

**2009-10**  
**Student/Parent**  
**Handbook**



**Zachary Elementary School**  
**3775 Hemlock Street • Zachary, LA 70791**  
**Office: 654-4036 • Fax: 654-8746**



**ZACHARY ELEMENTARY SCHOOL  
2009-2010**

Dear Students and Parents,

Welcome to Zachary Elementary School!

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

We look forward to a successful school year with the continued support of our parents and the Zachary community.

Please do not hesitate to contact the school at 654-4036 if we can be of assistance to you.

Jennifer Marangos  
Principal

**Office Staff**

Jennifer Marangos – Principal  
Trudy G. Johnson – Assistant Principal  
Kim Heikes – Secretary  
D’Neen Pace- Clerk

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**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

## **SCHOOL HOURS**

School begins at 8:40 a.m. and dismisses at 3:40 p.m.

## **SCHOOL ATTENDANCE**

School attendance is very important. The following is a revised policy received from the School Board regarding school attendance for elementary students. "Elementary children must be present a minimum of 160 days to be eligible to receive credit for the courses taken. Exception can be made only in the event of extended personal illness as verified by a physician within 5 days of a student's return and/or other extenuating circumstances as approved by the Zachary Community System's Supervisor of Child Welfare and Attendance, in consultation with the Principal." A student who misses more than 16 days of school, excused or unexcused, will be retained. Students with documentation of extenuating circumstances may appeal that decision to the district's Director of Child Welfare & Attendance. If a student is absent due to illness, a note from the parent must be sent within 5 days following the student's return to school. A child recovering from a mild illness will be excused from P.E., if a parent sends a note. If your child needs to be excused from P.E. for more than a couple of days, please send a note from your child's doctor.

## **ARRIVAL**

Students must not arrive before 8:20 a.m. as there will be no teachers on duty before that time. A school crossing guard will be stationed at the corner of 39th Street and Hemlock. Students should cross ONLY at this location. Car riders should arrive and depart using the front entrance of 39th Street. Bus riders will be unloaded on the Hemlock side of the school.

Upon arrival, students are to report to the area assigned for each grade level. Second grade students will report to the auditorium. Third grade students will report to the court. Students who eat breakfast at school are to eat breakfast first and then report to their assigned area.

## **TARDY**

Students are tardy if they arrive to school after 8:40 a.m. Students arriving late to school must report to the Attendance Office and receive an ADMIT SLIP. Students with four unexcused tardies will be sent to the CAT room for 30 minutes. Students who are habitually tardy will be referred to the Child Welfare and Attendance Office. All tardies are processed through the office; the disposition of tardy cases will be handled according to the discipline policy of the Zachary Community School Board.

Note: All tardies will be unexcused unless the tardy is accompanied by a doctor's excuse. If a student reports tardy to school with a parental excuse, that student will be allowed to make up missed work. However, the tardy will still count toward the student's total.

### **DEPARTURE**

The procedures for dismissal must be adhered to for the safety and protection of all students. Bus riders will board buses on the Hemlock side of the school. Walkers will depart from the Hemlock side of the school only after the buses have departed. Parents who pick their children up in the afternoon will pick them up from the front of the school (39th Street) in the car rider line. Car riders may not be picked up by walk-up parent.

Written permission is required anytime a student's usual departure routine is changed. Phone calls will not be accepted.

All students are to report home immediately after school. The school is responsible for students from the time they leave home until they return home in the afternoon.

### **CHECKOUT**

Students will not be released to any individual not listed on the emergency card without written permission from the parent or guardian. Check outs will not be allowed after 3:00 p.m.

### **BUS PRIVILEGE**

The privilege of riding the bus is conditional on proper behavior and observance of rules and regulations. Behavior on the school bus that is detrimental to health and safety of passengers may result in bus privileges being denied.

All disciplinary problems which develop on a school bus traveling to and from school will be handled by an administrator. A student can be removed immediately from a bus if he or she is disrespectful to the driver, fights, curses, or causes any kind of disturbance on the bus that will endanger the safety and health of others. When a student is removed from the bus, the parent will assume the responsibility of getting the student to and from school. In addition, students suspended from the bus must be picked up in a timely manner. Late pick-ups will result in a suspension from school for the remainder of the bus suspension.

