

NORTHWESTERN ELEMENTARY SCHOOL



2009-2010 STUDENT/PARENT HANDBOOK

4200 Rollins Road • Zachary, Louisiana 70791
Office: 225-654-2786 • Fax: 225-654-6613

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August 2009

Dear Parents,

This Student/Parent Handbook has been prepared to foster a good working relationship between the school, students and parents. We want to make our expectations explicit by clearly presenting rules, procedures and other school information. Please read it carefully and refer to it as needed.

The school alone cannot teach the whole child. It takes the effort of the school, the parents, and the community working together. Parents are their child's first teacher. Parents are encouraged to become involved in the education of their children. You can become involved by reviewing homework each evening, listening to and reading with your child/children and becoming a classroom volunteer and an active member of the Parent Teacher Organization (PTO).

We are proud of our school! The staff and I look forward to getting to know you and assisting each child to reach his/her highest potential. We also anticipate working with each parent to accomplish this task.

Yours for quality education,

Martha Davis
Principal

Please detach and return to your child's teacher.

Student / Parent Handbook: Parent / Student Signature

I have read the Northwestern Elementary School Handbook and will support and adhere to it.

Signature of Parent or Guardian

Signature of Student (Grades PK-1)

Print full name of Student

Grade

Teacher

Date

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SCHOOL CALENDAR
2009-2010 SCHOOL CALENDAR

August 5-7	School In-Service/Planning Days (no students)
August 10	First Day for Students
September 2	Labor Day Holiday
October 12	School In-Service/Planning Day (no students)
November 23-27	Thanksgiving Holidays
December 21-January 1	Christmas Holidays
January 4	School In-Service/Planning Days (no students)
January 18	Martin Luther King Jr. Holiday
February 15-16	Mardi Gras Holiday
March 29- April 5	Spring Break
April 12-16	Testing
May 19	Last Day for Students
May 20	End of School Year

ZACHARY COMMUNITY SCHOOL BOARD
VISION STATEMENT

Zachary Community School System is recognized as a model of excellence serving all citizens

ZACHARY COMMUNITY SCHOOL BOARD
MISSION STATEMENT

The mission of the Zachary Community School Board is to assist every student in reaching his or her maximum potential through high-quality instruction and good stewardship of community resources.

Adopted July 22, 2004

PHILOSOPHY

“Preparing Today’s Students for Tomorrow’s Challenges”

Mission Statement

Northwestern Elementary School is committed to the best interest of all students by establishing a climate in which the school, parents and community emphasize academic excellence, develop a sense of responsibility and respect, and help students develop a better understanding of themselves and others in order to help reach their maximum potential.

Strategies

1. We will ensure that students achieve learning objectives that will enable them to excel in the world (citizenship, work, society).
2. We will provide a quality teacher for each classroom and instructional area.
3. We will provide opportunities for parent/guardians to be actively involved in the education of their children.
4. We will maintain and upgrade technology.
5. We will maintain facilities to be conducive in maximizing positive learning experiences.

OFFICE HOURS

The school office is open daily from 8:00 a.m. to 4:00 p.m. Students are not permitted on school grounds prior to 8:15 a.m., unless enrolled in the Before School Program.

GRADE LEVEL

Grades PK - 1

SCHOOL BEGINS

8:40 a.m.

SCHOOL ENDS

3:35 p.m.

Please assist us in assuring your child's safety by not dropping your child off at school prior to 8:15 a.m. unless he/she is enrolled in the Before School Program.

The school's doors will officially open for students at 8:15 a.m., unless notified of changes. (Instruction will begin promptly at 8:40 a.m.) Adult supervision of students will begin at 8:15 a.m. It is unsafe for students to arrive before 8:15 a.m. because adequate supervision will not be available.

BREAKFAST

All Kindergarten and 1st grade students eating breakfast should report directly to the cafeteria. After finishing breakfast, students should report to their designated area. Breakfasts should not be brought into the cafeteria from home. *Students should eat the breakfast served in the cafeteria or eat at home.

CLOSED CAMPUS

Northwestern Elementary School has a closed campus policy. Once a student has arrived on campus, they are to remain on campus. Students are allowed to leave during the regular school day only when signed out by a parent or guardian listed on the registration/emergency card. When students return from an appointment, they are to report to the school office. Students must remain in designated areas during school hours. The cafeteria is off limits to students except when they are required to be there for breakfast, lunch or business transactions. Due to traffic dangers, students must remain out of the parking lot and cafeteria delivery areas at all times.

GOING TO AND FROM SCHOOL

Students are responsible for their behavior going to and from school just as if they were on the campus. Students are given specific directions for coming onto the campus and leaving the campus by their teachers. They are required to walk on sidewalks and outside the bus turn around area.

