



Zeeland Quest

Student and Parent Handbook

Zeeland Quest
175 W Roosevelt
Zeeland, MI 49464

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MISSION STATEMENT

Zeeland Quest is a school which fosters independent learning, community involvement, and global citizenship through the use of project-based learning, collaboration with students, teachers, parents, and community members, and student-directed education.

No limits on how to learn, when to learn, or where to learn.

ZEELAND PUBLIC SCHOOLS' POLICY MANUAL

Under Michigan State law, the Board of Education is required to approve operating policies for the school district.

The document approved **by** the Board of Education is very lengthy and in many cases policies include complicated, legal terminology. The complete policy manual is available at each school office for inspection.

The Zeeland Quest Parent-Student Handbook is a summary document of the official policy manual and is approved by the Board of Education as policy for our school building. The handbook includes topics that are relevant to the elementary and middle school school setting.

STUDENT CONDUCT

ELEMENTARY STUDENT CONDUCT: RESPECTFUL, RESPONSIBLE, SAFE

It is each student's responsibility to display qualities of good conduct and citizenship. Whether in the classroom, in the hallway, on the playground, on the bus or at any school event, a student's best behavior is expected. School behavior goals and behavior rubric have been established. We highlight the following:

- Behave respectfully at all times
- Play safely and respectfully with others
- Respect school property, materials, and equipment
- Demonstrate proper respect to peers, adults and school property

MIDDLE SCHOOL STUDENT CONDUCT:

Students are required to...

- Be present to start class on time.
- Be prepared for class and/or activities in which they are involved.
- Perform at their best.
- Act with safety and concern for themselves and others.
- In no way be a distraction to the schools educational process.
- Help maintain a clean school environment.
- Adhere to individual expectations that may vary in each classroom.
- Refrain from carrying on their person any electronic device that is not required by a teacher
- Adhere to the technology use policy for iPads and other school-related technology (separate document)

STUDENT DRESS

Parents are expected to dress their child appropriately for the variety of school activities planned each day. Warm weather dress should be comfortable, but not too skimpy. Spaghetti strap tank tops, halter tops, short shirts, or skimpy shorts are not allowed. Cold weather dress should be warm and appropriate for outdoor play.

Articles of clothing advertising alcohol or smoking products or containing inappropriate language or messages are not allowed. No hats or caps are to be worn during class times. For safety reasons, we ask that students do not use heelies at school.

The most practical clothing is blue jeans, corduroys, or comfortable slacks with a comfortable T- shirt, blouse, pullover, or sweat shirt. If you'd be angry with your child for getting a certain article of clothing dirty during normal child play, don't let the child wear it to school.

Children will be removed from the classroom setting until appropriate attire can be obtained. It may be necessary to contact parents to assist with finding alternative attire for the child to return to class.

POSSESSION OF UNNECESSARY OBJECTS

Any item which might disrupt the learning atmosphere or present a safety hazard is not to be brought to or used at school. Such items include matches, lighters, firecrackers, knives or sharp objects of any kind, toy or squirt guns, pea shooters, laser pointers, or propellant devices of any kind. Items will be confiscated, appropriate disciplinary action taken, and parent(s) notified that the object can be picked up in the office. Repeated violations involving objects such as those listed above will result in further disciplinary action by the principal.

Respecting the fact that children enjoy sharing their card collections, cards do have a variety of value and the trading of these cards can not be monitored. This subjects our students to the possibility of losing cards of value, etc. We ask that card collections not be brought to school. If students do bring cards, they will be taken and kept in the office for a parent to pick up.

ELECTRONIC DEVICES (NOT REQUIRED BY THE CLASSROOM TEACHER)

It is strongly recommended that students do not take electronic devices, such as I-pods, cell phones, game playing devices, or any other type of electronic devices to school. If a student does take one of these devices to school, they are asked to leave it in their locker during the school day. Students who are caught using their device during the school day will have their device taken and stored the front office. For a first time offense, the student will be able to pick up the device after school. For the second time (and there after), the student's parent or guardian will need to come in for the device.

STUDENT HARASSMENT

Harassment of a student(s) by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

The Superintendent is to ensure that the Student Code of Conduct contains language prohibiting any form of sexual harassment and any use of racial, ethnic, or other verbal or physical harassment. It should also provide a means for a student to report any incidence of harassing behavior from a fellow student, staff member, or a school visitor, in a way that avoids embarrassment and protects the confidentiality of the student.

All such reports are to be investigated by the Superintendent promptly. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension or expulsion from the District.

SCHOOL PROPERTY DAMAGE

Parents whose students damage school property maliciously by violation of specified play restrictions, will be billed for the repair or replacement of the item in accordance with school policy.

