

2018-2019

ZEELAND PUBLIC SCHOOLS

Elementary Schools



Parent/Student
Handbook

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Phone Numbers/Websites

Here are phone numbers and websites for ZPS Elementary Schools.

School	Main Number	Attendance Line	Website
Adams	616-748-3475	616-748-3480	http://adams.zps.org/
Lincoln	616-748-3350	616-748-3360	http://lincoln.zps.org/
New Groningen	616-748-3375	616-748-3388	http://newgroningen.zps.org/
Quincy	616-748-4700	616-748-4710	http://quincy.zps.org/
Roosevelt	616-748-3050	616-748-3060	http://roosevelt.zps.org/
Woodbridge	616-748-3400	616-748-3410	http://woodbridge.zps.org/
Z-Quest	616-748-3050	616-748-3060	http://www.zeelandquest.org/

Character Education

Our students 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. We highlight the ZPS Character Traits:

A GOOD CITIZEN

Patriotism: Having pride in city, state, nation; willingness to participate and defend the democratic process.

Loyalty: Stand up for, support and protect others.

Fairness: Equitable; consistent; open minded (see both sides).

Friendship: Treating others as you wish to be treated.

History: Being aware of the past of others, self and place we live (city, state, country).

Law Abiding: Following the rules.

Volunteering: Giving of time and talents without expecting something in return.

RESPONSIBLE

Accountable: Be responsible for your actions.

Self-Control: Think before acting.

Dependability: Can be counted on; guarantee performance.

Dedication: Stay with it; honor the commitment; persevere.

Industrious: Hard working; diligent; persistent.

Self-Motivated: Internally inspired to act.

Excellence: Superior quality; to do one's best.

RESPECTFUL

Self/Others/Authority: Don't abuse, demean or mistreat yourself, others, or authority figures through thoughts, words, or deeds. Treat yourself and others as you want others to treat you. Recognize authority and accept your role in relation to it.

Tolerance: Value all people on their merits; be understanding of differences.

Self Esteem: Maintain a positive feeling and outlook about yourself.

Cleanliness/Self & Environment: Maintain proper hygiene and extend these principles to

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your home, your community and beyond.

Courage: Stand up for what you believe at all times; be brave.

GENEROUS

Caring: To show concern, support, and interest in others; kindness.

Patience: Ability to wait calmly; choosing to wait for gratification of one's desires; endurance.

Compassion: Heart-felt concern for others.

Empathy: Feeling concern for others; ability to share in other's emotions or feelings.

Politeness: Positive expression through words or deeds toward others; well mannered; gracious.

Sharing: Open exchange of thoughts, ideas, feelings, and possessions.

TRUSTWORTHY

Honesty: Be truthful without being mean spirited or misleading; don't cheat or steal.

Integrity: Uncompromising adherence to a code of moral values and ethics.

Humility: Be willing to use your talents for the greater good without needing or expecting recognition.

Promise-keeping: Keep your word and honor your commitments; pay your debts and return what you borrow.

Commitment: Be willing to work for what you believe in until it's accomplished; fulfill obligations.

Discipline

Our school has a matrix of expected behavior that is taught to students and communicated to parents.

Although we expect students to do the right thing because it is the right thing to do, sometimes students may make unsafe or disruptive choices. In those cases, our consequences are designed to help our students learn from their actions. Consequences for inappropriate behavior will be determined with input from the supervising teacher and/or the principal, and the student. The goals are to help children learn from poor behavior choices, and to make sure we have a safe and effective learning environment for all students.

Repeated and deliberate behavior will be addressed through a reflection process. Additional action steps will be determined by school staff.

Factors to be considered before suspending or expelling a student:

- Student's age
- Student's disciplinary history
- Whether student has a disability
- The seriousness of the violation or behavior
- Whether the violation or behavior committed by the student threatened the safety of a student or staff member
- Whether restorative practices will be used to address the violation or behavior
- Whether a lesser intervention would properly address the violation or behavior

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 on the Zeeland Public Schools website, zps.org.

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The Elementary 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 school setting.

Visitors/Volunteers

We very much appreciate elementary parents' involvement in their children's education. Parents are welcome to visit the school and encouraged to volunteer 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 in advance.

