

2013-2014

QUINCY ELEMENTARY SCHOOL

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***PARENT/STUDENT
HANDBOOK***



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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

Consequences: Consequences for inappropriate behavior will be determined with input from the supervising teacher and student. The goal is to eliminate inappropriate behavior and learn to make good choices throughout the day.

Repeated and deliberate behavior will be addressed through a Time to Think session. Following this opportunity, next action steps may need to be taken. This may include:

- Contacting parent
- Loss of privileges
- Involvement of other resources (example: principal, social worker)

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.

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.

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.

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 Quincy 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.

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 heely's 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.

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.

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)

Please read and discuss these rules with your child:

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 swear or use inappropriate words.
5. Electronic devices including; iPods's, iPad's and cell phones are to be kept to yourself and not shared with others.
6. No photographs or videos 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.
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 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 school year
suspension from	
	riding the bus
Severe Clause:	Any student who jeopardizes the safety of anyone
(including self)	on the bus through hazardous conduct or disruption may be immediately suspended from 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.

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.

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.**

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.

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.

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 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.

FUND RAISER

The Zeeland Public Schools Board of Education limits outside-of-school fund raisers to one major project per group per year. Quincy will traditionally schedule one fund raiser 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. School staff are often approached by the majority of the students who are members of the group. We encourage this activity to occur outside of school.

TELEPHONE

The use of the school telephone is primarily for school business. Teachers and students cannot be called to the telephone during the school day with the exception of emergency situations. Teachers will be notified of calls for them and will return such calls at their first opportunity. Reasonable requests by students to use the telephone in unusual circumstances will be granted, but after-school plans, activities, and rides must be arranged in advance.

RECESS/NOON HOUR

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. 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.

Time	QUINCY DAILY SCHEDULE FOR 2013/2014
8:30 AM	First Bell
8:35 AM	School Begins
10:10-10:30 AM	Morning Recess/4th & 5th Grades
11:50 AM	AM Young Fives Dismissal
12:30 PM	PM Young Fives Begin
11:40 AM	4th Grade Lunch
11:50 AM	Kindergarten Lunch
12:00 PM	2nd Grade Lunch
12:08 PM	1st Grade Lunch
12:15 PM	3rd Grade Lunch
12:25 PM	5th Grade Lunch
2:20-2:40 PM	1st-3rd Grade Afternoon Recess
3:05-3:25 PM	Young Fives/Kindergarten Recess
3:25 PM	Shuttle Bus Riders Dismissed
3:40-3:45 pm	Students Dismissed

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.** Students arriving before that time will wait in a designated area, until the first bell rings at 8:30 a.m.. Students may proceed to their classroom, at the discretion of their classroom teacher, until the first bell rings at 8:30 a.m.

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 8:35a.m. but before 9:35a.m. is considered tardy. After 9:35a.m., it is an absence for the morning. Dismissal before 2:45 p.m. 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.

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.

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.

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.

VISITORS/VOLUNTEERS

Parents are welcome to visit the school and 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. This website also offers an opportunity for you to sign up for volunteer opportunities.

Quincy Elementary School values its volunteers. They substantially strengthen our total program by assisting in the classroom, library or with the reading specialists.

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.

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.

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.

QUINCY PARENT ORGANIZATION (PTO)

The Quincy PTO is a very important part of Quincy 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 Quincy School.
3. Conducts fund raising events throughout the school year, the proceeds of which support enrichment activities for the students, and a variety of other projects approved by the Quincy Parent Association members.

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

FIELD TRIPS

From time to time, parents will be asked to volunteer with a classroom on a field trip. Because of liability concerns, we are not able to allow siblings to accompany our classes on field trips. Additional children detract from the purpose of having parents join a field trip, which is to assist in supervision of our students.

Parents may be asked from time to time to contribute towards the cost of entry fees. Quincy PTA 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.

SCHOOLS OF CHOICE

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.

ELECTRONIC EQUIPMENT

Students will not be allowed to bring electronic equipment to school, except for educational use. This rule is in effect for two reasons:

1. Electronic equipment is potentially disruptive in the classroom.
2. We will not assume responsibility for security or safety of electronic equipment on the bus, in school, or on the playground.

