

Copper Mill Elementary

2011-2012 Student/Parent Handbook



“Home Of The Colts”

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WELCOME

Welcome to Copper Mill Elementary. We are excited that you have chosen one of the fastest growing, top-rated districts in the state! We look forward to working with you to provide the very best educational experience for your child.

This handbook will supply you with the information you need to succeed. Our staff is passionate about the learning experience and believes every child has value and an important part to play in this process. Students reach their full potential when provided with quality instruction, encouragement, and accountability. We welcome your partnership in these areas.

Dewey Davis, Principal

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

COPPER MILL ELEMENTARY SCHOOL
MISSION STATEMENT

*“Copper Mill Elementary will assist every student in reaching his or
her maximum potential.”*

COPPER MILL ELEMENTARY
STAFF/STUDENT/PARENT/GUARDIAN COMPACT

Staff Commitment

- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress
- Provide meaningful daily homework assignments to reinforce and extend learning.
- Respect the school, students, and families.

Student Commitment

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments, and homework
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful.
- Respect the school, classmates, staff, and families.

Parent/Guardian Commitment

- See that my child is punctual and attends school regularly.
- Support the school in its effort to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Read to my child or encourage my child to read daily.
- 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.
- Respect school, staff, students, and families.

Student

Teacher

Parent/Guardian

Dewey Davis, Principal

Keisha Thomas, Assistant Principal

- Please check if the school can release your contact information to the PTO (Parent Teacher Organization). The PTO will contact you to assist you with your transition into our school system.

***This document must be signed by parents and students and returned to the students's teacher.**

ZACHARY COMMUNITY SCHOOLS

PARENT/LEGAL GUARDIAN GRANTOR OR PERMISSION FOR STUDENT PARTICIPATION

1. TO BE COMPLETED BY THE STAFF.	
DESCRIPTION OF ACTIVITY:	
DATE: FROM	TO:
2. I DO HEREBY GRANT PERMISSION FOR THE FOLLOWING STUDENT TO ATTEND AND PARTICIPATE IN THE DESCRIBED ACTIVITY.	
STUDENT NAME (please print)	
PARENT OR LEGAL GUARDIAN NAME (please print)	SIGNATURE OF PARENT OR LEGAL GUARDIAN
3 AUTHORIZATION TO PROVIDE MEDICAL TREATMENT	
THE SCHOOL OR ITS REPRESENTATIVE ARE AUTHORIZED TO RENDER NECESSARY MEDICAL TREATMENT TO THE STUDENTS LISTED ABOVE RELATIVE TO ANY INJURY SUSTAINED IN THE COURSE OF THE ABOVE ACTIVITY.	
SIGNATURE OF PARENT OR LEGAL GUARDIAN _____	
RELEASE OF MEDICAL RECORDS AND REPORTS	
4 YOU OR ANY PHYSICIAN, HOSPITAL, CLINIC OR MEDICAL CARE PROVIDER ARE AUTHORIZED TO FURNISH TO THE ZACHARY COMMUNITY SCHOOL BOARD, ALL MEDICAL RECORDS, INFORMATION, FACTS AND PARTICULARS WHICH MAY BE REQUESTED AND TO FURNISH THEM COPIES OF SUCH. THIS INFORMATION IS TO BE USED FOR THE PURPOSE OF EVALUATING AND HANDLING THIS STUDENT'S CLAIM OF INJURY AS A RESULT OF THE ACCIDENT ON THE DATE INDICATED IN SECTION 5. A PHOTOCOPY OF THIS FORM MAY BE ACCEPTED WITH THE SAME AUTHORITY AS THE ORIGINAL.	
SIGNATURE OF PARENT OR LEGAL GUARDIAN _____	
5 TO BE COMPLETED BY PHYSICIAN IN THE EVENT OF INJURY	
DATE OF INJURY: _____	
INITIAL DIAGNOSIS: _____	
SIGNATURE OF PHYSICIAN OR LEGAL GUARDIAN	DATE
NAME AND ADDRESS AND PHONE NUMBER OF MEDICAL FACILITY (Please Print Neatly)	

Dear Parents/Guardians,

The Physical Education Department at Copper Mill elementary is excited about the upcoming school year. Your child will be participating in P.E. class five days a week for 30 minutes. Please be sure your child wears appropriate shoes everyday. Shoes with heels sometimes cause accidents.

The P.E. staff is concerned about your child's overall health. We need to be aware of any physical problem that might interfere with your child's participation in P.E. class. Please fill in the information below and return it to school immediately.

Also, if during the school year your child cannot participate in P.E. for a sort period of time due to an illness, injury, or any other reason, a note should be sent to their P.E. teacher. If your child will be out of P.E. for more than three consecutive days, a doctor's excuse is required.

Thank you for your cooperation in this matter. We look forward to a safe and successful year.