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. Before your first visit, 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. This website also offers an opportunity for you to sign up for volunteer opportunities.

Our elementary schools value our volunteers because they substantially strengthen our total program by assisting in the school.

Classroom Visitations

In order to maintain learning environments in classrooms, we ask that prior arrangements be made with the classroom teacher to arrange classroom visits. Parents are 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 must be paid for at the time of purchase in the kitchen. You can find out more information about school lunches at <http://www.zps.org/food-service/>.

Visitations by a child's relatives or friends during the school day are not allowed with the exception of during the lunch hour or approval by the teacher and/or principal.

Office Hours

The office is open between the hours of 8:00 a.m. and 4:00 p.m. Please be patient if calling the school office and the telephone is not answered immediately as the office staff may be assisting a student or a staff member.

Arrival at School

Students being transported to school by parents or walking to school **should not arrive at school before 8:25am**. Thank you for helping us make sure that students are arriving when supervision is provided.

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

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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 8:40am, but before 8:50am is considered tardy. After 8:50am, it is an absence for the morning. Parents need to stop into the office to sign their child into school if they arrive after 8:40am, and provide a reason for arriving late. Dismissal before 3:25 is considered a half day absence for the afternoon. Dismissal between 3:25 - 3:35pm is considered "early dismissal".

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.

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.

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.

Possession of Unnecessary Objects/Electronics

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, 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 cannot 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.

Electronics should not be brought to school. First, they may pose disruptions to the learning environment. Also, school staff cannot assume responsibility for valuable electronics. If parents choose to have their children bring cell phones to school, they need to be turned off and kept in backpacks during the school day. If a student has a cell phone out, it may be confiscated.

Pets/Animals

Pets and animals are not allowed at school. This is due to health issues and the safety of students.

Promotion and Retention

Promoting students without the necessary 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. In order to meet minimal education objectives to be promoted, a student may be retained in the same grade for another year. Alternatively, the student may attend summer school in another district or receive tutorial instruction, as approved by the building administrator. 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 achievement 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.

Dress Code

In order to create an optimal learning environment, it is important that students are dressed appropriately for the variety of school activities planned each day. Warm weather dress could include shorts and t-shirts and should be comfortable, but not too skimpy. Spaghetti strap tank tops, halter tops, or short shirts are not allowed. Also, shorts and skirts should be appropriate length. 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, caps, or hoods are to be worn during class times. For safety reasons, we ask that students do not use Heely's at school.

The most practical clothing is blue jeans, athletic pants, or comfortable slacks with a comfortable T-shirt, blouse, pullover, or sweat shirt. It is best for students not to wear clothing that should not get dirty.

If necessary, students 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.

Physical Education and 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.

Transportation Policy/Bus Information

It is the policy of the Board of Education to provide transportation for those District students whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the State Superintendent of Instruction. Such laws and rules shall govern any question not covered by this 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 (1) pick-up location and one (1) 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 or designee.

It is the responsibility of each student to:

1. Observe classroom conduct while riding the bus. The same rules apply to the bus as in the classroom.
2. Ride the assigned bus and use a specific bus stop; only assigned students may ride school-bound or homebound buses. In addition, students may ride only their assigned bus, getting on and getting off at their designated stop. The Director of Transportation may grant permission for students to ride a different bus or use a different stop. Such permission may be granted only after receiving appropriate written request form from the parent/guardian for a specified period of time subject to the following conditions and limitations:
 1. The requested change must not result in overcrowding of any bus, alteration of any regular bus route, bus stop, or time schedule, or in any way interfere with the regular operation of the transportation system.
 2. Emergency and/or unusual reasons may be approved by the Director of Transportation.
 3. To assure no overloads, we do not allow students to bring home friends (either from another bus run or from a non-busing area) for parties, scouts, homework, etc.). It is the parents' responsibility for this type of transportation.
3. Obey the driver at all times and report promptly to school officials when instructed to do so.
4. Stay in their seat facing forward while the bus is in motion.
5. Keep hands and feet to themselves.
6. Place all carry-on items on ones lap.
7. State law mandates that no animals or glass containers be allowed on buses. 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.
8. Refrain from eating or drinking on the bus.
9. Leave the bus only with the consent of the driver.
10. Enter or leave the bus only at the front door after the bus has come to a stop, except in case of emergency.
11. Stay off the roadway while waiting for the bus.

