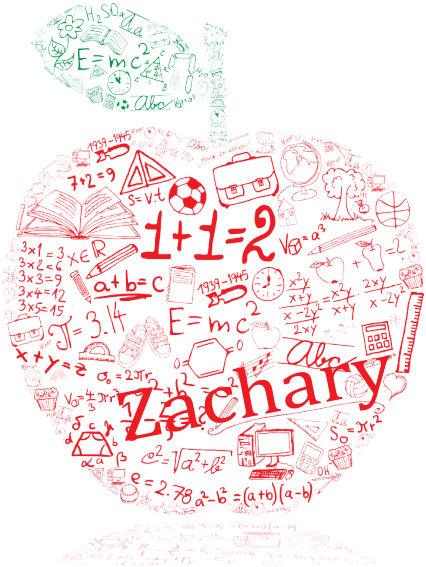
2023-2024

STUDENT RIGHTS & RESPONSIBILITIES HANDBOOK AND DISCIPLINE POLICY



<u>Also Contains:</u>

Zachary Early Learning Center
Northwestern Elementary
Rollins Place Elementary
Zachary Elementary
Copper Mill Elementary
Northwestern Middle
Zachary High

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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.

VISION STATEMENT

The Zachary Community School System is recognized as a MODEL OF EXCELLENCE serving all citizens.

CORE VALUES

Children First
Honesty
Integrity
Teamwork
Strong Moral Foundation
Community & Family Involvement
Accountability
No Political Agendas
Safety
Excellence

ZACHARY COMMUNITY SCHOOL DISTRICT | 2023-2024 CALENDAR

JULY '23

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Independence Day
10 11 mo. return
24 10 mo. return
28 9.5 mo. return

AUGUST '23

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4, 7-8 Professional Development Days (No students)
9 First day of school for students

SEPTEMBER '23

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day Holiday
18 Teacher Planning Day (No students, paras or café*)
20 End of 1st 6 weeks

OCTOBER '23

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9-10 Fall Break
11 Parent/Teacher Conference Day (No students)
13 End of 1st 9 weeks

NOVEMBER '23

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2 End of 2nd 6 weeks
20-24 Thanksgiving Break

DECEMBER '23

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18-20 Early Dismissal
20 End of 1st semester
End of 2nd 9 weeks
End of 3rd 6 weeks
21-29 Christmas/Winter Break

1-4 Winter Break
5 Teacher planning/PD
8 Students return, 2nd semester begins
15 Dr. M.L. King, Jr. Day

JANUARY '24

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12-14 Mardi Gras holiday
21 End of 4th 6 weeks

FEBRUARY '24

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

1 Teacher Planning Day (No students, paras or café*)
14 End of 3rd 9 weeks
29 Spring Break/Easter Holiday

MARCH '24

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1-5 Spring Break/Easter Holiday
11 End of 5th 6 weeks

APRIL '24

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21-23 Early Dismissal
23 Last day for students
End of 2nd Semester
End of 4th 9 weeks
End of 6th 6 weeks
24 Planning Day (No students)
9 mo. last day
27 Memorial Day

MAY '24

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 9.5 mo. last day
11 10 mo. last day
19 Juneteenth Holiday
25 11 mo. last day

JUNE '24

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

KEY

- Employees Only
- Students begin new semester
- Holiday
- Early Dismissal

Note: In case of emergency, student make-up days may be taken from existing holidays/planning days in the above calendar or the school year may be extended.
TBA: Early dismissal for Zachary High School Homecoming

*Approved 2/7/2023 Board Meeting

Parent Waiver

I,_____understand that my child has been given an email account by the Zachary Community School District. This account is provided and supports the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA). I understand that the district has determined what features my child has access to, which may include email, homework drop boxes, message boards, chat rooms, blogs, and digital storage lockers. I understand that all email messages and postings will be automatically filtered for inappropriate words and images, and that any messages determined to be questionable will be diverted to my student's email administrator for review. Consequences for misuse of email will be determined by the district, and may include restrictions, loss of privileges, or other disciplinary action. I further understand that my student's administrator can view my student's email account and digital locker at any time. While the district uses a variety of measures to protect its users, no system will stop 100% of inappropriate content. The district accepts no responsibility for harm caused directly or indirectly by its use.

By signing this agreement, I and my son/daughter agree to use the provided email account in an appropriate manner and abide by the district's policies for use.

Student Name (PRINT):

_____

Student Signature:

_____

Parent/Guardian Signature:

_____

School: _____

Zachary Community School District School Directory

Zachary Early Learning Center (Pre-K)
4400 Rollins Place
Telephone: 654-6011 • Charissa Osberry, Principal
www.zacharyelc.org

Northwestern Elementary School (K)
4200 Rollins Road
Telephone: 654-2786 • Jonathan Coats, Principal
www.northwesternelementary.org

Rollins Place Elementary School (1st - 2nd)
4488 Rollins Place
Telephone: 225-658-1940 • Kelli Day, Principal
www.rollinsplaceelementary.org

Zachary Elementary School (3rd-4th)
3775 Hemlock Street
Telephone: 654-4036 • Megan Noel, Principal
www.zacharyelementary.org

Copper Mill Elementary School (5th-6th)
1300 Independence Boulevard
Telephone: 658-1288 • Lia White-Allen, Principal
www.coppermillelementary.org

Northwestern Middle School (7th-8th)
5200 East Central
Telephone: 654-9201 • Rebecca Brian, Principal
www.northwesternmiddle.org

Zachary High School (9th-12th)
4100 Bronco Lane
Telephone: 654-2776 • Lindsey Spence, Principal
www.zacharyhigh.org

First Student Transportation
23280 Jacock Rd. Slaughter, LA 70777 • Telephone: 654-9729

Zachary Community School District
Handbook Receipt

Dear Parent,

Please remove this page and return to your child's school, so that we may maintain a record of you have received and reviewed this handbook.

Thank you,
Principal

Date_____

This is to certify that I have received and read a copy of the "Student Rights and Responsibilities Handbook and Discipline Policy" which includes handbooks for Zachary Early Learning Center, Northwestern Elementary, Rollins Place Elementary, Zachary Elementary, Copper Mill Elementary, Northwestern Middle, and Zachary High School.

Cut Along Dotted

_____ _____
Parent's Signature Student's Signature

Names of children attending Zachary Community School Board schools and grades of each:

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

If you have any questions, please feel free to contact your child's school.

ZACHARY COMMUNITY SCHOOL BOARD
Statement of Compliance

Student:

I, _____ (student signature), agree to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules.

Parent:

I, _____ (parent signature), agree to ensure my child's daily attendance at school, ensure my child's arrival at school on time each day, ensure my child completes all assigned homework, and attend all required parent/teacher/principal conferences.

*required annually for students in grades 4-12

ZACHARY COMMUNITY SCHOOL BOARD
Parental Authorization to Publish Student Names, Photos, or Work

Dear Parent,
Your child's art, writing, or picture may be considered for publication on the Zachary Community School Board website or other media outlets. The website is located on the Internet at http://www.zacharyschools.org. Please complete and return the following consent form. Forms will be filed at the school location. The following information is considered private and will not be placed in any publication, except where described below.

Today's Date_____
School Year _____
Student's Name_____
Mailing Address_____
City, State, and Zip Code_____
Home Phone_____
Age_____
Grade_____
Teacher's Name_____
School_____

I give permission for my child's writing, picture or art, first name and last name, age, grade, and school's name to be published on the Zachary Community School Board website at http://www.zacharyschools.org or in other media outlets.

Parent's Signature_____

Teacher's Signature_____

I have written this composition myself.
This work of art is my own original work.

Student's Signature_____

Students and Parents,

I hope this letter finds you well and filled with excitement for the upcoming school year. As the Superintendent of Schools, it is my great pleasure to welcome you all to another year of educational excellence and growth.

At Zachary Community Schools, we firmly believe in educating the whole child, fostering their intellectual, social, emotional, and physical development. We understand that education is not solely about academic achievement, but also about preparing our students to become well-rounded individuals who are equipped to thrive in the ever-evolving world around them. Our commitment to educating the whole child is deeply ingrained in every aspect of our district's mission and vision.

One of the pillars that supports our commitment to holistic education is the cultivation of good behavior and character. We believe that good behavior is the foundation upon which successful learning and positive relationships are built. Through the development of strong values, such as respect, responsibility, empathy, and integrity, we strive to instill in our students the essential skills and qualities that will serve them throughout their lives. We will continue to work closely with our staff and parents to create a safe and nurturing environment that encourages students to demonstrate good behavior and make responsible choices.

Because of the collective efforts of our students and staff, the Zachary Community School District continues to shine as a high-performing district within our state. This achievement is a testament to the unwavering dedication and hard work of both our exceptional staff and students. We believe that excellence is not an end goal but a constant journey, and we are committed to maintaining our high standards while continuously seeking opportunities for growth and improvement.

As we embark on this new academic year together, I invite you all to actively participate in our shared mission of providing the best possible education for our students. Our district thrives on collaboration with and engagement of families, students, and staff alike. By working together as a community, we can ensure that each student receives the support, guidance, and resources necessary to achieve their highest potential.

This handbook is intended to inform you of the rules, regulations, responsibilities, and expectations we have for our students. If we can be of any assistance to you this school year, please reach out to the school or district administrative teams. On behalf of our teachers, staff, administrators, and the School Board, I wish you a successful and enjoyable school year.

Together in Education,

Ben Necaise, Superintendent of Schools

SECTION A:
STUDENT RIGHTS
AND REPSONSIBILITIES

STUDENT RIGHTS AND RESPONSIBILITIES

QUALITY EDUCATION

RIGHT	RESPONSIBILITY
Students have the right to pursue, through study and application, a quality education at public expense and to attain personal goals through participation in the entire school program.	In order to obtain a quality education, students must attend classes daily, be on time for all classes, and obey school and district regulations.

ATTENDANCE

RIGHT	RESPONSIBILITY
All students have the right to attend school until graduation, provided they are not expelled because of their conduct.	Students are expected to be in attendance every school day scheduled by the Zachary Community School Board. The only acceptable reasons for being absent from school are listed below.

- Student absences may be excused due to extenuating circumstances for the following reasons:
    - Extended personal physical or emotional illness as verified by a physician
    - Extended hospital stay as verified by a physician
    - Extended recuperation from an accident as verified by a physician
    - Extended contagious disease within a family as verified by a physician
    - Visitation with a parent who is a member of the U.S. Armed Forces who has been called to duty or is on leave from a combat zone (not to exceed 5 days)
    - Observance of special and recognized holidays of the student's faith
    - Prior school system approved travel for education
    - Death in the immediate family (not to exceed one week)
    - Natural catastrophe and/or disaster

- Students granted excused absences for the above reasons shall be allowed to make up any schoolwork which was missed.
- For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. A doctor's, dentist's, or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for three (3) or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents. All excuses for a student's absence, including medical verification of extended personal illness, must be presented within five (5) school days of the student's return to school, or the student's absence shall be considered unexcused and the student not allowed to make up work missed.
- Students shall request makeup work for days missed due to temporarily excused absences or extenuating circum- stances.
- Since tardies are related to a student's attendance in school, they will be addressed by the school's recommended tardy plan. **Tardiness on the part of the student will not be tolerated.**
- Unexcused check-ins are considered tardies and absences in the classes missed.
- It is recommended that a student who becomes seriously ill (i.e. diabetes, heart condition, high blood pressure, cancer) or pregnant notify the principal or guidance counselor in writing immediately upon knowledge of the condition.
- A physician's statement shall be required to be put on file stating the pupil's medical condition, approval for continued attendance, and activities in which the pupil may not participate. The student shall keep the school administration continually apprised of his/her progress. The school shall not be held responsible for any medical problems that may arise with a student while in school.

RESPONSIBILITIES IMPOSED BY STATE LAWS AND REGULATIONS

- Louisiana Law mandates compulsory school attendance and every

parent or legal guardian of a student shall enforce and be held accountable for the attendance of their child for every day scheduled by the school board until their 18th birthday, unless the student graduates before their 18th birthday. LA R.S. 221(A)

- Beginning in August 2010, in order to be eligible to receive grades/credit for course work, High School students will not be allowed to exceed five (5) absences per semester. 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 new guidelines will not allow students to be excused for vacations or other family trips.

TRUANCY

The parent or legal guardian shall be responsible for enforcing the attendance of the student at the school to which the student is assigned. In any case in which the child is the subject of a court ordered custody or visitation plan, the parent or legal guardian who lawfully exercises actual physical custody or visitation of the child shall be responsible for the child's attendance at school on those days and shall be solely responsible for and absence or tardiness of the child on such days. Parents or legal guardians of any student who is considered habitually absent or habitually tardy shall be referred to the Zachary City Prosecutor and/or Zachary City Court, after reasonable efforts have been made by the school to correct the problem.

The Zachary Community School District will apply the following procedures to address the accumulation of unexcused absences and tardies:

- The principal of a school, or his/her designee, shall notify the parent or legal guardian in writing upon a student's *third* unexcused absence or unexcused occurrence of being tardy (late to school), and shall schedule a conference with such student's parent or legal guardian to discuss attendance and next steps.
- Upon the student's *fifth* unexcused absence or unexcused

occurrence of being tardy, the school shall notify the parent of the absence or tardy and schedule the parent for a required truancy workshop at the school with the SRO. (At this meeting, the school will make a copy of the parent's driver's license and add to the student's cumulative folder.)

- Upon the student's *eighth* unexcused absence or unexcused occurrence of being tardy, the school will notify the Supervisor of School and Home Relations, who will then attempt a home visit. If the home visit is unsuccessful, the Supervisor of School and Home Relations will make contact either verbally or in writing.
- Upon the student's tenth unexcused absence or unexcused occurrence of being tardy, the Supervisor of School and Home Relations shall refer the parent or guardian to the Zachary City Prosecutor.

SAFETY

RIGHT	**RESPONSIBILITY**
Students have the right to expect that school will be a safe place to obtain an education.	In order to assure the safety of others, students must follow established rules and regulations and conduct themselves in accordance with the rules. It is the responsibility of the parent/guardian to insure that the school is given current, working telephone numbers, emergency numbers, and address. The school must be informed of any change in status concerning these numbers. Students have a responsibility to report any problems at the school to the teachers and/or administrators.

ZACHARY COMMUNITY SCHOOL DISTRICT'S TIP REPORTING SERVICE

Safety is one of our district's top priorities, that's why we're now using Safe Schools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration five different ways:

1. **App: Search for "Safe Schools Alert" in the App Store to download for free**
2. **Phone: 225.570.4914**
3. **Text: Text your tip to 225.570.4914**
4. **Email: 1672@alert1.us**
5. **Web: zacharyschools-la.safeschoolsalert.com**

Easily report General Tips or Threats of Violence. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

SCHOOL AND STUDENT SAFETY - THREATS

Risk is imminent means that the available facts, when viewed in light of surrounding circumstances, would cause a reasonable person to believe that the event stated in the threat is about to happen.
Threat is credible means that the available facts, when viewed in light of surrounding circumstances, would cause a reasonable person to believe that the person communicating the threat actually intends to carry out the threat.
Threat of terrorism means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for his safety, cause the evacuation of a building, or cause other serious disruption to the operation of a school.
Threat of violence means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social

networking website, of any intent to kill, maim, or cause great bodily harm to a student, teacher, principal, or school employee on school property or at any school function.

MANDATORY REPORTING

Any administrator, teacher, counselor, bus operator, or other school employee, whether full-time or part-time, who learns of a threat of violence or threat of terrorism, whether through oral communication, written communication, or electronic communication, shall immediately report the threat to a local law enforcement agency (School SRO) and (if the employee is not the school administrator) to the school administrator.
Upon being informed of the threat, the school administrator shall make reasonable efforts to attempt to inform all persons who are targets of the threat and shall take all necessary measures to protect their lives and safety.
The school administrator shall next make reasonable efforts to attempt to notify appropriate personnel within the school district administration.
The school administrator and the school district administrator then shall determine if the risk is imminent for any other persons because of the threat, and if so, notify them and make reasonable efforts to attempt to take measures to protect their lives and safety.
The school administrator and the school district administrator then shall determine whether to notify parents of the students at the school.
No person shall have a cause of action against any person for any action taken or statement made in adherence with the requirement for reporting as provided herein. However, the immunity from liability provided in this policy shall not apply to any action or statement if the action or statement was maliciously, willfully, and deliberately intended to cause harm to, harass, or otherwise deceive law enforcement or school officials.

REPORTING

A standardized form is to be used by students and school personnel to report potential threats. The from may be accessed at https://zacharyschools.org/Forms/Departments/Operations/Safety_and_Risk_Management/ZCSBPotentialThreatReportingFormA.pdf

Students may also report school safety threats and/or concerns using the Safe Schools Louisiana Tip Line at https://www.p3campus.com/tipform.aspx?ID=5010&CX=e400e5
For every threat reported, a school administrator shall record the action taken by the school. If information reported to a school is deemed a threat to school safety, the school shall present the form and evidence to local law enforcement agencies. If the information poses an immediate threat, school administrators shall follow procedures provided in the school's Crisis Management and Response Plan.