We believe there are enough activities at school in which students can participate without the need to bring to school expensive equipment such as electronic equipment. We encourage your discretion as parents regarding anything that your child takes to school. With a large student population, accidents are bound to happen and you can help to avoid that by limiting what a child is allowed to take to school.

*See Possession of Unnecessary Objects information

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 Quincy Elementary School.

Drugs shall mean:

1. all dangerous controlled substances as so designated and prohibited by Michigan statute.
2. all look-alike material reported to be a controlled substance will be treated as an illegal drug
3. all chemicals which release toxic vapors
4. all alcoholic beverages
5. any other illegal substances so designated and prohibited by law.

Procedures for the school investigation process and decision making:

1. As in any disciplinary situation, students involved will get a chance to express their side of the story and they will be afforded all aspects of due process.
2. Parents will be notified regarding the incident before a final decision is made, as administrators will be seeking input from parents.
3. In every situation the proper legal authorities will be notified with the potential of charges being filed.
4. School action may include short-term suspension, long-term suspension or expulsion. Board of Education action is required for long-term suspension and expulsion.
5. If recommended by school administrators and counselors, outside counseling for the individual and family may be recommended prior to re-entry into the school.
6. In order to re-enter the 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. An evaluation after re-entering school to validate the standing of the student will be made.

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:

- A. All homework assignments should have a specific purpose related to the learning objectives of a program or course.
- B. Homework assignments should be appropriate to the grade level and the abilities of the students involved.
- C. Assignments should involve application of knowledge, reinforcement of communication, research and other skills, and should provide experiences which strengthen attitudes and allow for creativity.
- D. 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.
- E. 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.
- F. The time limits for the completion of homework should:
 1. be reasonable and consistent with the nature of the assignments given;
 2. provide for interim appraisal of progress where assignments involve blocks of time;
 3. include a reasonable time for make-up of missed homework assignments and/or improvements based on teacher comments.
- G. 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** – Homework assigned to assist students' preparation for the next day's lesson/class.
2. **Practice** – Homework assigned to reinforce the skills taught during the day's lesson.
3. **Extension** – Homework assigned to extend or transfer skills taught.
4. **Creativity** – Homework which 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	APPROXIMATE DAILY AMOUNT
KINDEGARTEN	1-3 DAYS PER WEEK	15 MINUTES
1 ST & 2 ND	3-5 DAYS PER WEEK	25 MINUTES
3 RD THRU 5 TH	4-5 DAYS PER WEEK	30-45 MINUTES

SCHOOL ABSENCE / TARDIES / ILLNESS OF STUDENT

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 anytime by calling the attendance line, 748-4710. 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.

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 8:35. Arrival after 9:35 is marked as a half-day/AM absence. If a student is checked out of school (not returning) prior to 2:45, they are marked as a half-day/PM absence. A letter is sent home at 10 days of absence and again at 15 days of absence. A parent meeting may be requested at the time of the 15 day letter to make an action plan to address the excessive absence.

CAR-BUS TRAFFIC

For the safety of the students, we request that only buses utilize the back parking lot before and after school during bus drop-off and pick-up. **All car traffic should stay in the front 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. Do not leave an unattended vehicle at the curb at any time.

REPORT CARDS

Quincy Elementary sends home report cards three times a year.

CONFERENCES

Parents and teachers need a time to discuss each child's progress. According to our school calendar, conferences are in November and March; 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.

HOME SCHOOL COMMUNICATION/NEWSLETTERS

During the school year, we will publish our Quincy News on our website <http://quincy.zps.org/>. 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 at 748-4700. We will be happy to provide that for 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. 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.

ZEELAND PUBLIC SCHOOLS CHILDCARE

The Zeeland Public Schools sponsor a self-supporting before and after school childcare program called ZPS Childcare. The program is housed at Lincoln, Woodbridge and Quincy Elementary Schools. Transportation is provided to and from the child's school of attendance. The program operates from 6:30 – 8:40 a.m. and 3:35 - 6:00 p.m., 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 Quincy Elementary School at 748-4711.

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.

ZEELAND PUBLIC SCHOOLS CHARACTER TRAITS

The Zeeland Public Schools Board of Education has adopted the following list of character traits as characteristics possessed by persons of quality character. Within our building we will be supporting these traits through the existing curriculum and during all times of the school day. Parents are also encouraged to reinforce them at home.

Calvin 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.