12. Wait until the bus comes to a complete stop and then board or leave the bus promptly.
13. Talk in a normal tone of voice while on the bus and use appropriate language.
14. Do not destroy property and report any damage observed to the driver.
15. Help keep the bus clean, sanitary, orderly and safe.

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 parental signature to ride the bus the following day
Second violation:	3-5 day suspension from riding the bus
Third violation:	5-10 day suspension or suspension for remainder of year

Student Crossing Procedure:

To Board the Bus:

1. Students wait in a group at the designated bus stop at least 10 feet away from the edge of the roadway and watch the bus driver for the signal to cross.
2. Bus drivers will display a sign (see below) to indicate when it is safe to cross the street.
3. Students proceed directly across the road always staying well in front of the bus and board the bus.
4. Do not stop in the middle of the street or cross behind the bus.
5. Bus stops will be placed at legal locations consistent with Board policy or if required by law.

When Exiting the Bus:

1. Students exit the bus and take 10 giant steps in front of the bus staying on the side of the street.
2. Students stand in a group and look to the bus driver for the signal to cross.
3. Bus drivers will display a sign to indicate when it is safe to cross the street.
Red stop sign means "STOP"
Yellow smile face means "CROSS SAFELY"
4. Students proceed to a point even with the left side of the bus and stop.
5. Students look left and right for passing cars.
6. Students look to the driver for instruction to complete the crossing.
7. Do not cross behind the bus.
8. If a paper or article goes under the school bus, always ask the bus driver for help.
9. Do not get mail from roadside mailboxes until after the bus leaves the stop.

More information on ZPS Transportation Policies can be found on the ZPS website, www.zps.org.

Bullying and Other Aggressive Behavior toward Students

It is the policy of ZPS to provide a safe and nurturing educational environment for all of its students. This handbook contains a portion of the ZPS policy. The complete policy can be found at <http://www.neola.com/zeeland-mi/>.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

Emergency Numbers

The school must **always** be informed as to a working 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.**

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.

Medication

Parents are required to fill out a form with physician approval, 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 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 and over-the-counter drugs.

All medications are dispensed to students in the school office as designated on the Medical Authorization form.

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.

School Property Damage

We expect that all students will take pride in our school, our furniture and our equipment. In rare cases when school property is maliciously damaged, parents whose child damaged school property maliciously will be billed for the repair or replacement of the item in accordance with school policy.

Emergency Drills

The safety of your child is 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.

School Closings and Delays

Snow Days

If weather conditions are such that the Superintendent of Schools determines to close Zeeland Public Schools for the day, this decision will be announced on major radio and TV stations. Due to hazardous driving conditions or extreme cold temperatures, school may be cancelled or delayed. There are many ways to access information about school closings/delays:

- District website: zps.org
- Z For Me will be emailed out
- ZPS Twitter and Facebook
- ZPS weather phone line: 616-748-3040
- Local television and radio stations

Tornado Watch/Warning and Severe Weather

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, local television and radio stations will announce the early dismissal, a Z For Me email will be sent to families, and the information can be found on the ZPS website, Twitter and Facebook.

In cases that result in early dismissal, students should be instructed what to do when they reach home. In case of an early dismissal, it is important that parents instruct children where to go if parents are not at home during the regular school day.

Fog Day

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.

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.

What happens on a fog day? - Buses will be delayed one, two, or three hours depending on conditions. Communication will occur as with any weather-related delay or closing through the ZPS website, Twitter, Facebook, weather phone line, Z For Me, and local television and radio stations.

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.

Fundraisers

The Zeeland Public Schools guidelines limit outside-of-school fundraisers to one major project per group per year. Our schools will traditionally schedule one fundraiser that involves student sales door-to-door.

We also request that children refrain from soliciting sales at school for other groups of which they are members. We encourage this activity to occur outside of school.