INVESTIGATION

When any threat of violence or terrorism has been reported to a school administrator, an investigation shall be made according to administrative procedures which shall include, at a minimum:

- Conducting an interview with the person reporting a threat, the person allegedly making a threat, and all witnesses, and;
- Securing any evidence, including but not limited to statements, writings, recordings, electronic messages, and photographs.

If the investigation results in evidence or information that raises a concern that a threat is credible, the school and school district shall implement measures to provide for ongoing protection of the safety and lives of all students and staff at the school.
Law enforcement receiving notification of an alleged threat of violence or terrorism shall immediately begin an investigation. Law enforcement may report its findings to the district attorney or city prosecutor based on the investigation.
Where the district attorney, in his/her discretion, decides not to file the petition or does not file such petition during the requisite period, the student who is the subject of a complaint and investigation shall be permitted to return to school unless the student is charged with assault on a teacher or battery on a teacher. The school shall permit a student who is the subject of a complaint and investigation to return to school if at any point prior to a hearing the threat is determined not to be credible after an investigation by the school administration, a law enforcement agency, or the district attorney or by order of the court after a hearing school unless the student is charged with assault on a teacher or battery on a teacher.
The school administrator shall notify any person who was a target of the threat at least two school days prior to the student's return.

The school administrator or his designee may conduct a search of the student or his property for weapons upon the student's return. If the person who is reported to a local law enforcement agency is not a student, he or she shall not be permitted to be within five hundred feet (500') of any school until he or she has undergone a formal medical or mental health evaluation and has been deemed by a healthcare professional not to be dangerous to himself/herself or others.
After such determination, the person shall not be permitted in a school unless he has notified the school administrator of his intent to visit the school and he is notified that the administrator has provided at least two school days' notice regarding the visit to anyone in the school who was directly threatened by the person. The school administrator may deny such person the right to visit the school.

OFFICIAL INFORMATION

RIGHT	RESPONSIBILITY
Parents or guardians have the right to review with a counselor all official files and data which pertain to the student personally. Students 18 years of age or older may make the same request. They have a right to challenge the accuracy of the data through a formal hearing. Schools must produce such records for examination within 30 days of a written request. The school shall respond to reasonable requests for explanation and interpretation of a student's records. No official record, file or data pertaining to any individual student that is personally	Parents must provide the school with information of any illness, medication or medical condition that may affect the student's behavior and/or academic performance.

identifiable to the student shall be released to anyone other than the student and/or parent except as authorized by law unless the student and/or parent has executed a written release of such information to a particular person or agency.	

ON CAMPUS COMMUNICATIONS

RIGHT	RESPONSIBILITY
Students have the right to express their opinions verbally, provided such expressions are not indecent, vulgar, or lewd and are not slanderous of another person. Students have the right to distribute written materials, but prior to distribution, the student must receive written approval from the principal or his/her designee. The written approval will include the number of times a day and the number of days the material can be distributed in the school. At least 48 hours prior to the intended time for distribution, materials should be submitted for review to determine compliance with the above stated prohibitions. Distribution of materials in areas of the campus that would disrupt order or impede the free flow of student movement is prohibited. Students receiving permission to distribute the	Students are responsible for knowing that certain expressive activities are prohibited, such as: • Indecent, vulgar or lewd material or obscenity; • Material that invades the privacy of others; • Material that promotes illegal activities; • Material that infringes on someone's copyright; and • Material from non-student sponsored organizations.

materials are also responsible for the cleanup of the materials distributed in a manner that is not disorderly or coercive, and all materials must bear a permanent official disclaimer of school sponsorship.	

DRESS AND GROOMING

RIGHT	RESPONSIBILITY
Students have a right to a safe and orderly environment. Uniforms have been shown to result in a safe and orderly environment for learning. The Zachary Community School Board has adopted a policy that requires all students shall wear mandatory uniforms.	All students have a responsibility to dress and appear on school campuses according to standards of propriety, safety and health set forth by the Zachary Community School Board and the School Improvement Team.

The School Improvement Team will, after consultation with the populations they represent, recommend to the principal a suggested dress and grooming code in order that the principal may make informed decisions regarding the dress and grooming code for the school. The principal will make his/her decision in accordance with the constitution and laws of the United States of America and the state of Louisiana. The dress and grooming policy shall be posted at each school, and a copy sent home to each parent. Please refer to the School Handbooks for more detailed dress code information.

Student dress and grooming are not to adversely affect the students' participation in classes, school programs, other school related activities or detract from the learning environment of the school. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for

school wear. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment.

STUDENT DRESS CODE AND UNIFORM POLICY (PreK-6)

All Zachary Community School students are required to wear a standard school uniform. Where possible, effort has been made to provide consistency within our grade cluster approach. Please note any grade level differences that may be specific to your child's school. The overall condition of uniforms should be void of excessive stains, fading, fraying, and should not have holes or cuts. If assistance is needed for compliance, please contact your child's school counselor or administrative team.

***In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision as to what is considered proper or improper dress according to the guidelines provided.**

The uniform will consist of the following items:

<u>Uniform Shirts</u>
Navy or White
ZCSD logo required beginning in 5th grade
Short sleeve or long sleeve
Pull over golf style w/ collar buttons
Shirts must be tucked in.
Shirts must be worn under jumpers.
Undershirts must be navy or white. Decals may not show through the material of the uniform shirt.

<u>Uniform slacks/shorts</u>
Khaki
Excessively tight or loose-fitting pants/shorts are not allowed.
Shorts may not be more than 3 inches above the knee.
Capri pants are allowed.

Unacceptable: Cargo pants/shorts, jeggings, joggers, jeans
Pants should be worn at the waist. Pants must be worn outside of footwear and may not be rolled at the ankle or gathered with elastic.

Belts
In grades Pre-K through grade 4, shorts and pants (if belt loops are present) must be worn with a solid black, brown, cordovan, white, khaki, or navy belt.
In grades 5-6 all shorts and pants must have belt loops and be worn with a solid black, brown, cordovan, white, or navy belt.

Uniform Skirts, Skorts, and Jumpers for Girls
Khaki
Skirts may not be more than 3 inches above the knee.
Shorts, tights, or leggings should be worn under skirts and jumpers. Long pants may not be worn under skirts or jumpers.
Females may wear white, navy, black, khaki tights, or leggings under a skirt or dress (no stripes or patterns). Footless leggings must be worn with socks.

Footwear
Shoes with a closed toe and closed heel are required. Athletic shoes are recommended, due to participation in Physical Education classes.
Shoes must be laced tightly and appropriately to the top of the shoe. Shoes that have Velcro straps must be secured properly to the shoe as designed.
Any type of boot style (cowboy, work, urban) is prohibited.
Shoes with wheels or lights are prohibited.
Socks must be worn and must be visible.
Socks must be solid white, gray, dark blue, black, or brown.

Sweatshirts/sweaters
Sweatshirts/sweaters that are worn as part of the school uniform must be solid navy, white, red, black, brown, gray, Columbia blue, khaki.
Logos on sweatshirts/ sweaters cannot be larger than 2 inches.
Official school sweatshirts that are purchased through the school may also be worn.
Non-zip sweatshirts with large front pocket should not be worn.

Over Garments

Raincoats, heavy jackets, and coats of any color may be worn to school but must be removed in the building.

Headwear

Headwear of any type is prohibited (hats, scarves, bandanas, cat ear headbands, etc.)

Book sacks /Purses

No rolling book sacks allowed

Pictures or writing on book sacks, purses, jackets, etc. of an offensive, derogatory, or obscene nature is prohibited at school (i.e. alcohol, tobacco, drugs, weapons, skulls, blood, etc.).

Female students may have a small “clutch” purse at school in grades 5-6. (This will also be allowed in grades 3-4 where a parent deems it is necessary and approved by the administration.) Maximum size for purse is 6” tall and 10” long. No Fannie Packs or purses worn around the waist will be allowed.

Exceptions

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

School specific “Non-uniform Day” contracts must be signed and returned before a student is allowed to a “Non- uniform Day”.

Dress and Grooming

Hair must be clean, neat, and of a manageable length.

Hair should be natural hair colors. This includes braids that are woven into a student’s natural hair.

Make up may not be worn. This also includes mascara and lip gloss.

Earrings are to be stud only.

Scarves are not to be worn/used as an accessory.

Students may not wear chains, leather necklaces, plastic

bracelets, or other jewelry which may cause injury during physical activities or a distraction during instruction.
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.
Writing on arms or other body parts or clothing with pens or markers is prohibited.
Student ID badges must be worn throughout the day in grades 3-6. In grades Pre-k through grade 2, student ID badges will remain at school each day.

STUDENT DRESS CODE AND UNIFORM POLICY (7-8)

Student Dress Code General Appearance

The policy of the Zachary Community School Board shall be that no mode of attire shall be considered proper for school wear that disrupts the classroom and/or the school's positive learning environment. Any dress or grooming that attracts undue attention, disrupts school, or detracts from the learning process is unacceptable

** In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision as to what is considered proper or improper dress according to the guidelines provided.

Uniform Shirt

- Navy or White - ZCSB logo required
- Short or long sleeve
- Pull over golf-style with collar and buttons
- No excessive stains, holes, or frays
- Sized correctly so that when arms are raised over the head, the shirt will stay tucked into the pants.
- If an undershirt is worn decals may not show through the material of the uniform shirt.

Uniform Slacks

- Khaki
- Tight-fitting pants or excessively loose-fitting pants are unacceptable.
- Pants style – worn at the waist with belt loops.
- Unacceptable – jeans, Capri pants, cargo pants, crop pants, carpenter pants, sweatpants, joggers, leggings, jeggings, shorts, skorts, hip-huggers, biking shorts
- Pants must be worn outside of footwear and may not be rolled at the ankle or gathered with elastic.

Belts

- Solid colors only – black, brown, cordovan, white, khaki, or navy. Studded belts not allowed
- Belt buckles may not exceed two inches in height or width.
- Belt must be visible.

Skirts for Girls

- Khaki
- Twill/cotton fabric only
- Loose fitting
- Knee length

ID Badge

The student ID is considered part of the uniform and must be worn daily. The student's picture must be visible and not defaced in any way. Students may attach a key to the ID but excessive items hanging on the ID is not allowed.

Footwear

- Closed toe and heel required (Tennis shoes, loafers, and oxfords are recommended and acceptable)
- Laced shoes must be laced tightly and appropriately to the top of the shoe.
- Velcro shoes must be secured properly to the shoe as designed.
- Two different shoes worn at the same time not allowed.
- Boots are acceptable as long as the pants fit properly OVER the boot.
- Crocs, steel toe boots, sandals, flip-flops, house shoes, slippers, high heel style, foam runners, backless shoes are not allowed.
- Socks are required.

Coats, Sweatshirts, Sweaters, Windbreakers, Jackets

- A hoodless sweatshirt in SOLID navy, black, brown, khaki, red, white, gray, and Columbia blue may be worn.
- Rips, holes, and embellishments are prohibited on the jackets
- Logos larger than 2 square inches and stripes on the sleeves or anywhere on the outerwear are not allowed.
- Over garments affiliated with a ZCSB school are acceptable.
- Heavy coats and jackets may be worn on cold weather days. Coats and jackets may not have hoods. Beanie style hats may be worn outside the school building in cold weather but must be removed inside the buildings. Coats and jackets that are not solid navy, black, brown, khaki, red, white, gray, or Columbia blue must be removed inside the buildings. Denim

jackets or jackets with excessive fur or trim are prohibited.

- Spirit wear approved by the administration will be allowed on predetermined days.

- Note: Raincoats of any color, designed to repel water, may be worn to school but must be removed in the building.

Dress and Grooming Hair

- Must be clean, neat, and a manageable length
- Must sit at or above the eyebrows
- One natural color only
- Must be moderate in height so as not to obstruct visibility in the classroom
- Students must be clean shaven

****Students whose hair does not meet the dress and grooming standards in the opinion of the administration will be notified and given 3 days to correct it before being sent to TOR. Student will remain in TOR until hair length meets dress code.

Headwear

- Not allowed – hats, caps, scarves, bandanas, hairnets, visors, hair combs, metal picks, curlers, sunglasses, rat-tail combs, spinners
- Headbands are allowed but may not be larger than two inches.

Make up

- Natural looking make-up is allowed. Abnormal/excessive makeup is prohibited (black lips, excessive eyeliner, white foundation)
- Students will be required to remove prohibited make-up

Nails

- Fingernails must be kept clean and of a manageable length so that students are able to accurately type and use writing utensils.

Accessories

- Body piercings of any kind are not allowed.
- Tattoos must be covered if inappropriate.
- Students may not write on arms or any other body parts with pens or markers.

- False grills are not allowed.
- Earrings are to be stud only.
- Wallet chains, dog chains, excessive rings are not allowed.
- Excessive bracelets are not allowed.

Book-sacks/Purses

- Book-sacks are allowed.
- Large purses are not allowed on the NMS campus.
- Exception: Students may bring a small bag on Mondays and Fridays to transport their P.E. uniforms to and from school. Female Students may have a small “clutch” purse at school (maximum size for a purse is 6” tall and 10” long. Students who choose to bring book-sacks or large purses to school will have them taken up and returned only to a parent/guardian.

STUDENT DRESS CODE AND UNIFORM POLICY (9-12)

Uniform Shirts

- Navy or white - ZCSD logo required
- Short or long sleeve
- Pull over golf styled with collar and buttons.
- No excessive strains, holes, or frays.
- Undergarments must not be visible. Only white undershirts may be worn. Decals and other colors may not show through the material of the uniform shirt.
- Long-sleeved shirts over the uniform shirts are not allowed.
- Shirts must be tucked into the pants and must be long enough to stay tucked when the arms are raised over the head.

Uniform Slacks

- Uniform pants must 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.
- No slacks with pockets below the hips may be worn. Tight-fitting pants or excessively loose-fitting pants are unacceptable. No frayed hems on slacks will be allowed. All pants must be worn with a solid black, brown, khaki, cordovan, or navy belt. No studded belts. Belts must be visible. No capris, leggings, jeggings, or joggers.

Uniform Skirts

- Skirts are not to be worn unless approved by the principal for religious reasons.

Shoes

- Shoes with closed toe and closed heel are required. Boots, Loafers, oxfords, and athletic style shoes are acceptable
- Sandals, flip-flops, house shoes, slippers, crocs, and similar type of shoes are not acceptable. Shoes with excessively high heels or excessively raised shoes are not permitted for safety reasons. Loose shoelaces or loose straps on shoes are prohibited.

Over Garments

- A hoodless sweatshirt in SOLID navy, black, brown, khaki, red, white, gray, and Columbia blue may be worn.
- Large logos on sweatshirts, jackets, or coats are not acceptable. No more than one small logo (small logo cannot be more than two inches' square)
- Heavy coats and jackets may be worn on cold weather days. Coats and jackets may not have hoods. Beanie style hats may be worn outside the school building in cold weather but must be removed inside the buildings. Coats and jackets that are not solid navy, black, brown, khaki, red, white, gray, or Columbia blue must be removed inside the buildings.
- Coats or jackets may not exceed mid-thigh length.
- Blankets are not permitted.
- Note: Raincoats of any color, designed to repel water, may be worn to school but must be removed in the building.

Physical Education Uniform

All students (boys and girls enrolled in a physical education program) will be required to dress in a full physical education uniform available through the school.
Uniforms may be used from one year to the next if they are in good condition. Uniforms may be purchased from your physical education teacher. For questions about sports at Zachary High, please contact David Brewerton, Athletic Director, at 658-7332.

Dress and Grooming Code

1. Caps, hats, sunglasses, scarves, or head coverings are NOT to be worn during the school day or inside the school building at any time.
2. Rollers, picks, curlers, forks, or combs in hair are prohibited.
3. All student hairstyles must be worn in a manner that does not cover the student's eyes. Hair must be a natural color.
4. Beards must be neat and well groomed.
5. Earrings must be stud only.
6. Tattoos must be covered if inappropriate.
7. Pictures or writing on garments, book sacks, gym bags, jackets, skin, etc., of an offensive, derogatory, profane, suggestive, or obscene nature is prohibited at school (e.g. alcohol, tobacco, drugs, weapons, skulls, blood, etc.).
8. A valid ZHS student ID must be worn with a ZHS lanyard. Temporary ID's must be purchased for $1.00 if a student does

not have his/her ID that day. IDs must be visible at all times.

After School Dress Policy

Decent, appropriate dress should be worn at all school- sponsored events. Students whose dress or grooming is deemed inappropriate in the opinion of the administration or staff member will be sent home to make proper adjustments.

Spirit Day and PTO Jean Dress Day Code

ZHS spirit shirt with appropriate shoes according to the uniform shoe policy may be worn on Spirit Days. Holes or fake holes in jeans are not allowed on PTO Jean Days.

THE ADMINISTRATION OF ZACHARY HIGH SCHOOL RESERVES THE RIGHT TO JUDGE THE DRESS OF ANY STUDENT AS APPROPRIATE OR INAPPROPRIATE. AT ANY POINT DURING THE SCHOOL YEAR, THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO UPDATE THE UNIFORM AND GROOMING POLICIES TO ADDRESS ANY ISSUES THAT MAY ARISE AND ARE NOT SPECIFICALLY ADDRESSED IN THE WRITTEN POLICY. ADMINISTRATIVE DIRECTIVES PROVIDED OVER THE INTERCOM OR IN PERSON TO A STUDENT ARE CONSIDERED ADDENDUMS TO THE WRITTEN DRESS CODE POLICY AND WILL BE ENFORCED.