Copper Mill Physical Education Staff,
Coach Stephens
Coach Bertrand
Coach Massey
Coach Adams

Student's Name _____

Homeroom Teacher _____

My child does not have any medical condition that would interfere with his/her participation in a daily physical education class.

My child has the following medical condition that needs to be considered during participation in a daily physical education class.

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Allergies | <input type="checkbox"/> Bleeding Problems |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Shunt |
| <input type="checkbox"/> Vision | <input type="checkbox"/> Sickle Cell Anemia |
| <input type="checkbox"/> Hearing | <input type="checkbox"/> Heart Disease |
| <input type="checkbox"/> Seizures | <input type="checkbox"/> Asthma |
| | <input type="checkbox"/> Other |

Please explain any medical problems, if any are checked above:

Parent/Guardian Signature _____

Date _____

Phone _____

STUDENT REQUEST FOR SCHOOL COUNSELING

Date: _____

I, _____, would like to see the counselor
(Name)

about _____
_____.

I am in _____ homeroom class.
Teacher's Name

- Emergency: Must see you TODAY!
- Very Important: Please see me within a week.
- Important: Please include me in your schedule as soon as you have time

STUDENT REQUEST FOR SCHOOL COUNSELING

Date: _____

I, _____, would like to see the counselor
(Name)

about _____
_____.

I am in _____ homeroom class.
Teacher's Name

- Emergency: Must see you TODAY!
- Very Important: Please see me within a week.
- Important: Please include me in your schedule as soon as you have time

ABOUT PARENT COMMAND CENTER

<http://jpamsweb.zacharyschools.org/jpweb/>

The Parent Command Center is a web-based portion of our JPAMS student information system that allows parents to login securely and view information about their child's attendance, discipline, class conduct, schedule, report cards, curriculum and assignment grades. To establish an account, parents are required to login to the Parent's Command Center and register as a new user. The required fields are Last Name and Social Security Number. This is the PARENT'S LAST NAME as reported to the school and the LAST 5-DIGITS OF THE STUDENT'S SOCIAL

Parent's Communication Center Registration

ED GEAR
DOE
TOPS
Website

New User Registration

Fields shown in RED are required.

Relationship Information

Name Information
First Name
Middle Name
Last Name
Last 4 Digits of SS # xxx-xx-

Address Information
Address

City
State
Zip

SECURITY NUMBER. After registering, parents will access information using their username and passwords. Once logged in, parents

may click on the tabs to access Attendance, Conduct, Discipline, Grades and Progress information where applicable.

Back Forward Stop Home Search Favorites Media Mail Print

Address <http://66.20.57.194:8000/JWeb/welcome.jsp> Go Links

Parent's Command Center

Edgear - Software that empowers Educators

Attendance Conduct Discipline Grades Progress Transcript

Welcome to the Parent's Command Center WILL LOFTON.
From here you can view student information for:

- Name: JUNIOR LEWIS
- Student ID#: 0111328

Click on a tab above to see the desired information.

To select a new student click [here](#).

[Exit JWWeb](#) [Home](#) [Help](#) [Terms](#) [Demographics](#)

Parent's Command Center - Microsoft Internet Explorer

Address: http://66.20.57.194:8000/JWeb/jsp/grades/grReportCard.jsp

Parent's Command Center

Edgear - Software that empowers Educators

Attendance Conduct Discipline **Grades** Progress Transcript

ALPHA SCALE	
A = 3.500 - 4.000	
B = 2.500 - 3.499	
C = 1.500 - 2.499	
D = 1.000 - 1.499	
F = 0.000 - 0.999	

EDGEAR SCHOOL FOR THE GIFTED

REPORT CARD

NUMERIC SCALE	
A = 92.500 - 100.000	
B = 84.500 - 92.499	
C = 73.500 - 84.499	
D = 64.500 - 73.499	
F = 0.000 - 64.499	

STUDENT: BUBBA LEWIS SIDNO: 0968198 DATE: 07/28/2005
 PRINCIPAL: MR. WILL LOFTON HOMEROOM: MOSELEY ROBERT GRADE: 09 YEAR: 0405

CR	SUBJECT	P1	P2	P3	E1	SEM 1	P4	P5	P6	E2	SEM 2	FINAL	TEACHER
01	Course Name 1	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	Teacher Name
02	Course Name 2	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	Teacher Name
03	Course Name 3	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	Teacher Name
04	Course Name 4	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	Teacher Name
05	Course Name 5	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	Teacher Name
06	Course Name 6	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	Teacher Name
07	Course Name 7	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	Teacher Name

Address: http://66.20.57.194:8000/JWeb/jsp/discipline/index.jsp

Parent's Command Center

Edgear - Software that empowers Educators

Attendance Conduct Discipline **Grades** Progress Transcript

Discipline History

2004-2005 School Year

Referral #1 (04/14/2005 at 12:40, Rene A. Rost Middle School)

Location: CATWALK FROM PE.

INCIDENT

00 Conduct and habits... [truncated]

Current Year grading period ending grades are shown on the Grades tab.

