



COLEMAN COMMUNITY SCHOOLS

Academics, Arts, Athletics, Agriculture – Growing for the Future!

Administrative Offices

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August 19, 2019

Dear Parent/ Guardian of a Coleman Elementary and/or Jr./ Sr. High Student,

Welcome! Thank you for being a part of the Coleman Schools' Family while helping your child to be motivated and ready for the **new school year, starting on Tuesday, September 3rd, which is an a.m. half day.** I know the staff and administrators have been working hard this summer learning new skills and refining the old, getting students registered, coaching, looking for ideas to benefit your children to continue Coleman as a preferred district. If you have friends, family or neighbors who are considering Coleman Schools as a new move in, School of Choice or as a Home School student joining some of our programs, we'd be happy to give them a personal tour or answer any questions they have.

We are fortunate to have the staff we do and are excited to welcome several new members to our Coleman Schools' Family including: Brooke Blanchard (Special Education Teacher J/S High); Alex Fox (P-T English/Social Studies Teacher J/S High); Nichole Plude (Elementary Secretary); Officer Brandan Hodges (School Resource Officer); Cheryl Luna (SPARKS Coordinator); Heather Woodward (P-T American Sign Language Teacher). Welcome to your new positions!

The school year calendar is attached, including our Open House date of August 28th (Elementary 5:30-6:30 p.m.; Jr./Sr. High 6:00-7:00 p.m.). The 7th Grade Orientation is Monday, August 26th at 6:00 p.m. as well. An error was made in the Comet News sent to homes for the Thanksgiving Break which is November 28th and 29th, NOT 21st and 22nd. A FREE breakfast is available to all students every school day and lunch will be served, including on ½ days before dismissal. Please fill out a Free/Reduced Lunch Application whether or not you believe you will qualify or use it. Student information is confidential, but the number of qualifying students is used by the Federal and State Government to determine funding for several of our grants. The handbook will also have information about how to pay for lunches. Other information can be found by e-mailing staff, setting up appointments, calling or stopping by the School's Office along with the access below:

- Our website includes contact information www.colemanschools.net
- Watch NBC25/ FOX66/CW46 or listen for a call notifying you of school delays and closings
- See a secretary to sign up for Skyward and access your child's grades and progress reports
- Go to www.efunds.com or the link on our website to make online lunch payments for your child
- Twitter @CometSupt; Facebook @colemancommunityschools; Instagram Coleman Schools

We are constantly working to make improvements to our facilities and programs at Coleman Schools and I would like to share with you about some of those at this time.

"Student Information Update" in Skyward- We are pleased to announce this "Student Information Update" section will allow parents/guardians to provide any updates at any time year-round. Those with more than one child in the family will be update information such as phone numbers, emergency contacts, forms with electronic signatures, etc., for all children at once versus multiple times on paper. Most information will be auto-approved, but some information parents/guardians will still need to come to the school office to have approved by a secretary such as registration and guardianship paperwork. While all families will be required to check in to the system each year, it should be much quicker for all of you; we will also provide computers if you do not one accessible. More information to come on this.

Security/Safety Equipment- Safety is always our top priority. New identification placards, staff ID badges and other safety/security equipment are being added. Our staff will take part in more training during our August PD days as

well as throughout the year and with students. Information will be available in opening packets, providing you with information you can use to talk with your child. Part of these improvements include meetings with our local first responders, School Resource Officer and administrators discussing current processes and procedures. **Attached, you will find information regarding beginning and end of day procedures for parents/students along with parking information. There are some changes, so please review.**

Bond Facilities Updates- Thanks to our community members passing the bond last August facilities updates have occurred all summer. The old part of the elementary received new windows and there are water bottle-filling/water fountains in both buildings now. Our main bathrooms in the elementary cafeteria and high school area received new stalls; our Jr./Sr. High cafeteria bathrooms have been remodeled and ceilings through the entire area updated along with the painting done. Boilers were replaced in our elementary, jr./sr. high and old middle school building and exterior painting is being done to complete the projects.

Football Field- Part of our updates also included our football field, which was in need of better irrigation, soil and leveling for some time now. The sprinklers on the field were raised, several inches of topsoil added to it and it was rounded out and leveled for better irrigation and a better playing surface. The field has been slit-seeded multiple times, fertilized, close cut, watered and taken care of all summer. As you know, our last winter was very long, leading into a very wet spring which led to a later start with renovations. The grass is a bit thinner in some areas at this time; therefore, in order to allow additional time for the grass to establish, we will be playing some of our home games in other facilities including the August 29th game against Farwell in Clare and the September 6th game against Oscoda in Freeland. We will have a fan bus available to go to the Sept. 6th game. Information on other games will be forthcoming, but Homecoming WILL be held in Coleman. While I recognize playing elsewhere takes our team, cheerleaders and band, especially seniors, away from their home field, we are making plans with them in mind. Band members will receive information from Mr. Burkhart as we still want them involved in those games and Mr. Mammel and Coach Klopff have worked hard find great venues for our students. I'd like to thank them, our maintenance crew and companies we've worked with for all their efforts on behalf of our students. Thank you in advance for your patience as well. These short-term changes will ensure the field is ready for long-term service to our students/community.

To those who are new to our district, we are fortunate to be a District that is rich in tradition, kindness, excellence in education and love of our kids. This is an outstanding, close knit community; exactly the reason I continue to choose Coleman every year. We are fortunate! Please feel comfortable sharing your ideas or thoughts; contact me anytime either in the Board Office 989.465.6060 or at jmccormack@colemanschools.net. I look forward to working with you on anything of interest to you. Should you have an interest in being on the District Improvement/Strategic Planning Committee or part of any other work, we would love to include you.