DISCIPLINARY PROCEDURES

In order for any organization to function efficiently, there must be certain expectations for performance.

Our goal is to develop students that are self-disciplined and are able to make good judgments about acceptable behavior. Our standards were developed so that no student will be allowed to disrupt the learning of other students.

In the event the student acts in a manner that is inappropriate for the educational setting, this procedure will be followed:

- When a student breaks a rule, the adult at the scene will handle the problem.
- If the classroom teacher sees a pattern developing, the teacher or the team will implement a plan to change the student's behavior.
- If the inappropriate behavior continues, the teacher or team will contact the parents. This is when the parent and the teacher or team develops a strategy with the child to solve the problem.
- If the child continues to display inappropriate behavior, the administration becomes involved by re-examining the behavior and suggesting modification techniques.

ELEMENTARY:

Behaviors will be handled according to the following rubric.

Behavior	1 st Offense	2 nd Offense	3 rd or more offenses
Level 1 -No intentional harm Horseplay / Unsafe Behavior: Goofing around / playing that uses pushing, shoving, grabbing, tackling, mean & rude gestures, general untargeted name calling/teasing.	<ul style="list-style-type: none"> 15 second intervention. Opportunity for apology. Verbal warning. Not necessary to enter into IC. 	<ul style="list-style-type: none"> 15 second intervention. Opportunity for apology. Verbal warning or other low level consequence. 	<ul style="list-style-type: none"> 15 second intervention. Opportunity for apology. Inform classroom teacher. Student reflection form. Enter into IC.
Level 2 – Could harm/hurt (Emotionally or Physically) Directed name calling / taunting / specific insulting / spreading rumors stalking / directed profanity knocking & pushing down / tripping disrespectful behavior that could hurt others' bodies, feelings, friendships, reputations or property. *Targeted name calling/teasing = harassment & bullying.	<ul style="list-style-type: none"> 15 second intervention. Opportunity for apology. Enter into IC. Inform classroom teacher. Student reflection form. 	<ul style="list-style-type: none"> Administrative action. 15 second intervention. Opportunity for apology. Enter into IC. Inform classroom teacher. Student reflection form. Parent contact. 	<ul style="list-style-type: none"> Administrative action. 15 second intervention. Opportunity for apology. Enter into IC. Inform classroom teacher. Student reflection form. Parent contact & conference. Behavior plan.
Level 3 – Deliberate Aggression Hitting / kicking / fighting / choking Verbal, written or electronic intimidation / threats based on ethnic, sexual, physical status / disrespecting property including stealing, defacing/destruction of property / defiance & insubordination /	<ul style="list-style-type: none"> Administrative action 15 second intervention. Opportunity for apology. Enter into IC. Inform classroom teacher. Student reflection form. Parent contact. 	<ul style="list-style-type: none"> Administrative action. 15 second intervention. Opportunity for apology. Enter into IC. Inform classroom teacher. Student reflection form. Parent contact & meeting. Behavioral assessment / plan. 	<ul style="list-style-type: none"> Administrative action. 15 second intervention. Opportunity for apology. Enter into IC. Inform classroom teacher. Student reflection form. Parent contact & meeting. Behavioral assessment / plan.

MIDDLE SCHOOL:

Violations of the iPad use and technology agreement will result in the discipline policy outlined in the document. Other violations are subject to teachers' in-class discipline procedures and the following:

	1 st Offense	2 nd Offense	3 rd or More Offense
Level 1 Untargeted name-calling, offensive language and gestures. Behaviors may be online or in person. Also includes physical action such as pushing, tackling, shoving, etc. without an intention to harm.	<ul style="list-style-type: none"> Reflection form Verbal warning Opportunity for apology 	<ul style="list-style-type: none"> Reflection form Verbal warning and/or appropriate consequences Opportunity for apology 	<ul style="list-style-type: none"> Reflection form Opportunity for apology Parent notification Entry into Infinite Campus
Level 2 Including, but not limited to: directed name calling, taunting, insulting remarks, spreading rumors, directed profanity, and lying, both online or in person, that may cause harm. Unwanted/inappropriate physical contact or disrespectful behavior that interferes with the ability of others to learn in a safe environment; may hurt the feelings, friendships, or reputations of others. Taking, altering, or using another student's iPad without permission.	<ul style="list-style-type: none"> Reflection form Opportunity for apology Entry into Infinite Campus Possible loss of privileges or other related consequences 	<ul style="list-style-type: none"> Reflection form Administrative action Entry into Infinite Campus Parent contact Appropriate consequences and loss of privileges 	<ul style="list-style-type: none"> Reflection form Administrative action Entry into Infinite Campus Parent conference Behavior plan Possible suspension per district policy
Level 3 Student intends to inflict emotional, physical, social, or academic damage to others. Behaviors may include, but is not limited to, cheating or academic dishonesty, intentional and repeated lying, mis-use of technology, harassment, severe threats, violent physical contact, and theft.	<ul style="list-style-type: none"> Reflection form Administrative action Entry into Infinite Campus Parent contact Appropriate consequences and loss of privileges 	<ul style="list-style-type: none"> Reflection form Administrative action Entry into Infinite Campus Parent conference Behavior plan Possible suspension per district policy 	<ul style="list-style-type: none"> Reflection form Administrative action Entry into Infinite Campus Parent conference Behavior plan and/or assessment Possible suspension per district policy