Progress shows grades for assignments within the grading periods.

Discipline is listed with the most recent transaction or referral first.

The Program will not allow access to any students flagged not to display info on the web or any guardian flagged not to allow view student information.

If you experience difficulty receiving current information, please let the webmaster know.

ZACHARY COMMUNITY SCHOOL BOARD

SCHOOL CALENDAR

August 8	Teachers return Beginning of School Year
August 11	First Day for Students
September 5	Labor Day Holiday (No School)
October 10	Columbus Day Holiday (Fall Break No School)
October 11	Teacher Inservices/Parent-Teacher Conferences (No Students, Para, Café)
October 14	End of 1st 9 weeks
November 21-25	Thanksgiving Holidays (No school)
December 16, 19-20	Middle and High School Exams /Early Dismissal All Schools
December 21-31	Christmas/New Year Holidays
January 2-3	Christmas/New Year Holidays continue (No School)
January 4-5	Employee -In Service (No School for Students)
January 6	Students Return End of 2nd 9 weeks
January 9	Second Semester Begins
January 16	Dr. Martin Luther King Jr Holiday (No School)
February 20-21	Mardi Gras Holiday (No School)
March 13	End of 3rd 9 weeks
March 20	Phase 1 Statewide testing
April 2-6, 9	Spring Break/Easter Holiday (No School)
April 12-13, 16-17	Phase II statewide testing
April 23- May 18, 2012	End of Course Testing
May 18, 21-22	Middle & High School Exams Early dismissal all school
May 22	Last Day for Students End of 4th 9 weeks

GRADING PERIODS

1st 9 weeks:	August 8, 2011 - October 14, 2011
2nd 9 weeks:	October 17, 2011 - January 6, 2012
3rd 9 weeks:	January 9, 2012 - March 13, 2012
4th 9 weeks:	March 14, 2011 - May 22, 2011

SCHOOL HOURS

School begins at 8:20 a.m. and dismisses at 3:15 p.m.

ARRIVAL

Students must not arrive before 8:00 a.m. as there will be no teachers on duty before that time.

Bus riders will unload on the west side while car riders will unload on the south side (pond side) of the school. Upon arrival, students are to report to the area assigned for each grade level. Students who eat breakfast at school are to eat breakfast first and then report to their assigned area. The assigned area for students is the

hallway area near the door of their homeroom class or an area designated by the teacher..

Tardy students must report to the office for an admit slip so they can be admitted to class. Students are tardy if they arrive in class after 8:20 a.m.

DEPARTURE

The procedures for dismissal must be adhered to for the safety and protection of all students. Bus riders will board buses on the west side of the school. Car riders will load on the south side (pond side).

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

CHECKING OUT

Parents wishing to check students out early must come to the office and sign the check-out list. We will call the child on the intercom. Please do not go to the classroom to get your child. (Make us aware of any restrictions on who may pick up your child). No check outs after 2:45 p.m. or the last 30 minutes of early release. Parents are not allowed to remove children from the buses.

We ask that you do not call and ask that we deliver messages to students unless it is an emergency. No changes in transportation will be allowed over the phone. Students will not be allowed to bring younger brothers, sisters, relatives, or friends to school at any time during school hours. This also applies to field trips.

Any parent or visitor must check in and out at the office and receive a visitor's pass before going past the office area. A Louisiana photo identification or Driver's License is required.

SCHOOL ATTENDANCE / EXCUSE POLICY

School attendance is very important. The following is the revised policy received from the Zachary Community School Board regarding school attendance for elementary students.

Pre-K through Eighth Grade students will not be allowed to exceed ten (10) absences each school year. Absences of two or fewer consecutive school days due to personal illness or serious illness in the family may be validated by a parent written excuse note. If a student is absent for three (3) or more consecutive days, a student must present a note from a physician, nurse practitioner, or dentist to be excused.

These guidelines will not allow students to be excused for vacations or other family trips.

If a student is absent due to illness, a note from the parent must be sent within 5 days following the students return to school. A child recovering from a mild illness will be excused from P.E. with a par-

ent 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.

A student absent for two days or less is responsible for getting their assignments upon their return to school. Parents may contact the office to arrange for classwork / homework for students missing three or more consecutive days.

SCHOOL TARDY POLICY

This policy is needed for the following reasons:

1. When students enter a class late, this interrupts instructional time. (The teacher must stop instruction to receive the students).
2. When students arrive late, they don't have the opportunity to get their supplies ready for the day's work.
3. When students arrive late, they have missed instruction. (Directions and procedures have to be repeated).

After a student has 2 unexcused tardies, the student's tardy record is submitted to the administration for disciplinary action:

3 tardies = Character Class

After two assignments to the Character Class, students will be suspended pending parent conference with an administrator.