Communication

By phone:

All classrooms have phones, and parents may call the classroom phone to leave a message for a teacher. If it is necessary to get a message to a teacher or student during the school day, parents may get a message to teachers or students through the office, as teachers have their phones on “Do Not Disturb” during the school day to avoid interruption to learning.

By email:

Teachers typically access email before and after school. If you have a message that needs to get to your child or his/her teacher right away, please call the office.

Classroom Newsletters:

Teachers keep parents informed through newsletters, websites, and/or emails.

School Newsletters:

During the school year, we will publish our newsletter on our website, and this is updated regularly. You will find information in this publication concerning school activities, rules, and other information which we feel necessary for you to know. Please take the time to read this information. If you would rather have a paper copy sent home with your child, please contact the office. We will be happy to provide that for you.

Recess

Generally, all 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. Children will go outside during recess periods, unless the temperature is below an actual 10 degrees or the wind chill is less than -10 degrees. If inclement weather calls for indoor recess, students will spend the recess or noon hour in the classroom.

Children who need to 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.

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 will not be permitted to attend school, per the Superintendent and in accordance with district administrative procedures. Transfer students shall not be admitted without proof of immunization.

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.

There are very serious consequences of contracting HBV or HIV, so 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 includes 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 Accident/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, which provides coverage supplemental to a family insurance policy. Parents are responsible for the first \$500 of costs incurred 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. It is the parent's responsibility to turn the claim in to the district's insurance company. The insurance covers costs incurred within one year of the injury.

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. "Lost and Found" items are kept in a box. 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 box. Please check frequently.

ZPS Food Service

The child nutrition and food service department recognizes the importance of a healthy diet and its effect on the student's ability to learn and achieve high academic standards in the school setting. We look forward to providing your children with nutritious and tasty school meals.

School Breakfast: Breakfast is available at all Zeeland Public Schools. Students interested in eating breakfast should report directly to the cafeteria upon arriving at school. If your child qualifies for a free or reduced lunch, he also qualifies for a free or reduced breakfast.

School Lunches: School meals are carefully planned and prepared to meet not only strict government guidelines, but also the taste of our customers. Several options for the school meals are available daily.

Payment and Meal Accounts: All meals are on a pre-paid account. There must be money in the account in order to use it. I must remind you that you, as the parent, are ultimately responsible for ensuring that your child has money in their account. Questions concerning your child's account may be directed to Betsy at 616-748-3128. Payments can be made online or by sending cash or a check with your child at their school. Any money, positive or negative, in your child's account will follow them from one grade to the next grade.

Online Deposits: You may visit our Meal Magic deposit web site www.sendmoneytoschool.com and register your family. You just need an email address and your child's student ID number. After approval you will have instant access to your children's account histories and the ability to make credit or debit card deposits for a \$2.00 fee per transaction using a secure internet connection. We do not accept credit card payments over the phone or at any building, they must be done online.

Low Balance Emails: You may sign up to receive automatic e-mail reminders when your child's lunch account dips below \$5. If you are interested in receiving them, send your request to foodservice@zps.org

Free or Reduced Priced Lunch Applications: After July 1, 2016 you will be able to fill out the application for Free or Reduced priced meal benefits online at www.lunchapp.com. If you do not have internet access or you feel more comfortable filling out the paper copy, the Free & Reduced Application is included in this packet. (Aplicaciones para el almuerzo gratis y reducido estan disponibles en español. Si usted prefiere una forma en español por favor llame al número 616-748-3128.) A new application must be completed every school year. If you do not submit a new form by October 14, 2016, your child will automatically be charged the full price beginning on October 17, 2016. You will be responsible for the charges incurred because of the late submission. Only one application per family is needed. Therefore, you need to submit either an online application or a paper application. Please take a moment to check over this form. If you think there is a possibility that you might qualify, please fill it out as soon as possible. Please make sure you follow directions carefully as failure to do so may cause delays in the final approval process. This information is highly confidential and treated with the utmost respect. You will be notified by mail of your status after we receive your application, please allow up 10 days for us to process your application. Applications are entered in the order they were received.