SUSPENDABLE OFFENSES

The length of the suspension will be determined by school authorities. The parent/guardian will be notified of the action taken and will have complete custody of their child during the suspension. In every situation the proper legal authorities will be notified with the potential of charges filed. Students are banned from school property and from participating in any school-sponsored activities during the length of the suspension. If recommended by school administrators and counselors, outside counseling for the individual and family may be recommended prior to re-entry into the school. In order to re-enter school, the student must be able to demonstrate the ability to be a solid, contributing member of the student body and must have demonstrated an effort to get back into good standing. Evaluation after re-entering school to validate the standing of the student will be made. The student will be re-admitted to school after the suspension is served and a meeting is held with the student, parent and appropriate administrator.

The following violations of school district and Middle School Policies or rules may be cause for suspension from Zeeland Quest for up to ten (10) days:

- A. Habitual truancy,
- B. Violation of smoking, drugs**, or drinking regulations, (students will be informed of legal consequences & information about any drug/alcohol counseling & rehabilitation , and re-entry programs that are available to students.)
- C. Fighting in school jurisdiction,
- D. Using profane, obscene, vulgar language and gestures, or possession of pornographic materials, or gang related issues,
- E. Verbal abuse (written or spoken) or physical assault of school personnel, direct disobedience or gross disrespect toward school personnel, or students.
- F. Propelling of dangerous objects,
- G. Willful destruction of school/private property,
- H. Theft of school or private property,
- I. Habitual class misconduct or failure to adhere to school or class rules and regulations, including plagiarism and academic dishonesty
- J. Throwing food,
- K. Other such student violations so gross in nature that the health or safety of students or staff would warrant suspension.
- L. Sexual Harassment — Board policy clearly states that sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature.

** Drugs shall mean:

- a) All dangerous controlled substances as so designated and prohibited by Michigan statute.
- b) All look-alike material reported to be a controlled substance will be treated as an illegal drug.
- c) All chemicals which release toxic vapors.
- d) All alcoholic beverages.

e) Any other illegal substances so designated and prohibited by law.

EXPULSION

Under our school board guidelines, expulsion from school is deemed as the exclusion of the student from the school system upon the recommendation of the Superintendent of Schools and by action of the Board. In some cases, this can be permanent. Expulsion from school is used in very severe circumstances that include, but do not exclude the following: possession and/or distribution of illegal substances, possession of a weapon, assault of a student or staff member, arson, and vandalism.

TARDINESS - DISCIPLINE POLICY (Middle School Only)

A tardy is defined as being late for the start of class by 5 minutes or less. Tardy records will be kept for all classes in the office. All tardies will accumulate into one total from all classes. The Student Responsibility Center will be notified for each tardy and students who accumulate a second tardy during a 6 week marking period will complete a plan during their lunch time.

BUS/TRANSPORTATION POLICY

BUS POLICY

According to the Zeeland Public Schools Board of Education policy, bus routes shall be established so that an authorized bus stop is available within reasonable walking distance of the home of every resident student entitled to transportation services. Each student will be allowed to have one pick-up location and one drop-off location, be it home or a caregiver, and shall not be permitted to use any other bus without prior written permission from the Director of Transportation.

The school office no longer issues bus passes.

BUS CONDUCT

The following behaviors are expected of all students:

Previous to loading (on road and at school) each student shall:

- Remain seated at the designated loading zone;
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the road to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing a road until the bus driver signals it is safe;
- Go immediately to a seat and be seated.

During the trip each student shall:

- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats and all other objects out of the aisle;

- Be courteous to the driver and to other bus riders;
- Refrain from eating, drinking, or distracting the driver;
- Not tamper with the bus or any of its equipment;
- Same rules of conduct as in the classroom.