*** Tardies are only excused with doctor's notes.**

*** Students are tardy, if they arrive after 8:20 a.m.**

BUS PRIVILEGES

The privilege of riding the bus is conditional on proper behavior and observance of rules and regulations. Disciplinary problems or safety violations may result in loss of riding privileges. All unacceptable behavior is reported to the principal. A student can be removed immediately from a bus if he or she is disrespectful to the driver, fights, curses, or participates in any action on the bus that will endanger the safety and health of others. When a student is removed from the bus, transportation becomes the responsibility of the parent or guardian. In addition, students removed 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 or an extension of the current bus suspension.

BUS RULES

1. Students must remain seated at all times.
2. Students must conduct themselves in a quiet, orderly manner.
3. Students must obey the bus driver.

*For more specific rules, see Zachary Community Schools Rights and Responsibilities Handbook

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

1st Offense: Student will be warned and counseled.

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.

Note: Major offenses will result in more severe punishment such as suspension/expulsion from school. Any misbehavior on the bus, walking to or from the bus stop, or going to or returning from school, may result in temporary or permanent loss of bus riding privileges. In this case, transportation to and from school becomes the responsibility of the parent/guardian.

DISCIPLINE

Good discipline is essential in any teaching situation. Every teacher is authorized to hold every pupil to a strict accountability for his conduct. Disorderly conduct in school, on the school playground, on the school bus, or traveling between school and home will not be tolerated.

Discipline is of vital importance to the educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, a student will form a correct attitude toward it and not only do his part in making school an effective place of learning, but also develop the habit of self-restraint which will make him a better person.

In order to guarantee all students at Copper Mill Elementary an excellent learning climate, students are expected to follow school and class rules. The following code of conduct has been adopted by the faculty. Specific classroom rules and consequences (both positive and negative) will be determined by the classroom teacher. The Copper Mill Code of Conduct is:

- We will give our best.
- We will operate with honesty.
- We will honor others.
- We will act responsibly.

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, parties, and clubs.

***The administrative staff may prohibit students from attending school-based activities for the following reasons:**

1. Chronic disruptive behavior.
2. One or more suspensions or assignments to Character Class.
3. Excessive tardies.
4. Excessive incidents of no homework turned in.
5. Excessive incidents of not doing class work.

• STUDENTS MAY NOT HAVE TOYS AND ELECTRONIC DEVICES (CELL PHONES, BEEPERS, IPODS, ETC. ON SCHOOL PROPERTY, OR ON THE SCHOOL BUS.

• The possession of a dangerous weapon at school will result in a recommendation for expulsion.

• Any student or non-student found guilty of carrying a firearm on a school campus or school bus shall be imprisoned at hard labor for up to five (5) years. (L.E.S.-14:95.2)

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

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 offences).

Upon the first referral to the office for a minor offense, 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. The student may be paddled.

Note: Major offenses may result in more severe punishment

such as suspension or expulsion.

CHARACTER CLASS

Students who have committed a minor infraction may be assigned to Character Action Training (CAT). The Character Class is a self-contained program that is an extension of the regular classroom. Students assigned to Character Class receive instruction on proper character and may be allowed to complete class assignments.

STUDENT DRESS CODE AND UNIFORM POLICY **All Zachary Community school students are required to wear a standard school uniform.**

The uniform will consist of the following items:

General Appearance

The object of the dress code is to create a safe environment that will be conducive to learning and not disrupt or detract from the educational process. Any dress or grooming that attracts undue attention, disrupts school, or detracts from the learning process is unacceptable.

*The final interpretation of the dress code will be at the discretion of the administrators as to whether or not the infraction will impair the learning environment.

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. Shirts other than white may not be worn. Decals and other colors may not show through the material of the uniform shirt. Long-sleeved shirts over or under the uniform shirt are not allowed.

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.

Tightfitting pants are unacceptable. No frayed hems or cuts on slacks will be allowed. **All pants must be worn with a solid black, brown, cordovan, or navy belt. Belts must be visible (since elementary students do not dress out for PE, large or unusually shaped belt buckles should not be worn to school).** Length of slacks must be to the top of the shoe.

*****No sagging pants will be allowed.**

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, crocs, tennis shoes with wheels, 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. Females may substitute neutral-colored stockings for socks. Leggings may not be worn.

Over Garments

If a jacket, coat, sweatshirt, etc. is worn in the building, it should be black, brown, khaki, gray, navy or white. Logos cannot be more than 2 inches. Please place your child's name on outer garments.

Exceptions

Boy Scout and Girl Scout uniforms may be worn to school on the day of a scheduled scout meeting.

DRESS AND GROOMING CODE

1. Caps, hats, or head coverings are **NOT ALLOWED** on campus.
2. Hair must be clean, neat, and of a manageable length. Hair at or below the eyebrows is not allowed. Hair may not be longer than the collar on the back of male students. Students whose hair is too long in the opinion of the administration will be notified and given a day to correct it before being sent to the CAT room. Natural hair colors only! No writing, symbols, carvings or mohawk hair styles. No feathers or colored hair threads.
3. Male students are not allowed to wear earrings of any kind, including studs or staws to preserve the pierced holes. Band

aids or tape covering the piercing is also prohibited.