FULL PARTICIPATION

RIGHT	RESPONSIBILITY
Students have a right to expect to be able to have full participation in all school organizations based upon their academic credentials and personal talent in accordance with School Board policy and guidelines governing that particular activity.	Students have a responsibility to take part in all school activities which are designed to help develop them into fully functioning, self-reliant adults.

ACCESS TO OUTSIDE SPEAKERS

RIGHT	RESPONSIBILITY
Recognized, approved student organizations have the right, with the approval of the principal or a designee, to present ap-propriate outside speakers, films, and other media which afford an opportunity for cultural development and/or academic accomplishment.	Students have the responsibility to petition for speakers through the previously established procedures of the school. They must also inform the speaker of the school restrictions on such presentations and assemblies as prescribed in writing by the principal or a designee.

DECISION MAKING

RIGHT	RESPONSIBILITY
Students have the right to assist in decisions that affect their lives in school. This right includes decisions related to election of courses of study beyond the required curriculum, participation	Students should take part in student government by running for office or voting for the candidate of their choice. They are also responsible for making any problems known directly to the

in activities, and representation in an active, student government organization.	staff or through this representation.

BUS SAFETY

RIGHT	RESPONSIBILITY
Students who ride the school bus to and from school should recognize that it is a privilege. Students have the right to expect that the school bus will be a safe means of transportation	Students must follow established school bus rules and regulations in order to ensure the safety of others, or lose the privilege of riding the bus.

TRANSPORTATION: WHO IS ELIGIBLE?

- All Pre-K students who live 1 mile from their school of attendance.
- All grade students who live 1 mile from their school of attendance.
- Students who are authorized through the Superintendent's Office or the School Board.

TRANSPORTATION FOR PRE-K TO 2ND GRADERS

- All PreK-2nd graders must be accompanied to the bus. On the return trip, a responsible party must also be waiting at the designated stop to accept the student when the bus arrives.
- Drivers and monitors are strictly prohibited from abandoning other students on the bus to get a student to their door.
- Drivers are not to drive around the neighborhood or repeatedly double back to the stop looking for someone to accept the student.
    - Drivers will notify dispatch, after every effort has been made to contact the parents.

UNDELIVERABLE STUDENTS: WHERE DO THEY GO?

- Early Childhood and Special Education students with doorstops must be met at their P.M. bus stop by a responsible party. If no one meets the student, he/she is considered “undeliverable”.
- If the student has an emergency contact person on file (within the immediate vicinity of the student’s home) that person will be asked to accept the student.
- In the event that we are unable to contact a parent, the child will be brought to First Student offices located at 23280 Jacock Rd., Slaughter, LA. After normal business hours, the child will be brought to the Zachary Police Department and reported to Child Protection Services.
    - Drivers will notify dispatch, every effort will be made to contact the parents.

Parents who repeatedly use the emergency address or cause students to be taken back to First Student risk losing transportation privileges for their student.

BUS DISCIPLINE

- Discipline problems on the school bus will be dealt with by the principal or a designee of the school responsible for the student in accordance with state laws and parish regulations. The principal or a designee will take action necessary to ensure operational safety of the buses.
- Procedures for removing a student with disabilities from a bus must follow the same procedures as when a student with disabilities is removed from school through suspension or expulsion.

BUS REGULATIONS

- Students shall:
    - -cooperate with the driver since their safety depends on it;
    - -be on time because the bus will not wait;
    - -cross the road cautiously when waiting for and leaving the bus;
    - -follow driver’s instructions when loading and unloading;
    - -remain quiet enough not to distract the driver;

-have written permission from parent or guardian and be authorized by the principal or designee to get off at a stop other than their own; and
-be courteous and safety conscious in order to protect and enjoy their riding privilege.

- Students shall not:
  -stand when a seat is available and the bus is in motion;
  -extend arms, head or objects out of windows or doors;
  -throw objects in the bus or out windows or doors;
  -use the emergency door except for emergencies;
  -eat or drink on the bus;
  -damage the bus in any way;*
  -use the following items on the bus: tobacco, matches, cigarette lighters, obscene material;*
  -fight on the bus;*
  -board the bus at the incorrect stop;
  -leave the bus without permission;
  -show disrespect to the driver;*
  -commit an immoral or vicious act;*
  -refuse to occupy an assigned seat;
  -use profane language; show willful disobedience;* or
  -carry objects or implements which can be used as weapons.*
- The following items are not allowed on the bus:
  -alcohol, drugs, tobacco, matches, cigarette lighter and ALL telecommunications devices;*
  -pets (cats, dogs, etc.);
  -glass objects (except eyeglasses);
  -weapons (including knives or objects or implements which may be used as weapons);*
  -objects too large to be held in laps or placed under seats; or
  -use or possession of any item which is inappropriate at school shall not be allowed on the bus.

SEARCHES: STUDENTS AND SCHOOL PROPERTY

The Zachary Community School Board is the exclusive owner of any public-school building and any desk or locker utilized by any student contained therein or any other area that may be set

aside for the personal use of the students. Any teacher, principal, administrator, or school security guard employed by the School Board, having a reasonable belief that any public school building, desk, locker, area or grounds of any public school contains any weapons, illegal drugs, alcoholic beverages, nitrate based inhalants, stolen goods, or other items the possession of which is prohibited by any law, School Board policy, or school rule, may search either physically or with the use of metal detectors such building, desk, locker, area or grounds of said public school. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities or vehicles by authorized school personnel. Students shall have no expectation of privacy in use of the lockers which have been assigned to them. The School Board reserves the right to inspect or search at any time lockers, desks, or any facilities, objects, or vehicles on the school campus, or other areas used by students. Any student not present during the search shall be informed of the search immediately thereafter.

Students and parents shall be notified in writing at the beginning of each school year of the School Board's authority to conduct unannounced searches of students, lockers, automobiles, school employees, and any other person or object on School Board property and at school sponsored events. Signs of high visibility informing the general public of the School Board's search authority shall be posted at entrances to all School Board buildings.

Upon any such violation, the student shall be automatically suspended and/or recommended for expulsion by school authorities, as appropriate. Investigative facts and/or seized items shall be immediately turned over to the proper law enforcement officials.

Whenever any search is conducted pursuant to this policy, as soon as is reasonably practical a written record shall be made thereof by the school administrator/designee conducting the search and such record shall include the name of the student and/or person(s) involved, the circumstances leading to the search and the results of the search. This written, dated and signed record shall be filed and maintained in the school administrator's office, and a copy of it shall be sent to the Superintendent within five (5) days. The student(s) and parent(s)/guardian(s) shall be given a written receipt for any item(s) seized and/or impounded by the school administrator/ designee.

No actions taken pursuant to this policy by any teacher, principal, administrator, or school security guard employed by the School Board shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.

SEARCH OF VEHICLES

The School Board shall require students who bring vehicles on campus to register those vehicles and to provide the school authorities with a *consent to search* of such vehicle signed by the student, parents and/or owner of the vehicle. Any vehicle parked on School Board property may be searched without consent at any time by a school administrator/designee when such school administrator/designee has articulable facts which lead the school administrator/designee to a reasonable belief that weapons, dangerous substances or elements, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of law, School Board policy or school regulations will be found. Searches may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such searches shall be conducted in the presence of the student whenever possible.

If the automobile is locked, the student shall unlock the automobile. If the student refuses to unlock the automobile, proper law enforcement officials shall be summoned, and the student shall be subject to disciplinary action. Any student not present during the search shall be informed of the search immediately thereafter.

SEARCHES OF A STUDENT'S PERSON

The Zachary Community School Board authorizes any teacher, principal, or administrator under the employ of the School Board to search a student's person or his or her personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a School Board policy. Searches may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense. Strip searches are specifically prohibited.

If a school administrator suspects the presence of firearms, weapons (defined as dangerous instrumentalities), illegal drugs, stolen goods, or other materials or objects the possession of which is a violation of School Board policy, random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student.

Any search of student's person shall be done privately by one of the persons above authorized and of the same sex as the student to be searched. At least one (1) witness who is a school administrator or teacher, also of the same sex as the student, shall be present during the search. Detailed documentation shall be made of all searches. Items which are specifically prohibited by law, School Board policy or school regulations shall

be immediately seized. The school administrator/designee shall immediately contact the student's parent/guardian, appropriate law enforcement agency and the Superintendent. The Superintendent, upon further investigation, shall notify the School Board.

Upon any such violations, the student(s) shall be automatically suspended and/or recommended for expulsion by school authorities, as appropriate. Investigative facts and/or seized items shall be immediately turned over to the proper law enforcement officials.

Whenever any search is conducted pursuant to this policy, as soon as is reasonably practical, a written record shall be made thereof by the school administrator/designee conducting the search, and such record shall include the name of the student and/or person(s) involved, the circumstances leading to the search and the results of the search. This written, dated and signed record shall be filed and maintained in the school administrator's office, and a copy of it shall be immediately sent to the Superintendent. The student and parent(s)/guardian(s) shall be given a written receipt for any items seized and/or impounded by the school administrator/designee.

CONFISCATION

Upon proper school personnel confiscating any firearm, bomb, knife, or other implement which could be used as a weapon, or any controlled dangerous substance, the principal or designee shall report the confiscation to the proper law enforcement officials. Any implement or material confiscated shall be retained, cataloged, and secured by the principal so as to prevent the destruction, alteration, or disappearance until such time as the implement or material is given to law enforcement personnel for disposal. Parents shall be notified of any item impounded.

SEARCHES: PERSONS OTHER THAN STUDENTS

Any school principal, administrator, teacher or school security guard may search the person, book bag, briefcase, purse, or other object in possession of any person who is not a student enrolled at the school, or a school employee, while in any school building or on school grounds. This search may be done randomly with a metal detector. When there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or other materials or objects in violation of the School Board's policy, they may be searched.

SECTION B:
DISCIPLINE POLICY

RS: 17:416

SECTION B: DISCIPLINE POLICY

ORIENTATION

Each school shall plan and conduct an orientation and other meetings within the first five (5) days of school each year to fully inform all employees and students of all discipline policies, provisions of the *Student Code of Conduct* applicable to such students, and rules and regulations necessary for the safe and orderly operation of the public schools. The orientation shall also include information on the consequences of failure to comply with disciplinary rules and requirements of the *Student Code of Conduct*, particularly bullying and similar prohibited conduct, including suspension, expulsion, the possibility of suspension of student's driver's license, and the possible criminal consequences of violent acts committed on school property, at a school-sponsored function, or in a firearm-free zone.

DISCIPLINE POLICY

It is the purpose of the Zachary Community School Board to operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend these schools. The school's primary goal is to educate, not discipline; however, when the behavior of the individual student comes in conflict with rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole.

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any student(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. However, no student shall be disciplined in any manner by the School Board or school administrator, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force more probably than not was committed solely for the purpose of preventing a forcible offense against the student or a forcible offense provided that the force used must be reasonable and apparently necessary to prevent such offense. A student who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself/herself.

Each teacher may take disciplinary action to correct a student who violates school rules or who interferes with an orderly

education process. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the School Board.

Disciplinary action by a school employee may include, but is not limited to:

1. Oral or written reprimands.

2. Referral for a counseling session which shall include but shall not be limited to conflict resolution, social responsibility, family responsibility, peer mediation, and stress management.

3. Written notification of parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal.

4. Other disciplinary measures approved by the principal and faculty of the school and in compliance with School Board policy.

STUDENT REMOVAL FROM CLASSROOM

When a student's behavior prevents the orderly instruction of other students, poses an immediate threat to the safety of students or the teacher, or when a student violates the school's code of conduct the teacher may have the student immediately removed from his/her classroom and placed in custody of the principal or his/her designee.

Any student removed from class in kindergarten through grade five shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher. A student removed from class in grades six through twelve shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action.

Whenever a teacher is struck by a student, the student, in addition to any other discipline given, shall be permanently removed from the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the building level committee, finds the striking incident to be entirely inadvertent.

Upon the student being removed from class and sent to the principal's office, the principal or designee shall advise the

student of the particular misconduct of which he is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal or his/her designee then shall conduct a counseling session with the student as may be appropriate to establish a course of action, consistent with School Board policy to identify and correct the behavior for which the student is being disciplined.

Once removed, the student shall not be readmitted to the classroom until the principal has implemented at least one of the following disciplinary measures:

1. Conferencing with the principal or his/her designee.
2. Referral to counseling.
3. Peer mediation.
4. Referral to the school building level committee.
5. Restorative justice practices.
6. Loss of privileges
7. Detention
8. In-school suspension
9. Out-of-school suspension
10. Initiation of expulsion hearings
11. Referral for assignment to an alternative setting
12. Requiring the completion of all assigned school and homework that would have been assigned and completed by the student during the period of out-of-school suspension.
13. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or building level committee.

Parental Notification

The principal or his/her designee shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom. Such notification shall include a description of any disciplinary action taken.

When a student has been removed from a classroom, the teacher or the principal or his/her designee may require the parent, or legal guardian of the student to have a conference with the teacher or the principal or his/her designee before the student is

readmitted. Such conference may be in person or by telephone or other virtual means.

Upon the student's *third* removal from the same classroom, the teacher and principal shall discuss the disruptive behavior patterns of the student and the potentially appropriate disciplinary measure before the principal implements a disciplinary measure. In addition, a conference between the teacher or other appropriate school employee and the student's parent, or legal guardian may be required prior to the student being readmitted to that same classroom. Such conference may be in person or by telephone or other virtual means. If such conference is required by the school, the school shall give written notice to the parent.

For students who experience multiple behavioral incidents or disciplinary referrals, a principal or his designee shall consider a referral of the matter to an appropriate school building level committee. If the disruptive behavior persists, the teacher may request that the principal transfer the student into another setting.

DISCIPLINE OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Discipline of students with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

MAJOR OFFENSE REGULATIONS

NOTE: If a school has rules in addition to those set forth in this handbook, those rules shall be in writing and a copy shall be provided to the students. These rules shall not conflict with those found in this handbook.

ZERO TOLERANCE FOR FIGHTING POLICY

• Students involved in a fight at school will be subject to suspension or expulsion as stated in this handbook.
• Pushing and shoving are not considered fighting, but once a punch is thrown, a “fight” has occurred.
• Since pushing and shoving lead to fighting and are violations of school policy, the student will be subject to suspension or expulsion as stated in this handbook.
• Non-aggressive self-defense allows the student to defend himself against an attack, but only to the point where the attacker backs off.
• Students who are suspended for fighting will be required to undergo counseling before being readmitted to school.
• Counseling will include anger management and conflict resolution. It will be provided and supervised by the Zachary Community School Board. Parents or guardians will be advised and encouraged to participate.
• This Zero Tolerance for Fighting Policy is in effect from the time the student leaves home for school until the time the student returns home from school. It is also in effect during all school-related activities. It is your responsibility to alert a principal, teacher, coach, etc. to any hostile attempt directed to you. Administrators are then required to take immediate action to prevent further hostile attempts.

ALCOHOL AND DRUG OFFENSES

The Zachary Community School Board is dedicated to providing a drug-free learning environment for the students attending public schools. The School Board directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law. Any student found in violation of the above shall be suspended and recommended for

expulsion by the principal. Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. Any student who possesses, distributes, sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

The principal shall immediately notify the parents or legal guardian, by telephone, of any student found in violation of this policy. If the parents or legal guardian cannot be reached by phone, the principal shall then notify them of the action by sending a letter within twenty-four (24) hours. Care shall be given to afford due process to all students.

REPORTS OF SUBSTANCE ABUSE

State law mandates that teachers and other school employees report suspected substance abuse in school. These cases shall be reported to the principal and the *Substance Abuse Prevention Team* in the school. The principal must report each case of possession, distributing, sales or manufacturing to the proper law enforcement authority. Reports shall also be made to the appropriate person at each school, who shall investigate, research, and report on instances or reports of possession of prohibited substances or beverages. Designated personnel shall report its findings along with the recommendation for treatment, counseling or other appropriate action to the principal.

REFERRAL OF STUDENT REQUIRED

Any student arrested for possession of, or intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property shall be referred by the school principal or his/her designee, within five (5) days after such arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs, or other controlled dangerous substances.

If evidence of abuse is found, the principal or his/her designee shall refer the student to an alcohol and drug abuse treatment professional chosen by the student's parent or legal guardian. If it is determined by the professional that the student needs

treatment, and if the student agrees to cooperate in the recommended treatment as certified in writing by the medical professional, such documentation may be used to initiate reopening the student's disciplinary case. The School Board shall take into consideration the student's agreement to receive treatment as a positive factor in the final decision relative to any final disciplinary action.

DRUG FREE ZONES

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 2,000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as *Drug Free Zones*. The Zachary Community School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *Drug Free Zones* which surround all schools and school property.

BULLYING AND HAZING POLICY

The Zachary Community School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student is subject to bullying, hazing, or similar behavior while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students or school personnel shall be unacceptable.

Bullying shall mean:

- A pattern of any one or more of the following:
- Gestures, including but not limited to obscene gestures and making faces.
- Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication

includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website, through the use of a telephone, mobile phone, pager, computer, or other electronic device.

- Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
- Repeatedly and purposefully shunning or excluding from activities.

Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

REPORTING

The principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain confidential, with limited exception of state or federal law. The reporting of incidents of bullying, hazing, or similar behavior shall be made on the Bullying Report form.

FALSE REPORTS

Intentionally making false reports about bullying, hazing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by the School Board.

INVESTIGATION PROCEDURE

The bullying investigation procedures are stated in ZCSB Policy JCDAF: Bullying and Hazing.

APPEAL

If the school principal or his/her designee does not take timely and effective action in any bullying incident, the student, parent, or school employee may report, in writing, the incident to the School Board. The School Board shall begin an investigation of any properly reported complaint that alleges prohibited conduct the next business day during which school is in session after the report is received by the School Board.

If the School Board does not take timely and effective action, the student, parent, or other school employee may report any bullying incident to the Louisiana Department of Education.

DISCIPLINARY ACTION

Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially interferes with the education opportunities or educational programs of the student victim and/or adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

RETALIATION

Retaliation against any person who reports bullying, hazing, or similar behavior in good faith, who is thought to have reported such behavior, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying, hazing, or similar behavior is prohibited con- duct and subject to disciplinary action.

DISCIPLINE PROCEDURES

REMOVAL FROM SCHOOL CAN BE ONE OF THREE TYPES:

• Short-term suspension – two (2) to nine (9) days.

• Long-term suspension – ten (10) to twenty (20) days

• Expulsion – denial of attendance in the traditional school setting. Unless otherwise stipulated by state statutes, the period of expulsion shall not be less than one school semester and may carry over into the next school year, if necessary. During an expulsion, the Superintendent shall place the student in an alternative school or in an alternative educational placement.

WARNING: UPON THE FOURTH SHORT-TERM SUSPENSION THE STUDENT MAY BE RECOMMENDED FOR EXPULSION FROM THE SCHOOL.

DURING THE SUSPENSION/EXPULSION PERIOD, STUDENTS MAY NOT ATTEND ANY ZCSB EVENT OR BE ON ANY ZCSB PROPERTY UNLESS APPROVED BY THE SCHOOL ADMINISTRATOR.

SENIORS WHO ARE EXPELLED FROM SCHOOL THROUGH THE REMAINDER OF THE SCHOOL YEAR WILL NOT BE ELIGIBLE TO PARTICIPATE IN THE GRADUATION CEREMONY.

RULES GOVERNING ATTENDANCE AT DISCIPLINE CENTERS

• Parents or legal guardians are required to accompany the student on the first day of assignment for high school students and each day of assignment for middle school students to the Discipline Center to meet with the moderator in charge and must present the admission form at that time.

• Specific rules governing attendance at Discipline Centers will be provided to the parent/guardian upon ad- mission to Discipline Centers.

• Uniforms are mandatory for all elementary, middle and high school students attending a discipline center or alternative education center.

SUSPENSION

Prior to any suspension or assignment to alternative placement, the school principal or his/her designee shall advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal/designee shall contact the parent or legal guardian of the student to notify them of the suspension, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. *Notice* shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card, or by electronic communication or by a certified letter sent to the address shown on the student's registration card.

Following a long-term suspension hearing, a student who is suspended for longer than ten (10) days, shall be provided with academic instruction at an alternative setting.

No suspended student shall be allowed to leave the school premises during the school day until the parent, guardian, or other proper authorities assume responsibility for him/her, unless immediate removal from school due to danger or threat of disruption to academic process is warranted.

A student suspended for damages to any property belonging to the school system or to property contracted to the school system or any property on school grounds owned by a school employee or student shall not be readmitted until payment in full has been made for such damage, an alternative restitution arrangement has been executed, an alternative payment plan has been

arranged, or until directed by the Superintendent. If the property damaged is a school bus owned by, contracted to, or jointly owned by any school board, a student suspended for such damage shall not be permitted to enter or ride any school bus until payment in full has been made for the damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the Superintendent.

Upon the seizure by any teacher, principal, school security guard, or other school administrator of any firearm, knife, or other dangerous implement which could be used as a weapon or inflict injury, the principal or his or her designee shall be required to report the confiscation to appropriate law enforcement officials.

APPEALS

Any parent, or legal guardian of a student suspended shall have the right to appeal to the Superintendent or his/her designee, who shall conduct a hearing on the merits. If the parent or legal guardian is not present for the hearing after having been properly notified, the hearing may proceed and the results of the hearing shall be mailed to the parent or legal guardian within three (3) school days by certified mail, return receipt requested. The decision of the Superintendent on the merits of the case, as well as the term of the suspension, shall be final, reserving to the Superintendent the right to remit any portion of the time of suspension.

Notwithstanding the foregoing, the parent or legal guardian of a student who has been recommended for expulsion but suspended instead following a hearing conducted by the Superintendent or his/her designee shall have the right to request review by the School Board of the findings of the Superintendent or designee at a time set by the School Board. Such request must be made within five (5) days after the decision is rendered, or the decision of the Superintendent or designee shall be final. The School Board may affirm, modify, or reverse the action previously taken.

The parent or legal guardian of the student may, within ten (10) school days, appeal to the judicial district court an adverse ruling of the School Board in upholding the action of the Superintendent or designee. The court may reverse or revise the ruling of the

School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof.

MANDATORY SUSPENSION

Firearms, Knives, Other Dangerous Instrumentalities, Drugs

The principal or his/her designee shall be required to suspend a student who:

1. is found carrying or possessing a firearm or a knife with a blade two and one-half (2 ½) inches or longer, or another dangerous instrumentality, except as provided below under the section entitled *Suspension Not Applicable*; or
2. possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form.

Additionally, the principal or his/her designee shall immediately recommend the student's expulsion to the Superintendent, for the above offenses, except in the case of a student less than eleven (11) years of age in pre-kindergarten through grade 5 who is found carrying or possessing a knife with a blade two and one half (2 ½) inches or longer, the principal may recommend the student's expulsion. A student found carrying or possessing a knife with a blade less than two and one half (2 ½) inches in length may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in *in-school suspension*.

Assault or Battery of School Employees

Whenever a student is formally accused of violating state law or school disciplinary regulations, or both, by committing assault or battery on any school employee, the principal shall suspend the student from school immediately and the student shall be removed immediately from the school premises without the benefit of required out-of-school suspension procedures; however, the necessary notifications and other procedures shall be implemented as soon as practicable. The student shall not be readmitted to the school to which the employee is assigned until all hearings and appeals associated with the alleged violation have been exhausted.

SUSPENSION NOT APPLICABLE

Suspension of a student shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school-approved cocurricular or extracurricular activity or

any other activity approved by appropriate school officials.

2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed medical provider. However, the student shall carry evidence of the prescription or medical provider's order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification. Evidence of the prescription or medical provider's order includes possession of the controlled dangerous substance in its original packaging as received from the pharmacy.

In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions authorized by state law for possession by a student of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the student 's intent to use the firearm or knife in a criminal manner.

SUSPENSION OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Suspension of students with disabilities or exceptionalities, or an Individualized Education Program, or Section 504 Individualized Accommodation Plan shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

EXPULSION

The Zachary Community School Board may expel a student from school if an offense committed by the student is serious enough to warrant such action or is in violation of state law or the School Board's code of conduct. Prior to any expulsion the school principal or his/her designee shall advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal/designee shall contact the parent or legal guardian of the student to notify them of the expulsion recommendation. Upon the recommendation for expulsion of a student by the principal, a hearing shall be conducted by the Superintendent or his/her designee within fifteen (15) school days to determine the facts of the case and make a finding of whether or not the student is guilty of conduct warranting a recommendation of expulsion.

The School Board must provide written notice of the hearing to the student and his/her parent or legal guardian, and the notice shall advise the student and his/her parent or legal guardian of their rights. Notification of the time, date, and place of the expulsion hearing shall be mailed to the parents. Following the hearing, the Superintendent or his/her designee shall notify the parents of the decision rendered. Until the hearing, the student shall remain suspended with access to classwork and the opportunity to earn academic credit. A student who is expelled for longer than ten (10) days shall be provided with academic instruction at an alternative setting.

Upon the conclusion of the hearing and upon finding the student guilty of conduct warranting expulsion, the Superintendent shall determine whether such student shall be expelled and the specified period of expulsion, or if other disciplinary action shall be taken. Unless otherwise stipulated by state statutes, the period of expulsion shall not be less than one school semester and may carry over into the next school year, if necessary. During an expulsion, the Superintendent shall place the student in an alternative school or in an alternative educational placement.

APPEALS

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within five (5) days after the decision to expel has been rendered, submit a request to the School Board to review the findings of the Superintendent or designee at a time set by the School Board; otherwise the decision of the Superintendent shall be final. If requested, as herein provided, and after reviewing the findings of the Superintendent or his/her designee, the School Board may affirm, modify, or reverse the action previously taken. The parent or legal guardian of the student shall have such right of review even if the recommendation is reduced to a suspension.

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within ten (10) school days, appeal to the district court for the parish in which the student's school is located, an adverse ruling of the School Board in upholding the action of the Superintendent or his/her designee. The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof. The parent or legal guardian of the student shall

have such right to appeal to the district court even if the recommendation for expulsion is reduced to a suspension.

EXPULSION INVOLVING FIREARMS

Any student, age sixteen (16) or older, or under sixteen (16) and in grades six (6) through twelve (12), who is found guilty of being in possession of a firearm on school property, on a school bus or in actual possession at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters and shall be referred to the district attorney for appropriate action.

Any student in kindergarten through grade five (5) who is found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of two (2) complete school semesters and shall be referred to the district attorney for appropriate action.

However, the Superintendent, may modify the length of the minimum expulsion required in the above paragraphs on a case-by-case basis, provided such modification is in writing.

EXPULSION INVOLVING DRUGS

Any student, sixteen (16) years of age or older, found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus or at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters.

Any student who is under sixteen (16) years of age and in grades six (6) through twelve (12) and who is found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event pursuant to a hearing shall be expelled from school for a minimum period of two (2) complete school semesters.

Any case involving a student in kindergarten through grade five (5) found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event, pursuant to a

hearing, shall be referred to the School Board through a recommendation for action from the Superintendent.

VIRTUAL INSTRUCTION

The provisions related to mandatory recommendation for expulsion shall not be applied to virtual instruction received by student in the student's home.

ADDITIONAL REASONS FOR EXPULSION

Students may also be expelled for any of the following reasons:

1. Any student, after being suspended for committing violations of any discipline policies or other rule infractions, depending on the severity of the behavior, may be expelled upon recommendation to the Superintendent by the principal and after an appropriate hearing is held by the Superintendent or designee.
2. Any student who is found carrying or possessing a knife with a blade which equals or exceeds two and one-half (2 ½) inches in length.
3. In accordance with federal regulations, a student determined to have brought a weapon to a school under the School Board's jurisdiction shall be expelled for a minimum of one calendar year. The Superintendent may modify the expulsion requirement on a case-by-case basis. A *weapon*, in accordance with federal statutes, means a firearm or any device which is designed to expel a projectile or any destructive device, which in turn means any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, mine or similar device.
4. Any student, *after being suspended on three (3) occasions* for committing drugs or weapons offenses during the same school year, **shall**, *upon committing the fourth offense*, be expelled from all the public schools of the system until the beginning of the next regular school year, and the student's reinstatement shall be subject to the review and approval of the School Board.

5. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony, may be cause for expulsion of the student for a period of time as determined by the School

Board; such expulsions shall require the vote of ***two-thirds ⅔ of the elected members of the School Board***, shall not be for a period of time longer than the student's period of adjudication as determined by the applicable court presiding over the student's criminal matter, and shall run concurrent to the student's period of disposition. If the student was serving an expulsion period when the student was incarcerated for a separate offense and the student completes the period of incarceration with time left in the expulsion period, the Superintendent or his/her designee may require the student to serve the time left in the expulsion period.

EXPULSION NOT APPLICABLE

Expulsion shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved cocurricular or extracurricular activity or any other activity approved by appropriate school officials.
2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed medical provider. However, the student shall carry evidence of the prescription or medical provider's order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification. Evidence of the prescription or medical provider's order includes possession of the controlled dangerous substance in its original packaging as received from the pharmacy.

In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions authorized by state law for possession by a student of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the student's intent to use the firearm or knife in a criminal manner.

DRESS CODE VIOLATIONS

A student enrolled in grades prekindergarten through five shall not be expelled from school for a uniform violation that is not tied

to willful disregard of school policies.

READMITTANCE FOLLOWING EXPULSION

Required Parent Conference

In each case of expulsion, the school principal, or his or her designee, shall contact the parent or legal guardian of the student to notify them of the expulsion, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. Notice shall be given by sending a certified letter to the address shown on the student's registration card. Also, additional notification may be made by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card.

If the parent, or legal guardian fails to attend the required conference within five (5) school days of notification, the student may be considered a truant and dealt with according to all applicable statutory provisions. On not more than one occasion each school year when the parent or legal guardian refuses to respond, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent or legal guardian, court, or other appointed representative responds.

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student to attend a conference or meeting regarding the student's behavior and after notice, the parent or legal guardian willfully refuses to attend, the principal or his or her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

Readmittance After All Expulsions

Any student expelled may be readmitted to school on a probationary basis at any time during the expulsion period on such terms and conditions as may be stipulated by the School Board. Readmission to school on a probationary basis shall be contingent on the student and legal guardian or custodian agreeing in writing to the conditions stipulated. Any such agreement shall contain a provision for immediate removal of the student from school premises and returned to the school system’s alternative school setting without benefit of a hearing or other procedure upon the principal or Superintendent determining the student has violated any term or condition of the agreement.

Immediately thereafter, the principal or designee shall provide proper notification in writing of the determination and reasons for removal to the Superintendent and the student's parent or legal guardian.

Readmittance After Expulsion for Firearms, Knives, Weapons, or Drugs

In addition to the readmittance provisions for all expulsions stated above, a student that has been expelled for possessing on school property or on a bus, a firearm, knife, or other dangerous weapon, or possessing or possession with intent to distribute or distributing, selling, giving, or loaning while on school property or a school bus any controlled dangerous substance shall not be enrolled or readmitted to any regular public school of the school system on a probationary basis prior to the completion of the period of expulsion at the school system's alternative education setting until the student produces written documentation that he/she and his/her parent or legal guardian have enrolled and participated or is participating in an appropriate rehabilitation or counseling program related to the reason(s) for the student's expulsion. The rehabilitation or counseling programs shall be provided by such programs approved by the juvenile or family court having jurisdiction, if applicable, or by the School Board. The requirement for enrollment and participation in a rehabilitation or counseling program shall be waived only upon a documented showing by the student that no appropriate program is available in the area or that the student cannot enroll or participate due to financial hardship.

Review of Records

A student who has been expelled from any school in or out of state shall not be admitted to a school in the school system except upon the review and approval of the School Board following the request for admission. To facilitate the review and approval for readmittance, the student shall provide to the School Board information on the dates of any expulsions and the reasons therefor. Additionally, the transfer of student records to any school or system shall include information on the dates of any expulsions and the reasons therefor.

CREDIT FOR SCHOOL WORK MISSED

A student who is expelled and receives educational services at an alternative school site shall be assigned work by a certified

teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student was expelled.

EXPULSION OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Expulsion of students with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

ALTERNATIVE PROGRAMS

Character Action Training Class (CAT)

This intervention removes the student (K-6) from the regular classes and requires supervised character training as well as supervised learning away from other students and school activities.

Time-Out Room

A one-day detention in the student's home school in grades 7-12. This intervention removes the student from regular classes and requires supervised learning away from other students and school activities.

Saturday School

This program is designed to provide an alternative to students in lieu of short-term suspensions.

Discipline Centers

This alternative is designed as intervention centers for grades 5-12 students who have become involved in disciplinary infractions resulting in short-term suspension (2 to 9 days) or a long-term suspension (10 to 20 days) as determined by the home school's principal and assistant principal. Referrals to a Discipline Center are determined by the home school administrator with the notification of the parent or legal guardian.

Alternative Academy

This alternative is designed for students expelled from the traditional school setting by the superintendent or his designee.

CORPORAL PUNISHMENT

The Zachary Community School Board shall prohibit the use of

corporal punishment by all of its employees.
Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself/herself against a physical attack by a student or to restrain a student from attacking another student or employee, or to prevent acts of misconduct which are so anti-social or disruptive in nature as to shock the conscience.

STUDENT MISCONDUCT AT END OF YEAR

-Any non-graduating student who commits offenses during the last ten (10) days of the school year which carry recommendations for suspension or expulsion beyond the end of the school year shall have such recommendation extended into the next school year.
-Any graduating senior who commits a serious major or criminal infraction after the last regular class period as upheld by the Superintendent or his/her designee shall be excluded from year-end activities, including graduation exercises. Diplomas may be given or mailed to the student after the close of the school year. Seniors shall be made aware of this policy prior to the final exam period and a notice of the policy shall be mailed to parents from the school.