Leaving the bus Each student shall:

- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

BUS RULES (POSTED IN ALL BUSES)

1. Be polite to everyone on the bus.
2. The bus driver may assign seats.
3. For everyone's safety, do not distract the driver.
4. Do not use inappropriate words or swear.
5. Electronic devices including: iPods, iPads and cell phones are to be kept to yourself and not shared with others.
6. No photographs or videos are to be taken on the bus.
7. Remain seated at all times. Do not change seats.
8. Keep head, hands and feet inside the bus.
9. Keep hands to yourself.
10. No smoking or lighting matches/lighters.
11. Do not deface or destroy anything on the bus.
12. Keep aisle clear of feet, backpacks, and bodies.
13. School buses are a NO BULLYING ZONE!
14. Do not eat or drink on the bus; keep the bus clean at all times.
15. All sports gear is to be enclosed in a sport bag.

MISBEHAVIOR ON BUS:

Penalty at discretion of transportation director and/or depending on circumstances (may include removal from bus for 1 to 10 days or permanent removal from bus by a formal hearing). Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

No pets or large items such as large boxes, sleds, skateboards, bats, etc. are allowed on the bus. Items which are sharp or breakable should be carried in a box. Laser pointers are prohibited and will be confiscated. Loose hanging items attached to the backpacks such as key chains are prohibited due to safety concerns.

PENALTIES FOR BUS INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

If bus rules are broken, the driver issues a bus Violation Report to parents. A copy of each violation is sent to the building principal.

The Board of Education has approved a policy of suspension for violators of bus rules.

First Violation: Requires a parental signature to ride the bus the following day.

Second Violation: Results in a 3-5 day suspension from riding the bus.

Third Violation: Results in a 5-10 day or remainder of the school year suspension from riding the bus.

Severe Cases: Any student who jeopardizes the safety of anyone (including themselves) on the bus through hazardous conduct or disruption may be immediately suspended from riding the bus.

TRANSPORTATION DISTRICT POLICY

Those students living in the Zeeland Public School District, who are eligible for transportation, will be provided with transportation to and from bus stops near their home. Each student will be allowed one pick-up location and one drop-off location, be it home or a caregiver located within the home school attendance area. It is important to choose these addresses carefully, because they will apply to each day of the school year. (Example: Pick up at home Monday - Friday, 111 Home Address Lane; drop off at caregiver Monday - Friday, 222 Caregiver Lane).

If your child is being picked up or dropped off anywhere other than home the caregiver portion of this form must be completed. Please make sure your caregiver is within the elementary school boundary of your home address because bussing between buildings may not exist.

If any time this information changes during the school year, a new form must be completed and signed by a parent/guardian at the Zeeland Public Schools Transportation Center, 720 East Main, Zeeland.

EMERGENCY/SEVERE WEATHER PROCEDURES

EMERGENCY DRILLS

The safety of your child is one of our greatest concerns. The school holds regular drills to teach students to respond calmly in the event of an emergency.

Fire, tornado and lock down drills are conducted each semester. Detailed plans are posted inside the door of each classroom. Procedures are in place for safety.

TORNADO WATCH/WARNING AND SEVERE WEATHER PROCEDURES

Tornado Watch (Conditions are favorable for a tornado): Students will be kept at school during a tornado watch, barring any unusual situations. If they wish, parents still have the option of picking up their children early.

Tornado Warning (A tornado has been spotted and officially reported to the National Weather Service): A student may be released only to his/her parents or guardian.

When school is dismissed early, the radio stations will be called and asked to make an announcement that Zeeland Public Schools will be dismissed early due to hazardous weather conditions. Parents are asked to NOT call radio stations or schools. Parents who wish to pick up their own children may do so by going to the school and reporting directly to the building principal. FOR SEVERE WEATHER DISMISSAL INFORMATION LISTEN TO THE FOLLOWING STATION: WHTC 1450 AM, HOLLAND. In cases that result in early dismissal, students should be instructed what to do when they reach home. It is the responsibility of parents to instruct children where to go if parents are not at home during the regular school day.

SNOW DAYS

If weather conditions are such that the Superintendent of Schools determines to close the Zeeland Schools for the day, this decision will be announced on major radio and TV stations, as listed in the Tornado Watch/Warning section. Please do not call the school for this information, as it ties up the lines and restricts the regular business that must be carried on.

FOG DAYS

Each year we must cope with "Fog Days". These days are often confusing for parents and students. Please read this section carefully and discuss it with your child and you'll find that foggy days aren't so confusing after all.

1. What is a fog day? - A fog day is a day when visibility is too poor to safely have students wait at the roadside for a bus or to safely drive a bus.
2. Who calls the fog day? - Zeeland has spotters located all over the local attendance area. These spotters report to the Superintendent who decides if it is necessary to delay the start of the school day.
3. What happens on a fog day? - Buses will be delayed one, two, or three hours depending on conditions. Channels 8 and 13 and many local radio stations will be broadcasting all the necessary information regarding the length of the delay.

