

Copper Mill Elementary

2006-2007 Student/Parent Handbook



“A Proud New Beginning”

WELCOME

Welcome to Copper Mill Elementary. We are excited that you have chosen one of the fastest growing, top-rated districts in the state! As we open our doors for the first time, Copper Mill becomes the newest member of the Zachary Community School System.

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

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ZACHARY COMMUNITY SCHOOL BOARD **SCHOOL CALENDAR**

August 9, 2006	BEGINNING OF SCHOOL YEAR FOR TEACHERS
August 10, 2006	School Planning / In-Service (Students do not attend)
August 11, 2006	FIRST DAY OF SCHOOL FOR STUDENTS
September 4, 2006	LABOR DAY HOLIDAY (School Closed)
October 13, 2006	END OF FIRST NINE WEEKS
November 6, 2006	Teacher In-Service Day (Students do not attend)
November 20, 2006 through November 24, 2006	THANKSGIVING HOLIDAYS
December 21, 2006	END OF SECOND NINE WEEKS & END OF FIRST SEMESTER
December 22, 2006 through January 5, 2007	CHRISTMAS HOLIDAYS
January 8, 2007	BEGINNING OF SECOND SEMESTER School Planning / In-Service (Students do not attend)
January 9, 2007	1st day of 2nd semester for students
January 15, 2007	MARTIN LUTHER KING HOLIDAY
February 19, 2007 through February 20, 2007	MARDI GRAS HOLIDAY (School Closed)
February 21, 2007	Teacher In-Service Day (Students do not attend)
March 15, 2007	END OF THIRD NINE WEEKS
March 19, 2007 through March 23, 2007	LEAP / i LEAP Testing
April 6, 2007	EASTER HOLIDAYS AND SPRING BREAK
May 24, 2007	STUDENTS LAST DAY OF SCHOOL
May 25, 2007	END OF FOURTH NINE WEEKS & SECOND SEMESTER TEACHERS LAST DAY OF SCHOOL

GRADING PERIODS

1st 9 weeks:	August 11, 2006 - October 13, 2006
2nd 9 weeks:	October 14, 2006 - December 21, 2006
3rd 9 weeks:	January 9, 2007 - March 15, 2007
4th 9 weeks:	March 16, 2007 - May 25, 2007

EARLY DISMISSAL 12:55 P.M.

PARENT / TEACHER CONFERENCES

October 19, 20, 2006 (Thurs. & Fri.)
December 19, 20, 21, 2006 (Tues., Wed., & Thurs.)
March 26, 2007 (Mon.)
May 22, 23, 24, 2007 (early dismissal only)

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

MISSION STATEMENT

“Through partnership with our students, community, and staff, we will prepare students for lifelong learning.”

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.

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). Walkers and bike riders will depart only after the buses have departed.

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). Check outs must be made prior to 2:45 p.m.

We ask that you do not call and ask that we deliver messages to students unless it is an emergency. Students will

not be allowed to bring younger brothers, sisters, relatives, or friends to school at any time during school hours.

Any parent or visitor must check in and out at the office and receive a visitor's pass before going past the office area.

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.

"Elementary children must be present a minimum of 160 days to be eligible to receive credit for the courses taken. Students may miss no more than 16 days to be eligible for promotion to the next grade. Exceptions 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."

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., 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.

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 3 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.

*** Tardies are only excused with doctors' 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.

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.

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 general classroom rules and school expectations have been adopted by the faculty. Specific classroom rules and consequences (both positive and negative) will be determined by the 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.

Negative consequences within the classroom will include warning, one's name on the board, 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, treats, homework passes, positive home notes, purple box slips, verbal praise, being named special helper, positive calls to parents, honors, and awards.

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.

****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, 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

ate 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, 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.

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 for the 2006-2007 school year.

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. Tight-fitting 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.

**Parents are encouraged to purchase pants that are the correct waist size as sagging pants will not 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, 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.

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 sweatshirts, jackets, or coats are not acceptable.

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. Natural hair colors only! No writing, symbols, or carvings in hair styles.
3. Male students are not allowed to wear earrings (or straws to preserve the pierced hole).
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.

Note: Students whose grooming or clothing is inappropriate will be sent to “CAT” and 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.

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 = 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.

TEXTBOOKS

Textbooks are furnished by the State of Louisiana 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: 30	December:13	March:14
September:13 and 27	January:10 and 24	April: 4 and 18
October: 11 and 25	February:7 and 28	May: 2 and 16
November: 8 and 29		

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.
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 office 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 Copper Mill Elementary Parent Organization. We plan to provide meetings for you that are both informative and entertaining.

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.

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.

PARENT / TEACHER CONFERENCE

Students will be released at 12:55 p.m. at the end of each nine week grading period so that parent / teacher conferences can be held. Please make every effort to attend these conferences.