Earrings for girls should be stud type only.

4. Students may 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 (e.g. alcohol, tobacco, drugs, weapons, skulls, blood, etc.).
7. Writing on arms or other body parts or clothing with pens or markers is prohibited.
8. No hats are to be worn inside the building.
9. No rolling booksacks allowed. Female students may have a small "clutch" purse at school. Maximum size for purse is 6" tall and 10" long.

Note: Students whose grooming or clothing is inappropriate will be sent to "Character Action Training" and allowed to call home to make the proper adjustments. Three uniform infractions in a grading period will result in character class. 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.

REGULAR INSTRUCTIONAL PROGRAM COURSES

Classroom teachers provide instruction in the following areas: Reading, Social Studies, Language Arts, Science, Spelling, Art, and Mathematics.

ANCILLARY SERVICES AVAILABLE

Ancillary teachers provide instruction in the following areas: Library, Computers, Music, Spanish, Guidance, Speech, Physical Education, and Special Education.

GRADING CODE

A = 93-100% Outstanding Achievement.

B = 85-92% Good Achievement.

C = 75-84% Satisfactory Achievement.

D = 67-74% Minimum Acceptable Achievement for passing.

F = Below 66% Does not meet minimum course requirements.

* =Working below grade placements.

TEXTBOOKS

Textbooks are furnished by the Zachary Community School Board for the student's use at the beginning of the school year. This is done with the hope that this major investment will be properly safeguarded. Each teacher must account for each book issued to a student. The student must either return the book(s) issued in a usable form or pay the full price for replacing the book(s). A fine will be charged for slightly damaged books.

HOMEWORK POLICY

The business of your child's education is a joint venture that involves school personnel, students, and parents. Each has a vital role. 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.

HOME / SCHOOL COMMUNICATION

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 31	September 14	September 28
October 12	October 26	November 9
November 30	December 14	January 25
February 8	February 22	March 7
March 21	April 25	May 9

2. Teachers will maintain a website linked to the Copper Mill site. This site will provide parents with information on assignments, class announcements, and a contact point for email. Please notify the webmaster should you have difficulty accessing current information from our website.
3. Report cards will be given at conferences or sent home at the end of each nine week period.
4. Newsletters will be sent home monthly.
5. We welcome visits from our parents; however, we ask that you plan visits at a time convenient to the teacher. You may make arrangements with the teacher personally or you may call the of-

fice to set up an appointment. This policy will be advantageous to both the teacher and student as valuable class time will not be consumed.

6. We encourage you to be part of the Zachary Elementaries Parent Teacher Organization. We plan to provide meetings for you that are informative.
7. Please be sure the school has the name and phone number of someone who can come to school and pick up your child in case of an accident or illness. We have no facility to keep sick or injured children at school. It is critical that we have an emergency telephone number should such a situation occur.

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

Discuss with your child what he should do in the event of an emergency school closure. If that happens, radio and TV stations will keep the public informed. We will dismiss school only when notified by the Zachary Community School Board. You will also receive a phone call from the "One Call Now" notification system regarding the school district's decision on emergency situations. Be sure that your phone number(s) are updated at all times.

Children are permitted to use the school telephone only when there is an emergency. Books, paper, or other school supplies forgotten at home will not be considered an emergency.

Consumable fee is \$25. This fee must be paid at orientation. The fee will include workbooks, in class projects, and teacher's organizational items (notebooks, folders, binders, etc.) Other charges may be assessed for special projects, programs or field trips.

Due to the process of money collecting, no money will be taken in the office.

No refunds will be given if a student cannot go on a field trip due to behavior.

A separate check must be written for field trips, lunch, etc. You cannot put more than one fee per check.

PARENT / TEACHER CONFERENCE

Parent/Teacher conferences will be held on October 11. Specific times will be sent home by the teacher. Additional parent/teacher conferences may be set upon request of parent or teacher.

PARTIES AND HOLIDAYS

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

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

No balloons, flowers, cakes or cupcakes are permitted. No deliveries of any kind will be accepted.

A book may be placed in our library collection honoring your child's birthday. Please see our website for details.

School holidays are as follows:

Labor Day Holiday	September 6
Parent Teacher Conference	October 12
Thanksgiving Holidays	November 22-26
Christmas Holidays	December 20 -January 2
Teacher In-service	January 3
Dr. Martin Luther King Jr. Holiday	January 17
Mardi Gras Holidays	March 7-8
Easter Holidays	April 22-29

CAFETERIA

Both breakfast and lunch are served each day (breakfast is optional). The cost of breakfast will be \$1.25 for full price and \$.30 for reduced price for all grades. Lunch is served at a cost of \$1.75 per day for full price and \$.40 per day for reduced lunches.

METHOD OF PAYMENT:

On-line credit card payment through School Payment Solutions, cash, or check.