STUDENT HEALTH INFORMATION

EMERGENCY MEDICAL AUTHORIZATION

The district will annually distribute to parents or guardians of all students an emergency medical form. In the event emergency medical treatment is necessary, the district will adhere to the instructions on the authorization form. Emergency medical authorization will be kept in a separate, easily accessible file in each school building during the school year.

Any time a student or a group of students is taken out of the district as participants in a school event, the staff in charge of the event must take the emergency medical forms for those students. This includes, and is not limited to, music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

ADMINISTERING OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medication were not made available during school hours.

For purposes of this policy, "medication" shall include all medicines prescribed by a physician and any patent drug.

All medications are dispensed to students in the school office as designated on the Medical Authorization form. Students are not allowed to leave the office until the medication is taken.

Parents are required to fill out a form, available in the office, before medications can be administered to a student. We are required to keep the medication in its original container, labeled with the date of the prescription, student's

name, and the exact dosage to be administered. Procedures for administering the medication must be included on the authorization form and reviewed with the principal and the adult administering the medication.

The Board shall not permit the administration of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body. Any exception must be approved by the building principal in compliance with existing laws.

Students who may require administration of an emergency medication may have such medication, identified as afore noted, stored in the office and administered in accord with this policy.

IMMUNIZATION

The Board of Education requires that all students be properly immunized according to the provisions of the Ottawa-Allegan County Health Status Code and the Ottawa-Allegan County Immunization Status Regulations.

Students who do not meet the immunization requirements on the opening day of school shall be suspended from school by the Superintendent in accordance with district administrative procedures. Transfer students shall not be admitted without proof of immunization.

Exemptions to the immunization requirements shall be granted only for medical, religious, or other reasons specified in the County Health Status Code.

BLOOD-BORNE PATHOGENS

Zeeland Public Schools is subject to federal and state regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations 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 mandated procedures include a requirement that the District request consent from a person who is bleeding to be tested for HBV and HIV. The law does not require parents or guardians 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 would be rare, the District wishes to notify parents of these requirements ahead of time. That way, if a situation does develop, all parties will understand the reason for the District's request and will have had the opportunity to consider it in advance. These are serious diseases, and the Zeeland School District sincerely hopes that through proper precautions and cooperation they can be prevented from spreading.

STUDENT ACCIDENTS/INJURY REPORTS

Student accident/injury reports are kept on file in the school office. Reports are filled out by the adult supervising the event when the accident/injury occurred. School personnel are allowed to administer first aid within the span of their knowledge. When in doubt of the seriousness of the injury, parents will first be contacted by school personnel to request their judgment of the extent of the injury. In the event of an emergency, appropriate emergency personnel will be summoned to care for the student. Instructions as stated on the Emergency Medical Authorization Form will be followed.

STUDENT INSURANCE

All students of the Zeeland Public Schools are covered by an "at school" accident insurance policy with limited coverage. This policy provides secondary insurance coverage, that is, provides coverage supplemental to a family insurance policy. Parents are responsible for the first \$500 of costs occurred after insurance is paid out. Forms can be obtained from the school office and must be returned to the school office after completion by parents and medical personnel. The insurance covers costs incurred within one year of the injury.

EMERGENCY NUMBERS

The school must always be informed as to a work telephone number or emergency number in the event your child becomes ill or is injured at school and requires your presence. Please remember to notify the school of any change of address or telephone number.

SCHOOL PROCEDURES

OFFICE HOURS

General school business should be conducted between the hours of 8:00 a.m. and 4:00 p.m. The school secretary is on duty during that time period. Please be patient if calling the school office and the telephone is not answered immediately. Sometimes it is difficult to interrupt a call. In addition, the office may be unattended on occasion, as the office staff may be assisting a student or delivering messages in the building.

ARRIVAL AT SCHOOL

Walkers and students being brought to school by parents should not arrive at school before 8:20 a.m. (7:10 a.m. for middle school students). Students arriving before that time will wait in a designated area, until the first bell rings at 8:20 a.m. (or until 7:20 a.m. for middle school students). Students who enter the building at 8:20 a.m. will then head immediately to the playground until the 8:30 a.m. bell. School begins at 8:35 a.m. (or 7:30 a.m. for middle school students).

LATE ARRIVAL AND EARLY DISMISSAL

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the district. The Board of Education recognizes, however, that from time to time compelling circumstances require that a student be late to school or dismissed before the end of the school day. As an agent responsible for the education of the children of this district, the board shall require that the school be notified in advance of such absences by personal request of the student's parent or guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the building principal.

