosting throughout the school year to inform you about our programs and how we can help your children prepare themselves for their post-secondary education. These meetings dates will be posted on our website at [www.westottawa.net](http://www.westottawa.net) and information will also be sent home in advance.

I look forward to seeing you at our fall academic, athletic, and fine art events. Enjoy the remainder of your summer. We are looking forward to serving you during the 2009-10 school year.

Sincerely,

Dr. Patricia Koeze

## 2009-2010 SCHOOL CALENDAR

Sept. 8	K-12	First Day of School
Oct. 12	K-8 9-12	Half Day of School, AM K in AM Full Day of School
Oct. 16	K-12	No School
Nov. 6	K-12	No School
Nov. 24	K-8 9-12	Full Day of School Half Day of School
Nov. 25-27	K-12	No School – Thanksgiving Recess
Dec. 21-Jan. 1	K-12	No School – Holiday Recess
Jan. 29	K-12	No School
Mar. 4	K-8 9-12	Half Day of School, AM K in AM Full Day of School
Mar. 5	K-8 9-12	Full Day of School Half Day of School
Apr. 2, 5-9	K-12	No School – Spring Recess
May 6	K-12	Half Day of School, Tulip Time, AM K in AM
May 7	K-12	Full Day of School, rain day makeup for May 6
May 31	K-12	No School – Memorial Day
June 11	K-12	Half Day of School, AM K in AM

## 2009-10 SCHOOL START AND END TIMES

ELEMENTARY SCHOOLS		
School	Grade	Student Day
Glerum, Great Lakes, and Woodside	Kindergarten AM	8:20 a.m. - 11:29 a.m.
	Kindergarten PM	12:14 p.m. - 3:23 p.m.
	1-5 Full Day	8:20 a.m. - 3:23 p.m.
	K-5 Half Day	8:20 a.m. - 11:37 a.m.
Lakeshore, Lakewood, North Holland, Pine Creek, Sheldon Woods, and Waukazoo	Kindergarten AM	8:50 a.m. - 11:59 a.m.
	Kindergarten PM	12:44 p.m. - 3:53 p.m.
	1-5 Full Day	8:50 a.m. - 3:53 p.m.
	K-5 Half Day	8:50 a.m. - 12:07 p.m.
SECONDARY SCHOOLS		
School	Grade	Student Day
Harbor Lights and Macatawa Bay	6-8 Full Day	7:50 a.m. - 2:43 p.m.
	6-8 Half Day	7:50 a.m. - 11:07 a.m.
West Ottawa High School	9-12 Full Day	7:45 a.m. - 2:43 p.m.
	9-12 Half Day	7:45 a.m. - 11:05 p.m.

## BOARD OF EDUCATION

At our May election, George Jacob and Randall Schipper were elected to serve four more years on the West Ottawa Board of Education.



**PRESIDENT**  
Randall  
Schipper  
Term expires 2013



**VICE PRESIDENT**  
Scott  
VanderStoep  
Term expires 2012



**SECRETARY**  
George  
Jacob  
Term expires 2013



**TRUSTEE**  
William  
Bloemendaal  
Term expires 2012



**TRUSTEE**  
Bill  
Kangas  
Term expires 2011



**TRUSTEE**  
Doug  
Mahn  
Term expires 2010



**TRUSTEE**  
Susan  
Smith  
Term expires 2010

### MEET OUR NEW ADMINISTRATORS



Jennifer Cook is the new principal at Waukazoo Elementary School. Jen has been an assistant principal for Grand Rapids Public Schools, a Spanish Immersion teacher, ESL teacher, and a second and third grade teacher in other districts.



Michelle Williams is the new principal at Glerum Elementary School. Michelle is also our English Language Learners and Migrant Director and has taught third, fourth, and fifth grades.

### NOTICES

- The Assistant Superintendent of Teaching and Learning is responsible for coordinating inspections of instructional materials for the District. His office is located at the Administration Office, 1138 136th Ave., Holland, Michigan, or he can be reached by calling 738-5731. Members of the public have the right to inspect instructional materials, including, but not limited to print and non-print materials, teachers' manuals, films, tapes, and any other supplementary materials used as part of the educational curriculum.
- Persons with disabilities who need special accommodations should call the Student Services Office at 738-5720 seven days prior to a meeting.
- West Ottawa annual reports will be posted on our district website at [www.westottawa.net](http://www.westottawa.net).
- The West Ottawa Public Schools do not discriminate on the basis of race, color, religion, gender, national origin, age, height, weight, marital status, qualifying handicap, disability, or limited English proficiency in any programs or activities. The Office of Student Services for the West Ottawa Public Schools, 1138 136th Ave., Holland, MI 49424, has been designated to handle inquires regarding the non-discrimination policies.