MAKE CHECKS PAYABLE TO:

Zachary Community School Board Child Nutrition Program (ZCSBCNP).

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.

MEAL PAYMENTS DUE:

Breakfast and lunches must be paid in advance by the week, month, or semester. **NO SCHOOL MEAL CHARGES WILL BE PERMITTED.** Payment is made directly to the cafeteria. Students may bring lunch payments to the cafeteria upon arrival. Students will not be allowed to participate in field trip or other optional activities if lunch money is owed.

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 21, 2011, a new application must be submitted and processed for the 2011-2012 school year, in order for benefits to continue.

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.**

2011-2012 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.

		LUNCH				BREAKFAST		
		Full Price	Full Price	Reduced		Full Price	Reduced	
		Elementary	Secondary	All Grades	Adults	All Grades	All Grades	Adults
Month	# of Days	\$ 1.75	\$ 2.00	\$.40	\$ 3.35	\$1.25	\$.30	\$ 2.00
Aug.	15	\$26.25	\$30.00	\$6.00	\$ 50.25	\$18.75	\$ 4.50	\$ 30.00
Sept.	21	36.75	42.00	8.40	70.35	26.25	6.30	42.00
Oct.	19	33.25	38.00	7.60	63.65	23.75	5.70	38.00
Nov.	17	29.75	34.00	6.80	56.95	21.25	5.10	34.00
Dec.	14	24.50	28.00	5.60	46.90	17.50	4.20	28.00
Jan.	17	29.75	34.00	6.80	56.95	21.25	5.10	34.00
Feb.	19	33.25	38.00	7.60	63.65	23.75	5.70	38.00
Mar.	22	38.50	44.00	8.80	73.70	27.50	6.60	44.00
Apr.	15	26.25	30.00	6.00	50.25	18.75	4.50	30.00
May	16	28.00	32.00	6.40	53.60	20.00	4.80	32.00
Total	175	\$306.25	\$350.00	\$70.00	\$586.25	\$218.75	\$52.50	\$350.00

SCHOOL FEES

Consumable fee is \$25. This fee must be paid at orientation. The fee will include workbooks, in class projects, and teacher's organizational items (notebooks, folders, binders, etc.) Other charges may be assessed for special projects, programs or field trips.

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.
2. "Champions of Conduct" is an incentive program designed to reward students who have achieved an "A" in conduct and work habits regardless of academic performance. Incentives are determined each nine weeks. Character class assignment, suspension, or other disciplinary actions disqualify a student from participating in Champions of Conduct.
3. The "Purple Box" is a container which houses good notes from staff members. When a student is deemed worthy, he gets two notes; one for the "Purple Box" and one to take home. On Fridays, five notes are drawn and those students get to select a prize.
4. End of the year honors day awards include honor roll all year, reading achievement, special academic growth, subject area achievement, courtesy, and attendance. Additional awards, such as flag patrol and citizenship, will be awarded to deserving fifth graders.

FOUNDATION ASSISTING ZACHARY EDUCATION

(F.A.Z.E.)

In the past, we have depended on federal, state and parish funds for basic academic needs. Unfortunately, the government alone can no longer meet all of the expenses of public education. A foundation has been organized in Zachary to assist the public schools with their academic material needs. The Foundation Assisting Zachary Education, or F.A.Z.E., is a committee formed by Zachary citizens who all share a heartfelt interest in our community's schools. The funds donated to this non-profit organization will be distributed in their entirety to the schools on a per capita basis. The principal of each school will submit purchase requests to the foundation. A

report on all funds will be made available annually.

There will be a fund drive annually for F.A.Z.E. You will receive a letter from the foundation telling you about the organization, along with a return envelope for your convenience in sending your donation. The drive will be held during July, and August; however, the foundation will be accepting donations year round. We urge you to send in your donation as soon as possible so that the funding will be a success in the 2011-2012 school year. Any amount you can contribute will be greatly appreciated and will help your child's school in some way.

The prosperity and happiness of a successful community depends on its youth. Let's maintain the pride and character of Zachary by giving our young people a good start with a good education.

Donations made payable to F.A.Z.E. may be mailed to:

Foundation Assisting Zachary Education

P.O. Box 87

Zachary, Louisiana 70791-0087

SCHOOL IMPROVEMENT TEAM (S.I.T.)

The School shall establish a School Improvement Team to serve in an advisory capacity to the school principal and to assist in the development of the education program and in the preparation and evaluation of the school improvement plan.

Composition of School Improvement Team:

Team members shall include the school principal and approximately 13-15 members, plus ad hoc subcommittees as needed, balanced as to number of teachers, education support employees, students, parents, business, and community representatives.

For information on the current School Improvement Team or to view a copy of the School Improvement Plan, please contact the school office.

School Programs

Positive Affirmation Programs:

Creating an environment conducive to learning not only involves consistent discipline but also positive affirmation of appropriate behavior. Listed below are some of the programs designed to affirm and encourage students.