FOR EXCLUSIONS OF MORE THAN 10 CONSECUTIVE DAYS, OR WHEN PATTERN OF EXCLUSIONS HAS OCCURRED, OR UPON THE FOURTH EXCLUSION (SUSPENSION):

The student's Special Education teacher must notify the parent of a Discipline Individual Education Program (IEP) meeting. A Discipline Individual Education Program (IEP) meeting must be held to determine if the behavior is a manifestation of the student's disability. The IEP meeting must be appropriately constituted with the following persons: Officially Designated Representative (ODR) – the principal or assistant principal; the student's Special Education teacher; at least one of the student's Regular Education teachers; the parent, the student, if appropriate; and, any additional persons with knowledge of the student and the disability. (Note: If the parent does not attend the scheduled manifestation determination review (MDR) meeting, the school will reschedule the MDR meeting it within (3) school days. If the parent does not attend the rescheduled MDR meeting, the school personnel shall meet without the

parent.) If the behavior is a manifestation of the student's disability, the student will not be suspended nor expelled. If the behavior is NOT a manifestation of the student's disability, the student will follow procedures as a regular student.
School personnel may order a change in placement of a student with a disability to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 days, if the student carries a weapon to school or to a school function; or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
A hearing officer (from a State approved list) may order a change in placement of a student with a disability to an appropriate interim alternative educational setting for not more than 45 days if that hearing officer, in an expedited due process hearing determines that the public agency has demonstrated by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

EMERGENCY REMOVAL

Emergency Removal is used only when the student exhibits a substantial danger to himself/herself or others. In no case can this removal last longer than nine (9) school days. During this nine-day period, school officials shall initiate a meeting to review the student's Individual Education Program (IEP), consider an interim placement, or invoke the aid of a State listed Hearing Officer or the courts to remove the allegedly dangerous student from school if they believe that maintaining the student in the current placement would be substantially likely to result in injury to the student or others.

DISCIPLINE OF STUDENTS ENGAGED IN VIRTUAL INSTRUCTION

In response to the COVID-19 pandemic, the Zachary Community School District has made virtual classes available to students. Students may also be required to attend school virtually when schools are closed due to inclement weather or other unanticipated emergencies. The Zachary Community School Board adopts this Virtual Discipline policy in order to clarify expectations for student conduct in the virtual classroom and to provide notice of the

possible consequences of inappropriate conduct in the virtual classroom.

Regardless of the model of instruction, student conduct is governed at all times by La. Rev. Stat. Ann §17:416 and the Student Code of Conduct. Conduct that is unacceptable in the physical classroom is, under most circumstances, equally unacceptable in the virtual classroom. While students and parents normally have an expectation of privacy in their home, conduct that occurs in front of a camera and in view of peers and teachers in the virtual classroom may subject students to disciplinary action.

The context in which student behavior occurs is important, however, and will be taken into consideration by School and District administrators in determining whether there has been a violation of the Code of Conduct, the severity of the infraction, and the appropriate penalty, if any, under the circumstances.

Privacy and the Virtual Classroom

Students and parents, typically, have a reasonable expectation of privacy with regard to what takes place in their home ***outside of the view of teachers and peers in the virtual classroom.*** In order to ensure that students and teachers are able to work and learn in a safe and orderly virtual environment, it is imperative that students have a quiet, well-lit "classroom" space – free, to the extent possible, from toys, images, messages, personal property, or other items that may distract from teaching and learning or that may subject the student to disciplinary action if possessed on school busses, in the regular classroom, or on school property.

Students should be cautioned that the virtual classroom is for instruction and for engaging with peers and teachers for educational purposes. Students must not handle or display items, toys, messages, images, or personal property or engage in conduct unrelated to the lessons taking place. Students who engage in conduct in the virtual classroom that violates the *Student Code of Conduct* and this *Virtual Discipline* policy may be subject to discipline in accordance with the *Student Code of Conduct* and this policy.

School and/or district officials may be required, as mandatory reporters, to alert local law enforcement and/or the Department of

Children and Family Services if they observe conduct, messages, images, or objects that raise legitimate concern for the safety and well-being of students in the virtual classroom. This may include students handling weapons in the virtual classroom, even if it is subsequently learned that the weapon is a toy or facsimile, as it is not always possible to determine remotely whether the weapon is real or not.

Conduct in the Virtual Classroom

Students are responsible for all content posted through their online account. Students are prohibited from sharing their online account username or password or using the username or password of another student.

Following is a ***non-exclusive*** list of behaviors that are prohibited in the virtual classroom and that may result in disciplinary action in accordance with the *Student Code of Conduct* and this policy:

- Antagonistic, harassing, or discriminatory language of any kind with regard to race, color, religion, sex, gender, intelligence, age, orientation, disability, socioeconomic status or any other legally protected characteristic or activity
- Disrespect for Authority
- Bullying and/or cyberbullying
- Use of obscene, degrading or profane language (written, verbal, pictures, drawings, audio, video)
- Displaying pornography, nudity or images of nudity
- Committing lewd or sexual acts
- Handling or displaying weapons, including toy or facsimile weapons*
- Any criminal or other illegal activity encouraging the unlawful use, possession, manufacture or distribution of tobacco, drugs or alcohol*
- Illegal posting, distribution, upload or download of copyrighted work of any kind
- Sharing assignments, questions/answers, or any other action that would violate any expectations or rules relative to academic honesty
- Posting personally identifiable information in any format other than via private message
- Indecent dress or disrobing
- Interference with the instructional audio or video

- Use or display of illegal drugs, alcohol, tobacco or tobacco products, or vaping devices*
- Violations of the Board's/School's *Acceptable Use Policy* or *Device Contract*

Consequences of Inappropriate Online Conduct

Parents and students must be aware that conduct that is unacceptable and disruptive in the regular classroom environment is, typically, unacceptable in the virtual classroom. The School Board recognizes, however, that virtual learning is a new experience for students and families, and that the context in which student conduct occurs must be taken into account in determining the appropriate penalty, if any, imposed for violations of the Student Code of Conduct in the virtual classroom.

Student conduct that occurs in the virtual classroom may be subject to progressive discipline which, *depending on the seriousness of the conduct at issue*, will include an initial verbal warning and consultation with the student's parent or guardian prior to any formal disciplinary action. The seriousness of the conduct at issue will dictate the actions of administrators and the nature of the penalty ultimately imposed. For example, a student may be subject to a severe penalty, even for a first offense, depending on the seriousness of the conduct at issue.

Some factors that administrators will take into account in determining the penalty to be imposed, if any, for conduct that occurs in the virtual classroom will include:

- Age of the student
- Whether the conduct disrupted learning in the virtual classroom
- Whether the conduct was violent or threatening in any way
- Whether the conduct was illegal
- Whether the conduct interfered with the rights of teachers and/or students to work and learn in a safe and orderly environment free from inappropriate images, messages, language or behavior
- Whether the student has committed prohibited conduct in the past
- Whether the student has received prior warnings or discipline for similar conduct

*Conduct in the virtual classroom related to the display or handling of weapons or drugs, or other conduct that raises legitimate concerns about the safety and welfare of a student, must be reported immediately to the School Principal and/or School Resource Officer in order to assess whether the matter must be reported to local law enforcement and/or the Department of Children and Family Services.

DEFINITIONS

Suspension shall mean that student is temporarily prohibited from participating in his/her usual placement within school. This usually involves temporary removal from school.

In-school suspension shall mean (1) student is removed from his/her usual classroom placement to an alternative educational placement for a minimum of one complete school day, and (2) no interruption of services occurs. (An *alternative educational placement* may be located on or off the school site, provided that the student continues to receive instructional services and remains under the supervision of school personnel or their designees.)

Detention shall mean activities, assignments, or work held before the normal school day, after the normal school day, or on weekends. Failure or refusal by a student to participate in assigned detention shall subject the student to immediate suspension. Assignments, activities, or work which may be assigned during detention include, but are not limited to, counseling, homework assignments, behavior modification program, or other activities aimed at improving the self-esteem of the student.

Expulsion shall mean the removal of a student from school for at least one school semester.

In-school expulsion shall mean (1) Student is temporarily removed from his/her usual classroom placement to an alternative educational placement for a period of time specified by the Office of Child Welfare and Attendance, and (2) no interruption of instructional services occurs. (An *alternative educational placement* may be located on or off the school site, provided that the student continues to receive instructional services and remains under the supervision of school personnel

of their designees.)

Virtual instruction means instruction provided to a student through an electronic delivery medium, including, but not limited to, electronic learning platforms that connect to a student in a remote location to classroom instruction.

Revised: September 24, 2009
Revised: December, 2020
Revised: December 13, 2012

Ref: 42 USCA 12112 et seq. (*Equal Opportunity for Individuals with Disabilities)*; La. Rev. Stat. Ann. §§17:223, 17:224, 17:233, 17:239, 17:252, 17:416, 17:416.1, 17:416.13; *Regulations for Implementation of the Exceptional Children's Act*, Bulletin 1706, Louisiana Department of Education; Board minutes, 9-24-09, 12-13-12.

SECTION C: APPENDIX

ZACHARY COMMUNITY SCHOOL BOARD
2023-2024 MEAL PRICES

If meals are prepaid by the week, month or year, your students spend less time in line!
Pay Online at www.MySchoolBucks.com!

		LUNCH					BREAKFAST		
		Full Price	Full Price	Reduced			Full Price	Reduced	
	# of	Elementary	Secondary	All Grades	Visitors		All Grades	All Grades	Visitors
	Days	$ 2.25	$ 2.50	$ 0.40	$ 5.00		$ 1.75	$ 0.30	$ 3.00
Aug.	17	$ 38.25	$ 42.50	$ 6.80	$ 85.00		$ 29.75	$ 5.10	$ 51.00
Sept.	19	$ 42.75	$ 47.50	$ 7.60	$ 95.00		$ 33.25	$ 5.70	$ 57.00
Oct.	19	$ 42.75	$ 47.50	$ 7.60	$ 95.00		$ 33.25	$ 5.70	$ 57.00
Nov.	17	$ 38.25	$ 42.50	$ 6.80	$ 85.00		$ 29.75	$ 5.10	$ 51.00
Dec.	14	$ 31.50	$ 35.00	$ 5.60	$ 70.00		$ 24.50	$ 4.20	$ 42.00
Jan.	17	$ 38.25	$ 42.50	$ 6.80	$ 85.00		$ 29.75	$ 5.10	$ 51.00
Feb.	18	$ 40.50	$ 45.00	$ 7.20	$ 90.00		$ 31.50	$ 5.40	$ 54.00
Mar.	19	$ 42.75	$ 47.50	$ 7.60	$ 95.00		$ 33.25	$ 5.70	$ 57.00
Apr.	17	$ 38.25	$ 42.50	$ 6.80	$ 85.00		$ 29.75	$ 5.10	$ 51.00
May	17	$ 38.25	$ 42.50	$ 6.80	$ 85.00		$ 29.75	$ 5.10	$ 51.00
Total	174	$ 391.50	$ 435.00	$ 69.60	$ 870.00		$ 304.50	$ 52.20	$ 522.00

Child Nutrition Program
The Zachary Community School Board Child Nutrition Program's goal is to serve healthy, nutritious choices that are appetizing, affordable and available to all students. Menus, which are consistent with the Recommended Dietary Allowances (RDAs), the calorie goals, and the Dietary Guidelines for Americans, have been planned so that students can have healthier lives….now and in the years to come. We are customer focused and welcome any comments you may have. For comments, call the Child Nutrition Program Office, Zachary Community School Board, at 658-4969.

Set up FREE meal charge alerts at www.MySchoolBucks.com

Payment Information:

Method of Payment: On-line credit card payment at www.MySchoolBucks.com, cash or check
Make check payable to: Zachary Community School Board Child Nutrition Program (ZCSB-CNP)
Write one check per child: In the memo section of the check, write the student's full name and point of service LUNCH NUMBER, if known.
Meal Payments: Prepayment for meals by the week, month or year is recommended. If meals are prepaid, students spend less time in line. If you pay for meals, it is recommended that you send the August 2023 payment on the first day of school.
Parents of Elementary students: Place cash payments in a sealed envelope that is labeled with the student's full name, purpose for which money is intended, and amount of cash or check sent.

Federal Eligibility Income Chart for School Year 2023-2024

If your household income falls at or below the limits, your child(ren) may qualify for free or reduced price meals.
Please review the chart on this website: Child Nutrition Programs: Income Eligibility Guidelines (2023-2024) | Food and Nutrition Service (usda.gov)

Seclusion/Restraint Procedures

Under Louisiana Revised Statutes 17:416.21
(Act 328 of 2011) & Louisiana Bulletin 1706, Revised 2012

This document provides procedures/guidance for the use, reporting, documentation and oversight of seclusion and restraint in the Zachary Community School Board, following issuance of regulations by the Board of Elementary and Secondary Education (BESE), Louisiana Department of Edu- cation (LDE).

These procedures specifically address the statutory requirements of La.R.S. 17:416.21 (Louisiana Act 328 of 2011) and revised Louisiana Bulletin 1706 regarding the use of seclusion and restraint as emergency safety measures to control the actions of students with exceptionalities in Louisiana's public schools. It is understood that this procedural/guidance document is a work in progress and in no way constitutes the totality of interventions and strategies that may be used by the ZCSB and its personnel in addressing the educational needs of students with exceptionalities.
For the purposes of this document, Zachary Community School Board may encompass policies adopted by the ZCSB; administrative procedures implemented by school administrators and school employees (as defined herein) and guided forms developed to assist school employees in carrying out their responsibilities under La.R.S. 17:416.21 (Act 328 of 2011) and applicable sections of Louisiana Bulletin 1706.

SUPERINTENDENT'S DIRECTIVES PURSUANT TO SCHOOL BOARD POLICY

The Zachary Community School Board has approved the following guidelines and procedures relative to the use of seclusion and restraint by its employees:

NOTIFICATION REQUIREMENTS FOR SCHOOL OFFICIALS AND PARENTS/LEGAL GUARDIANS

This "mandatory notification" will be via district prepared forms.

The parent or other legal guardian of a student who has been placed in seclusion or physically restrained shall be notified as soon as possible. The student's parent or other legal guardian shall also be

notified in writing within twenty-four hours of each incident of seclusion or physical restraint. Such no- tice shall include the reason for such seclusion or physical restraint, the procedures used, the length of time of the student's seclusion or physical restraint, and the names and titles of any school employee involved.

The director or supervisor of special education shall be notified any time a student is placed in seclusion or is physically restrained.

A school employee who has placed a student in seclusion or who has physically restrained a student shall document and report each incident in accordance with the policies adopted by the school's governing authority. Such report shall be submit- ted to the school principal or designee not later than the school day immediately following the day on which the student was placed in seclusion or physically restrained and a copy shall be provided to the student's parent or legal guardian.

If a student is involved in five incidents in a single school year involving the use of physical restraint or seclusion, the student's Individualized Education Plan (IEP) team shall review and revise the student's behavior intervention plan to include any appropriate and necessary behavior supports.

The documentation compiled for a student who has been placed in seclusion or has been physically restrained and whose challenging behavior continues or escalates shall be reviewed at least once every three weeks.

EXPLANATION OF METHODS OF PHYSICAL RESTRAINT

The Nonviolent Crisis Intervention program is design for the Care, Welfare, Safety, and Security for all individuals affected by crisis– staff and student. The training program focuses on assisting staff in providing a safe environment with the goal of preventing the need for restrictive behavior management.

Crisis Prevention provides a detailed model of procedures for staff to utilize prior to an incident that requires the use of restraint or seclusion. The Nonviolent Crisis Intervention program addresses the key components necessary to properly review the events that

occurred before, during, and after the incident. The Nonviolent Crisis Intervention focuses on verbal de-escalation strategies that are intended to defuse a situation from escalating to the point where restrictive behavior management interventions are required.

The Nonviolent Crisis Intervention training program teaches participants that physical restraints should only be used when an individual is a treat to self or others. Nonviolent Crisis Intervention participants are taught by Certified Instructors to safely and effectively administer physical restraint as a form of restrictive behavior management intervention only when other, less restrictive forms of behavior management have been exhausted and when an individual is a danger to self or others.

TRAINING REQUIREMENTS RELATIVE TO THE USE OF RESTRAINT

Training will be provided to school personnel or other individuals deemed necessary to address the use of seclusion and restraint techniques with students with disabilities.

Zachary Community School District uses the Crisis Prevention Institute Program (CPI) which is a Non-Violent Crisis Intervention (NVCI). We also incorporate positive behavior support methods, de-escalation techniques and referral to mental health services intervention when needed.

Training will consist of a four (4) day instructor certification for those individuals who have been chosen to be trainers. There will be a two (2) day comprehensive workshop for those individuals who will be trained in “CPI”, “NVCI”.

This staff will participate in continuous education training using CPI program at least annually.

Documentation of the certification and annual training will be maintained by Director of Student Support Services.

- Dissemination of guidelines and procedures to all school employees
- Guidelines and procedures will be provided to all school employees in the employee handbook.

- Dissemination of guidelines and procedures to every parent of a child with an exceptionality
- Guidelines and procedures will be provided to parents via the Zachary Community School District Student Rights and Responsibilities Handbook as well as on-line web postings.
- Notification to the Louisiana Department of Education Principals will ensure maintenance of the Zachary Community School System incident report. This report will be submitted to the Director of Student Support Services yearly. The Director of Student Support Services will ensure the dissemination of this yearly report to the State Department of Education.

GRADUATION

High school students must meet all course and attendance requirements and meet all LEAP 2025 assessment criteria prior to graduating. In addition, these students must meet the same criteria in order to participate in graduation exercises.