### CHILD CARE PROGRAMS AND FEES

Kinder Cubs—Wrap around Kindergarten	\$19/day or \$95/week
Kinder Cubs—Full day care	\$30/day or \$150/week
Panther Place before or after school	\$9/day or \$45/week
Panther Place before and after school	\$18/day or \$90/week
Summer Day Care	\$30/day or \$150/week
WOW and Spanish Immersion Preschools	
	two days/week     \$376/semester
	three days/week     \$546/semester
Kindergarten Enrichment	\$100/biweekly or \$198/monthly \$440/quarterly or \$850/semester

### FOOD SERVICE INFORMATION

- Breakfast                     \$1.50
- Lunch:
  - Elementary                     \$2.00
  - Harbor Lights/ Macatawa Bay \$2.20
  - High School                    \$2.20 /\$2.45
  - Adult                             \$3.00 or Ala Carte
- Milk only                        \$ .45

Breakfast and lunch prices include milk. School meal information, menus, activity sheets, free and reduced applications, and nutritional data will be available at the district's website.

### OPEN HOUSES

We hope you will be able to attend the open house at your child's school to meet our staff and tour our facilities.

- Glerum                             Tues., Sept. 1, 6-8 p.m.
- Great Lakes                     Thurs., Sept. 3, 6-8 p.m.
- Lakeshore                        Tues., Sept. 1, 6-8 p.m.
- Lakewood                         Wed., Sept. 2, 5-7 p.m.
- North Holland                    Wed., Sept. 2, 6-8 p.m.
- Pine Creek                        Wed., Sept. 2, 6-8 p.m.
- Sheldon Woods                 Tues., Sept. 1, 6-8 p.m.
- Waukazoo                        Wed., Sept. 2, 6-8 p.m.
- Woodside                        Wed., Sept. 2, 5:30-7:30 p.m.
- Harbor Lights                  Tues., Sept. 1, 6-8 p.m.
- WO High School                Wed., Sept. 16, 6-8 p.m.

### PARENTS/STUDENTS WELCOMING PROGRAM

- Macatawa Bay                Tues., Sept. 1, 5-7 p.m.

# NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age and older ("adult students") certain rights with respect to the student's educational records.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen years of age or older), and those authorized by federal law and state and district regulations. The school secretary or registrar is the Custodian of Records and is responsible for the supervision of student records at the school.

A parent/guardian or adult student has the following rights:

- A. The right to inspect and review the student's educational records within 45 days after receipt of the written request for access. The school has a form which may be used to submit a written request. After receipt of the completed form/written request, the Custodian of Records will notify the parent/guardian or adult student of the time and place where the records can be inspected. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents/guardians or adult students to review the records. Schools may charge a fee for copies.
- B. The right to request amendments to the student's education records if the parent/guardian or adult student believes the record is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents/guardians or adult students who wish to ask the school to amend a record must submit a written request identifying the part of the record they would like changed and why it should be changed. The school has a form which may be used to identify the information in the record the parent/guardian or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading. After receipt of the completed written request to amend the student record, the school will review the request and make a determination regarding the amendment request. If the school decides not to amend the record as requested by the parent/guardian or adult student, the school will notify the parent/guardian or adult student of the decision and advise them of their right to a hearing regarding the request for an amendment. Additional information concerning the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent/guardian or adult student has the right to place a statement with the record identifying his/her view about the contested information.
- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by FERPA without prior consent. The school's Administrative Guideline 8330 describes those exceptions and is available upon request.
- D. The right to request non-disclosure of "directory information" to third parties. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed by law to outside organizations without a parent/guardian's prior written consent. Additionally, two federal laws require public school

districts to provide military recruiters, upon request, with specific directory information (name, address, telephone number), unless parents/guardians or adult students have submitted a request in writing that they do not want their student's directory information disclosed without their prior written consent. The written request to not release directory information to third parties must be submitted by October 1 of each school year, and is in effect for only that school year (i.e., requests for non-release of directory information must be submitted annually). For new students enrolling in West Ottawa Public Schools after October 1, the written request for non-disclosure of directory information must be received within 30 days of enrollment.