State Requirements: The state of Michigan requires children to have a complete meal. For lunch there are five components offered to make up a "qualified meal," the entrée, fruits, vegetables, bread, and milk. Three of the five components are necessary (and one of them needs to be ½ cup of fruit or vegetable) on your child's tray in order for it to qualify as a complete meal and be

considered for a Free or Reduced priced lunch. Breakfast also requires students to take three (one needing to be a ½ fruit) of the four components offered.

Visit <http://www.zps.org/food-service/> for more information.

Parent/Family Organizations

Parent/Family Organizations are a very important part of our school. The Parent Organization serves three primary functions:

1. Provides opportunities for parents/students on issues relative to the elementary school age child.
2. Provides an atmosphere of social interaction for parents who wish to become better acquainted with other parents whose children attend the school.
3. Conducts fundraising events throughout the school year, the proceeds of which support enrichment activities for the students, and a variety of other projects approved by the organization members.

No membership fees are assessed - every parent is already a member if the child(ren) attend(s) the school. Parent/Family Organization meeting dates will be published in the newsletter.

Field Trips

From time to time, parents will be asked to volunteer with a classroom on a field trip. We are not able to allow siblings to accompany our classes on field trips because of liability concerns. Also, additional children detract from the purpose of having parents join a field trip, which is to assist in supervision of our students. Please see the volunteer information in this handbook in order to get registered to volunteer for a field trip.

Parents may be asked from time to time to contribute towards the cost of entry fees. Parent/Family organizations designates some funding for busing and related expenses, but in order to take advantage of some of the field trip opportunities, parent financial assistance is needed.

In-district Transfer Requests

Parents have the choice of enrolling their child(ren) in a school other than the one in their attendance area. Each spring the school sends information addressing the details of the district policy. In-district transfer requests are determined by enrollment numbers, and subject to approval by principals.

Substance Use and Abuse

The unlawful possession, use, distribution, or sale of all drugs, including alcohol and tobacco, is wrong and harmful and will not be tolerated. We wish to establish a climate in our schools, as well as in all school-related activities, whereby student drug use, including alcohol, tobacco products, and other performance enhancing substances, has been eliminated.

Programs are developed for tobacco, alcohol, and other drug prevention and the delivery of services such as the following: student assistance programs, programs for students at high risk, drug abuse prevention and intervention, and counseling programs. Also included are programs involving professional counselors which involve the participation of parent(s). Information on these programs can be obtained from the school office. Feel free to contact the school if you have questions or concerns.

The Zeeland School Board has declared that **all** school buildings and grounds be tobacco free. This includes staff, parents and students. Please respect the tobacco-free environment at our elementary schools.

Please see ZPS Board Policy for more information at <http://www.neola.com/zeeland-mi/>.

Homework

The district has a formal policy related to the issue of homework. The following guidelines have been developed to assist principals in working with staff to establish appropriate homework assignments:

- All homework assignments should have a specific purpose related to the learning objectives of a program or course.
- Homework assignments should be appropriate to the grade level and the abilities of the students involved.
- Assignments should involve application of knowledge, reinforcement of communication, research and other skills, and should provide experiences which strengthen attitudes and allow for creativity.
- The purpose of homework, in terms of the goals of a program, should be clear to the student when assigned, the work corrected when returned, and both the strengths and weaknesses of his/her work communicated in ways which provide for improved performance.
- As part of the process of using homework as a learning tool, students should be involved in learning how to critique their own and each other's' work based on clearly-defined criteria related to the particular program or course of study.

The time limits for the completion of homework should:

- be reasonable and consistent with the nature of the assignments given;
- provide for interim appraisal of progress where assignments involve blocks of time;
- include a reasonable time for make-up of missed homework assignments and/or improvements based on teacher comments.

Parents should be made aware of the District's homework guidelines as well as the way each of their child's teachers will be using homework as a learning activity.

TYPES OF HOMEWORK

Zeeland Public Schools recognizes the importance of homework in supporting classroom instruction and preparing all students for career and college readiness. Homework reinforces learning and stimulates independence, responsibility, and self-direction to prepare students to be lifelong learners. Teachers may assign homework for many reasons. These include:

1. **Preparation** –to assist students' preparation for upcoming learning.
2. **Practice** –to reinforce the skills taught during the day's lesson.
3. **Extension** –to extend or transfer skills taught.
4. **Creativity** –requires synthesis of skills and concept previously taught.