Students may be subject to the following consequences for minor offenses:

- 1st Offense: Student will be warned and counseled by

- the bus driver.
- 2nd Offense: A conference with the student and the parent/guardian will be held.
  - 3rd Offense: Student will be denied bus transportation for 3-5 days.
  - 4th Offense: Permanent suspension for the school year from all bus transportation.

### **BUS PASSES**

A written note from parents is required when students need to ride a different bus. This note should be signed by one of the administrators and presented to the driver at boarding time. A bus change request must be completed through First Student (654-9994) if a student will be riding another bus for an extended period of time.

### **EMERGENCY FORMS: CHANGE OF ADDRESS/PHONE**

ALL STUDENTS MUST TURN IN AN EMERGENCY CARD. It is imperative that the school be able to reach the parent or guardian at anytime during school hours in case of an emergency and/or a discipline situation. Contact the school office with change of address and new proofs of residence, new telephone numbers, persons authorized to pick up your child, etc. Please keep your child's Emergency Card current. Persistent problems in reaching parents will result in referral to the Office of Child Welfare and Attendance.

### **EMERGENCIES**

In the event a child becomes seriously ill and parents or the designated person cannot be reached, he/she will be taken to Lane Memorial Hospital at the parent's expense.

In the event of an emergency school closure, radio and TV stations will keep the public informed. In order to keep communication lines open, do not call the school. We will dismiss school only when notified by the Zachary Community School Board.

### **CAFETERIA**

Both breakfast and lunch are served each day. The cost of breakfast will be \$1.00 for full price and \$.30 for reduced price for all grades. Lunch is served at a cost of \$1.50 per day for full price and \$.40 per day for reduced lunches. Adult meal prices are \$2.00 for breakfast and \$3.00 for lunch.

Children may bring their lunch to school with the understanding that it must be eaten in the cafeteria. Lunches from commercial establishments, (McDonald's, etc.) MAY NOT BE BROUGHT. Soft drinks in bottles or cans are not allowed in the cafeteria.

### **METHOD OF PAYMENT**

On-line credit card, cash or check (Checks will be accepted through May 1, 2010). Checks should be made payable to Zachary Community School Board Child Nutrition Program. Write one check per child. In the memo section of the check, write the student's name and point of service LUNCH NUMBER, if known.

Place cash payments in a sealed envelope that is labeled with the student's name, purpose for which money is intended, and amount of cash or check sent. Prepayment for meals by the week, month, or year is recommended.

**NO SCHOOL MEAL CHARGES WILL BE PERMITTED.**

**FREE/REDUCED PRICE MEAL APPLICATIONS**

Parents are to fill out ONE APPLICATION PER FAMILY. The completed application form should be returned to the cafeteria manager at the school where your youngest child is enrolled.

Those students who received free or reduced price benefits last year will begin the new school year on the same status. However, by September 22, 2009, a new application must be submitted and processed for the 2009-2010 school year, in order for benefits to continue.

**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.

**HOME / SCHOOL COMMUNICATION**

		LUNCH				BREAKFAST		
		Full Price	Full Price	Reduced		Full Price	Reduced	
		Elementary	Secondary	All Grades	Adults	All Grades	All Grades	Adults
Month	# of Days	\$ 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
<b>Total</b>	<b>176</b>	<b>\$264.00</b>	<b>\$308.00</b>	<b>\$ 70.40</b>	<b>\$528.00</b>	<b>\$ 176.00</b>	<b>\$ 52.80</b>	<b>\$352.00</b>

One of the most important things we can do to help children grow academically is to keep in touch. There are several ways we do this:

1. Student work papers are sent home every two weeks. Be sure to sign this envelope and return it to school within two days. We encourage you to add your comments to the cover sheet in each packet.

**\*\*These are the dates papers will be sent home\*\***

August 27	December 10	March 4 & 18
September 10 & 24	January 7 & 21	April 8 & 22
October 8 & 22	February 4 & 18	May 6
November 5 & 19		

2. Report cards will be given at conferences or sent home at the end of each nine week period.
3. Newsletters will be sent home monthly.
4. We welcome visits from our parents; however, we require a 24 hour notification to observe in the classroom. You may call the office to set up an appointment. This is not conference time.