EQUAL EDUCATION OPPORTUNITIES

Section 504 of the Rehabilitation Act of 1973 is a civil rights law that prohibits discrimination on the basis of a disability in any program receiving federal funds. Section 504 States that:

"No otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

This law guarantees individuals with disabilities certain rights, including the right to a free appropriate public education (FAPE). Appropriate services are those designed to level the playing field and meet the needs of the students with disabilities to the same extent that the needs of students without disabilities have been met so that students with disabilities may enjoy full participation in educational opportunities.

This law is intended to provide individuals with disabilities equal to pursue employment, educational, and recreational goals without discrimination.

NOTICE OF NON-DISCRIMINATION

The Zachary Community School Board does not discriminate on the basis of race, color, national origin, religion, sex, handicap or disability.

ELECTRONIC TELECOMMUNICATION DEVICES

No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including but not limited to any cell phone, camera, video tape recorder, digital recorder, any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any elementary or secondary school building, or on the grounds thereof or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from

school. Nothing shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of an emergency. *Emergency* shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

For purposes of this policy, the terms *use* and *operation* shall mean whenever the electronic telecommunication device is turned on.

Should students choose to use an electronic device to video fights, text message test items, text message for unauthorized persons to check them out, post incidents that happened on school campus on the internet or similar practices that create a “substantial disruption” to the learning environment on a campus, they may be suspended and possibly recommended for expulsion depending on the circumstances. Law enforcement shall be asked to assist with any investigation involving a cell phone or other electronic device that “substantially disrupts” the learning environment on a campus.

<u>ELEMENTARY AND MIDDLE SCHOOL STUDENTS GRADES Pre-K - 8</u>

No electronic telecommunications device (no cell phone or smart watches, etc allowed) may be brought to school by an elementary or middle school student in grades Pre-K – 8.

STUDENT COMPUTER/NETWORK ACCEPTABLE USE POLICY

The Zachary Community School Board is making Internet access available to students to prepare them to participate productively in the information society of the 21st century. Inter- net access will give students the opportunity to inquire, study, communicate, and gain new understandings about our global society.

RIGHT	RESPONSIBILITY
Students have the right to use the system's educational net- work as a tool to enhance learning, as it becomes available at their location.	Students have the responsibility to learn and follow guide- lines that are deemed appropriate in using the educational network. All access to the Internet will be teacher directed and will conform to the following:

RULES FOR USE OF COMPUTER NETWORK AND INTERNET***:***

Students shall:

- Sign a statement as evidence that the student has read, understands, and intends to comply with these policies, and all other related policies before using the computers at Zachary Community Schools.
- Use World Wide Web search engines and/or other Internet tools only under the direction and supervision of teachers.
- Not access visual depictions that are obscene, pornographic or harmful to minors.
- Not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.
- Not access objectionable or inappropriate material over the Internet.

- Not post any e-mail or other messages or materials that are derogatory, abusive, obscene, profane, sexually oriented, threatening, offensive, dangerous, slanderous, sexually harassing, terrorizing or illegal. Students shall not use any language online that is not permitted in the classroom.
- Not post personal information about themselves (last names, addresses, or telephone numbers) or any other person.
- Not forward personal mail without permission.
- Not abuse or waste network resources through frivolous and non-educational use or send chain letters or annoying or unnecessary letters to large numbers of people.
- Observe the copyright law. Students shall not plagiarize or otherwise use copyrighted material without permission. Students shall properly cite the source of information accessed over the Internet.
- Not make any purchase on the Internet while using school equipment or Internet service.
- Not use e-mail, chat rooms, net meeting rooms, and other form of direct electronic communication including instant messaging systems unless authorized.

Also Note:

- Installation of software is allowed only by the District's administration, and should not be undertaken by any other user.
- Users are not permitted to work in or to modify the Network Operating System.
- Unauthorized exploration or changes to any system files are prohibited.
- The Zachary Community School Board computers must be used only for educational activities and are limited to activities that have been approved by a teacher or staff member.
- The presence of food or drink in the vicinity of the computers or computer related equipment is forbidden.
- Documents and/or mail stored on the District network

should be deleted regularly in order to conserve file space.

- The Zachary Community School Board reserves the right to purge accounts after proper notification of exceeding space regulations.
- Students are not to download large files unless absolutely necessary, and only with the approval of the teacher. If necessary, students will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer once the research project in question is completed.
- Users must remember to log off any computer be- fore leaving the area as user ids will be used as the primary method for tracking computer usage.
- If a user is concerned that their password is no longer secure, then see the system administrator for a new password.
- Standard 3 ½" diskettes, CDs and portable memory drives are acceptable for file storage. Please be careful when inserting or removing these diskettes. CDs and memory sticks are the preferred forms of storage.
- Interpretation, application and modification of the policy is within the sole discretion of the Zachary Community School Board.
- Any questions or issues regarding this policy should be directed to the Zachary Community School Board Administration.

D. Students who may inadvertently access a site that is pornographic, obscene or harmful to minors shall immediately disconnect from the site and inform the teacher.

E. Consequences for failing to follow these standards may range from loss of Internet privileges to expulsion from school, depending upon the nature and severity of the act.

All school and district rules apply to the Internet the same as they do in the classroom or elsewhere on school grounds. Network administrators and school personnel may review student e-mail messages at any time or track student navigation of the World Wide Web. Any activity that may be in violation of local, state, or Federal

laws will be reported to the appropriate law enforcement agency.

Any parent or guardian who has questions or concerns about their child's Internet Access is encouraged to discuss these concerns with the school principal. Parents or guardians are also encouraged to discuss family values with their children to guide their activities on the Internet.

STUDENT SEXUAL HARASSMENT

The Zachary Community School Board disapproves of and does not tolerate sexual harassment by employees to students, by students to employees, or by one student to another student which may occur on or off-campus during or after school hours, during or directly related to school-sponsored activities, or at a time and/or place directly related to school functions. No employee or student, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and therefore interferes with the purposes of the employee and/or student in the academic, extracurricular, and co-curricular atmosphere. Sexual harassment includes any type of sexually coercive or oppressive conduct, including, but not limited to, threats, comments, jokes or overtures of a sexual nature. Sexual harassment also includes *quid pro quo* claims which occur when an employee makes sexual advances toward a student which threaten or imply retaliation if the student resists, or rewards if the student acquiesces.

This policy applies to all employees and volunteers, to the elected members of the School Board, and to all students of the Zachary Community School District. It applies at school, school sponsored events, and in situations which are related to the school or school functions.

<u>COMPLAINT PROCEDURE</u>

Complaints of sexual harassment which take place at school or at

a school related function or arising out of the school setting should be promptly made to the principal of the school. Should the claim of sexual harassment be brought against the principal of the school, the complaint should be brought directly to the Superintendent.

A report or complaint of an alleged violation of this policy shall be sufficiently clear and explicit so that it can be recognized as a legitimate report of sexual harassment or retaliation. This means that a report or complaint shall, at a minimum, include: (1) a description of an alleged act of sexual harassment or retaliatory conduct, including the date, time, and place it allegedly occurred; (2) identity of the alleged victim; (3) identity of the alleged harasser; and (4) identity of the reporting person.

After notification of the complaint, a confidential investigation shall immediately be initiated to gather all facts about the complaint.

After the investigation has been completed, a determination shall be made regarding the resolution of the case. If warranted, disciplinary action will be taken up to and including involuntary termination of an employee and/or expulsion of a student. Any disciplinary action regarding an employee will be placed in the employee's personnel file which shall reflect the action taken and the grounds therefor. Any disciplinary action taken in regard to a student shall be maintained as any other student disciplinary violation.

SUSPECTED CHILD ABUSE

If the victim of the alleged sexual harassment is a minor student and if the alleged harassment falls within the definition of *abuse* as found in School Board policy *JGCE, Child Abuse*, then all school employees with knowledge shall be considered *mandatory reporters* and the allegations must be reported to child protection or law enforcement as provided by state law and School Board policy. Such reporting must be made in addition to any procedures for handling sexual harassment complaints.

RETALIATION

Retaliation against any employee or student who brings sexual harassment charges or who assists in investigating such charges shall be prohibited. Any employee or student bringing a sexual harassment complaint or assisting in the investigation of such a Zachary Community School District complaint shall not be adversely affected, discriminated against or punished because of the complaint. Reports and complaints of such retaliation shall be handled in the same manner as those of sexual harassment.

DISCIPLINE/CONSEQUENCES

1. Any student who is determined to have engaged in sexual harassment or retaliation against another individual in violation of this policy may be subject to disciplinary action, up to and including expulsion.
2. Any employee who is determined to have permitted, engaged in, or failed to report sexual harassment or retaliation in violation of this policy and the related procedures may be subject to disciplinary action, up to and including termination.

ENFORCEMENT

1. Each principal or other site manager has the responsibility of taking such reasonable steps necessary and practicable to maintain an educational environment free of sexual harassment. Such steps shall include implementation of the following:

    A. The principal and all employees shall cooperate, as needed, in the formal and informal investigations instituted under this policy.
    B. The principal and other administrators in charge of discipline of students shall, in accordance with policy and law, take such disciplinary action against any student found to be in violation of the sexual harassment policy as may be appropriate under the circumstances.
    C. Within the first week of school each school year, the principal or other site manager shall ensure that an in-

service program addressing the sexual harassment policy and procedures is provided for all employees.

D. During orientation at the beginning of each school year or at the time of a new student's mid-year enrollment, the principal shall ensure that instruction about sexual harassment, the policy, and procedures are provided to students in an age-appropriate manner.

E. Teachers, counselors, and administrators shall instruct students on the sexual harassment report and complaint procedures within the educational setting on an as-needed basis.

F. The principal or other site manager shall ensure that the sexual harassment policy and procedures are provided to all students, parents, and employees by:

1. Including an age-appropriate restatement of the policy and procedures in the student handbook;
2. Posting an age-appropriate restatement of the policy against sexual harassment, the report and complaint procedures, and notice and posting of the name of the School Board's Title IX Coordinator at visible and accessible sites for students, for parents, and for employees;
3. Making a copy the complete policy and procedures available on request for students, parents, and employees at the school office and the central office; and
4. Maintaining the policy and procedures on the School Board website.

2. Special Situations

A. An employee shall immediately notify the principal/designee when he/she becomes aware of graffiti on any school property which is vulgar, sexually offensive, or suggestive of sexual

harassment. The principal/designee shall determine (1) whether the graffiti is sufficient to constitute a report of sexual harassment and, if so, have a report form completed by the appropriate party and institute the informal investigation procedure; and/or (2) whether a photographic or other record of the graffiti should be made and, if so, shall retain such documentation in a specific file in the principal's office. In any event, such graffiti shall be immediately covered, if possible, and removed as soon as possible thereafter.

B. An employee shall immediately notify the principal/designee when the employee has cause to believe that a student or employee has accessed, on a personal or school-owned computer on campus or off-campus during a school-related activity, an Internet and online site that is reasonably believed to be sexually obscene or to otherwise contain sexually harassing content. The principal/designee shall determine whether such report constitutes a report of sexual harassment and, if so, shall have a report form completed by the appropriate party and institute the informal investigation process.

DATING VIOLENCE

Dating Violence is defined as a pattern of behavior where one person threatens to use, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner.

Dating Violence Warning Signs:

- For Victim-Physical signs of injury; isolation from family and friends; loss of interest in activities that were once enjoyable; making excuses for dating partner's behavior; noticeable changes in eating or sleeping patterns; alcohol or

drug use; loss of self-confidence; excessive text messaging or calling from dating partner.

- For Perpetrator – Threatening to hurt others in any way; insulting a dating partner in public or private; frequently insisting on walking a dating partner to class; damaging or destroying a dating partner's belongings; attempting to control what a dating partner wears; extremely jealous.

Instructions for Reporting or Seeking Help – Any student who is a victim of, or a witness to, dating violence should immediately talk to someone they trust like a parent, teacher, school administrator, counselor, nurse or school resource officer.
Louisiana Coalition Against Domestic Violence (Free Confidential 24 hrs. Help)
Statewide Hotline: 1-888-411-1333 National Hotline: 1-800-799-7233

COMMUNICATIONS WITH LANGUAGE-MINORITY STUDENTS AND PARENTS

All schools with language minority students are obligated to provide written or verbal communications with these students and parents or guardians in a language they can best understand. This handbook may be translated or interpreted to meet the Office of Civil Rights (OCR) standards and the Equal Educational Opportunity Act (EEOA) Guidelines of 1974.

NOTICE OF USE OF PERSONAL HEALTH INFORMATION (HIPAA)

This Notice Describes How Medical Information About Your Child May Be Used and Disclosed and How You Can Get Access To This Information. Please Review It Carefully.

We understand that information we collect about your child and their health is personal. Keeping health information of your child private is one of our most important responsibilities. We are committed to protecting their health information and following all laws about its use. You have the right to discuss with the system's Privacy Officer your concerns about how their health information is shared. The law says:

- We must keep their health information from others who do not need it.
- You may ask us not to share certain health services information. Sometimes, we may not be able to agree to your request.

Your child may receive certain services from nurses, therapists, social workers, doctors or other health care related individuals. They may see, use and share your child's health or medical information to determine any plan of treatment, diagnosis, or outcome of information as described in an Individualized Education Program (IEP) or other plan document. This use may cover such health services your child had before now or may have later.

We review such health services information and claims to make sure that you get quality services and that all laws about providing and paying for such health services are being followed. We may also use the information to remind you about service or to tell you about treatment alternatives. We also use the information to obtain payments for such services as a result of the Medicaid program. We must submit information that identifies you and your child, your child's diagnosis and the treatment of services provided to your child for reimbursement by Medicaid. We may share your health care information with health plans, insurance companies, or government pro- grams to help get the benefits and so that

the School System can be paid or pay for such health care or medical services. In most cases, you may see your child's health information but the request cannot include psychotherapy notes or information gathered for judicial proceedings. There may be legal reasons or safety concerns that may limit the amount of information that you may see. You may ask in writing to receive a copy of your child's health information. We may charge a small amount for copying costs. If you think some of the health information is wrong, you may ask in writing that we correct or add to it. You may ask that the corrected or new information be sent to others who have received your child's health information from us. You may ask us for a list of where we sent the health information.

You may ask to have the health information sent to others. You will be asked to sign a separate form, called an authorization form, permitting the health information of your child to go to them. The authorization form tells us what, where and to whom the information must be sent. You can stop or limit the amount of information sent any time by letting us know in writing.

Note: A child 18 years old or older can give consent for his or her health information to be kept private from others unless the child signs an authorization form.

We follow laws that tell us when we have to share health information of your child even if you do not sign an authorization form. We always report:

- Contagious diseases, birth defects and cancer;
- Firearm injuries and other trauma events;
- Reactions to problems with medicines or defective medical equipment;
- To the police or other governmental agencies when required by law:
- When a court orders us to;

- To the government to review how our programs are working;
- To a provider or insurance company who needs to know if your child is enrolled in one of our programs;
- To Worker's Compensation for work related injuries;
- Birth, death and immunization information;
- To the federal government when they are investigating something important to protect our country, the President and other government workers;
- Abuse, neglect and domestic violence, if related to child protection or vulnerable adults; or
- To parents and others designated by law.

We may also share health care information for permitted research purposes, for matters concerning organ donations and for serious threats to public health or safety. This notice is yours. You may ask for a copy at any time. If there are important changes to this notice, you will get a new one within 60 days. If you have questions about this notice of privacy rights of your child or that such rights have been violated, you can contact: Zachary Community School Board Office • (225) 658-4969 • 3755 Church Street, Zachary LA 70791

You can also complain to the federal government Secretary of Health and Human Services (HHS) or to the HHS Office of Civil Rights. Your health care services will not be affected by any complaint made to the School Board, Secretary of Health and Human Services or Office of Civil Rights.

COMMUNICABLE DISEASE CONTROL POLICY

Current immunization records are required for all students entering school for the first time, including kindergarten, in compliance with the immunization schedule established by the legislature in La. R.S. 17:170 unless compliance is waived pursuant to the statute. School personnel will cooperate with

public health personnel in completing and coordinating all immunization data, waivers and exclusions, including the necessary Vaccine Preventable Disease Section's School Immunization Report forms to provide for control of preventable communicable diseases.

ZACHARY COMMUNITY SCHOOL DISTRICT ASBESTOS MANAGEMENT PLAN

The Zachary Community School facilities have been inspected for asbestos-containing materials and the results of the inspections are contained in an Asbestos Management Plan, which is on file at the school office.

The Asbestos Management Plan includes the results of all the inspections conducted on all the buildings indicated. It also contains the results of the materials sampled which were taken during the inspections and the plans for asbestos abatement.

The Asbestos Management Plan is available to review during regular working hours at the school office. A copy of the Management Plan will be made, upon request, for a nominal fee to cover the cost of copying and handling.

GLOSSARY

1. **ABUSIVE LANGUAGE** – Any verbal abuse or bullying of others, including but not limited to slurs, name- calling, or derogatory statements to another person because of that person's race, color, religion, national origin, disability, physical/personal appearance, or sexual orientation.
2. **ARSON** - The damage to property by the use of an explosive substance or the setting on fire to any school or personal property.
3. **ASSAULT** –
    A. An attempt to commit a battery or the intentional placing of another person in reasonable apprehension of receiving a battery which is not self- defense.