LOADING AND UNLOADING PROCEDURES

The safest way for you to drop off or pick up your child is to follow the directions outlined below. Northwestern Elementary School has three areas designated for loading and unloading of students. Two are in front of the school on Rollins Road. PreK parents will pull up to the side of the PreK building to load/unload students. Kindergarten and 1st Grade car riders will use the drive in front of the office building. Because of safety reasons we are asking that you please remain in your car and let the teachers load and unload your child. Pull your car up to the walk-way that goes into the building. The buses will use the driveway in front of the library.

We will instruct your children to remain in the above designated areas for you to pick them up. You must drive within the speed limit, in a safe manner and be patient in picking up and unloading your children. This will ensure the safest possible situation for all children.

All parents who pick up their children in the afternoon should do so at 3:35 p.m. on regular school days and at 1:10 on conference days. There is no adult supervision after school dismissal. Students left after 3:45 p.m. will be brought into the building. Drivers/parents must then enter the building and sign the student out of the Extended Day Program and pay a fee.

Parents who want to change their child/children's regularly scheduled means of getting home in the afternoon are to write a note requesting the change and have the principal sign it.

TELEPHONE CHANGES WILL NOT BE HONORED. Students will not be allowed to be taken off buses during the dismissal time.

CHECKING STUDENTS IN AND OUT OF SCHOOL

Students arriving late to school should first report to the office with their parent. A tardy slip must be secured before continuing on to the classroom. The child will continue on to class without the parent. Circumstances may require a parent to pick up their child from school early. Please do not call the office and ask that students be called out of class and to be waiting in the office for the parent to arrive. This interrupts valuable instructional time. Parents need to allow minutes for their child to be called out of class and arrive at the office. Parents must sign the child out through the office on the appropriate form. **Persons 17 years of age and younger are not permitted to check out students. Persons not listed on the registration and/or emergency card will not be allowed to check out the child without written parental permission. Please do not check your child out early unless it is an emergency. Check outs should be made prior to 3:00 p.m.**

TELEPHONE POLICY

When a parent calls to leave a message for a student, please make sure that the message is necessary. Please call early enough so that there is adequate time to deliver the message before dismissal. Please make your child aware of pick up arrangements prior to school each day so valuable classroom instructional time is not interrupted.

Parents may call the school office and leave a message for a teacher or administrator and the call will be returned when time permits. Classroom instruction will not be interrupted for parent phone calls.

VISITOR POLICY

The school's security plan requires all visitors to the cam-

pus, including parents, to immediately proceed to the office and receive a visitor's pass to visit the school facility or communicate with any student or teacher. The school's security plan has been established to protect the students and teachers from the danger of an unauthorized person on the campus. For the safety of all students and teachers, please comply. Students are to refrain from communicating with, and are required to report, any person who attempts to communicate with them if they do not have a visitor's badge.

All school volunteers are required to obtain a visitor's badge from the office. This includes: weekly classroom helpers, classroom and/or yard observers, and parents attending field trips, class presentations or special assemblies.

Parents may not visit in classrooms without an administrator. Visits are limited to 15 minutes. Our parents are welcomed to visit our school at any time. Please call in advance to ensure that an administrator is available to accompany you to the classroom. If a conference is needed, please schedule one at another time. We ask that you do not visit with your child or the teacher during instructional time.

CHAPERONES AND PARENT VOLUNTEERS

Parent chaperones and volunteers are sometimes needed to accompany students on field trips and to assist students with schoolwork. The number of chaperones needed for each field trip will be determined by the teachers. Parents who are not chaperones designated by the teachers will not be allowed to ride the bus. Please contact the office if you are willing to volunteer. Chaperones and parent guests serving in a supervision capacity are to be treated with the same respect due to a teacher or other staff member. Parents should contact a teacher or administrator immediately if they encounter difficulty with a student. Teachers and staff are to handle all discipline. It is not a volunteer parent's responsibility to handle discipline. Any student who fails to treat a parent with due respect will not be allowed to participate in

events that require parent supervision.

Siblings (other children under the age of 18) are not allowed at school for field trips or any school related activities.

SCHOOL IMPROVEMENT TEAM

Northwestern Elementary School School Improvement Team consists of parents, community and business representatives, administrators and school staff. The School Improvement Team will generally meet at a mutually agreed upon time to review progress made towards goals described in the School Improvement Plan and offer ways to enhance the school. Parents are encouraged to participate and welcomed to view the School Improvement Plan.

NURSE

Sarah Felder is the school nurse employed by our district. She will be at our school daily. If your child has a health problem, please call it to our attention immediately.

