



# Zeeland Quest

LEARNING WITHOUT LIMITS

June 28, 2018

Hello All ZQuest Families!

Every year at this time, we seem to get more and more excited for the next school year (not that we want any of us getting older, we just can't wait to see how much our kiddos change from year to year and day to day)! This is going to be, once again, such an exciting year at Zeeland Quest as we add just a few more friends to share the excitement of our learning with, new faces, fun projects, and many great experiences being planned!

## Staffing

Grade Levels	Teacher	Teacher	Intervention Team (all levels)	Special Education (all grade levels)	Spanish (all grade levels)
K-8	Director	Mrs. Leslie Rindfliesch <a href="mailto:lrindfli@zps.org">lrindfli@zps.org</a>	Mrs. Krista Schopmeyer <a href="mailto:kschopme@zps.org">kschopme@zps.org</a>  Interventionist <i>Coming Soon</i>	Mrs. Courtney Pyle <a href="mailto:cpyle@zps.org">cpyle@zps.org</a> (K-8)	Mrs. Lorna Nelson <a href="mailto:lnelson@zps.org">lnelson@zps.org</a> (K-8)
Kinder	Mrs. Kristy Zimmer <a href="mailto:kzimmer@zps.org">kzimmer@zps.org</a>				
1st & 2nd Grade	Mrs. Amy Funk <a href="mailto:afunk@zps.org">afunk@zps.org</a>	Mrs. Shannon Foerch <a href="mailto:sfoerch@zps.org">sfoerch@zps.org</a>			
3rd & 4th Grade	Mrs. Kim Villanueva <a href="mailto:kvillanu@zps.org">kvillanu@zps.org</a>	Mrs. Lindsey Droppers <a href="mailto:lboeve2@zps.org">lboeve2@zps.org</a>			
5th & 6th Grade	Miss Liz Hampton <a href="mailto:ehampton@zps.org">ehampton@zps.org</a>	Mrs. Amy Bultena <a href="mailto:abultena@zps.org">abultena@zps.org</a>			
7th & 8th Grade	Miss Marcy Blowers <a href="mailto:mblowers@zps.org">mblowers@zps.org</a>	Mr. Zach Adams <a href="mailto:zadams@zps.org">zadams@zps.org</a>			

**Calendar:** The 2018-2019 calendar will be published mid-July (near July 19). As you may remember, this year is a negotiations year. There are many factors that go into a contract at a district level and a state level (and at this point we are patiently waiting for the state to take care of some business around education). We appreciate your patience. Because I cannot attach it here, please review the dates that we were able to share with you all around spring break. I WILL email the finalized calendar in July as soon as I'm given the go-ahead!

**First Day of School:** August 6, 2018  
**Session #1 Break Week:** August 27-September 3

**Back to School (regular hours):** September 4 (bussing and lunch service begin)

**Session #2 Break Week:** October 15-19

**Session #3 Break Week:** November 19-23

**Session #4 Break Week:** December 24-January 4

**Session #5 Break Week:** February 18-22

**Session #6 Break Week:** March 29-April 5

**Session #7 Break Week:** May 27-31

**Summer Hours Begin:** June 10

**Last Day of School:** June 27, 2019

**Class List:** Class lists are attached. We did our absolute best to accommodate requests, however with a small school, co-teaching and the amount of movement in flexible groups that we do, along with inclusion within special education, it was really impossible to grant every request. Please know that EVERY teacher at ZQuest is here to help your child be successful! If you, for some odd reason, do not see your child on the list, please let me know. While I have checked these over with my current list hundreds of times, I still make errors. It's definitely not on purpose, but we want to make sure that all kids are where they need to be!

**Communication:** Each classroom has their own classroom communication site or newsletter. ZQuest, as a school, has a BLOG that is updated weekly. You can find our linked in our Parent Website at <http://www.zquestparents.com/>.

You can also find information on our Parent's Facebook page located at ZQuest Parents if you search for us on Facebook.

Leslie also, periodically, sends reminders and important information via email. If you are not receiving emails on a weekly basis, please reach out to her to make sure you get your email on her list!

**School Supply List:** Along with class lists comes school supplies! Attached is the 18-19 School Supplies List for all grades.