### **PARENT / TEACHER CONFERENCE**

Students will be released at 1:15 p.m. at the end of the first nine week grading period so that parent/teacher conferences can be held. Please make every effort to attend this conference.

The 2009-2010 early dismissal dates for parent / teacher conferences are:

October 14, 15, 16, 2009 (Mandatory Conference)

December 16, 17, 18, 2009

March 12, 2010

May 17, 18, 19, 2010 (early dismissal only-no parent conferences)

### **PARENTAL INVOLVEMENT / HOMEWORK**

Homework promotes the development of self-discipline, good study habits, a sense of responsibility, mastery of skills, and comprehension of subject content. It is assigned on a regular basis and will vary according to the grade, subject, and instructional needs of the student. Providing a place and time for study and letting your child know that homework is his job and you expect it to be done is one of the most important ways for parents to be involved in school.

### **ZEPO**

We encourage you to be part of ZEPO (Zachary Elementary Parent Organization). The cost is \$5 per family.

## **MEDICATION AND IMMUNIZATION**

School Board policy permits us to use only soap and water and an ice pack on cuts and bruises. Medications are not to be given at school. Possible exceptions to this policy are medication for behavior modification, insect sting allergy, anticonvulsive medications, and asthmatic medication. Parents and physicians of children with the above-mentioned exceptions will be required to complete consent and doctor's order forms, which are available in the school office.

Louisiana Statute 17: 170 makes it mandatory that every child attending the Zachary Community Public Schools be properly immunized against diphtheria, tetanus, whooping cough (pertussis), poliomyelitis, measles, and rubella, or shall present supportive evidence if immunization records are incomplete. Immunizations may be obtained from your local physician or the local health unit. No student can be given medicine at school unless a consent form is completed by the parent and signed by the physician allowing medication to be administered at school.

Please note the following:

- We must have a written consent from the doctor that the medicine has to be given during school hours or kept there for emergencies.
- The medicine must be brought to school by the parent/guardian. Do not send medicine with the student on the bus.
- Medicine must be in its original container, labeled by a pharmacist.
- Any time there is a change in medication, a new consent form must be filled out. Students shall not be allowed to have medication of any kind in their possession.
- Over-the-counter medications will not be administered to students unless a signed consent form is on file.

## **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. Office personnel or the school nurse must check the child before the child may return 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.

## **TEXTBOOKS**

Textbooks are furnished by the State of Louisiana for the student's use at the beginning of the school year. Each teacher must account for each book issued to a student. The student must either return issued book(s) in a usable form or pay the full price for replacing the book(s).

If a book has been damaged beyond normal wear the student must pay damages as follows:

- a. A fine will be assessed for slightly damage books, based on the years of service of the textbooks.
- b. For fairly severe damage such as writing that cannot be removed, or nonessential pages being torn out, the student pays the total cost and may keep the book.
- c. For severe damage such as essential pages torn out and/or spine is broken; the student pays full cost of the book and may keep the book.
- d. If the student fails to return the textbook assigned, full replacement cost must be paid for that book.

## **PARTIES AND HOLIDAYS**

Each class will be allowed three parties school-wide that involve refreshments and are held during school time. These parties are Christmas, Easter, and End of the Year.

\*Student birthday parties, etc., cannot be held at school\*

School Holidays are as follows:

Labor Day.....	Monday, September 7, 2009
Teacher In-Service.....	Monday, October 12, 2009
Thanksgiving Holidays.....	Monday, November 23, 2009 through Friday, November 27, 2009
Christmas Holidays.....	Monday, December 21, 2009 through Friday, January 1, 2010
Teacher In-Service.....	Monday, January 4, 2010
Martin Luther King Day.....	Monday, January 18, 2010
Mardi Gras Holidays.....	Monday, February 15, 2010 through Tuesday, February 16, 2010
Easter Holidays.....	Monday, March 29, 2010 through Monday, April 5, 2010

## **DISCIPLINE**

Discipline is of vital importance to the educational structure. It is the training that develops self-control, character, order, and efficiency. It is the key to good conduct and proper consideration for other people. Disorderly conduct in school, on the school playground, on the school bus, or traveling between school and home will not be tolerated.