Parents are encouraged to schedule appointments for children (doctor, dentist, haircuts, etc.) outside of the regular school day because this is an interruption to their instructional day. If a child leaves with an adult for lunch, please do so within the child's assigned lunch time.

Arrival at school after 8:35 a.m. but before 9:35 a.m. (or 7:30 a.m. and 8:30 a.m. for middle school students) is considered tardy. After 9:35 a.m. (or 8:30 a.m. for middle school students), it is an absence for the morning. Dismissal before 2:45 p.m. (or 1:30 p.m. for middle school students) is considered a half day absence for the afternoon.

Due to increasing risks of liability, we are requiring that all parents sign out and/or sign in students at the office when leaving and returning to school. Stop at the office to identify yourself and to sign students in or out. No student who has a medical disability, which may be incapacitating may be released without a person to accompany him/her.

PHYSICAL EDUCATION/MUSIC & MOTION

Physical Education is offered for all elementary students in grades 1 - 5. Music & Motion is offered to our Young Fives & Kindergarten students. If a student's participation has some limitations, it will be necessary to submit a written note to the office for excuse from physical education activities. Continued limitation will require a medical doctor's written excuse on file.

Regular school clothing is satisfactory for physical education activities. For the safety of the children, appropriate shoes (tennis shoes) must be worn during physical education. Students without appropriate footwear may be required to "sit out" an activity.

RECESS/NOON HOUR

Generally, all (K-5) students are required to go outdoors during recesses and noon hours. Students should come to school appropriately dressed for the weather, including appropriate footwear, warm jackets, mittens/gloves, etc. We expect that children will go outside during recess periods, unless the temperature is an actual 10 or the wind chill is -10. If the weather is inappropriate (rainy or too cold), students are not sent outdoors, but rather, spend the recess or noon hour in the classroom.

Children who must stay indoors for health reasons must bring a note from their doctor. When considering a request to allow a student to stay in during recess or noon hour for health reasons, please consider whether the child should really be in school or at home recuperating an additional day before returning to school to avoid the spreading the disease or chancing a relapse. In cases that are health reasons where students are required to remain inside, they will be sent with an activity to do and will remain on the benches outside of the office. This is for their safety as these times are teacher planning times where they may not always be present in the classroom.

LIBRARY PROCEDURES

The school library is a readily available source of information for our students. The library is open for book check-out during one regularly scheduled class period each week.

We have a check-out procedure that allows students to check out books on a regular basis. Those who are not returning books on a timely basis may have that privilege withheld from them. Parents are encouraged to assist children with the responsibility of returning books to the library in a timely manner.

Students and parents will be held responsible for books not returned to the library. Reminder notices are given to students on a regular basis and may be mailed to parents if the situation justifies such a notice. Parents will be assessed for the cost of replacement of damaged or lost books.

Middle school students who use the Creekside Library must abide by the rules set for the library.

LOST AND FOUND

Please take the time to mark with a permanent marker clothing (boots, coats, gloves, etc.) and sports equipment with the child's name. Boxes of "lost and never claimed" items are given to charity organizations each year.

The secretaries keep small lost items in their possession to be claimed by students. Other lost items are kept in the lost and found bin. Please check frequently.

LOCKERS

Each student will be assigned a locker. All books and personal items, when not in use, are to be kept in your locker. Remember that you will have only limited time between classes, so plan your visits to your locker accordingly. Students should not share lockers or combinations. In order to promote a safe environment for all, the school administration has the right to search a student's locker and/or personal belongings given probable cause.

The school cannot be responsible for valuables left in lockers. (Including money, electronics, jewelry, or other expensive personal items) Sometimes there may be special circumstances that require a student to carry significant cash or valuables to school. Registering them and leaving them in the main office can safeguard cash and/or valuables.

VISITORS/VOLUNTEERS

Parents are welcome to visit the school and due to our 25 hours of volunteer time per family are most definitely encouraged to become involved in their child's education by volunteering in the classroom, building or district. Your choice of taking time to be involved sends the message to your child that education is important. We ask that you schedule visits with your child's classroom teacher.

When you do visit, please enter through the main entrance and make your presence immediately known by stopping at the office and sign in on the on-line volunteer system. On your first visit, or from home, you will need to register as a visitor or volunteer at <https://v2ms.zps.org>. The computer system will provide a name tag for you to wear during your visit. This shows our staff and students that you are a "safe" person, and should be in the building. Please be sure that the tag is visible to anyone that approaches you.

Zeeland Quest values our volunteers. They substantially strengthen our total program by assisting in the classroom, helping individual kids and teachers, and the school.