VACCINATIONS

A child may be excluded from school if all vaccinations/immunizations are not up to date and on file in the school office.

HEAD LICE POLICY

Students found to have head lice by a school employee will be sent home immediately. The student may return to school when the hair is free of nits and lice. When a student returns to school after being treated, the parent is required to bring proof of the shampoo used to rid the child of lice. (i.e. bottle, box, etc.) Office personnel or the school nurse must check the child before returning to class.

Students with head lice will be excused up to 3 days during the school year. Thereafter, absences due to head lice will be considered truancy.

MEDICATION

Any student required to take prescription medication at school

that is prescribed by a physician must have the following on file:

1. A written statement from the physician detailing the type of medication, method, amount and time schedules by which the medication is to be taken. The office will provide a form for the doctor.
2. A written statement from the parent or guardian indicating the desire that the school district gives the medication as prescribed. See form below. This form may be used as a written statement from parents.

The school asks that medication be given prior to school and after school whenever possible. Students will be allowed to carry needed emergency medication only with a physician's written request and permission. The school office will not dispense aspirin and aspirin substitutes, etc.

Parental Permission to Administer Medication At School

Date _____

Child's Name _____

Prescription Number _____

Name of Medication _____

Time to be Given _____

Amount to be Given _____

Northwestern Elementary School has permission to administer the above medication to my child.

Signature of Parent or Guardian

*This form does not supercede the form
required from the physician*

FIRE, DISASTER AND PUBLIC DISTURBANCE DRILLS AND PROCEDURES

The school will schedule periodic fire, disaster, bus evacuation and public disturbance drills. Students are expected to participate seriously in these exercises. Students are expected to conduct the drill in a silent, orderly manner. Students are not to run unless directed to do so by the staff member in charge.

Students who do not follow directions will be given additional drill instruction during recess.

HALLS

The campus halls are quiet walking areas. Students are expected to demonstrate orderly and safe behavior in these areas at all times. Inappropriate behavior will result in an assigned consequence.

SCHOOL PROPERTY

It is the responsibility of each student to care for school property. Students who damage or deface school property will be required to pay for all damage and/or needed repairs. Vandalism may result in school suspension. A report of the vandalism will be made to the local law enforcement agency.

TEXTBOOKS

Textbooks represent a major investment of tax dollars. The cost to equip one student with books can be in excess of two hundred dollars. Students who damage or lose books will be required to pay for the replacement book. Little books sent home with students cost \$7.00 each.

ATTENDANCE

Regular attendance in school is a requirement. Students who have excessive absences do not make acceptable progress and are prone to failure. Excessive absences also create extra tasks

and work for the teaching staff, thus reducing their effectiveness for other students. Parents and students need to treat this issue seriously. Irregular attendance, tardiness or truancy will result in a referral to the Child Welfare and Attendance Office.

Parents are required to call the school office at 654-2786 when they know that their child is going to be absent.

Students who are absent and excused will be given one day for each day of excused absence to make up work and receive full credit after they return from the absence. Make up work must be requested no later than the first day of return from the absence. Tests will be made up after school or during recess time on a designated day during the school week as assigned by the teacher. Students who are going to be absent from school, due to illness, for three or more days may request homework through the office. Please call the office at least 24 hours in advance to give the teacher time to prepare the work.

Excessive absenteeism will be handled in accordance with District Policy. Students who are habitually absent or tardy will be referred to the Child Welfare and Attendance Office.

Perfect Attendance

Students who have attended school **each and every day** will be considered for perfect attendance. One tardy under 30 minutes will maintain a student's perfect attendance status. Awards will be presented to students throughout the year who have maintained perfect attendance.

Excused Absences in which work can be made up

- Personal Illness
- Death in student's family
- Serious Illness in student's immediate family
 - Authorized religious holidays
- Extremely hazardous weather and road conditions as deter-

mined by the principal

In order for students to make up work missed due to one of these reasons, written statements from a parent, legal guardian or physician stating the reasons for absences shall be given to proper school personnel within five (5) school days after the student returns to school.

If a student has unexcused absences, tardies, or leaves school early, thus missing graded class work, a grade of zero may be recorded without the privilege of making up the missed work. Lack of skills due to excessive absences may result in the need for retention.

ELEMENTARY STUDENTS SHALL NOT BE ABSENT MORE THAN 16 DAYS EXCUSED AND UNEXCUSED AND BE PROMOTED TO THE NEXT GRADE.

More than five unexcused absences will be considered “excessive” and may be treated in the same manner as truancy.

TARDINESS

Being on time to class is very important. Students who enter the classroom late disrupt instruction. Being even a little bit late to school can jeopardize a student’s ability to succeed in their class work.

