ZURICH

SCHOOL

HANDBOOK

2024-2025

**Welcome to Zurich Elementary School!**

Zurich has a long tradition of academic ex­cellence and, with your help, we will continue in that tradition. Please feel free to call or stop in any­time you have questions or concerns. We look forward to another school year with excitement and great expectations. We hope all our students will have a rewarding and successful year.

\*This handbook is not intended to cover all the policies of Zurich School District #17. To review the complete policy book, contact the school with your request.

**GENERAL SCHOOL INFORMATION**

SCHOOL HOURS: 8:20 AM – 3:15 PM (M-Th) 8:20 AM---2:15 PM (F)

BREAKFAST IS SERVED FROM 8:00-8:15

\*Students not eating breakfast should not be at school before 8:10 AM and will not be allowed in the building until 8:20 AM if the weather is not inclement.

RECESSES: 10:00 AM-10:15 AM (M-F) 1:45 PM-2:00 PM (M-Th)

LUNCHES; 11:25 AM-12:00 PM (Gr. K-2)

11:55 PM-12:20 PM (Gr. 3-5)

12:00 PM-12:25 PM (Gr. 6-8)

\*Teachers are required to be at school by 8:00 AM and may leave at 3:30 PM or 2:30 PM on Fridays only.

**\*\*Please call the school at 357-4164, message, or email if your child is going to be absent. \*\***

**ROUTINES, RULES, and POLICIES**

**SCHOOL GROUNDS AFTER SCHOOL**

Parents who pick up children at time of dismissal should be aware there is no Adult Supervision on the playground once school is dismissed. For the safety of your children please be on time.

**CELL PHONES**

Students may use cellular phones and oth­er electronic signaling device before school begins and after school ends. These devices must be kept out of sight and turned off during the instructional day.

**INTERNET USE**

**Parents will be given a “Student Computer Contract” that must be read, signed, and returned to the school before a student will be allowed to use the internet.**

**HEALTH PROBLEMS**

Please notify the student’s teacher of any special health problems that may require individual attention. A medical form from school needs to be completed if your child re­quires medication during the school day.

**MEDICATIONS**

The School District will follow state law regarding the administrations of medications. Students must turn in all prescription medications, except inhal­ers, to the Supervising Teacher.

Procedures for receiving and accepting requests for giving medications will be as follows:

1. Medication will be brought to school by a re­sponsible adult.

2. Medication will be properly packaged with original pharmacy labels, including student's name, ordering physician, date, method of ad­ministration, and quantity.

3. Medication will be accompanied by an Authori­zation Form signed by the prescribing physician or dentist as well as by the parent or guardian.

**MEAL PURCHASES**

Zurich Elementary is participating in a Universal Lunch and School Breakfast Program for the current school year.  If your children attend Zurich Elementary, breakfast and lunch will be available to them at no charge.  All students enrolled at this school may participate in the breakfast and lunch program at no charge to them.  Adult meals are available for purchase.

**SCHOOL RECORDS**

Zurich School keeps school records on all students. You, as parents, have a right to read your child's records. Health records are required before a student is al­lowed to enter. If you are leaving the district, you will want to take a copy of the health records with you so there is no delay in enrolling your child in a new school. During the summer months student records are kept in the Blaine County Superintendent’s office.

**FOR STUDENTS AND PARENTS AND TEACHERS**

**LEAVING SCHOOL DURING SCHOOL HOURS**

Students are to remain at school at all time, unless they go home for lunch. If a student needs to be excused early from school for any reason, the parent or guardian should contact the school, stating the time and reason the student will be picked up. Parents/guardians are required to check in with the teacher. Please come directly into the school and we will release your child from class.

**LUNCH TIME**

When parents choose to send lunches, please pack a **cold** lunch.

**SUPPLIES**

Children must furnish all supplies required by the teacher. A list will be sent out the first of the school year.

**DRESS CODE**

1. Neat, clean, and appropriate for school.

2. SHOES MUST BE WORN AT ALL TIMES.

3. Obscene shirts or inappropriate slogans will not be allowed. (A student will be asked to turn shirts inside out or you as a parent will be asked to return to the school with a change of clothes.)

4. Shorts may be worn but should be hemmed, not tight-fitting, and no more than 2-4 inches above the knee. No biker shorts allowed.

5. Hats/caps are to be removed upon entering the school building.

6. Shirts must be long enough to cover the midriff and waistline. Tank top straps must be at least two fingers wide.

7. Sweats, lounge wear, or pajamas are not appro­priate.

8. Violations of the dress code will result in two written warnings being sent home and a third offense will be handled by the School Board.

9. Please label coats, backpacks, and any other belongings with name tags. We make every attempt to return lost articles when we can locate the owner. Please check with the teacher immediately if your child loses any item.

**INCLEMENT WEATHER POLICY**

When the temperature is below 320 F, or the chill factor is such that it is miserable outside, students will be allowed in the building during recess with permission of the recess duty teacher. Jackets or sweaters will be required until the temperature is above 500 F. Please remember that our weather changes quickly. Make sure that your child comes to school pre­pared for all kinds of weather as most of the time they will be playing outside.