PURPOSE OF HOMEWORK

- Practice, review and reinforce what has been learned for upcoming lessons.
- Prepare for upcoming lessons.
- Apply skills to new situations and to real life.
- Give students leeway for individual creativity, independence and initiative.
- Integrate many skills into a single assignment.

- Promote good attitudes toward learning and good study habits.
- Encourage responsibility for meeting obligations.
- Show students that learning takes place all the time – in school and at home.
- Keep parents informed about what the child is doing and how well the child understands.

RECOMMENDED TIME

On average, the amount of homework will vary from week to week depending on units being studied and students’ grasp of concepts. Therefore, deviations from the guidelines listed below will occur from time to time. Recommended times, with some modifications, are a result of staff and parent surveys and from a synthesis of research and homework.

GRADE LEVEL	# OF DAYS HOMEWORK GIVEN	APPROX MINUTES
KINDERGARTEN	1-3 DAYS PER WEEK	15
1 ST & 2 ND	3-5 DAYS PER WEEK	25
3 RD THRU 5 TH	4-5 DAYS PER WEEK	30-45

Absence/Tardies/Illness

For the safety of our students, parents are required to call in to school regarding a student absence. Please identify the student and the reason for absence. A message can be left at any time by calling the attendance line. We make follow-up calls to parents who have not called school to report an absence, even to a place of employment, if necessary. It is important for the safety of the students that we account for all students enrolled in the school.

We are required to report weekly to the Ottawa County Health Department the number of cases of communicable contagious diseases contracted by our students. Your accurate reporting of communicable diseases assists us to make accurate reports. Students must be fever-free for 24 hours before returning to school following an absence.

Like absences, tardies (coming late to school) can also be disruptive to your child's education. Additionally, other children in the classroom lose precious time because when a child comes in late, it means the lesson in progress usually is halted while the late student settles in and gets caught up. Please help us, help your child, and make every effort to have children arrive at school on time.

A student is marked tardy if they arrive after 8:40am. Arrival after 8:50 is marked as a half-day/AM absence. If a student is checked out of school (not returning) prior to 3:25pm, they are marked as a half-day/PM absence.

**Ottawa Area Intermediate School District’s (OAISD) Attendance Policy:
Chronic Absenteeism, 10%-Whether excused or unexcused:**

At any time during the school year if a student has absences that have reached 10% of their school days as being absent, this should initiate the following steps by the district addressing concerns. It is recommended that these check marks be made at 30 days of school, 60, 90, 120, 150.

OR

At any time during the school year a student has tardies (late arrivals and early dismissals) that have reached 20% of their school days, or any combination of the above, the following steps should be initiated:

- At 5 days absent (or at 10% of their school days being absent) a district identifies a potential attendance problem
- At 7 absences (or continued absences after identified attendance issue) district sends

out an attendance letter addressing concerns of absences.

- At 10 absences (or continued absences after identified attendance issue) district attempts to contact parent/guardian to discuss attendance issues and offer any support as needed. District also attempts to confirm that parent/guardian received attendance letter. Tier 1 and Tier 2 supports being reviewed by school (see handout).
- At 12 absences (or continued absences after identified attendance issue) district attempts to contact parent/guardian and schedules school meeting to complete Truancy Meeting Forms and offer any resources that might be helpful. Tier 1 and Tier 2 supports being reviewed by school (see handout).
- At 15 absences (or continued absences after identified attendance issue) and the district has exhausted all resources and interventions and attendance has not improved, a referral to the ISD is made via the Truancy Data Manager (TDM). After a referral has been made, all absences must have a doctor's note in order to be marked excused.
- *Schools can refer a student to truancy prior to 15 absences (especially elementary) as long as the student has missed 10% of the school year and the school has exhausted all efforts and tiered interventions to improve attendance.