We look forward to helping your child find his/her niche in school, learn things that interest them and help them see how to use it in the future to achieve his/her vision of success. Thank you for emphasizing on time, all-day attendance and a strong, persistent work ethic so they can become leaders within their community. Here's to a great first week!

Sincerely,



Jennifer McCormack
Superintendent

Safety/Security Process & Procedure Changes

Safety of our students and staff is our number one priority. We love to see our families and community members and highly encourage volunteering and visits to the school where you can make continued connections with your children and others. The changes to our processes and procedures are simply to ensure a safe setting for all students and staff, including a knowledge of who is in our buildings and their purpose, along with safety at the parking lots. Please know that we attempt to do the best possible with all of these factors in mind. We would like to thank you in advance for any respectful suggestions you might have moving forward that will help the community to feel welcome and continue to make this a safe campus for all.

First Day:

- **Elementary-**
 - Students can arrive no earlier than 7:45 a.m.
 - Breakfast will be served in the cafeteria beginning at 7:55 a.m. Students sit at tables designated for their grade level. When students are finished with breakfast they exit the cafeteria, go out the front doors, and stand in the line designated by their teacher's name.
 - All bus riders will exit the bus as soon as it arrives at the elementary. Bus riders will enter the building through the Breakfast Door. Those students choosing breakfast should put their belongings in the designated spot and then continue to breakfast. Those students not eating breakfast should continue through the cafeteria and out the front doors to the spot designated for their classroom.
 - Students who walk or are dropped off may choose to go inside for breakfast. Those choosing breakfast should enter the building immediately and go directly to the cafeteria. Those who are choosing not to eat breakfast should stand in the line designated by their teacher's name. All students are asked to sit in the designated line until teachers arrive to walk students to class.
 - Student drop off is along the curb in the front parking lot of the elementary. Spots along the curb are intended to be the "Kiss and Go Loop"; there is no parking along the curb in the front parking lot. For the safety of students and staff, any adult who wishes to walk a student to the appropriate teacher line is asked to park in a marked parking spot before continuing to walk the student to line. The parking loop enters the parking lot on Washington St. and exits the lot onto Shaffer Rd. every school day from 7:30– 8:30 a.m. and again from 2:30-3:30 p.m.
 - When the teacher picks up his/her class, parents who have escorted their students will say their good-byes and exit the building. Mid-day routine (see below) takes affect once the teacher has arrived to escort his/her class.
- **Jr./Sr. High-**
 - Junior High lockers will still be in a separate hallway from High School lockers and Junior High students will either attend classes in that hallway or be walked to class by the teachers if in the High School area.
 - All cars should come to the parking lot/driveway at the Main Entrance of the school. This is labeled "Student/Visitor Parking" by the signage at the end of the drive. Those who are driving to school or being dropped off by parents 7th-12th grade will all enter through the Main Entrance doors- either going to the cafeteria or through the Main Hallway to their assigned lockers/areas.
 - All buses and staff parking will go to the second lot and students 7th-12th grade will enter through the side doors nearest the gym to proceed either to breakfast or the Main Hallways to their assigned lockers/areas. We ask that no student/visitor cars use that driveway and staff will be at

the end of the driveway to direct traffic. This will allow buses to safely get around the parking lot without students getting out between buses.

Beginning of Day

- **Elementary- (Other than first day)**
 - Same as first Day, except when students arrive they may choose to go to the cafeteria. Bussers, walkers and those who finish breakfast will move to the designated line in the hallway just outside of the office, where staff will be monitoring students.
- **Jr./Sr. High-**
 - Same as First Day

Mid-Day:

- **Elementary & Jr./Sr. High-**
 - Visitors arriving mid-day ***with a scheduled event*** will sign in and out at the office, indicating where they will be in the building and the reason for their visit that has been pre-approved. They will receive a numbered Visitors badge/lanyard.
 - Visitors arriving mid-day ***wishing to talk with their child or drop something off*** to them will arrive in the office. Either the student will come down or a staff member may pick up the item and take it to them.
 - Exceptions/changes may be made for particular parent/community events.

End of Day:

- **Elementary-**
 - Grade level teachers will walk students to the appropriate exit door.
 - Bus riders will exit through the South-facing door in their classroom wing. (Closest to the speech room and closest to the SPARKS room).
 - Walkers and those who are picked up will exit through the front doors of the school to meet their ride. We ask that anyone picking up students wait outside the front doors. Anyone coming in to pick students up will be checked in and expected to wait in the cafeteria.
 - Student pick up is along the curb in the front parking lot of the elementary. Spots along the curb are intended to be the "Kiss and Go Loop." Please direct your child to enter the car and close the door quickly. Please help your child learn to settle quickly so we can keep the line moving. There is no parking along the curb. For the safety of students and staff, any adult who chooses to park in a marked parking spot must walk to the sidewalk to meet their student. No students will be allowed to enter the parking lot without an adult. The parking loop enters the parking lot on Washington St. and exits the lot onto Shaffer Rd. every school day from 7:30- 8:30 a.m. and again from 2:30- 3:30 p.m.
- **Jr./Sr. High-**
 - Students dismissing by bus will exit through the side door nearest the gym. Students driving or being picked up will exit through the Main Entrance doors. No students/visitors should be parked in the side lot.