Therefore, parents and students should make every effort to arrive on time. All students checking in late must have an admit slip with them indicating that they have checked into the office. All students are considered tardy if they are not in their seat or in line with their class by 8:40.

The only types of tardies that are considered excused are:

1. Student illness (with a doctor’s note)
2. Medical appointments (with a doctor’s note)

3. Bus delays

4. Transportation problems created by circumstances beyond student or parent control

All other tardies are considered unexcused. If excessive tardies are noted, parents will be contacted by the school principal.

Unexcused Tardies include:

Oversleeping

Missing the school bus

Any time student is late without a valid excuse.

NOTE: More than five unexcused tardies may be treated in the same manner as truancy.

Students who have 5 unexcused tardies or checkouts during a semester will be assigned to the CAT Room.

Students with more than 5 unexcused tardies or checkouts will be referred to the Child Welfare and Attendance office.

MAKE-UP WORK

If a student is to be out of school for an approved extended absence, it is his/her parent/guardian's responsibility to make arrangements for assignments with the teacher. Written assignments will be gathered during the absence and provided to the student upon his/her return to school. Please be aware that up to 70% of the classroom activities consist of class participation, projects, discussion and practice that cannot be duplicated or made-up. In all absentee cases, class assignments must be completed within the time specified by the teacher to receive credit.

A written record of a student's truancies shall be kept in the student's cumulative record folder and forwarded to the receiving school.

ATTENDANCE AWARDS

Certificates are issued at the end of each school year in recognition of those students who have maintained regular exemplary attendance throughout the school year.

Perfect Attendance - No excused or unexcused absences - No more than one tardy

Meritorious Attendance - Absent no more than four days - No more than one tardy

TRUANCY

A student who does not have an excused absence is considered truant. Continued truancy will result in a referral to the Child Welfare and Attendance Office.

EXTRACURRICULAR ACTIVITIES

Various extra curricular activities are held throughout the school year. Students are expected to maintain appropriate behavior during the activities. Performers, guests and speakers are to be treated with respect and consideration. Extracurricular activities at Northwestern Elementary School include, but are not limited to: field trips, before and after school activities, and reward or enrichment assemblies. Students are encouraged to participate in any or all of these activities. Participation is a reward for maintaining acceptable citizenship and/or academic performance.

FIELD TRIPS

Field trips are scheduled during the school year for educational, enrichment and reward purposes. Students who lack proper self control as determined by the teacher in charge, will not be allowed to attend any field trip. A parent consent form to allow attendance on a field trip must be on file in the classroom/office prior to the trip. Students may be charged a fee to cover the cost of transportation and entry into the event. All students must ride the buses provided by the school system to go on field trips. Parents may not check children out from a field trip. All check-outs must be done in the office at

the school. Students who have not paid fees or have an outstanding lunch balance will not be allowed to attend field trips or extracurricular school activities.

STUDENT APPEARANCE AND DRESS CODE

Students are expected to keep themselves well groomed and neatly dressed at all times. Any form of dress appearance, haircut or accessory which is deemed inappropriate by the administration or to be distracting or disruptive and detrimental to the purpose, or conduct of the school will not be permitted.

Remember, school is your work place; come dressed appropriately for the job. Parents are asked to ensure that their children follow the dress code outlined below:

1. Students must wear the school uniform: khaki pants, skirts, skorts or jumpers with solid navy blue or white golf-style shirts. Logos are not required. Students are to wear neat and clean clothing. Shorts must be hemmed. Shorts must be no greater than two inches above the knee.
2. Students shall not dress in an obscene manner or display obscene material.
3. Cut-offs, skintight pants/shorts, spandex bike shorts, sweat pants, wind pants, capris, cargo pants or 'short' shorts are NOT allowed.
4. Pants must be worn at the waist and belts must be in loops. Chains are not to be worn.
5. Hats may be worn outside only. They must be removed when entering classrooms or other buildings. Confiscated hats will be returned to parents only.
6. Shoes with closed toe and closed heel are required.
7. Boys may not wear earrings.
8. Shirts must be tucked into the pants.
9. Socks must be worn.
10. Students may not wear boots of any type or crocs to school.

FOOD ON CAMPUS

Students are expected to eat a nutritious breakfast that will last them until lunchtime. Students who bring their own lunch should ensure that all wrappers are properly disposed of in a trash receptacle. Gum and seeds are NEVER allowed on campus. Cans, glass and/or plastic containers are not allowed on campus. Students are not allowed to bring candy or other items to distribute to others unless they have the permission of their teacher. No food is allowed in class at any time unless the classroom teacher has granted permission.