Excused absence means the following:

- Student illness/injury/residential treatment (with doctor's note or verified by parent)
- Medical appointments (with doctor's note)
- Religious holidays
- Lice (3 days)
- Funeral/death in family
- Mandated court appearances (documented-only if children are required per subpoena).
- Placement by Juvenile Court in detention.
- Educational opportunities approved by school officials
- Travel (5 days with school official approval)

Unexcused absence is any absence not accounted for above, examples of unexcused absences include, but not limited to:

- Staying home to baby-sit
- Overslept
- Travel (more than 5 days in school calendar or any travel days without prior approval)
- Needed at home
- Weather
- Missed bus
- Child is not immunized
- Sickness (not documented or verified by parent)
- Chronic lice (over 5 days, CPS referral may be suggested/should be considered).
- Willful truancy (skipping/student refuses to attend school per parent/guardian, or reported as a run away).
- Failure to notify school
-

Parking Lots and Car/Bus Traffic

For the safety of the students, we request that only buses utilize the bus parking lot before and after school during bus drop-off and pick-up. **All car traffic should stay in the designated parking lot when delivering or picking up materials or students.**

During the school day, the front parking lot may be used for student drop-off or pick-up. Please do not leave an unattended vehicle at the curb at any time.

Report Cards

Report cards will be sent home with students three times per year: late fall, winter, and in the spring.

Conferences

Parents and teachers need a time to discuss each child's progress. According to our school calendar, conferences will be held in the fall and in the spring; however, parents may request a conference at any time. Conference times are when parents and teachers talk about students, their progress in school, and their special needs. In Zeeland, we think of parents and teachers as partners in education. Please join the teacher in finding the best way to help your youngster learn.

Some grade levels may request or give you the option of having your child attend conferences with you.

Textbooks

Textbooks are furnished free of charge. If textbooks are lost or damaged beyond reasonable use, parents or guardians will be charged for the full replacement value of the book.

Lockers

A locker is issued to each student at the beginning of the school year (most students share a locker). Students are expected to keep their lockers clean and not abuse them in any way. The school cannot be responsible for valuables left in lockers. Sometimes there may be special circumstances which require a student to carry significant cash or valuables to school. Cash or valuables can be safeguarded by registering them and leaving them in the main office.

Loitering

Students should leave the school and school grounds promptly after classes or activities are dismissed. For the safety of our students, there is to be no unnecessary "hanging around" before school or after school. Non- students are not permitted on campus at any time unless they have been registered as an official guest in the main office.

ZKids Childcare

Zeeland Public Schools sponsors a self-supporting before/after school childcare program called ZKids. The program is housed at each elementary school. The program operates from 6:30 – 8:40am and 3:45 - 6:00pm, Monday through Friday, and on many school vacation days and

snow days. The program is supported financially by a fee assessed to each participant. For further information, contact Cheryl Kraker at 748-4711 or online <http://www.zps.org/z-kids-childcare/>.

Technology

The use of modern information technology, including the Internet, is a privilege at Zeeland Public Schools granted to individuals to enhance the existing information resources and add to their learning experiences. Users have rights and responsibilities, and will be subject to appropriate discipline for abuse of these rights and responsibilities.

Rights

Users have the right to use appropriate information technology resources while being supervised by an adult.

Responsibilities

- Users are responsible for only utilizing technology in the school that facilitates learning and promotes educational information exchange consistent with the purposes of the school.
- Users are responsible for adhering to any established rules and obtaining permission where and when it is required.
- Users are responsible for the correct use of all hardware and software and ensuring that any existing or created problems are duly reported to someone in authority.
- Users are responsible for adhering to copyright guidelines in the use of hardware and software.

Discipline

Users may be subject to disciplinary action considered appropriate through the established discipline procedures of each school.

Equal Education Opportunity

It is the policy of Zeeland Public Schools to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within the district boundaries, or social or economic background, has the right to file a complaint.

The complaint must be made in writing to the school district's compliance officer listed below:

Cal DeKuiper
Zeeland Public Schools
PO Box 110
Zeeland, MI 49464

The issue will be investigated and a response, in writing, will be given to the complainant within seven days. The district prohibits anyone from threatening or retaliating against those who raise or file a complaint.