**School Closing**: If students are to be sent home early because of bad weather, parents will be notified by phone. It is important to leave emergency numbers in the event parents can't be reached.

**RECESS**

Children will be required to play outside at recesses unless they have a note from home. When they are allowed to remain in at recess, they will remain seated quietly in the room under the supervision of a teacher.

**FIELD TRIPS/BUSES**

1. Students are still under school jurisdiction, therefore, on any field trip, they are expected to abide by school standards.

2. Teachers and other chaperones have authority to handle discipline problems on field trips.

3. Students are not allowed to leave events with anyone other than their parents unless prior ar­rangements have been made with the school.

4. Students are expected to respect and care for school property as well as each other. Students will clean buses upon returning. Be neat!

5 Bus drivers will handle their own discipline problems on the bus during daily/routine transportation. **Parents will be given a “Bus Contract” that must be read, signed, and returned to the school before a student will be allowed to ride the route bus.**

**TRANSPORTATION**

At the beginning of the year, parents will be required to supply notification to the school of the students’ regular transportation arrangements. Any variance from this will require a note or phone call for the teacher and bus driver.

Students may ride bikes or motorized vehicles to school, but during the school day such vehicles must remain parked. Tardiness, as a result of, using these vehicles will not be excused.

**REPORT CARDS**

Report cards are issued at the conclusion of each nine-week marking period to the students or to par­ents if Parent/Teacher conferences are scheduled.

Students in grades K will use the following scale:

S+ = Above Satisfactory S= Satisfactory S- = Below Satisfactory

U= Unsatisfactory

The following grade scale is used for grades 1-8:

A = 97-100%

1. = 94-96%

B+ =92-93%

B = 89-91%

1. =87-88%

C+ =84-86%

C = 80-83%

1. =77-79%

D+ =73-76%

D = 69-72%

1. =65-68%

F = 0- 64%

+ Outstanding S = Satisfactory √= Improvement Needed I = Improving

**ATTENDANCE POLICY**

In order to be promoted in grades K-8, a student must complete coursework material satisfactorily and attend school regularly. Students are allowed 10 absences per semester. After five absences from school, a letter will be sent to the student’s home indicating the school policies (#3110, 3122, 3141) and the number of days missed.

An absence is considered an excused absence if there is a note, phone call, message, or email from home, and parents know where the student is, and approve the absence. Students who are absent for sports participation are not marked as absent.

For planned absences of students, the teacher should be notified in advance so schoolwork can be made up ahead of time, if possible. After all absences, written excuses, a phone call, message, or email from parents is required to return to school.

**MAKE-UP WORK**

As a general guideline, students are given two (2) days to make up work for each day they are absent. If you would like to have homework for an absent student, please call the school and plan with the teacher.

**TARDIES**

It is extremely important for students to be punctual. Tardiness is considered a disruptive behavior and will be treated as a discipline problem if it becomes excessive. Students are considered tardy if they are not in their seat when school begins.

**ELIGIBILITY**

Attendance shall be free to all eligible elementary age children living in the district.

Attendance shall be free to all eligible elementary age out of district children wishing to attend school in Zurich School District #17.

An eligible student is defined as:

1. A student who was in good standing the last school attended; not suspended or expelled from the previous school in accordance with federal and state statute.
2. A student who had a good attendance record at the last school attended as evidenced by no more than ten excused absences and/or two non-excused absences under the school’s attendance policy during the previous semester. Reasonable accommodations will be made for absences related to handicapping conditions under Section 504.

**BEHAVIOR STANDARDS**

Good discipline is essential to learning. Students are expected to behave in a manner that demon­strates respect for themselves and for others in a wide variety of learning situations. They are expected to work and play responsibly and follow the directions given by school personnel. Students need to contribute to a friendly, safe, and pleasant learning environment.

**General Rules for the Playground:**

1. Any playground equipment taken outside by a student is that student’s responsibility.
2. No kicking rubber balls, basketballs, or volleyballs---ONLY SOCCER BALLS
3. Sit on swings appropriately--No twisting swings, swinging double, or jumping out of swings.
4. No walking up slides or teeter-totters, and no hanging off/dragging feet on merry-go-round.
5. No skateboards, roller blades, or game/music players. (Music players are allowed on the bus if the driver agrees).
6. Toys from home should be left in the backpacks during school hours.
7. No throwing snowballs, rocks, or any objects **NOT** meant to be thrown.
8. No playing on north side of the building or near the classroom windows.
9. No kicking, shoving, hitting, tackling, or foul language, or other inappropriate, aggressive behavior. Zurich School has a “Zero Tolerance” bullying policy. (#3225)

**General Rules for the Building:**

1. NO RUNNING! Students are to move through the building quietly.
2. Students must be quiet during washroom breaks.
3. Students must not be unsupervised in the library for extended periods of time.
4. Students may not be in the library during recesses or lunch time without supervision.