Purple Box: The purple box was designed to "catch" students displaying positive behavior. Two purple box slips are to be filled out for each incident. One slip is given to the student to place in the purple box, located in the office. The other slip is given to the student to take home. A teacher may place up to five names in the box per week. Each Friday, several names are drawn out of the

box by the principal. All names in the box are not drawn and the box is cleared each week. Students selected receive a prize from the office.

Star Students: Each month each teacher will select a star student. This student's picture will be displayed in the office. These students will also receive other recognition at school. Students should be selected on the basis of achievement, attitude, character, or effort. It is the responsibility of the teacher to keep up with who is selected as star student.

Champions of Conduct: These students are recognized in a similar fashion to our Honor Roll students. Champions of Conduct students are recognized for achieving an "A" in conduct for the nine week grading period. These students cannot have suspensions or character class assignments.

Other School-Wide Programs/Clubs

Accelerated Reader: Students have the opportunity to read Accelerated Reader books, take a quiz on the book, and earn points upon completion of the quiz. Incentives are given for accumulating AR points. At the end of the school year, a special award is given to the top 4th and 5th grader.

4H Club: Membership is available for 4th & 5th graders. Academic and conduct guidelines are covered during the 4H enrollment period.

Beta Club: Students, who have earned a 3.5 GPA using the grades from third, fourth, and the first nine weeks of fifth grade, are invited to become a part of BETA. Students must maintain their GPA and must also exhibit outstanding character and self-discipline. Invitations are given to 5th grade students.

COPPER MILL ELEMENTARY
SCHOOL-LEVEL TITLE I PARENT INVOLVEMENT POLICY
2011-2012

The administration, staff, and parents of Copper Mill Elementary believe that the improved academic achievement of each student is a responsibility shared by the entire school community, including the school district, school, community members, school administration, staff, students, and parents.

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 – Copper Mill Elementary will:

- Provide a high quality curriculum and instruction in a supportive and effective learning environment enabling students to meet the state academic standards. Copper Mill will provide this environment by ensuring that every student has access to:
 - o High quality teachers
 - o Adequate academic resources
 - o Suitable facilities
 - o Organized instructional time
 - 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 Copper Mill School Improvement Team process
 - o Solicit parental input at parent gatherings such as
 - ZEPTO (Zachary Elementary Parent Organization) Meetings
 - Grandparents' Night
 - LEAP and iLEAP Parent Meetings
 - Star Student Breakfasts
 - Orientation/Open House
 - Web Response

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

- Facilitate and implement the parent involvement policy.
- Involve parents in the planning, review, and improvement of the

policy by inviting them to take part in developing the School Improvement Plan (SIP). (Parent representatives on the SIP will solicit parental response to the SIP).

- Provide the policy in an understandable and uniform format. Make the School Involvement Policy available to the community by:
 - Discussion and review at the fall Orientation/Open House
 - Include the Parental Involvement Plan in the Copper Mill Handbook

With regard to parent meetings, Copper Mill Elementary will:

- Provide opportunities for parent/teacher conferences
- Host an annual meeting at the fall Orientation/Open House to inform parents of their school's participation in Title I, the requirements of Title I, and the right of parents to be involved.
- Provide updates on participation in Title I and opportunities for involvement at scheduled parent organization meetings.
- Inform parents of the meeting and encourage and invite parents to attend.

With regard to Title I Programs and Plans, Copper Mill Elementary will:

- Inform parents at the fall Orientation/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 the school where parents may offer suggestions and ask questions regarding Title I policies and programs.
- Administrators will provide timely responses to parent's suggestions and questions.
- Communicate school improvement goals through the "parent link" on the school website.

With regard to professional development, Copper Mill Elementary will:

- Provide training to school staff to strengthen parent involvement efforts relating to:
 - Valuing contributions of parents
 - Reaching out to, communicating with, and working with

parents as equal partners.

- o Implementing and coordinating parent programs
- o Building ties between parents and the school

With regard to the coordination with other programs, Copper Mill Elementary will:

- Collaborate with community agencies and businesses to provide activities that encourage and support parents in more fully participating in the education of their student; including specific activities such as:
 - o Sponsorship of programs to encourage parents to be involved on campus (Star Student Breakfast, etc)
 - o Working with ZEPTO
 - o Volunteering at school
 - o Participating in School Programs (Honor Roll, Champions of Conduct, Star Student, etc)
- Provide materials and training to help parents work with their child to improve the child's achievement, such as literacy training and using technology, to foster parental involvement
 - o Offer multiple LEAP parent workshops
 - o Offer multiple iLEAP parent workshops
 - o Homework and projects will be listed on the school's website
 - o Technology help will be listed on parent resources page on the school's website.
 - o Current Events Conversation – Students will participate in current event activities and then involve their parents in conversations on a given topic

Partnership programs – Parents and students work together on current event projects

- Ensure that all information related to school and parent programs, meetings, and other activities is sent to parents through school newsletters and the school's website.
- Provide such other reasonable support for parental involvement activities as parents may request through:
 - o Parent Command Center where parents have “on-line” access to grades, attendance, and discipline reports.
 - o Parent workshops on testing
 - o Star Student Breakfast – A breakfast for students and parents to discuss student achievement and efforts by the school and families to meet academic goals.
- Provide access to educational resources for parents to use together with their students through:
 - o Educational resources listed on parent resources page of Copper Mill's website.

