

2006-2007  
Student/Parent  
Handbook



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



ZACHARY ELEMENTARY SCHOOL  
2006-2007

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. We want to make our expectations explicit by clearly presenting rules, procedures and other school information. Please read it carefully and refer to it as needed.

Our staff believes that every child can learn. Through a partnership of community, parents, students, and staff, we will prepare our students for life long learning.

Patrick D. Jenkins  
Principal

Office Staff

Patrick D. Jenkins – Principal  
Jennifer Marangos – Assistant Principal  
Debra Haynes – School Counselor  
Rose Kennedy – Secretary  
Leslie Smart – Clerk

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## **OUR SCHOOL PHILOSOPHY: CHILDREN FIRST, EDUCATION ALWAYS**

We, the teachers, support staff, and administrators at Zachary Elementary School, are committed to helping all children reach their greatest potential.

We believe schools are for children and the needs of children must drive the decision-making process.

We believe that every child will succeed if given a safe and supportive environment, and interesting but rigorous curriculum and an opportunity to work to the best of his or her best ability.

We believe every child has a right to the best education possible.

We believe that the best education promotes a child's academic, social, civic, and emotional development and the developing respect for one's self and respect for others is a critical part of the process.

We believe education is a partnership between school and home and we believe in open communication that supports our mutual effort.

We believe in addressing the diverse needs of students through group and differentiated instruction.

We believe in authentic learning activities, multiple forms of assessment, and the utilization of Grade Level Expectations to evaluate student progress.

We believe in helping elementary students learn social appropriateness through cooperative learning and enrichment activities.

We realize the importance of using technology as a tool to help young people learn and grow.

We value the inclusion of special needs students in classrooms to ensure a least restrictive environment for learning.

Finally, we believe that we must help instill in our children a love of learning that will grow with them as they take on the responsibility of citizenship in our community, state, and nation.

## **MISSION STATEMENT**

In partnership with parents and the community, and with the belief that all children are capable of success, we, the teachers and staff at Zachary Elementary School, commit to: foster each child's full academic potential; build each child's self-esteem; and empower each child to become a responsible, respectful, and contributing citizen.

**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 CALENDAR**

August 9-10.School In-Service/Planning Days (no students)  
August 11.....First Day For Students  
September 4.....Labor Day Holiday  
November 6... School In-Service/Planning Day (no students)  
November 20 – 24.....Thanksgiving Holidays  
December 22 – January 5.....Christmas Holidays  
January 8.....School In-Service/Planning Day (no students)  
January 15.....Martin Luther King, Jr. Holiday  
February 19 – 20.....Mardi Gras Holidays  
February 21...School In-Service/Planning Day (no students)  
March 19 - 23.....LEAP 21 and ILEAP Testing Week  
April 6 – 13.....Easter Holidays  
May 24.....Last Day for Students  
May 25.....End of the School Year  
May 25.....Contingency Day

## **SCHOOL HOURS**

School begins at 8:40 a.m. and dismisses at 3:35 p.m.

## **ARRIVAL**

Students must not arrive before 8:20 a.m. as there will be no teachers on duty before that time. A city 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 report to the area under the breezeway. Students who eat breakfast at school are to eat breakfast first and then report to their assigned area.

Students who are tardy must report to the office for an admit slip. Students are tardy if they arrive to school after 8:40 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 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).

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

Because of insurance purposes, students who do not ride a bus to school cannot be allowed to ride with a friend, either to school or home.

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.

## **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 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 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.

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.

## **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.

## **CHECK-IN**

Students arriving late to school must report to the Attendance Office and receive an ADMIT SLIP. To be admitted to class, the student must present the ADMIT SLIP to the teacher.

## **CHECKOUT**

Written as well as verbal permission from the parent or guardian to the attendance clerk must be secured before the student will be released to anyone not noted on the emergency card. This protects the students as there are those who will write their own notes. Check outs will not be allowed 30 minutes before dismissal.

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

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 and send a note to your child's homeroom teacher with change of address and new proofs of residence, new telephone numbers, persons authorized to pick up your child, etc. Keep your child's Emergency Card current. ALL STUDENTS MUST TURN IN AN EMERGENCY CARD. This information could save your child's life during an emergency. Also, end-of-the-year report cards are mailed to the address written on your emergency card.

Persistent problems in reaching parents will result in the Office of Child Welfare and Attendance being contacted.

## **CAFETERIA**

Both breakfast and lunch are served each day. 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. Adult meal prices are \$1.40 for breakfast and \$2.60 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 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**

Prepayment for meals by the week, month, or year is recommended.