**DISCIPLINE**

Children who are detracting from the learning experience of others will be sent home for as long as is necessary for a change in attitude. Parents will be notified first. In addition, **teachers will operate under their own classroom discipline plans** within the guidelines of School Board policies. The discipline plan, simply stated, explains to students exactly what is expected of them con­cerning their behavior. Students are made aware of what responsible behavior consists of and the consequences if they choose to ignore responsible behavior. **Please make sure you are familiar with each teacher’s discipline plan**.

Teachers will contact the parents and try to get their cooperation in settling any problem. If this is not satisfactory, the student and parents will be called to appear at a school board meeting.

A student may be suspended for up to three days due to disruption of a class, bad behavior, failure to complete assignments, or any serious misconduct in school. After the third suspension the student may be expelled for the remainder of the year.

**DISAGREEMENT WITH A STAFF MEMBER**

The entire staff is dedicated to helping each student achieve their best in and out of school. However, at times, there are misunderstandings and disagree­ments. Problems with grades, grading and discipline are the most common. If this should happen, there are steps to take to go about addressing the situation. A student or parent needs to initially visit with the teacher/staff person involved. This must take place after class time or after school. If an agreement or understanding is not reached, the parent/student should then plan a time to meet with the Supervising Teacher. If the problem cannot be worked out, then a meeting with the School Board and the teacher will be arranged with consideration of the scheduled School Board meetings.

**CLASSROOM VISITS**

Parents are encouraged to visit their child's class­room and learn firsthand about the educational program and to observe their child in a group situa­tion. Make an appointment with the teacher before visiting in order to avoid coming when the regular teacher is absent or when tests are being given.

If a student's cousin, friend, etc., would like to visit school, he/she must contact the teacher for acceptable times/days.

**PARENT-TEACHER CONFERENCES**

We schedule two (2) formal conference times with parents each year; however, we hope parents will feel free to contact the school any time they wish to have a conference.

We try very hard to work with everyone's schedule, and at the same time be fair to all our parents when we schedule conferences. We hope you will take advantage of this time.

**SCHOOL EQUIPMENT/PROPERTY**

School equipment may not be used for other than school business and may not be taken from the school without permission of the School Board or Supervising Teacher.

Students/parents will be required to pay for any missing or damaged books, desks, or other school property. Value of property damage will be determined by the School Board.

**ATHLETICS**

Students involved in sports in Chinook or Harlem, must follow the rules and requirements of that school district and coach.

Students participating in sports will not be marked as absent but must complete make up work for the time that is missed.

**CALENDAR AND HOLIDAYS**

The school calendar shall be set jointly by the School Board and the teachers. School will be held for 180 days exclusive of holidays.

**FIRE DRILLS AND LOCK DOWNS**

Fire drills, disaster drills, and lock downs will be held regularly with at least one being held within a short time after school convenes in the fall. Fire drills must be held each week for the first month of school and once each month thereafter. The School Board requests that the drills be held with children in various parts of the building so they are prepared in any eventuality. A minimum of four drills per year is required.

**BOARD MEETINGS**

Regular Zurich School Board meetings shall be held on the second Wednesday of each month at the Zurich School, unless circumstances warrant a change. A written record will be kept at each meeting and made available upon request.

**POLICIES**

All district policies are on file at the school and may be reviewed or copied upon request. Some of those policies include Drug/Alcohol, Weapons, Bullying, Title Programs, Communicable Disease, Library Maintenance, etc. We recognize the rights of homeless students in our district and refer you to policy #3125 the Education of Homeless Children.

**ZURICH SCHOOL**

**Student Computer Contract**

Below are policies that will regulate our use of the Internet, computers, and tablets. These rules have been designed to keep our computer and classroom functioning at the highest of standards. In order to have access to the Internet, computers, and tablets, please read the following and sign below.

1. Students should not bring food or drinks into any computer lab. Hands should be washed/sanitized prior to using the lab
2. These computers and tablets should only be used for educational use, only the programs the teacher allows.
   1. Games, MySpace, Facebook, Internet Games, YouTube, chat rooms, Instant Messengers, Blogs, Fantasy Football/Basketball are **NOT PERMITTED**!!!
3. Students may not under any circumstances install software onto the computers.
4. Students hacking, altering unauthorized files, or using the network in any way other than that intended will lose their computer privileges.
5. Students must not move any equipment or cables. Keyboards and mice must not be swapped between machines.
6. Any behavior that threatens the physical safety of the equipment or other students will lead to the loss of privileges.
7. NEVER give a password to anyone!!!
8. No inappropriate language tolerated.
9. Students should not change their desktop picture, screensaver, etc.
10. Check your workstation every day when you enter and leave the classroom. Inform your teacher if anything is wrong. The student is responsible for the cleanliness of their workstation.
11. **Fines may be issued for damage caused by willful misuse of computers, tablets, I-pads, or accessories.**

These policies and procedures must be adhered to, and any violations of them will be met with zero tolerance.

* Students must abide by their signed contracts.
* The use of the computer is a privilege, not a right.
* If this contract is broken, the student’s privilege will be revoked.

***Sign and return***

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

Parent/Guardian: ­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_