- E. The right to file a complaint with the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Ave. S.W., Washington, DC 20202.
- F. The right to obtain a copy of the District's Policy 8330 and Administrative Guideline 8330 on student records.

Each year the District will provide public notice to students and their parents of its intent to make available upon request certain information known as "directory information." The Board designates as student "directory information:"

- Student's name
- Student's address
- Student's listed/published telephone number
- Date of birth
- Photographic and computer images of the student
- Video images of the student
- Parent/guardian name, address, and phone number
- Grade level
- Participation in officially-recognized activities and sports
- Height and weight, if a member of an athletic team
- Dates of attendance (date entered and date left the District)
- Date of graduation
- Awards received, honor rolls, scholarships
- Current West Ottawa school attending

Directory information may be kept by various means including, but not limited to, written or printed documents, audio or videotape, computer database, microfilm, and microfiche.

The primary purpose of directory information is to allow West Ottawa Public Schools to include this type of information from your child's education record in certain school publications. Examples include:

- Student directory for students, parents, and staff only
- Other educational or governmental agencies, including military recruiters
- To recognize and honor student achievement in various public and local media
- Prospective employers of district students

The District may also disclose student directory information to vendors who provide approved services or products to District students (e.g., senior class rings, cap and gowns, and the like). The District carefully reviews each request for educational benefit and applicable state and federal law prior to making a determination to release or not release directory information. Otherwise, the District does not provide student directory information to third parties.



NON-PROFIT ORG  
US POSTAGE  
PAID  
Holland, MI 49423  
Permit #47

**First Day of School**  
Tuesday, September 8, 2009  
for all K-12 students

## Residential Customer

[www.westottawa.net](http://www.westottawa.net)

### TRANSPORTATION INFORMATION

Bus stop information will be made available in the following manner:

- All Elementary Students — Letters will be sent home the week of August 24th.
- Harbor Lights and Macatawa Bay Middle School Students Transportation information will be included in student packets mailed from the middle schools.
- West Ottawa High School Students — Transportation information will be available during registration.
- Bus stop information will be on cable television starting the week of August 24th.
  - Charter Communications Channel 21
  - T<sup>2</sup> Communications Channel 2

If you have any questions, please call 395-2400.

### SCHOOL CLOSING/DELAY INFORMATION

Inclement weather or other unforeseen circumstances may cause us to close school or delay the start of school. We will make every effort to make an announcement by 6:00 a.m., whenever possible.

Should a weather emergency occur during the school day, we will continue in session unless it is determined by the Superintendent that cancellation or early dismissal is advisable and can be carried out under conditions existing at that time.

If school is cancelled due to weather conditions, all kindergarten through eighth grade after-school activities are automatically cancelled.

Parents, students, and staff may find out about school closings, delays in starting times, and cancellations by:

#### Calling the Information Hotline (786-1100)

- 5510 for school closing information
- 5511 for district cancellations
- 5527 for high school athletic cancellations
- 5529 for middle school athletic cancellations

#### Checking the Internet

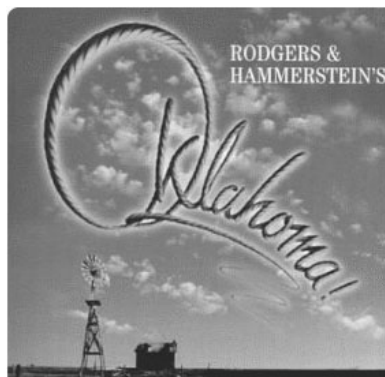
- District website: [www.westottawa.net](http://www.westottawa.net)
- Online calendar: [www.dynacal.com/westottawa](http://www.dynacal.com/westottawa)

#### Tuning in to a cable television access channel

- Charter Communications Channel 21
- T<sup>2</sup> Communications Channel 2

#### Watching a television station

- WWMT (Channel 3)
- WOOD (Channel 8)
- WZZM (Channel 13)



### Auditions for the High School Musical *Oklahoma!*

- Audition workshop: Sept. 10, at 3:00 p.m., South HS Choir Room (We will teach you everything you need to know for your audition!)
  - Audition dates: Sept. 11 and 14 at the South HS Choir Room
  - Rehearsals: Begin Sept. 17
  - Performances: Nov. 6, 7, 8, 13, and 14
- For additional information visit the theater website at [www.westottawa.net/theater](http://www.westottawa.net/theater)