B. Assault of a school teacher is an assault commit- ted when the victim is a school teacher acting in the performance of employment duties.

4. **BATTERY** –
   A. The use of force or violence upon a person if actual contact is made.
   B. Battery of a school teacher is the use of force or violence against a school teacher when the teacher is acting in performance of employment duties.
5. **BURGLARY** - The unauthorized entry of property.
6. **COMMUNICATING OF FALSE INFORMATION OF PLANNED ARSON OR BOMB THREATS** - The intentional impartation or conveyance, or causing the impartation or conveyance by the use of the mail, telephone, telegraph, word of mouth, or other means of communication, of any threat or false information knowing the same to be false, including bomb threats or threats involving fake explosive devices, concerning an attempt or alleged attempt being made, or to be made, to commit either aggravated or simple arson.
7. **COMPUTER HACKING** - The accessing or causing to be accessed of any computer, computer system, computer network, or any part thereof with intent to view, alter, delete, or insert programs or data without authority.
8. **DISRESPECT FOR AUTHORITY** - Any unprovoked act of aggression which demonstrates a disregard or interference with authority or supervising personnel.
9. **DISTURBANCE** -
   A. Minor Disturbance - An act of misconduct that disrupts the orderly process of educational activities in that area that is confined to a limited area, and/ or which jeopardizes safety of children.
   B. Major Disturbance - A serious act of misconduct that interrupts the orderly process of educational activities that is not confined to a limited area, and/or which jeopardizes safety of children.
10. **DRUGS** - Illegal narcotics or any controlled dangerous substances.

11. **DRUG PARAPHERNALIA** - All equipment products and materials of any kind which are used with drugs such as roach clips, rolling papers, pipes, etc.
12. **EMERGENCY** - An unexpected situation that requires prompt action.
13. **EXCUSED TARDY** - Acceptable reason for not being in class on time, including but not limited to accidents, illness, emergencies or natural disasters.
14. **EXPLOSIVE DEVICES** - Including fireworks, bullets, bombs, and incendiary devices.
15. **EXTORTION** - The taking of goods or services by threats or intimidation.
16. **FIGHTING** - The exchange of blows between two or more students with the intent of harming one another.
17. **GAMBLING** - To play a game of chance where a reward is expected.
18. **HABITUAL OFFENDER** - One who has committed several offenses, not necessarily of the same type.
19. **INDECENT BEHAVIOR** - Socially unacceptable behavior, that is morally offensive.
20. **INDIVIDUAL EDUCATION PROGRAM (IEP)** – A written statement for a student with disabilities that contains an overview of instructional needs that is developed, reviewed, and revised in a meeting in accordance with C.F.R. 300.341-300.350, IDEA Regulations.
21. **INTIMIDATION** - To make timid or fearful.
22. **LOOK-ALIKE** - Similar to; appear to be.
23. **MOLESTATION** - To make indecent advances in which physical contact is made.
24. **PORNOGRAPHY-**Material (such as books, writing, or photographs) that show erotic behavior and is intended to cause sexual excitement.
25. **PROBATION** - A condition in which students are temporarily placed to assist them in adjusting to a normal school setting.
26. **PROVOKING A FIGHT** - To purposely cause or invite any intentional gesture written, verbally, electronically, or physically promote a student or students to fight.

27. **QUALIFIED HANDICAPPED PERSON** - With respect to public preschool elementary, secondary, or adult educational services, a handicapped person (i) of an age during which non-handicapped persons are provided such services, (ii) of any age during which it is mandatory under state law to provide such service to handicapped persons, or (iii) to whom a state is required to provide a free appropriate public education under section 612 of the Education of the Handicapped Act.
28. **REASONABLE BELIEF** - A suspicion founded upon-circumstances sufficiently strong to warrant a belief in a reasonable person that something is true.
29. **ROBBERY** - Taking of anything of value belonging to another by the use of force or intimidation.
30. **SCHOOL BUILDING LEVEL COMMITTEE (SBLC)** – A group of knowledgeable persons comprised of school staff and parents who meet in response to a student's needs.
31. **SELF-DEFENSE** - An act of protecting oneself from an aggressor where the force used is only sufficient to repel the aggressor. The right of an individual to protect him/herself by using force upon another when it can be reasonably concluded that the use of force more prob- ably than not was committed SOLELY for the purpose of preventing forcible offense against him/herself.

    A PERSON WHO IS THE AGGRESSOR OR WHO BRINGS ON DIFFICULTY CANNOT CLAIM THE RIGHT OF SELF-DEFENSE. A STUDENT CANNOT CLAIM THE RIGHT OF SELF-DEFENSE WHENEVER HELP OR FLIGHT IS AVAILABLE. RESPONDING TO A VERBAL CONFRONTATION BY USING PHYSICAL FORCE IS NOT ACCEPTABLE AND CANNOT BE CLAIMED AS SELF-DEFENSE.
31. **SERIOUS BODILY INJURY** -Impairment of physical condition not limited to the following: loss of conscious- ness, concussion, bone fracture, impairment of function of bodily member or organs, wound requiring suturing, and serious disfigurement.

32. SEXUAL HARASSMENT

A. Student to Student or Student to Staff Harassment -In this context, sexual harassment is defined as any unwelcome sexual advance, request for sexual favors or other inappropriate verbal, visual, written or physical conduct of a sexual nature at school or a school sponsored event.

B. Extended Definition - Sexual harassment may also include but is not limited to:

1. verbal harassment or abuse;
2. uninvited letters, telephone calls, or materials of sexual nature;
3. uninvited or inappropriate leaning over, cornering, patting or pinching;
4. uninvited sexually suggestive looks or gestures;
5. intentional brushing against a student's or a school employee's body;
6. uninvited pressure for dates;
7. uninvited te~~asing,~~ jokes, remarks or questions;
8. any sexually motivated unwelcome touching; or
9. attempted or actual rape or sexual assault.

33. **TARDY** - When one is not in his or her classroom when the tardy bell rings.

34. **TERRORIZING** - The intentional communication of information, known by the offender to be false, that the commission of a crime of violence is imminent or in progress or that a circumstance dangerous to human life exists or is about to exist, thereby causing any person to be in sustained fear for his or another person's safety; causing evacuation of a building, a public structure, or a facility of transportation; or causing other serious disruption to the public.

35. **THEFT** – Taking other's property without permission, by stealing, fraud or trickery.

36. **THREAT** - A communication in person, in writing or through the use of the Internet to injure a person or to kill a person, who is a teacher, employee of the school system or a student of the school.

37. **TRESPASSING** - Unauthorized entry on a school campus other than the one a student normally attends except when the student has been assigned to an alternative program.
38. **TRUANT/HOOKY** - One who is absent from school without permission.
39. **VANDALISM** - The defacing, damaging, and/or breaking of others' property through willful misconduct.
40. **WEAPON** - Any object which, under the circumstances, may be used to inflict bodily injury or damage to property. A *weapon*, in accordance with federal statutes, means a firearm or any device which is designed to expel a projectile or any destructive device, which in turn means any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, mine or similar device
41. **WILLFUL DISOBEDIENCE** - The refusal to follow a reasonable request of a teacher, administrator, or an adult authority figure on campus.
42. **ZERO TOLERANCE** – An anti-violence policy making school a safer place for learning. Automatic recommendation for expulsion by the school administration.

SPECIAL EDUCATION GLOSSARY

CHANGE OF PLACEMENT**:**
The removal of a special education student for more than ten (10) consecutive school days; or The student is subjected to a series of removals that constitute a pattern because they accumulate to more than 10 school days in a school year, and because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another. C.F.R. 300.519, IDEA Regulations.

STUDENTS WITH DISABILITIES**:**
Any student who is presently identified as exceptional. Any student whom the system has knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred, may assert any protections provided for in IDEA Part 300 Regulations and Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (R.S. 17:1941, et seq); Title 28 Part

XLIII Bulletin 1706 Subpart A – Regulations for Students with Disabilities and Section 504 of the Rehabilitation Act of 1973. This does not apply to students identified as gifted or talented.

STUDENT FEES, FINES AND CHARGES

The Zachary Community School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. §17:112(C).

The School Board shall publish the Student Fees, Fines and Charges policy and procedures on its website. Each school shall publish the policy on its website and include it in the school's student handbook which shall be provided to each student and his/her parent or legal guardian at the beginning of each school year in the manner determined by the School Board.

The Student Fees, Fines and Charges policy shall be reviewed annually and revised as necessary.

DEFINITIONS

Fees shall mean any monetary payment or supplies required as a condition of a student being enrolled in school or participating in any curricular or co-curricular activity. Fees shall not include supplies or monetary payment for extracurricular activities. Fees shall not mean the cost of school meals.

Curricular and co-curricular activities are activities that are relevant, supportive, that are an integral part of the program of studies in which the student is enrolled, and that are under the supervision and/or coordination of the school instructional staff.

Extracurricular activities are those activities which are not directly related to the program of studies, which are under the supervision and/or coordination of the school instructional staff, and which are considered valuable for the overall development of the student.

REGULATIONS

1. A school shall not charge or access a fee unless the fee has been set and included in the School Board's approved Schedule of Fees.

2. Fees charged for the same item or service shall be consistent among all schools under the jurisdiction of the School Board.

3. Failure by a student, or parent on behalf of their child, to pay any required fee shall not result in the withholding of a student's educational record.

SCHEDULE OF FEES

A list of authorized fees, including their purpose, use, amount or authorized range, and how each fee is collected, shall be as listed on the Schedule of Fees (Appendix A) attached to this policy.

Economic Hardship Waivers

A student or his/her parent or legal guardian may request and receive a waiver of payment of a fee due to economic hardship. Waivers of fees shall be granted based on objective criteria which shall include, but not be limited to the following, relative to the student or his/her family:

1. Is receiving unemployment benefits or public assistance including Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, supplemental security income, or Medicaid.

2. Is in foster care or is caring for children in foster care.

3. Is homeless.

4. Is serving in, or within the previous year has served in, active military service.

5. Is eligible for free or reduced priced meals in schools not participating in the Community Eligibility Provision Program.

6. Is an emancipated minor.

A written request for a waiver of fees shall be submitted to the principal of the school or his/her designee for consideration. Proof of eligibility shall be included with the fee waiver request. A written decision on the waiver request shall be rendered within five (5) school days of the date of receipt of the request. Should the initial request to the principal of the school for a waiver be denied, a written appeal may be made to the Superintendent or his/her designee, who shall respond to the appeal in writing within five (5) school days of the receipt of the appeal.

All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be confidential.

All records associated with a fee waiver request due to economic hardship shall not constitute a public record but may be audited to ensure compliance with the School Board's policy. A student's personally identifiable information associated with such a waiver request shall not be made public.

SCHOOL SUPPLIES

School supplies requested by classroom teachers of a student's parent or legal guardian shall not exceed a published amount per student per school year as determined by the School Board. Each school principal shall approve all school supplies requested by classroom teachers. Prior to assessing a fee for school supplies or developing a school supply list, consideration shall be given to the existing school supply inventory. A student shall not be denied the opportunity to participate in

a classroom activity due to his or her inability to provide requested supplies.

DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

The School Board may require parents and/or legal guardians to compensate the school district for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

Compensation by parents or guardians may be in the form of monetary fees or community/school service activities, as determined by the School Board. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but may, at the discretion of the School Board, be adjusted according to the physical condition of the lost or destroyed textbook. A school system may waive or reduce the payment required if the student is from a family of low income and may provide for a method of payment other than lump-sum payment.

In lieu of monetary payments, both school systems and parents/guardians may elect to have students perform school/community service activities, provided that such are arranged so as not to conflict with school instructional time, are properly supervised by school staff, and are suitable to the age of the child.

Under no circumstances may a school or school district refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child nor may the school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school, per requirements of the Federal Family Educational Rights and Privacy Act.

Under no circumstances may a school or school district deny a student promotional opportunities, as a result of failure to compensate the school district for lost or damaged textbooks. Students shall not be denied continual enrollment each grading period nor re- entry in succeeding school years as a result of lost or damaged books.

Students shall not be denied the use of a textbook during school hours each day. The school system shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks.

Revised: October, 2001
Revised: October 3, 2017
Revised: August, 2019

MEDICATION IN SCHOOLS

All over the counter medications must be checked in and approved by the school administration. If approved, the school will provide the student with documentation confirming that approval which must be carried with the student while possessing the medication on campus. Failure to get medication approved will result in the medication being confiscated and returned to the parent/guardian only. Repeated violations could result in disciplinary action from the school.

A student who brings any controlled substance or other prescription medication to school must have a valid prescription or order, in their name, from a licensed medical provider. The student shall immediately, upon arrival to school, provide the school with evidence of the prescription and submit the medication to the school nursing staff to hold and distribute to the student as directed by the provider. Students who fail to follow the procedure relating to controlled substances or prescription medication will have the medication confiscated and returned to the parent/guardian only and will lose the privilege of bringing the medication to school. Additionally, students who are found in possession of controlled substances or other prescription medication without being able to provide evidence of a prescription will be subject to suspension and/or recommended expulsion. Distributing controlled substances or prescription medications shall be grounds for immediate recommendation for expulsion.

ZACHARY COMMUNITY SCHOOL DISTRICT
2023-2024 PARENT AND FAMILY ENGAGEMENT IN EDUCATION POLICY

Note: This policy is the overarching plan to our school (including Title I) policies and compacts. Parental input will be requested on the school level regarding parental involvement activities, etc. The necessary adjustments will be made to school level policies and compacts as deemed necessary.

Zachary Community School District recognizes that parent and family engagement must be a priority for children to learn and achieve academic success. Parents and families are vital partners of the educational environment throughout their children's elementary and secondary school careers. The term parent shall refer to any caregiver who assumes responsibility for nurturing and caring for children, and includes parents, grandparents, aunts, uncles, foster parents, stepparents, and others. Parental involvement is the participation of parents in regular, two-way meaningful communication involving student academic learning and other school activities. This shall include programs, services, and/or activities on the school site where parents are encouraged to be actively involved and are full partners. The Zachary Community School District will establish, develop, and maintain strategies and programs that are intended to enhance the involvement of parents and other caregivers that reflect the needs of students, parents, and families in accordance with applicable state and federal laws and regulations. As part of the parent and family engagement program, it shall be the responsibility of every school to create a welcoming environment, conducive to learning and supportive for comprehensive family involvement programs that have been developed jointly with parents and families.

DISTRICT LEVEL RESPONSIBILITIES

At the district level, the Zachary Community School District shall:

1. Involve parents and family members in the joint development and amendment of the school district's plan, which includes components of the district's parental involvement program, to be submitted to the Louisiana Department of Education. Such involvement shall include, but not be limited to, the following:

- Interact with, each school's School Improvement Team, which is actively involved with assessing needs and addressing these needs in the school;
- Give parents opportunity to make comments and/or suggestions to the district parental involvement plan;
- Requiring each school to conduct an open house
- Encouraging school based parental organizations, such as PTO, etc.

2. Provide coordination of various programs that involve parents, technical assistance, and other support necessary to assist every school in planning and implementing effective parental involvement programs and strategies.
3. Coordinate and integrate parent and family engagement programs with other programs that promote parent and family engagement.
4. Conduct and assess, with the involvement of parents, an annual evaluation/survey of the effectiveness of the components and strategies of the parental involvement program The findings of such evaluations will be utilized to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies and procedures.
5. Distribute to parents, information about the parent and family engagement program, as well as provide proper notification to parents about specific services, as required by state or federal law. Notification shall also include, at the start of school each year, the right of parents to request and

receive timely information on the professional qualifications of their children's classroom teachers.

6. Incorporate the district wide parent and family engagement policy into the LEA plan developed on the Consolidated application to LDOE, submit any parent comments on the plan,

7.To the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

SCHOOL LEVEL RESPONSIBILITIES

As part of the parent and family engagement program, the Zachary Community School District shall encourage each school and require those schools receiving federal Title I funds to do the following:

- Convene an annual meeting to which all parents and/or family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's educational programs and to explain components of the parent and family engagement program, and the right of parents and family members to be involved.
- Involve parents and family members in the planning, review, and improvement of parental involvement programs, the school parent and family engagement policy and the development of the school-wide plan.
- Provide parents and family members a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet;
- Provide information on school level websites to provide support to parents, families, and community members.

- Abide by all requirements for family and parent engagement set forth by the Zachary Community School District.

SHARED RESPONSIBILITIES

As part of the parent and family engagement program to build a capacity for involvement, the Zachary Community School District shall:

- Provide assistance to parents and family members of, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children.
- Provide materials and training to help parents and family members work with their children to improve their children's achievement
- Ensure that information related to school and parent and family programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.
- Recognize parental activities and/or contributions outside the normal school setting that enhance student academic achievement, such as tutoring, improving attendance, and contributing and preparing school/classroom support materials and services.
- Welcome parent participation on district-wide Parent and Family Engagement Committee
- Shall provide to the extent practicable, full opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing necessary information and school reports required in a format, and to the extent practicable, in a language such parents and family members understand.

- Provide such other reasonable support for parent and family engagement activities as deemed appropriate.