In order to guarantee all students at Zachary Elementary an excellent learning climate, students are expected to follow school and class rules.

The following general classroom rules and school expectations have been adopted by the faculty. Specific classroom rules and consequences (both positive and negative) will be sent home by each classroom teacher.

1. Listen and follow directions.
2. Keep hands, feet, and other objects to yourself.
3. Remain in your seat unless you have permission to do otherwise.
4. Bring necessary materials to class.
5. Be respectful and courteous of/to others.
6. Do not fight.
7. Have respect for authority.

In order to encourage appropriate behavior and ensure the safety of all students, those children with less than a “C” in conduct will not be allowed to participate in special activities. These activities include but are not limited to field trips, programs, and parties.

Negative consequences within the classroom will include warning, an X in the student’s conduct folder, loss of recesses, and calls to parents. After four infractions within one day or a severe disruption, the student may be sent to the office.

Positive consequences include stickers, working/behavior charts, free time, movies, treats, homework passes, positive home notes, mighty mustang slips, the Mustang Manners program, verbal praise, pats on the back, being named special helper, positive calls to parents, honors, and awards.

### **SCHOOL-WIDE DISCIPLINE PLAN**

Effective school-wide discipline needs participation and cooperation from parents, students, teachers, and the administration. This plan is initiated when attempts to correct inappropriate behavior by negative consequences or positive acknowledgment of suitable behavior have failed. (This plan excludes Zero Tolerance offenses). Upon the first referral to the office, the student is counseled by the principal or assistant principal, given time out of the classroom, and the parent is contacted. Consequences of future infractions are discussed at that time. The parent is encouraged to take action to resolve the display of inappropriate behavior.

The second referral initiates an immediate conference between student, parent, teacher, and principal before the student is allowed

to return to school. The student is not allowed to return until the conference has been concluded. The consequences are discussed for future infractions.

The third referral constitutes a suspension.

Infractions and consequences are described in the Zachary Community School System's Student Rights and Responsibilities Handbook.

### **CHARACTER TRAINING ROOM (CAT ROOM)**

The purpose of the Character Training Room is to provide an alternative to suspension whereby a student who has committed a minor infraction at school will be able to remain in school and be given an opportunity to modify his/her behavior through discipline activities, counseling, class work assignments, encouragement, and parental/guardian contacts.

### **PROMOTION POLICIES FOR GRADE 2 AND 3**

1. Readiness for the next grade will be determined by proficiency of skills according to the criteria defined by Zachary Community School District Pupil Progression Plan.
2. To be promoted in grades 2 and 3, a student must have an annual average of 70% in reading and mathematics and two other subjects. Students who have not mastered at least 70% will be referred to the SBLC for consideration of alternatives to retention.
3. Promotion or retention will be determined by the SBLC for students who have a D or F in reading or math for the 3rd or 4th nine weeks.
4. At the end of second and third grade the student is expected to be able to read and understand grade appropriate vocabulary, high frequency words and grade appropriate math skills in order to be promoted.
5. Parents will be given a review of their child's progress at each conference period and will be required to be a part of the team to plan interventions to accelerate progress when needed.
6. To be eligible to receive grades, elementary students (K-8), shall be in attendance a minimum of 160 days a school year. Elementary students, K-8, shall not be absent more than 16 days, EXCUSED AND UNEXCUSED, and be promoted to the next grade.

The responsibility for a student attending school lies with the parents or the legal guardian. If the student is chronically absent or chronically late (tardy) to school, the parent and/or student shall be referred to the Office of School and Home Relations (Child Welfare and Attendance). If attendance does not improve, the parent shall be referred to the Zachary City Prosecutor and Zachary City Court.

### **GRADING CODE:**

A = 94-100% Outstanding Achievement.

B = 88-93% Good Achievement.

C = 78-87% Satisfactory Achievement.

D = 70-77% Minimum Acceptable Achievement for passing.

F = Below 70% Does not meet minimum course requirements.

\* = ..... Working below grade placements.

### **REGULAR INSTRUCTIONAL PROGRAM COURSES**

Classroom teachers provide instruction in the following areas:

Reading, Social Studies, Language Arts, Science, Spelling, and Mathematics.