CLASSROOM VISITATIONS

Out of courtesy, prior arrangements must be made with the classroom teacher to arrange classroom visits. Parents are also welcome to join their child for lunch at school. The office must be informed by 9:00 a.m. on the day of the lunch visitation IF they wish to purchase a school lunch. Adult lunches are \$3.25 and must be paid for at the time of purchase in the kitchen.

PETS/ANIMALS

In all cases, parents must contact and consult the teacher before sending any animals to school. Animals must be properly caged (not just leashed) at all times and cannot ride the bus to or from school. Be aware, that visitation may not be allowed in some classrooms due to health issues.

STUDENT RECORDS

The educational interests of the student require the collection, retention, and use of information about individual students and groups of students. At the same time, the student's right of privacy mandates careful custodianship and limitations on access to student records.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, who have a legitimate interest in the information.

The district shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure.

No information regarding a student shall be released to any person or party, other than the student, or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the district's policy and regulations and/or those in the law.

CUSTODIAL PARENTS

If one parent has been awarded custody of a child and the non-custodial parent has custodial limitations, a copy of the custodial order must be provided to the school. If a child is not to be dismissed to the care of any other adults, specific written information must be provided for the school. Non-custodial parents are entitled by law to receive report cards and conference reports if requested by the non-custodial parent. Requests for additional school information may be made, but it is the responsibility of the non-custodial parent to provide postage and envelopes. Information will then be sent every 2 - 4 weeks.

SCHOOL HOT LUNCH PROGRAM

The Lunch Account debit card system makes lunch decisions and payments easy for elementary students and their parents.

ALL lunches must be paid in advance except the first day.

First payment (\$10, \$20, \$50, or for the entire semester) may be put in a "Family Lunch Money Envelope" available in the office. Only one check and envelope per family will be needed, **but please remember to fill out the envelope with each child's name, grade, school and the amount to be put into his/her account!** Make checks payable to Zeeland Public Schools Food Service. The dollar amount received will be scanned into your child's account. Another option is to create an on-line account at <https://www.sendmoneytoschool.com/>. Click on the sign up link. Once your information has been verified, you will receive an e-mail with a password and instructions on how to use the system. All deposits will be received into your child's account within 15 minutes, and you can make deposits for more than one child using only one transaction. As an added benefit, you will also be able to fill out your application for Free and Reduced Meal Benefits on-line using www.lunchapp.com. When using this site, you will no longer need to send in the paper application.

- Teachers will take a lunch count of students eating.
- At lunch time, as the teacher brings his/her students for a healthy lunch, he/she will hand each student his/her own debit card.
- If a student takes an extra milk with hot lunch or milk to go with his/her sack lunch, he/she will get a milk debit card from the classroom teacher.
- If you overpay during the year, the credit will be in your account at the start of next year or can be refunded upon the parents' request.
- This system will be very helpful in maintaining the privacy of our free and reduced meal students. These students can also put money into their account for extra milk.

The Child Nutrition and Food Service Department believes that with a fundamental understanding of basic nutrition and practicing those concepts, our children will learn to make wise food choices a lifelong habit. As partners in education, the department welcomes your thoughts and suggestions. Please call 748-3128.

BREAKFAST PRICES: Adults - \$2.35

Elementary student - \$1.60

Milk - \$.50

LUNCH PRICES: Adults – \$3.25

Elementary student– \$2.10

Milk – \$.50

All meals include choices from fruit, veggie and bread bar.

ACADEMIC POLICIES AND PROCEDURES

PROMOTION AND RETENTION

Moving students without the needed skills to the next grade level could result in their becoming even further behind in their learning, especially in the areas of reading and mathematics. A student may be retained in the same grade for another year or the student may attend summer school in another district or receive tutorial instruction as approved by the building administrator in order to meet minimal education objectives to be promoted. Retention should be considered as early as possible in the elementary grades because retention beyond eighth grade is of questionable educational benefit. The purpose of retention should be to enhance ability rather than underline failure. No student should be retained more than once in his/her school career. Retention should only be considered as a last resort.

HOMEWORK POLICY

Students will be allowed to make up missed assignments or tests according to the following procedure:

- For each day a student is absent, up to five days, they will be given one day for each day they are absent. For example, 1 day to make up assignments for 1 days absent, 2 days to make up assignments for 2 days absent, etc.
- After 5 days of absence, a student will be given a maximum of 5 days to make up their missed work.
- Each student will be responsible for requesting homework or assignments that were missed.
- Assignments or tests, which were announced prior to the students' absence, will be due the day the students return.
- Students who know in advance that they will be absent (for family vacations or school activities for example) may be required to complete assigned work before the absence.
- Instances of serious or long-term illness will be considered on an individual basis.
- Parents may request make-up homework for students after they are absent 2 days. Parents should call the front office to request homework for their child.