If you are unable to financially fit all of the supplies into your budget, please directly email your child's teacher. We will have extras on hand for these circumstances:-)

**Parents' Guide to Your Child's Learning/Open House:** We will hold our yearly informational parent night that is specifically designed for you to hear and learn all about how your child's classroom is structured, curriculum used, how you can help them with homework (what homework will consist of), you will get the ins and outs of how the teachers will use online platforms for distributing information, grades, homework, notes from class, lessons, etc.. You will see how the content areas are structured by learning how your child will learn, how you can best help them at home, and how we will facilitate their learning so they will grow as independent learners and leaders. This will also be a night for a quick overview of the concepts your child will be working on during the school year. In addition to the academic views, you will also have a chance to visit the computer lab to complete your yearly background check as well as fill out an online lunch application (to qualify for free or reduced lunch, which in turn helps our school receive funding through the state and federal government).

In addition to curriculum information, homework information, classroom communication, etc., you will have the opportunity to complete your background check and fill out all necessary Parent Portal papers, Contact Census and School Compacts.

Because this evening is meant to be informational and for you to ask questions as you are walked through the different aspects of your child's grade level, we are asking that you make it a **PRIORITY to attend**. In addition, who doesn't want to see the newly renovated space (it is going to be beautiful and offer so many great flexible spaces for our teachers to really dig into those collaborative PBL's, allow kids to move from group to group without too much distraction, give us the space to be all in the same area as an entire school, and so much more!).

All **5th-8th grade** students are required to attend with their parents. It's important that they hear about the learning style and expectations that they will need to meet while learning. It's so important for our kids and parents to have the same knowledge about expectations in order to help each other through the year.

If your child is **K-4**, we ask that this be an evening that you can really focus in on what you, as a parent can do to help them as a learner, and kids be cared for by a relative or sitter.

### **Tuesday, August 14, 2018**

Each session will provide the same information in each grade level group. There are different sessions so you can make it to multiple levels if you have multiple ZQuest kiddos! If you cannot make Curriculum Night due to other commitments, please reach out to your child's teacher(s) and set up a time to meet with them or get information that they pass out/go over on this night.

**Session #1 5:30-6:15pm**

**Session #2 6:30-7:15pm**

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**August 2018:** Many of you already know the routine for our days in August, however with new friends joining us a reminder is always helpful!

**First Day of School: Monday, August 6, 2018 (8:30am-2:00pm)**

#### **Drop Off/Pick Up**

You may use either the **the main parking lot or the WEST parking lot** to drop off your student at 8:20am-8:30am during the month of August. The main entrance doors WILL NOT unlock until 8:20am, so kids will remain at the front door until then if they are earlier than 8:20am (unless you are using ZKids; in that case, you have a code to enter the building). Kids should enter school in the morning at the MAIN ENTRANCE. Pick up will be in the **WEST Parking Lot ONLY at 2pm** (please DO NOT use the bus loop for pick up).

#### **School Hours during August 2018 and June 2019:**

Monday-Thursday, 8:30 am-2:00 pm, no school on Fridays!

\*Please do not drop off earlier than 8:20 am. Kids must remain outside at the main door until a teacher arrives to let them in.

\*Please do your very best to be prompt when picking your kids up from school each day as well. We want to respect our teachers' quality planning time!

\*Lunch times will be staggered beginning at approximately 11:00am.

### **FIRST Day of School on August 6:**

Parents are welcome to walk kids to their classrooms, find lockers, get school supplies into classrooms. Please remember to take those **FIRST DAY OF SCHOOL PICTURES!** We ask that by 9:00am, parents say their “see you later’s” and head out to start your day so that your kiddos can start their day with their teachers and friends! You are more than welcome to come for lunch any day, however we do ask that you continue to sign in using the volunteer computer.

**Camps, vacations, etc.:** We value family time during the summer, however we value education as well. Many of you have chosen ZQuest because of that educational value and the balanced calendar, which includes frequent, more spaced out breaks throughout the entire school year! We jump right into the curriculum in order to get the biggest bang for our time. Because of our balanced calendar, there are many different weeks that vacations can be scheduled while ZQuest is on break. We understand that it’s not always possible with work schedules to match up parent vacations with school vacations, however we are asking that you try your best.

**It is extremely important that you schedule vacations during our break weeks when possible** in order to allow your child to optimize their learning experiences each day.