### **ANCILLARY SERVICES**

Ancillary teachers provide instruction in the following areas:

Library, Computers, Music, Guidance, Speech, Physical Education, Spanish and Art.

### **STUDENT RECOGNITION**

Our students are honored for grades, conduct and work habits, service, personal growth, citizenship, and attendance.

1. At the end of each nine weeks grading period, students are recognized for achieving A's and B's in academic subjects and/or A's and B's in conduct and work habits through Honor Roll Incentive Programs and Champions of Conduct.

2. "Champions of Conduct" is an incentive program designed to reward students who have achieved an "A" in conduct regardless of academic performance. Incentives are determined each nine weeks.

3. The "Mighty Mustang" box is a container which houses good notes from staff members. On Fridays, Mighty Mustang slips are drawn and those students receive a small prize.

4. End of the year Honors Day awards include honor roll all year, reading achievement, special academic growth, subject area achievement, courtesies, and attendance. Additional awards, such as citizenship, will be awarded to deserving students.

### **SCHOOL FEES**

Teachers will make a collection at the beginning of each school year and upon the registration of new students to cover the cost of consumable supplies and workbooks used during the school year. The fees are \$45.00 for all grades. Other charges may be assessed for special projects or programs.

## **SNACK SALES**

Snacks will be sold at a cost of fifty cents (\$.50). They will be available to 3rd grade on Monday and Wednesday; and 2nd grade on Tuesday and Thursday. Students are to only bring money on their designated days. Students will only be allowed to purchase one snack item per day.

## **STUDENT DRESS CODE AND UNIFORM POLICY**

All Zachary Community School students are required to wear a standard school uniform for the 2009-2010 school year.

The uniform will consist of the following items:

### **Uniform Shirts**

The uniform shirt is a navy blue or white, knit, short-sleeved or long-sleeved golf-style shirt with a collar. Shirts must be tucked into the pants and must be long enough to stay tucked when the arms are raised over the head. The style, will be pullover, with buttons at the top. Shirts will not be excessively stained, faded, or frayed and will not have holes or cuts.

Only white undershirts may be worn. Decals and other colors may not show through the material of the uniform shirt.

### **Uniform Slacks**

Uniform slacks will be khaki. They should be a style worn at the waist and must have belt loops. They may not be rolled at the waist or ankle, nor may they be gathered by elastic at the ankle. Pants made of denim, corduroy, or any stretch fabric are prohibited. No slacks with pockets below the hips or wind pants may be worn. Tight-fitting pants are unacceptable. No frayed hems on slacks will be allowed. All pants must be worn with a solid-black, brown, cordovan, or navy belt. Belts must be visible. Length of slacks must be to the top of the shoe.

## **UNIFORM SKIRTS**

Uniform khaki skirts, skorts, and jumpers may be worn by girls only. Skirts must be loose fitting and the length must be at least to the knee. Uniform shorts may be worn by boys and girls. Shorts may not be more than 3" above the knee.

## **SHOES**

Shoes with closed toe and closed heel are required. Loafers, oxfords, and athletic style shoes are acceptable. Boots are not allowed. Sandals, flip flops, house shoes, slippers, and similar types of shoes are not acceptable. Shoes with excessively high heels or excessively raised shoes are not permitted for safety reasons.

Socks must be worn and they must be visible. Socks must be solid white, dark blue, black or brown.

### **OVER GARMENTS**

A uniform sweatshirt (pullover or zip-up without a hood) or sweater in navy may be worn during cold weather. Large logos on sweat-shirts or sweaters are not acceptable. Coats or jackets may be worn outside during cold weather.

### **DRESS AND GROOMING CODE**

1. Caps, hats or head coverings are NOT ALLOWED on campus.
2. Hair color and styles that are a distraction to the learning environment are not permitted.
3. Male students are not allowed to wear earrings (or straws to preserve the pierced hole).
4. Students should not wear chains, leather necklaces or other jewelry which may cause injury during physical activities.
5. Sunglasses are not to be worn on school grounds, unless accompanied by a doctor's order, which must be presented to an administrator for approval.
6. Pictures or writing on book sacks, purses, jackets, etc. of an offensive, derogatory, or obscene nature is prohibited at school.