ABSENCES AND EXTRACURRICULAR PARTICIPATION

Students who are unable to attend school due to illness will not participate in athletics or extracurricular activities on the day of the absence. Students must be in attendance the last 4 class periods of the day if they wish to participate in any after school activity.

MAKE-UP WORK FOR STUDENTS WHO ARE SUSPENDED

When a student is suspended out of school, that student will be eligible to receive credit for the classroom assignments and tests given during the time of the suspension, provided all work is completed within one day of returning to school. Each student will be responsible for requesting homework/assignments that were missed.

ATHLETIC CODE OF CONDUCT (MIDDLE SCHOOL ONLY)

RULES OF ELIGIBILITY

In order to be eligible to represent Zeeland Quest in athletic contests a student—

- Must be enrolled by Monday of the fourth week of the semester.
- Must be under 15 years of age.
- Shall not be enrolled more than 6 semesters.
- Shall not compete for more than 2 seasons.
- Shall not have been a member of any other team during the season.
- Shall not have played under an assumed name, or with players who were playing for money.
- Must be passing twenty hours of work seven days prior to contest.
- Must have passed twenty hours of work the previous semester.
- Must not accept any award exceeding \$15.00 in value.
- Must pass a physical examination and have approval of parents for participation in athletic contests.

Article I - ATHLETIC CODE

A Zeeland Quest Middle School Athlete is expected...

- To welcome the privileges of an athlete but sincerely assume the responsibilities and obligations that go with it.
- To agree that studies come first---athletics, important as they may be, are secondary.
- To apply the philosophy that nothing worthwhile is accomplished without hard work, application and the "desire to succeed."
- To realize that you must work "out of season" as well as during the time you participate.
- To sacrifice your own personal "whims" or desires for the good of the group or team.
- To value that you and the school are judged by the "company you keep."
- To strive always to go first class in appearance, conduct, and performance.
- To respect and encourage excellence of the performance and conduct regardless of who accomplished it-- or where.
- To recognize that a "true" athlete is one who, despite unjustified criticism, a losing season, or being up against an opponent that is better than he/she--still has the will to go beyond his/her apparent ability.

Article II - GENERAL RULES

It is understood that the principal or his designee may suspend a student at any time (12 month policy) when a student's conduct may have a detrimental effect upon the image of Zeeland Public Schools.

- Conduct of all student athletes, both in and out of school shall be above reproach, and shall not bring discredit to the athlete, the team, school, parents and community.
- Students may not threaten or attack the safety of persons or property (school or personal) physically or verbally. This includes theft or destruction of school or personal property.

- Student athletes may not have in their possession and/or use any form of tobacco, alcoholic beverages, illegal drug or other non-prescribed drugs.

Attendance Regulations:

- A) An athlete must be present in school for a half day in order to participate in practice. Exceptions granted by the principal or designee.
 - B) An athlete must be present in school for a half day on the day of interscholastic competition in order to compete in that competition. Exception granted by the principal or designee.
 - C) An athlete who is on suspension from regular school attendance may not practice or take part in interscholastic competition during said suspension.
- All rules are in effect from date of first signing until leaving Zeeland Quest.
 - Does not limit a coach to establishing team.

Article III - DISCIPLINARY ACTION

The Athletic Director in consultation with the Coach involved shall handle discipline for infractions of the General Rules. Reports of the infractions shall be reported in writing to the Athletic Director immediately. The athlete has the right of appeal. A review board made up of the Zeeland Quest Director, a student and citizen appointed by the Zeeland Quest Director, shall handle appeals. Action of this board may be appealed to the Superintendent and then the Board of Education.

- *First offense of the General Rules*-- suspension from 25% of the scheduled games in that sport. Presentation of the award will be as the discretion of the Coach and Athletic Director. The student shall be suspended from the prescribed number of games immediately and successively after the rules infraction has occurred.
- *Second offense of the General Rules* shall be suspension in the sport for 50% of the scheduled games with loss of award. The student shall be suspended from the prescribed number of games immediately and successively after the rules infraction has occurred.
- *Subsequent offenses* shall be a suspension for one (1) calendar year from the date of offense.
- All suspensions will be carried over and fulfilled in their next full season of athletic participation.
- This athletic code begins with your entry in interscholastic competition of Zeeland Public Schools and finishes with your graduation.
- The athlete may practice with the team throughout the suspension unless otherwise decided by the Athletic Director, Principal and Coach.

HEALTH PHYSICAL

All students must have a physical after April 15, administered by a doctor, before they can participate in interscholastic athletics. These physicals are good for one school year only. The form to be filled out and signed is available at the Creekside OR Cityside Middle School Office