### **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.

### **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.

**ZACHARY COMMUNITY SCHOOL BOARD**  
**2006-2007 MEAL COST BY MONTH AND YEAR**

		LUNCH			BREAKFAST		
Month	# of Days	Full Price	Reduced	Adults	Full Price	Reduced	Adults
		\$1.25	\$.40	\$2.60	\$.70	\$.30	\$1.40
August	15	\$16.50	\$6.00	\$39.00	\$10.50	\$4.50	\$21.00
September	20	22.00	8.00	52.00	14.00	6.00	28.00
October	22	24.20	8.80	57.20	15.40	6.60	30.80
November	16	17.60	6.40	41.60	11.20	4.80	22.40
December	15	16.50	6.00	39.00	10.50	4.50	21.00
January	16	17.60	6.40	41.60	11.20	4.80	22.40
February	17	18.70	6.80	44.20	11.90	5.10	23.80
March	22	24.20	8.80	57.20	15.40	6.60	30.80
April	15	16.50	6.00	39.00	10.50	4.50	21.00
May	18	19.80	7.20	46.80	12.60	5.40	25.20
Total	176	\$193.60	\$70.40	\$457.60	\$123.20	\$52.80	\$246.40

**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 & 27	January: 17 & 31	April:18
October: 11 & 25	February: 7 & 28	May: 2 & 16
November: 8 & 29		

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 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.

5. We encourage you to be part of ZEPO (Zachary 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.

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 (i.e., Ritalin), 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 (available in the school office).

## **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 issued book(s) in a usable form or pay the full price for replacing the book(s). A fine will be charged for slightly damaged books, based on the years of service of the textbooks.

All textbooks issued are required to be covered with a book cover. Book covers will be given to students when textbooks are issued or students may purchase their own book covers. Students are responsible for damages caused by improper covering.

## **DAMAGED TEXTBOOKS**

If during the school year or at the end of the school year, a book has been damaged beyond normal wear the student must pay damages as follows:

- a. A fine will be assessed for slight damage.
- 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.

## **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 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-no parent conferences)

## **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.....	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.....	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.....	Wednesday, February 21, 2007
Easter Holidays.....	Friday, April 6, 2007 through Friday, April 13, 2007

## **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 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.

The possession of a dangerous weapon at school will result in automatic 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.

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/behav-

ior charts, free time, movies, treats, homework passes, positive home notes, caught being good box slips, 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. The student may be paddled if a paddle card is on file in the office.

## **CELL PHONES AND ALL OTHER ELECTRONIC DEVICES**

REFER TO ZCSB STUDENTS RIGHTS AND RESPONSIBILITIES HANDBOOK

## **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. 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.
4. 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.
5. 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.

### **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.

### **ICE CREAM SALES**

Ice cream will be sold at a cost of fifty cents (\$.50). It will be available to 2nd grade on Tuesday, Thursday, and Friday; and 3rd grade on Monday, Wednesday, and Friday.

## **SCHOOL ATTENDANCE / EXCUSE POLICY**

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." 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.

## **SCHOOL TARDY POLICY**

The purpose of this policy is to reduce the number of unexcused tardies and disruptions to the classroom environment.

This policy was 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).

Tardy - not arriving for class at the BEGINNING of the scheduled start time.

- 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 and Zachary Elementary School.

- Any student tardy to HOMEROOM will be sent to the office for an admit slip.
- Tardies after homeroom will be recorded on the Daily Attendance Report form.
- After a student has 4 tardies, the student's tardy record will be submitted to an administrator for disciplinary action:
  - 4 tardies – Character Training Room
  - 7 tardies – Student is suspended pending a parent conference
- Repeated tardies could ultimately lead to short-term suspension.

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.

### **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, Guidance, Speech, Physical Education, and Special Education, Spanish.

## **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.

## **PARENTAL INVOLVEMENT / HOMEWORK**

The business of your child's education is a joint venture that involves school personnel, students, and parents. Each has a vital role. If your child is to be successful, he needs to practice what is learned. Part of this practice must be done at home. 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. We also encourage parents to be involved by supporting ZEPO and keeping up with parent/teacher communications. Expect to see your child's work every two weeks, sign it, make comments if necessary, and return the papers promptly. Schedule a conference with your child's teacher if a problem arises.

## **HEAD LICE POLICY**

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

Students with head lice will be excused up to 3 days dur-

ing the school year. Thereafter, absences due to head lice will be considered truancy.

## **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:**

### **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. 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 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. 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 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 pro-

hibited at school (e.g. alcohol, tobacco, drugs, weapons, skulls, blood, etc.).

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

## **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 "Mighty Mustangs" box is a container which houses good notes from staff members. When a student is deemed worthy, he gets two notes; one for the "Mighty Mustangs" 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.

## **IMMUNIZATION AND MEDICATION**

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.

## **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 going to a classroom. Unauthorized visitors are not allowed on campus at any time. Students from other schools are not allowed to visit the campus.

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

The Character Training Room concept is of a self-contained program that is a limited extension of the regular classroom while providing an in-house suspension environment incorporating discipline coupled with encouragement.

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.

## **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 the library during evacuation, they should exit and stay with the librarian.

Revision 6/06