Note: Students whose grooming or clothing is inappropriate will be sent to the CAT room and will be allowed to call home to make the proper adjustments. Refer to Zachary Community Schools Student Rights and Responsibilities Handbook and Discipline Policy for uniform disciplinary procedures. Students violating set dress and grooming policies may also be subject to further disciplinary action. Regular school dress policies may be outlined and modified for special events at the discretion of the administration.

### **LOST AND FOUND**

Students are requested to properly mark all their belongings so that ownership can be easily established. The lost and found department will be located in the auditorium.

### **VISITATION POLICY**

We welcome visitors to our school! To guarantee the safety of our students, all visitors (including volunteers) must first sign in at the office and receive a Visitor's Pass before proceeding on campus. Parents who wish to observe in their child's classroom must make this request through the office at least 24 hours in advance.

This will allow the teacher to be prepared to receive an observer. Parents who observe in a classroom may only observe. They may not disrupt classroom instruction time or attempt to conference with the teacher. Unauthorized visitors are not allowed on campus at any time. Students from other schools are not allowed to visit the campus.

### **FIRE DRILLS**

An emergency evacuation map is posted in each classroom. Students should study the plan and become familiar with it. When the fire alarm is sounded, students are to walk quickly and quietly while leaving the building. Students are to stay with their teachers and await further instructions. If students are in an ancillary program, they should exit and stay with that teacher. Fire drills are held monthly.

Revision 6/09

## **SCHOOL-LEVEL TITLE I** **PARENTAL 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.

Parental 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.
  - o Involve parents in the Zachary Elementary School Improvement Team
  - o Solicit parental input at gatherings such as
    - ZEPO (Zachary Elementary Parent Organization) meetings
    - Hero Breakfast
    - Grandparents Day

Referring to the School Level Parent Involvement Policy, the school will

- Facilitate the implementation of the parental involvement policy
- Involve parents in the planning, review, and improve-

ment 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.
- Make the School Parent Involvement Policy available to the community at the Fall Open House, online through school/district websites, and through the school office
- 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 related meetings and encourage and invite them to attend through notices sent home with students, monthly newsletters, and websites. Parents unable to attend will be able to meet with the principal.

With regard to Title I programs and plans, the school will

- Inform parents about the goals and purposes of Title I, Title I programs in place at the school, related curriculum concerns, academic assessments used to measure student progress, and expected proficiency levels
- Submit to the district any parent comments on the plan
- If requested by parents, provide opportunities for regular meetings of parents and school personnel where parents may question or offer suggestions regarding Title I policies and programs
- Provide timely responses to parents

With regard to professional development, the school will:

- Provide training to school staff to strengthen parent involvement efforts relating to
  - o The value of parental involvement and contributions
  - o How to reach out to, communicate with, and work with parents as equal partners
  - o How to build ties between the parents and the school

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, including
  - o Working with ZEPO

- o Mentoring programs
- o Tutoring or homework programs
- o School facilities improvements
- o School Volunteer program
- o Honor Roll Programs

Provide materials and training to help parents work with their students to improve the student's academic performance. This will include the following:

- Family AR nights
- Destination Math and Destination Reading portal version
- Parent/Teacher conferences
- Family Art's Night
- Listing homework and school projects on the website
- References on the website for parents

Ensure that all information related to school and parent programs, meetings, and other activities is sent to parents in an understandable format.

- Provide monthly newsletters informing parents of activities and school information
- Provide a monthly newsletter with helpful parenting information to assist parents with helping their children
- Provide updated information on the school website
- Assess needs of parents, students, and teachers through online surveys
- Provide access to educational resources for parents via links on school website
- Provide other reasonable support for parental involvement activities, such as
  - o AR Night
  - o Star Student Breakfast
  - o Hero Breakfast
  - o Holiday lunches
  - o Open House
  - o Orientation

The professional staff of Zachary Elementary School will

- Assist the administration in facilitating and implementing the School Level Parental Involvement Policy and related activities
- Advise parents of their student's progress regularly through
  - o Parent Command Center
  - o Student work packets (sent biweekly)
  - o Mid nine weeks progress reports

- o Nine weeks report cards
- Be 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.