The 2006-2007 early dismissal dates for parent / teacher conferences are:

October 19, 20, 2006

December 19, 20, 21, 2006

March 26, 2007

May 22, 23, 24, 2007 (early dismissal only)

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 4, 2006
Teacher In-Service Day.....	Monday, November 6, 2006
Thanksgiving Holidays.....	Monday, November 20, 2006 through Friday, November 24, 2006
Christmas Holidays.....	Friday, December 22, 2006 through Friday, January 5, 2007
Teacher In-Service Day	Monday, January 8, 2007
Martin Luther King Day.....	Monday, January 15, 2007
Mardi Gras Holidays	Monday, February 19, 2007 through Tuesday, February 20, 2007
Teacher In-Service Day	Wednesday, February 21, 2007
Easter Holidays.....	Friday, April 6, 2007 through Friday, April 13, 2007

CAFETERIA

Both breakfast and lunch are served each day (breakfast is optional). The cost of breakfast will be \$.70 for full price and \$.30 for reduced price for all grades. Lunch is served at a cost of \$1.10 per day for full price and \$.40 per day for reduced lunches.

METHOD OF PAYMENT:

On-line credit card, cash or check (Checks will be accepted through April 15, 2007).

MAKE CHECKS 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.

MEAL PAYMENTS DUE:

Breakfast and lunches must be paid for by the week, month, or semester. **NO SCHOOL MEAL CHARGES WILL BE PERMITTED.** 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.

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, 2006, a new application must be submitted and processed for the 2006-2007 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.**

2006-2007 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.

<u>Lunch:</u>	<u>#of Days</u>	<u>Regular (\$1.10)</u>	<u>Reduced (\$.40)</u>
August	15	16.50	6.00
September	20	22.00	8.00
October	22	24.20	8.80
November	16	17.60	6.40
December	15	16.50	6.00
January	16	17.60	6.40
February	17	18.70	6.80
March	22	24.20	8.80
April	15	16.50	6.00
May	18	19.80	7.20
Total	176	\$193.60	\$70.40

Adult Breakfast Cost \$1.40 Adult Lunch Cost \$2.60

<u>Breakfast:</u>	<u>#of Days</u>	<u>Regular (\$.70)</u>	<u>Reduced (\$.30)</u>
August	15	10.50	4.50
September	20	14.00	6.00
October	22	15.40	6.60
November	16	11.20	4.80
December	15	10.50	4.50
January	16	11.20	4.80
February	17	11.90	5.10
March	22	15.40	6.60
April	15	10.50	4.50
May	18	12.60	5.40
Total	176	\$123.20	\$52.80

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 \$15.00 for all grades. Other charges may be assessed for special projects or programs.

Checks will be accepted through April 15th.

ICE CREAM SALES

Ice cream will be sold at a cost of fifty cents (\$.50). We would prefer ice cream be paid by the week or the month. It will be available to 4th grade on Monday, Wednesday, and Friday; and 5th grade on Tuesday, Thursday, and Friday.

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 regardless of academic performance. Incentives are determined each nine weeks.
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 safety patrol and citizenship, will be awarded to deserving fifth graders.

MEDICATION

School Board policy permits us to use only soap and water and an ice pack on cuts and bruises.

1. As a general principle, medication shall not be given at school unless it is certified in writing by the attending physician that such medication cannot be administered before or after school hours.
2. Possible exceptions to the general principle:
 - a. Medication for behavior modification (e.g. Ritalin)
 - b. Insect sting allergy - Must have note from physician with specific instructions.
 - c. Anticonvulsant medications.
 - d. Medication for asthmatic conditions.
 - e. Extenuating circumstances - These will be assessed on an individual basis.
3. Antibiotics and other short-term medications, including non-prescription medication, shall not be given at school.
4. Prior to the administering of medications during school hours, the following will be required:
 - a. Parents must transport medication to and from school in its original container labeled by a pharmacist. Children are not allowed to transport

medication.

- b. Both the consent letter from the parent or guardian, and the medication container shall contain clear instructions identifying the student's name, prescription numbers if any, date, frequency, name of the medication, dosage, route and physician's name.
- c. No more than one month's supply (twenty-five school days) of the medication shall be kept at school; the empty bottle will be sent home with the student.
- d. If a student is to receive a fraction of a tablet, for example: $\frac{1}{2}$ a tablet, the parent is responsible for scoring (breaking) the tablets. Fractional doses are not exact; therefore, unlicensed personnel are not allowed to break tablets.
- e. At the beginning of each school year, and anytime there is a change in medication, a new form from the physician must accompany the new prescription.
- f. All medication will be recorded daily on the Medication Log. The Parental Consent and the Physician's Order Form will be kept with the Medication Log and a copy of each form will be placed in the cumulative folder.
- g. A registered nurse and/or licensed medical physician employed by the Zachary Community School Board shall review the Physician's Order and Parent/Guardian Consent for Medication Administration. The nurse shall assess the health status of the specific child in his specific educational setting. The nurse shall determine that, according to the legal standards of the respective licensed health professional when performing such procedure, the administration of medication can be safely performed by and delegated to someone who has received documented training with docu-

mented competence other than a licensed health professional.

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 their 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 prior to their 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.

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 four 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 2006-2007 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.

<i>Class</i>	<i>Assignment</i>	<i>Due Date</i>
<i>Reading</i>		
<i>English</i>		
<i>Math</i>		
<i>Science</i>		
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