PHYSICAL EDUCATION

Physical education is part of the daily program. Students must have a note from a parent/guardian if they are to be excused from an activity. A note from a parent/guardian is sufficient for 1 to 3 days. If the child cannot participate after 3 days, we must have a doctor's excuse.

CHEATING AND PLAGIARISM

Cheating and copying of others' work will result in a failing grade for the test, paper or project. All incidents of cheating or copying will be reported to parents. Continual or habitual cheating will be reported to school administration and may result in a failing grade for the subject.

REPORT CARDS

Report cards will be sent to parents by the students at the conclusion of each nine-week grading period. Please review and discuss the report with your child. Teachers are available for conferences by contacting the school office.

ELEMENTARY GRADING PERIODS

1st Nine Weeks: August 10, 2009 – October 9, 2009
2nd Nine Weeks: October 13, 2009 – December 18, 2009
3rd Nine Weeks: January 5, 2010 – March 11, 2010
4th Nine Weeks: March 12, 2010 – May 19, 2010

PARENT-TEACHER CONFERENCE DATES –

EARLY DISMISSAL

Wednesday, Thursday and Friday, October 14-16, 2009

Wednesday, Thursday and Friday, December 16-18, 2009

Friday, March 12, 2010

Tuesday, Wednesday and Thursday, May 17-19, 2010

Note: Early Dismissal time is 1:15 p.m.

PARENT COMMAND CENTER

Parents of first grade students may access the on-line grading system at any time during each nine week period to view the status of their child's progress at www.zacharyschools.org.

DATES FOR PAPER PACKETS

August 27	November 5	February 18
September 10	November 19	March 4
September 24	December 17	March 18
October 8	January 21	April 29
October 22	February 4	May 20

GRADNG SCALE

The grading scale for achievement in first grade is:

A = 94% -100% Outstanding Achievement

B = 88% - 93% Good Achievement

C = 78% - 87% Satisfactory Achievement

D = 70% - 77% Minimum Acceptable Achievements for Passing

F = 0%- 69% Below Minimum Achievement for Passing (Failing)

PROMOTION POLICIES FOR KINDERGARTEN – GRADE 1

1. Readiness for first grade will be determined by proficiency of kindergarten skills according to the criteria defined by Zachary Community School District Pupil Progression Plan. An inventory of skills progression will be marked each nine-week for each child in kindergarten.
2. Parents will be given a review of their child's progress at each conference period.
3. At the end of the first grade the student is expected to be able to read and understand grade appropriate vocabu-

lary, high frequency words and grade appropriate math skills in order to be promoted to the second grade.

AWARDS

Monthly

Each month that a student has perfect attendance, he/she will receive a special treat

Nine Weeks

At the end of each nine-weeks grading period, the following awards will be presented to the students who meet the criteria.

- a. Straight “A” Honor Roll (1st Grade students)
All students working on or above grade level and who earned an “A” in all academic subjects will be presented a certificate.
- b. “AB”Honor Roll List
All students who are working on or above grade level and earned A’s and B’s in all academic subjects, will be presented a certificate.
- c. Attendance
All students who were present every day will be presented a certificate.
- d. Champions of Conduct
Received an “A” in conduct each week for the entire 9 weeks.

End of the Year Awards

At the end-of-the-year, the following awards will be presented to the students who meet the criteria. The usual nine-weeks awards will be presented in conjunction with these awards.

- a. Perfect Attendance

All students attending school every day, (no more than one tardy) all day of the school year will be presented a certificate during a school assembly.

b. Meritorious Attendance

All students who missed four or less days (no more than one tardy) of school during the school year will be presented a certificate during a school assembly.

c. Most Improved

d. Courtesy

b. Reading

DISCIPLINE

One of the characteristics of an effective school is providing an environment that is safe, orderly and wholesome. With this in mind, Northwestern Elementary School maintains high expectations of student behavior. All pupils are expected to know and comply with school rules, to cooperate with their teachers and other staff members and to greet all persons on the campus with respect and kindness. Likewise, staff members are required to treat students with respect and consideration. The principal of Northwestern Elementary School expects the staff and students to work together to make Northwestern Elementary School an exciting, rewarding and pleasant institute of learning. Students who come to school knowing this will have very few problems with discipline. Every student will be presented with the school's "General Rules" and will be specifically informed of each teacher's classroom rules. Students will be held accountable for these rules.

We expect proper conduct from all students. Every child has the right to feel safe at school and to be in a productive learning environment. If your child has any problems, have him/her contact the classroom teacher, the principal or any adult school employee.