We understand that there are usually many camps offered by ZRec during the month of June and in some cases August. We want your kids to be able to participate in those that interest them, however we also need them to be in school. If there is a camp that they are wanting to be involved in, please feel free to register them, however understand that what they miss all must be made up. If the camp is a half day, your child is asked to return to school for the remainder of the day. This is to keep our classes rolling as usual! Another important reminder is to make sure that you are communicating with your child’s teacher about these types of events. It will help them to make sure they keep things aside to give them prior to leaving for the day. Thank you for your support in your child’s education!

**Illness or appointments:** If your child get sick in August (or June), you are asked to call the attendance line at school (616-748-3060). You simply leave a message regarding the reason for being out. If you need to bring your child to school late or pick them up early, you must sign them in or out in the office (it will be open during our school hours).

Research shows that students learn best and reduce the academic slide when they are in school more often. One of the most attractive things about ZQuest (besides PBL) is the year-round, balanced calendar. This type of calendar allows for a break week in August, October, November, December/January, February, April, May and the entire month of July (it equals out to about one week off every 5-6 weeks). We recognize that it’s not always possible to schedule adult work vacations around the school calendar, however we ask that you try your best to make this happen. It’s extremely hard to make sure that kids are continuing their learning trajectory, especially in PBL groups, when group members are missing or when teachers need to collect work or try to catch kids up due to multiple weeks being gone. Please view the new county-wide attendance policy that will be in effect starting in August. It’s important to note that our middle school students WILL NOT be counted absent during our break weeks from Creekside, that is aligned with our calendar and is acceptable.

**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

**Lunches/Transportation:** There are NO lunch or transportation services during the months of August or June. Parents are asked to pack a lunch and snack each day for your child, as well as transport them to and from school. Many times there are other parents looking for a carpooling plan. If you need to be connected with someone or are interested in setting this type of thing up, please seek options on our Parent Facebook page or

**Middle School Schedules:** Middle School Schedules (6th grade music electives and grades 7th-8th) will be given to kids in August. There will be a Creekside Open House that you can attend as well prior to the traditional year and our 6-8 graders beginning their electives next door! In addition, our 5th-8th grade teachers will plan a time prior to September where 6th grade students who will be taking a music course at Creekside, will go for a quick visit next door to search for their music classes as well.

**Personal Devices:** Many kids, especially middle school kids are carrying cell phones/iPods in order to have communication with parents when participating in after school activities, going home and checking in after school, etc.. We can appreciate the convenience of having a phone. While in school, we are going to ask that all phones are kept turned off and in backpacks during the school day. Our classrooms and main office has a phone that can be used for students in case of an emergency or illness. It becomes extremely hard to keep track of kids' needs when they are making calls at their lockers or in the bathroom when they aren't feel well. Teachers often don't know that a student left school and our secretaries aren't sure when parents call back wondering why their child called them. If students are using their personal device during class time, it will be taken and parents can pick them up in the main office at their convenience. There may be instances that a teacher allows students to use their own device, however this rare.

**Safety:** The safety of all of the kids is our number one priority. During the summer hours there will be someone in the office during our school day. If you need to come for any reason, you **MUST** at all times have a sticker from the volunteer computer that permits you into the building. **You may NOT just come down (this includes just dropping your child off to their classroom)**. We really enjoy our parents being so involved in our classrooms, but we also have to follow the safety procedures that are put in place district wide. **PLEASE be sure to enter the office**, sign in using the volunteer computer system, put your name identification on your shirt (clearly visible) and then you can head down. If you do not have your identification clearly visible you will be stopped and asked to return to the office. Remember, this is not to make it hard for you, as the parent, to help in the classroom or visit/drop your child off, but to keep all of the kids in the building safe!

**Volunteering:** Be prepared to **re-submit** or **submit** your information for a background check **in August** by going to the following website: <https://v2ms.zps.org/Login.aspx>. You will then be asked to re-submit your fingerprints and information through our volunteer computer. If you do not have a visible green name tag on your clothes, you will be stopped and asked to return to the office. If your name tag is yellow, it indicates that your background check has not been fulfilled yet and you will be asked to return to the office. If your name tag is red, you are NOT permitted into the building at all (but please know that if you receive a letter in the mail from our Volunteer and Background Coordinator, you may appeal your denial through a letter format, and that is good for the remainder of your children's schooling in Zeeland).

This is for the safety of all of our kids. We are not trying to make entrance difficult, however it is our number one priority to make sure that all of our students are safe from the time they enter our building until they leave our building. We do everything in our power to make sure their education is the best!