- o Parent resources section in library
- o Literacy training
 - Parents will meet with students and staff prior to the start of school (at orientation) to receive literacy strategies.
 - Book Sharing – Students will select a book to share with their parents as they demonstrate various reading strategies.

The staff of Copper Mill:

- 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 with:
 - o Web-based Parent Command Center (an informational pamphlet will be available with directions and tips; a “working station” will be set up in the computer lab at orientation; parent technology classes designed for instruction will be provided, if needed)
 - o Bi-monthly student work samples sent home
 - o Mid-nine weeks progress report
 - o Report cards each nine weeks
- 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 through:
 - o Opportunities to volunteer in the classroom
 - o Opportunities to participate in field learning activities.

Positive Behavior Interventions and Support (PBIS) is a school-wide strategy for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning. Our Copper Mill Code defines our behavior expectations in our school. You will see these expectations posted throughout the school and your child will be learning them during the first days of school. Please take an opportunity to talk with your child about the expectations at school and the importance of continuing to demonstrate the Copper Mill Code. With your continued support and involvement, Copper Mill Elementary will remain a school where students can excel. The following chart shows the expectations along with what the particular behaviors should look like as students demonstrate the Copper Mill Code.

Settings and Expected Behaviors					
Expectations Copper Mill Code	Cafeteria Rules	Hall Rules	Commons/ Playground Rules	Restroom Rules	Bus Area Rules
<i>We will give our best</i>	Use your 6 inch voice.	Read or study. Travel in a straight line.	Use playground equipment appropriately & safely.	Quickly enter and exit after using the restroom.	Face the front.
<i>We will operate with honesty.</i>	Wait your turn to be dismissed.	Take care of morning business (restroom, library, lunch payments) & return to area promptly.	Freeze when whistle blows and wait to line up.	Use sinks & toilets appropriately.	Sit in assigned seat.
<i>We will act responsibly.</i>	Leave your area clean. 1 pump of soap 2 presses for towels	Move quickly to your area.	Keep hands, feet, and objects to self.	Flush toilets, wash hands, put trash in garbage.	Walk to and from bus. Stay seated on bus.
<i>We will honor others.</i>	Keep your place in line. Respect the teacher.	Be silent in hallway. Respect the teacher.	Share equipment with others. Take turns when playing games. Respect the teacher.	Be silent. Give privacy to all.	Obey the bus driver. Keep hands, feet, and objects to self. Use 6 inch voices.

MOODLE INSTRUCTIONS FOR STUDENTS

Step 1: Login

Go to: <http://moodle.zacharyschools.org> or click the Teacher Web Pages on the CMES website.

Student login

Login: Same as Novell login without the .s

Sample Username: jsmith2009

Sample Password: js1234

If you have already created a login at the Moodle login screen, it will be deleted. You will use the one created for you. If you experience any problems logging in, DO NOT create an account. If you have problems logging in using the correct login please see Mrs. Bellue in the library to get your proper login created.

Step 2: Changing Your Profile

When you login, your name will be linked at the bottom of the screen. Click on your name and it will bring you to your Profile page. Choose Edit profile. Delete this “fake” email address because it doesn’t exist. Please insert your personal email address. You may also browse and upload a picture of yourself under “Edit Profile” After you have done these things, select Update profile.

Step 3: Enrolling in Your Classes

Once you have successfully logged in, find your courses. Be sure to choose the correct teacher and course. When you click the course, Moodle will ask if you want to enroll in this course. Click Yes.

Online Discussion ETIQUETTE in Moodle:

Students must understand that Moodle is a Virtual Learning Environment. It allows students to blog, chat, and interact with each other and their teachers through online discussions. There are rules the students must follow.

Remember to treat each other with respect online as well as at school. Never attack or bully others while blogging or having online forum discussions. Personal attacks on others will lessen your own character and can cause problems that can easily be avoided.

In online academic discussions, avoid using slang. This is an academic environment and your grammar must be reflective of how you are to write and speak at school or in any academic setting.

2011-2012
COPPER MILL ELEMENTARY
SCHOOL-LEVEL TITLE I
PARENTAL INVOLVEMENT POLICY

Suggestions for Improvements

I have received a copy of the 2011-2012 Copper Mill Elementary School Level Title I Parental Involvement Policy and was given an opportunity to offer suggestions for improvements.

Child's Name Grade

Teacher

Parent's Signature Date