Each parent must review the school rules with his/her child/

children. It is also important that parents carefully review the conduct code for PK-1 students. This code of conduct is more comprehensive and includes District and State imposed consequences for misbehavior. It is very important that each parent and child have a clear understanding of the rules for appropriate behavior and of the consequences that will follow if a child chooses to break the rules. Please refer to the Student Rights and Responsibilities Handbook and Discipline Policy.

If a student continually chooses to break school rules, or is involved in major disruptions such as fighting or defiance of school personnel, he or she may be assigned detention, and/or suspended from school.

We feel that the following discipline regulations will assist in creating the safest possible school environment for your children.

OUR SCHOOL ENVIRONMENT

At Northwestern Elementary School, we actively teach emotional self-control (sensible thinking and attitudes). We insist that all students think and act responsibly. We make clear our school rules and set logical consequences for students who choose to make bad choices. We continually communicate high expectations for learning, helping, and solving problems. Northwestern Elementary School rules are based upon the right to:

1. a clean and orderly environment.
2. learn without interruptions by others.
3. be safe from physical or verbal abuse.
4. respect of person and property.
5. a fair share of teacher time.

REWARDS

Good behavior is encouraged throughout the school day. Students will be issued “BRAVO BRAVE” tickets for displaying commendable behavior. Rewarding “Bravo Brave” tickets is based upon the six pillars of character: trustworthiness, re-

spect, responsibility, fairness, caring and citizenship. After a student has earned a “Bravo Brave” ticket, he/she may turn the “Bravo Brave” ticket in for the weekly drawings for prizes.

MAJOR OFFENSES

Zero Tolerance Clause: The administration and faculty of Northwestern will follow the “ZERO TOLERANCE” Policy as outlined by Zachary Community School District for major offenses such as the possession of weapons, explosives, illegal narcotics, drugs or controlled substances, one-on-one fights, or two-or-more-on-one fights. **SUCH MISBEHAVIOR WILL NOT BE TOLERATED AND WILL LEAD TO THE RECOMMENDATION FOR EXPULSION.**

Major Offense Clause: The administration of Northwestern will follow the steps outlined below for these major offenses:

- one-on-one fights
- two-or-more-on-one fights
- use of obscene language or materials
- cursing or threatening faculty or school personnel
- inciting or participating in a major disturbance
- disrespect for authority or disobedient

Removal from school can be one of three types

1. Short Term Suspension (1 – 9 days)
2. Long Term Suspension (10 – 20 days)
3. Expulsion Recommendation

GENERAL RULES

1. Follow directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Settle disagreements without hitting.
4. Stay in assigned areas.
5. Walk into the classroom in an orderly manner.
6. Keep up with your materials.
7. Act courteously.

8. Refrain from name-calling.

BUS RULES

1. Follow directions the first time they are given.
2. Keep body parts and objects out of open windows.
3. Keep hands, feet, and objects to yourself.
4. Keep center aisle clear.
5. Refrain from bringing food and objects onto the bus.
6. Remain in your seat while the bus is in motion.
7. Act safely and courteously.
8. Refrain from throwing paper, objects or food out of open windows.
9. Bring signed note from home to request to get off at a stop other than your own.
10. Settle disagreements without hitting.
11. Refrain from name-calling and use of obscene language.
12. Refrain from eating on the bus.

CAFETERIA RULES

1. Follow teacher's directions.
2. Wait your turn.
3. Keep hands, feet, and objects to yourself.
4. Walk into lunchroom quietly.
5. Walk to assigned area.
6. Act courteously.
7. Keep unwanted food on your plate.
8. Refrain from sharing or trading food.
9. Keep the table and floor clean.

HALLWAY RULES

1. Walk quietly on lines.
2. Keep hands, feet, and objects to yourself.
3. Follow directions the first time they are given.
4. Act courteously.

PTO

Northwestern Elementary School considers its parent volunteers as a very special resource. Parents are encouraged to help in classrooms and with special events, programs, and extra curricular activities. Please call the office if you have time you can share to make our school a better place for students to learn and grow.

NEWSLETTERS

A school newsletter with items of interest to students and parents will be distributed throughout the year. The newsletter, THE BRAVE BEAT, will feature information about school events and programs.

PETS

No pets of any kind are allowed at school without permission. Teachers may give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstances is a potentially dangerous pet brought to school.

LOST AND FOUND

All clothing found on the school campus will be placed in the "Lost and Found" box near the stage. Money, jewelry or any other articles of value are turned into the office. Students may claim them after proper identification.

CHANGE OF ADDRESS

It is very important that every student maintain an up-to-date address and telephone number on record. Please notify the office immediately at 654-2786 if you have a change of address or telephone number during the school year.