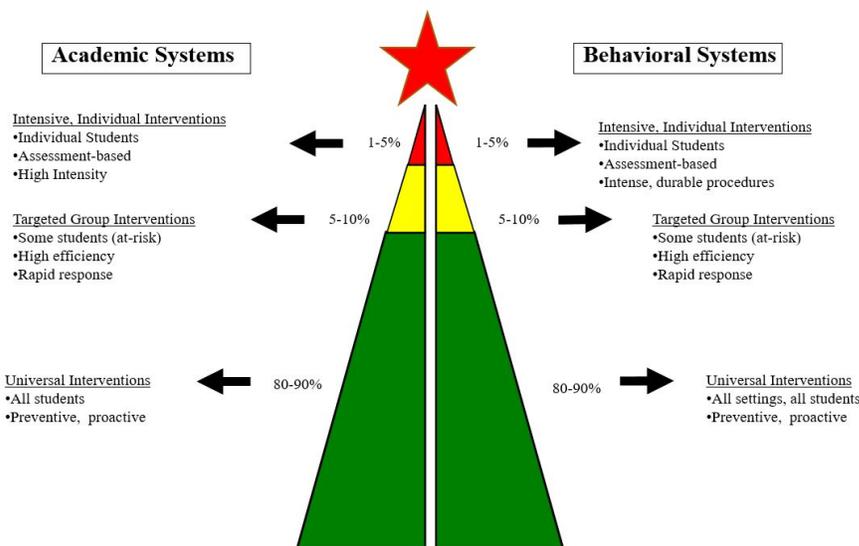
### Positive Behavior Intervention Support System (MTSS-B at ZQuest)

Your learner will be hearing some new vocabulary at ZQuest starting in August. We have created a system of supports that revolve around behaviors, very similar to our system of supports for academics. We want all of our learners to feel safe, valued and loved in order to learn in the very best environment possible. A little information for you!

#### What is MTSS-B?

Multi-Tiered System of Supports for Behavior (aligns with our district’s MTSS-Academics) is an umbrella framework that includes RTI and PBIS (Positive Behavioral Intervention & Supports) frameworks.

Designing School-Wide Systems for Student Success



Multi-Tiered Systems of Support for Behavior (MTSS-B) is not a specific model but a compilation of effective practices, interventions, and systems change strategies that are designed to prevent student behavior problems and promote student achievement.

#### Why MTSS-B in Zeeland?

When students lack the behavioral and social skills necessary to focus on academics/achieve in school, we see far too many times that they are more at risk to failing or falling behind. Teachers are in need of proper support to eliminate the time being spent on managing student behavior and increase actual teaching

time.

#### Our Goal at ZQuest (supported by ZPS)?

How it all began! We launched our SCHOOL-WIDE GOAL to students in January!

**GOAL: Our staff and students will explore how to promote a community of inclusiveness and looking out for each other in all areas of our school through a PBL unit. This unit will be implemented as the ZQuest MTSS-B model for the 2018/2019 school year.** In the end, we want to create a positive school climate that fosters positive behaviors and academic successes!

#### What is our Plan and how does it work?

Each of the following positive behaviors will be taught to all learner’s at ZQuest. We will be intentional about showing examples of both the negative behavior and the positive behavior, with emphasis on the positive. We have reward tickets that learners will be earning weekly (as school starts) and then gradually requiring learners to earn tickets in less intentional ways. These tickets will then turn into a reward that builds a

relationship (rather than monetary or food gifts). By teaching positive behavior, learners will come to school knowing the expectations they are being held to and great learning for all can happen. We will be implementing a consequence matrix system as well, but will not release this until September when all teaching of expected behavior has been completed.

**Acronym and PLAN of ATTACK...**

**Q-U-E-S-T**

**Q= Quality Choices** is our overarching foundation. Everything that we do must be done with quality choices & all of our expectations fall under quality choices.