SCHOOL PARTIES

There will be parties involving room mothers and other parents in all classrooms at two (2) designated times during the school year, Christmas and Easter. There will be NO birthday or surprise parties in the classrooms. The schedule for the

two designated times for parties is:

- a. Christmas December 18, 2009.
- b. Easter March 26, 2010.

HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill to reinforce classroom learning, and can provide opportunities for independent study, research, and creative thinking.

MEAL PRICES

Our school lunch program is an excellent one and provides many learning opportunities to teach nutrition and manners. It is our desire for everyone to participate. Children may bring their lunch. Lunches from commercial establishments (McDonald’s etc.) may not be brought. No soft drinks in cans or

2009-2010 MEAL PRICES

The following is a list of the number of eating days in each month and the cost of breakfast and lunch for the month (regular and reduced). Holidays are not included in the number of days.

Month	# of Days	LUNCH				BREAKFAST		
		Full Price	Full Price	Reduced		Full Price	Reduced	
		Elementary	Secondary	All Grades	Adults	All Grades	All Grades	Adults
		\$ 1.50	\$ 1.75	\$.40	\$ 3.00	\$ 1.00	\$.30	\$ 2.00
Aug.	16	\$ 24.00	\$ 28.00	\$ 6.40	\$ 48.00	\$ 16.00	\$ 4.80	\$ 32.00
Sept.	21	31.50	36.75	8.40	63.00	21.00	6.30	42.00
Oct.	21	31.50	36.75	8.40	63.00	21.00	6.30	42.00
Nov.	16	24.00	28.00	6.40	48.00	16.00	4.80	32.00
Dec.	14	21.00	24.50	5.60	42.00	14.00	4.20	28.00
Jan.	18	27.00	31.50	7.20	54.00	18.00	5.40	36.00
Feb.	18	27.00	31.50	7.20	54.00	18.00	5.40	36.00
Mar.	20	30.00	35.00	8.00	60.00	20.00	6.00	40.00
Apr.	19	28.50	33.25	7.60	57.00	19.00	5.70	38.00
May	13	19.50	22.75	5.20	39.00	13.00	3.90	26.00
Total	176	\$264.00	\$308.00	\$ 70.40	\$528.00	\$ 176.00	\$ 52.80	\$352.00

bottles are allowed.

Breakfast for students:	\$1.00 per meal (Full Price)
Breakfast for students:	\$.30 per meal (Reduced Price)
Breakfast for Employees:	\$2.00 per meal
Breakfast for Visitors:	\$2.00 per meal

Lunch for students:	\$1.50 per meal (Full Price)
Lunch for students:	\$.40 per meal (reduced)
Lunch for adults:	\$3.00 per meal

Prepayment for meals by the month, week or year is recommended. Daily cash payments may be accepted during meal service. Make check payable to: Zachary Community School Board Child Nutrition Program. On-line credit card payment is available through schoolpassport.com. Transactions made prior to midnight (central standard time) on schoolpassport.com are credited to your child's account the next business day. There are no charge accounts for lunches. Any student owing lunch money will not be allowed to participate in any extracurricular activities. Any student owing more than \$25 will not be given a lunch. The student will be given bread and milk only.

Pre-K parents must choose to either pay for breakfast and lunch for the entire semester or send breakfast and lunch for the entire semester. Students will not be allowed to bring breakfast or lunch one day and pay for breakfast or lunch the next day as this creates problems because food is not prepared in the Pre-K center.

Applications for school meal benefit will be sent home to parents by students the first day of school for students. Parents are to fill out ONE application per family. The completed application may be returned to the cafeteria manager at Northwestern Elementary School or Zachary Community School Board Office, 4656 Main Street, Zachary, LA, as soon as possible.

FUNDRAISING

Our school will host two voluntary major fund-raising campaigns during the school year. Selling will be voluntary. We need your cooperation and support to make the fundraisers a success.

PICTURES

Individual student pictures will be taken in the fall and spring of this school year.

SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for professional reasons or family emergencies.

IMPORTANT DATES

Labor Day	September 7 (no school)
Teacher In-service	October 12 (no school)
Thanksgiving	November 23 - 27 (no school)
Winter Break	December 21 - January 1 (no school)
MLK Day	January 18 (no school)
Mardi Gras	February 15-16 (no school)
Spring Break	March 29 - April 5 (no school)
Last Day of School	May 19

TEACHER /PARENT /STUDENT COMPACT

SCHOOL MISSION: Northwestern Elementary School is committed to the best interests of all students by establishing a climate in which the school, parents and community emphasize academic excellence, develop a sense of responsibility and respect, and help students develop a better understanding of themselves and others.

It is important that families and schools work together to help students achieve high academic standards. Through a process that includes teachers, families, and students, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

Teacher Pledge:

I agree to carry out the following responsibilities to the best of my ability:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Respect the school, students, staff and families.

Student Pledge:

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Talk regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching and instead study or read every day after school.
- Respect the school, classmates, staff and families.

Family/Parent Pledge:

I agree to carry out the following responsibilities to the best of

my ability:

- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision making, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

I have received a copy of the Teacher/Parent/Student Compact and agree to carry out the responsibilities listed to the best of my ability.

Student

Parent/Guardian

Teacher

NORTHWESTERN ELEMENTARY **SCHOOL-LEVEL TITLE I PARENT INVOLVEMENT POLICY**

The administration, staff and parents of this school believe that the improved academic achievement of each student is a responsibility shared by the entire school community to prepare students for a lifelong love of learning.

Parent involvement activities in the school will include opportunities for:

- Parents to volunteer and be involved in school activities
- Staff development and parent education
- Parents to provide home support for their student's education
- Parents to participate in school decision-making
- Effective communication between the school and parents

Responsibilities

The School will:

- Provide a high-quality curriculum and instruction in a supportive and effective learning environment enabling students to meet the state academic standards. The school will employ highly qualified teachers who will be provided professional development and will continually update resources and maintain an environment that facilitates learning.
- Involve parents in an organized, ongoing and timely way in the planning, review and improvement of Title I programs, plans and policies.

With regard to the School-Level Parent Involvement Policy, the School will:

- Facilitate and implement the parent involvement policy.
- Involve parents in the planning, review and improvement of the policy at least annually by inviting them to take part in developing the School Improvement Plan (SIP).
- Provide the policy in an understandable and uniform format and to the extent practicable, in a language the parents can understand.
- Make the School Parent Involvement Policy available to the community at the Fall Open House, online through the school / district websites as well as in the school office.

With regard to parent meetings, the School will:

- Host an annual meeting at the Open House in August to inform parents of their school's participation in Title I, the requirements of Title I and the right of parents to be involved.
- Inform parents of the meeting and encourage and invite parents to attend through notices sent home with students, monthly newsletter, and via the district and school web page. Parents unable to attend will be offered an alternative time to meet with the principal and/or teacher.

With regard to Title I Programs and Plans, the school will:

- Inform parents at the Open House about the goals and purposes of Title I, any Title I programs at the school, the curriculum used in the programs, the academic assessments used to measure student progress, and the proficiency levels students are expected to meet
- If the Title I plan is not satisfactory to the parents, submit any parent comments on the plan when it is submitted to the district.
- If requested by parents, provide opportunities for regular meetings of parents and school personnel where parents may offer suggestions and ask questions regarding Title I policies and programs.
- Administrators will provide timely responses to parents' suggestions and questions.

With regard to professional development, the school will:

- Provide training to school staff to strengthen parent involvement efforts relating to:
 - the value and utility of contributions of parents
 - how to reach out to, communicate with, and work with parents as equal partners
 - implementing and coordinating parent programs
 - building ties between parents and the school
 - parental participation in homework and teacher communication

With regard to the coordination with other programs, the school will:

- Collaborate with community agencies and businesses to provide activities that encourage and support parent participation in the education of their

student :

- Working with PTO,
- Mentoring programs,
- Tutoring or homework programs
- School facilities improvements.
- Provide materials and training to help parents work with their student to improve the student's achievement, such as literacy training and using technology as appropriate, to foster parental involvement
- Family reading/math nights
- Destination Math and Reading portal version
- Parent/Teacher conferences
- Ensure that all information related to school and parent programs, meetings and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand :
- Provide monthly newsletter informing parents of activities, workshops, awards, and important telephone numbers
- School website
- Assess the needs of parents, teachers, and students through online surveys.
- Provide access to educational resources for parents to use together with their students via links on the school website and monthly building reader

The staff will:

- Assist the administration in facilitating and implementing the School Level Parent Involvement policy and parent involvement activities.
- Advise parents of their student's progress on a regular basis through
 - JPAMS
 - Work packets every two weeks
 - Nine week progress report
- Be readily accessible to parents and provide opportunities for parents to meet with them on a regular basis to discuss their student's progress and to participate as appropriate in the decisions relating to their student's education. Hold at least one parent/teacher conference during the year at which the Student/Parent/Teacher Compact will be discussed as it relates to the student's achievement.
- Provide opportunities for parents to volunteer and participate in their student's class and observe classroom activities.

I have received a copy of Northwestern Elementary School Parental Involvement Policy and was given an opportunity to offer suggestions for improvement.

Child's Name

Grade

Teacher

Parent's Signature

Date