**U= Understanding YOUR Impact.** How does your behavior impact yourself?

**E= Empathy.** How does your behavior affect your peers and teachers?

**S= Safety.** How does your behavior affect your safety, your peers' safety and your teachers' safety?

**T= Trustworthy.** How does your behavior affect your integrity?

	Voice Level: 1-3 Teacher Preference	Voice Level: 1	Voice Level: 2	Voice Level: 1-2	Voice Level: 4-5	Voice Level: 1-3 Teacher Preference	Voice Level: 3	
	Common Area	Bathroom	JRL	Communiting	Recess	Classroom	Cafe	Technology
<b>Q</b>	Making quality choices involves understanding your impact, having empathy, being safe, and working as a team. <b>Accept consequences without arguing or complaining</b>							
<b>U</b>	*Pick up after yourself *Be aware of what others are doing *Be a role model so others will follow *Leave furniture more organized than you found it	*Use supplies appropriately *Use your time wisely *Use appropriate language *Use during break times	*Keep books neat & organized *Take care of books you take *Choose your level books	*Greet others with a smile and "good morning" *Be on time *Open doors for others *Say "Excuse me" when trying to get by someone	*Share/take turns *Pick up after yourself *Enter the school quietly *Think before you speak	*Be prepared *Use your time wisely *Give your best effort/participate *Appropriate language/manners *Positive attitude *Growth Mindset	*Place all trash in the garbage *Clean up after yourself *Take only what you will eat *Stay seated and raise your hand to be dismissed	*Know where your device is *Come with your device fully charged each day *Keep technology away from food and drink
<b>E</b>	*Be patient with others *Respect others' personal space and property *Help others in need	*Respect privacy *Wait your turn patiently *Flush *Mind your own business	*Pick up after yourself *Keep books in the right spot	*Use kind words *Respect others *Stand up for others *Be mindful of others' learning	*Be nice *Use kind words to express feelings *Include others *Respect all adults in charge *Help each other learn games	*Welcome differences *Be an active learner *Respect others' learning *Include others *Give compliments	*Respect all people *Invite others to sit with you *Be a positive presence	*Be gentle *Keep communication kind and respectful *Log out of Chromebooks when finished
<b>S</b>	*Keep the hallway clear *Notify a teacher if you see someone at the outside ZQuest door	*Wash hands *Keep water and soap in the sink *Keep it clean *Keep the lights on	*Wait patiently for your turn *Keep books in hand or on shelf	*Keep belongings/body to self *Enter/exit through designated doors	*Be aware of surroundings and boundaries *Bring appropriate outdoor gear *Use hands,	*Keep hands & feet to self *Clean up after yourself *Use materials correctly	*Be patient *Keep hands, feet and food to self *Walk in & out *Eat your own food	*K-4 "hug" device when traveling *Use school-approved apps/sites, and games

	<ul style="list-style-type: none"> <li>*Use furniture for sitting and working only</li> <li>*Report unsafe events</li> </ul>			<ul style="list-style-type: none"> <li>*Walk safely &amp; directly on the right side of the path</li> <li>*Close lockers gently</li> <li>*Eyes forward</li> </ul>	<ul style="list-style-type: none"> <li>feet, objects &amp; equipment appropriately</li> <li>*Notify teacher if someone is injured</li> </ul>	<ul style="list-style-type: none"> <li>*Give friendly reminders</li> </ul>		<ul style="list-style-type: none"> <li>*Use Digital Citizenship</li> </ul>
<b>T</b>	<ul style="list-style-type: none"> <li>*Respect others working in the area</li> <li>*Stay on task</li> </ul>	<ul style="list-style-type: none"> <li>*Get in, get out</li> <li>*Give friendly reminders</li> </ul>	<ul style="list-style-type: none"> <li>*Get in, get out</li> <li>*Give friendly reminders</li> <li>*Give book recommendations</li> <li>*Share books</li> </ul>	<ul style="list-style-type: none"> <li>*Work together to keep the hallways clean</li> <li>*Be respectful of everything and everyone</li> <li>*Help others find their way</li> </ul>	<ul style="list-style-type: none"> <li>*Return equipment used</li> <li>*Be prompt when your time is up</li> <li>*Stick to the rules of games</li> <li>*Be patient</li> </ul>	<ul style="list-style-type: none"> <li>*Take ownership of your actions/learning</li> <li>*Respect peers' property</li> <li>*Listen when others are speaking</li> </ul>	<ul style="list-style-type: none"> <li>*Notify supervisor if you have a problem</li> <li>*Assist your neighbor</li> <li>*Work together to clean up messes</li> </ul>	<ul style="list-style-type: none"> <li>*Use your device collaboratively</li> <li>*Use device at appropriate times</li> <li>*Help others log in or use apps</li> </ul>

**A matrix of consequences at each tier will follow in September as we will be focusing on teaching all positive behaviors with great intentions before introducing the new consequence matrix to students.**