PARENT AND FAMILY RESPONSIBILITIES

Zachary Community School District recognizes that a child's education begins at birth. Parents and family members play a vital role in the intellectual. social, and emotional growth of their children. In an effort to promote responsible and successful parenting skills, the Zachary Community School District would like parents to:

- Make sure children attend school regularly and arrive at school on time.
- Supervise completion of all homework assignments.
- Make sure children are dressed properly, in accordance with the uniform or dress code
- Make sure that children get adequate amounts of sleep nightly.
- Visit and discuss their child's academic progress regularly with teachers.
- Discuss academic progress and school events regularly with their child.
- Instill proper respect for parents, teachers, and other adults.
- Volunteer at school related activities to the extent feasible and appropriate.
- Attend school-sponsored programs in which their child may participate, to the extent possible.
- Join and be active in parent/teacher organization, etc.

STATEMENT OF COMPLIANCE

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall annually sign a Statement of Compliance, in accordance with state law.

SCHOOL-PARENT COMPACT

Each school shall jointly develop with parents a school-parent compact that outlines how parents, the entire school

staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the state's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; volunteering services outside the normal school setting; and participating, as appropriate, indecisions relating to the education of their children, and positive use of extracurricular time.

2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:

- Compact shall be discussed as the compact relates to the individual child's achievement.
- Frequent reports to parents on their children's progress.
- Reasonable access to teacher conferences/meetings

PARENTS RIGHT-TO-KNOW (TITLE I SCHOOLS)
PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS

In compliance with the requirements of Every Students Succeeds Act, parents may request information about the professional qualifications of your child's teacher(s) and/or paraprofessional(s). The following information may be requested:

1. Whether the student's teacher:

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- is teaching under emergency or other provisional status through which State qualifications or
- licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher.

2. Whether the child is provided services by a paraprofessional and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact your child's school principal.

Zachary Early Learning Center
Northwestern Elementary School
Rollins Place Elementary School
Pre-K through 2nd grade

2023-2024

Student/Parent Handbook

Zachary Early Learning Center
4400 Rollins Place • Zachary, LA 70791
Office: 225-654-6011 • Fax: 225-654-6392
Charissa Osberry, Principal

Northwestern Elementary School
4200 Rollins Road • Zachary, LA 70791
Office: 225-654-2786 • Fax: 225-654-6613
Jonathan Coats, Principal

Rollins Place Elementary School
4488 Rollins Place • Zachary, LA 70791
Office: 225-658-1940 • Fax: 225-658-8207
Kelli Day, Principal

August 2023

Dear Students and Parents,

We look forward to a successful school year with the continued support of our parents and the Zachary community. Please do not hesitate to contact the school if we can be of assistance to you.

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

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

Charissa Osberry, Principal ZELC
Jonathan Coats, Principal NES
Kelli Day, Principal RPE

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SCHOOL CALENDAR

August 4	Teachers return
	Beginning of School Year
August 9	First Day for Students
September 4	Labor Day Holiday (No School)
September 18	Teacher Planning Day (No School)
October 13	End of 1st Nine Weeks
October 9-10	Fall Holiday (No School)
October 11	Parent/Teacher Conferences (No students)
November 20-24	Thanksgiving Holidays (No school)
December 18-20	Early Dismissal Days
December 20	End of 2nd Nine Weeks
Dec.21 -Jan. 4	Christmas/New Year Holidays (No School)
January 5	Professional Development Day (No Students)
January 8	Students Return
January 15	Dr. Martin Luther King, Jr Holiday (No School)
Feb. 12- Feb. 14	Mardi Gras Holiday (No School)
March 1	Staff Planning Day (No Students)
March 14	End of 3rd 9 weeks
March 29, April 1-5	Spring/Easter Holidays (No School)
May 21-23	Early Dismissal Days
May 23	Last Day for Students

ELEMENTARY GRADING PERIODS

1st 9 weeks: August 9, 2023 - October 13, 2023
2nd 9 weeks:October 16, 2023 - December 20, 2023
3rd 9 weeks: January 8, 2024 – March 14, 2024
4th 9 weeks: March 15, 2024 - May 23, 2024

REPORT CARDS GO HOME

1st 9 weeks: October 19, 2023
2nd 9 weeks: January 11, 2023
3rd 9 weeks: March 21, 2024
4th 9 weeks: May 23, 2024

ZELC REPORT CARDS

Fall: November 1, 2023
Winter: March 4, 2024
Spring: May 23, 2024

EARLY DISMISSAL:

December 18-20, 2023 and May 21-23, 2023

PAPER PACKETS GO HOME (*RPE only)

September 7 & 21
October 12 & 26
November 9 & 30
December 14
January 18
February 1 & 15
March 7 & 21
April 11 & 25
May 9

2023-2024 School Beginning & Ending Times

Students who are not picked up from carpool by the designated time for each school (Pre-K-2nd) will be sent to Extended Day at a cost of $5 for each 30 minutes they are left.

Times are subject to change

School Name	Earliest child can be allowed on campus/ dropped off in carpool	School Begins	School Ends	Latest your child may check out on a regular school day.
Zachary Early Learning Center	8:40	8:55	3:55	3:10
Northwestern Elementary	8:30	8:55	3:55	3:10
Rollins Place Elementary	8:20	8:45	3:45	3:00

	Early Dismissal Time	Latest time check-out is allowed
Zachary Early Learning Center	1:25 p.m.	12:40 p.m.
Northwestern Elementary	1:25 p.m.	12:40 p.m.
Rollins Place Elementary	1:10 p.m.	12:25 p.m.

SCHOOL ATTENDANCE

The administration and faculty of ZELC, NES and RPES will follow the Attendance Policy as outlined by the Zachary Community School District. Regular attendance in school is a requirement. Students who have excessive absences do not make acceptable progress and are prone to failure. Excessive absences also create extra tasks and work for the teaching staff, thus reducing their effectiveness for other students. Parents and students need to treat this issue seriously.

Pre-K through Eighth Grade students will not be allowed to exceed ten (10) absences each school year in accordance with state law and the school board policy. 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. Absences of up to two con-

secutive school days due to personal 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 new guidelines will not allow students to be excused for vacations/other family trips. A student who misses more than 10 days of school, excused or unexcused, will be retained. Students with documentation of extenuating circumstances may appeal that decision to the district's Director of Child Welfare & Attendance. If a student is absent due to illness, a note from the parent must be sent within 5 days following the student's return to school. A child recovering from a mild illness will be excused from P.E., if a parent sends a note. If your child needs to be excused from P.E. for more than a couple of days, please send a note from your child's doctor.

Parents will be notified by Promotion in Jeopardy letter each 9 weeks if their child's absences appear to be on track to exceed the number of allowed absences.

MAKE-UP WORK

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

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

TRUANCY

The administration and faculty of ZELC, NES and RPES will follow the Truancy Policy as outlined by the Zachary Community School District.

CHECKING STUDENTS IN AND OUT OF SCHOOL Students arriving late to school should first report to the office with their parent. A tardy slip must be secured before continuing on to the classroom. The child will continue on to class without the parent. Circumstances may require a parent to pick up their child from school early. Please do not call the office and ask that students be called out of class and waiting in the office for the parent to arrive. This interrupts valuable instructional time. Parents need to allow minutes for their child to be called out of class and arrive at the office. Parents must sign the child out through the office on the appropriate form.

Persons 17 years of age and younger are not permitted to check out students. A photo id or driver's license is required. Persons not listed on the registration and/ or emergency card will not be allowed to check out the child without written parental permission. Please do not check your child out early unless it is an emergency. **Check outs should be made no later than the time indicated by each school. See "School Beginning & Ending Times" chart.**

TARDY/EARLY CHECKOUT

The administration and faculty of ZELC, NES and RPES will follow the Tardy / Early Checkout Policy as outlined by the Zachary Community School District.

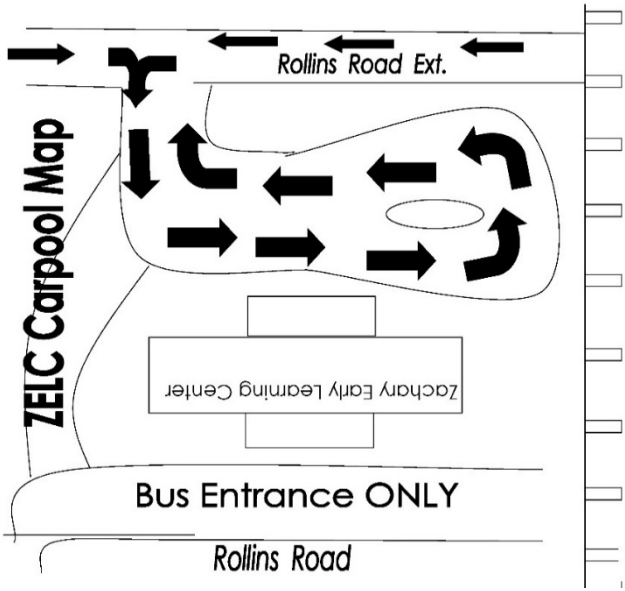
Students are tardy if they arrive to school after official start time. Students arriving late to school must report to the office and be signed in by a parent/guardian. Students who are habitually tardy or check out of school early will be referred to the Child Welfare and Attendance Office.
Note: All tardy(s) will be unexcused unless the tardy is accompanied by a doctor's excuse. If a student is 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.

The following are considered excused:

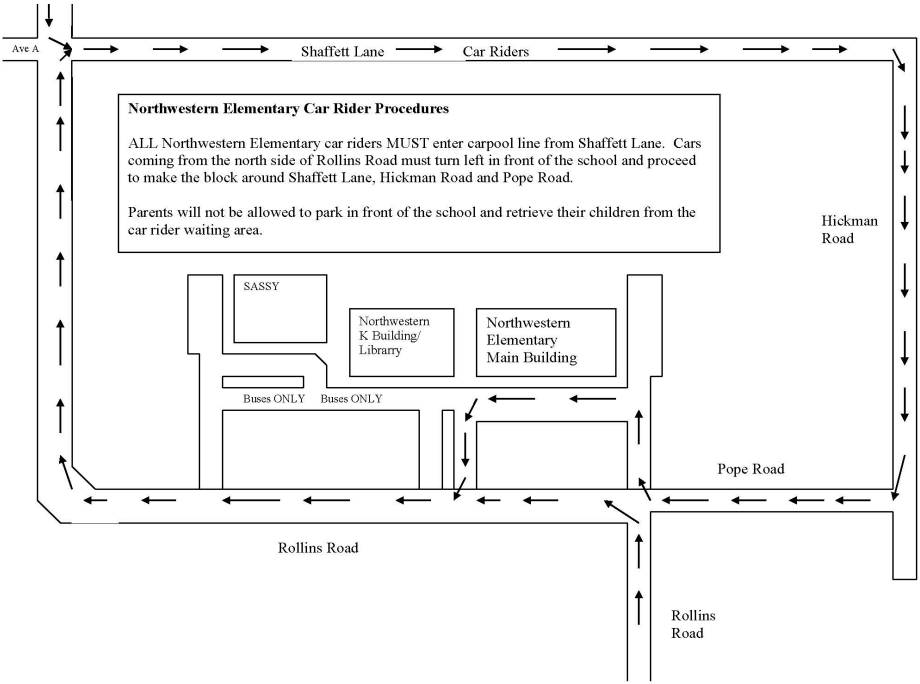
1. Student illness (with a doctor's note)
2. Medical appointments (with a doctor's note)
3. Bus delays

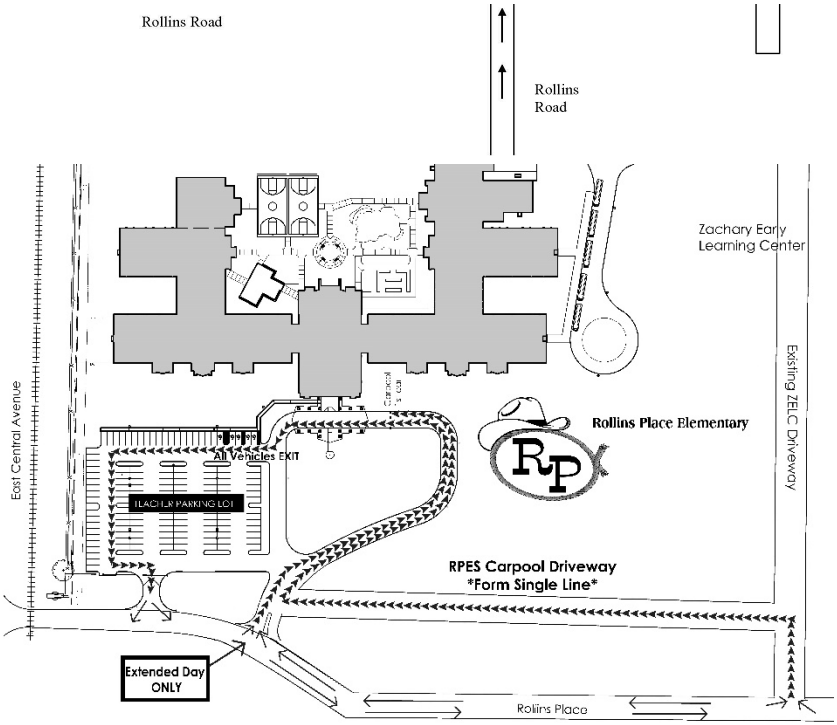
*If you have any questions as to whether your child's tardy is excused, please call your school's administration.

RPE carpool ends at 8:40 A.M. Students arriving after 8:40 A.M. must be walked in to the office.



1. Parents of carpoolers must follow the Rollins Road Extension carpool route. Carpool parents should not enter on the Rollins Road entrance. This is for bus traffic only.
2. Paraprofessionals will assist students in getting in and out of the vehicle.
3. When picking up carpool students, **parents must put their child in a seat belt.**


Ave A
Shaffett Lane
Car Riders
Northwestern Elementary Car Rider Procedures
ALL Northwestern Elementary car riders MUST enter carpool line from Shaffett Lane. Cars coming from the north side of Rollins Road must turn left in front of the school and proceed to make the block around Shaffett Lane, Hickman Road and Pope Road.
Parents will not be allowed to park in front of the school and retrieve their children from the car rider waiting area.
Hickman Road
SASSY
Northwestern K Building/ Librarry
Northwestern Elementary Main Building
Buses ONLY
Buses ONLY
Pope Road
Rollins Road
Rollins Road


Rollins Road
Rollins Road
Zachary Early Learning Center
Existing ZELC Driveway
East Central Avenue
Rollins Place Elementary
All Vehicles EXIT
RPES Carpool Driveway
Form Single Line
Extended Day ONLY
Rollins Place

CHANGE IN AFTERNOON TRANSPORTATION

Written permission is required anytime a student's usual departure routine is changed. **Phone calls will not be accepted.** Parents should send a note with the child on the morning of the change. In the event of an emergency, parents must email the school clerk or send a fax requesting the change. Parents must call the school to ensure that the email or fax was received. **An email to the child's teacher will not suffice for "written permission" as the teacher may not be able to check his/her email prior to dismissal.**

EXTENDED DAY PROGRAM

Students participating in the Extended Day Program may be dropped off beginning at 6:30 a.m. and must be picked up by 5:45 p.m. A late fee of $1.00 per minute will be assessed after 5:45 p.m.

NURSE

A nurse will be available for all schools on a daily basis. If your child has a health problem, please bring it to our attention immediately. For detailed information regarding health policies, please refer to the Health Handbook. It can be found @ http://www.zacharyschools.org/sample-page/academics/student-support-services/school-nurses/

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.

Children may bring their lunch to school with the understanding that it must be eaten in the cafeteria. **LUNCHES FROM COMMERCIAL ESTABLISHMENTS, (McDonalds, Taco Bell, Burger King etc.) ARE DISCOURAGED. Soft drinks in bottles or cans are not allowed in the cafeteria.**

Parents are welcome to eat lunch with their children occasionally. However, this may not be allowed on days when a schedule adjustment is required.

*Parents will be allowed to eat lunch with their child beginning in September. Please notify the office at least 24

hours in advance

*Please be reminded that if a **Pre-K** student brings a bag lunch, they must also bring a snack packed separately.

FOOD ON CAMPUS

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

BREAKFAST

- **Pre-K**

As a part of our Pre-K program, all Pre-K students will eat breakfast as a class. If your child eats breakfast at home, please send a breakfast snack so that your child will feel included in this activity.

- **K-2**

All students eating breakfast should report directly to the cafeteria. After finishing breakfast, students should report to their designated area. Breakfast should not be brought into the cafeteria from home. *Students should eat the breakfast served in the cafeteria or eat at home. *Carpool students must arrive at least 10 minutes prior to official start time to eat breakfast in the cafeteria.

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. Teachers will not distribute invitations to a select group of students.
No cupcakes, juice boxes, treat bags allowed for birthdays.

The school will celebrate student birthdays monthly.

EXTRACURRICULAR ACTIVITIES/FIELD TRIPS

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

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

Parent chaperones and volunteers are sometimes needed to accompany students on field trips. The number of chaperones needed for each field trip will be determined by the teachers. Parents who are not chaperones designated by the teachers will not be allowed to ride the bus. Chaperones and parent guests serving in a supervision capacity are to be treated with the same respect due to a teacher or other staff member. Parents should contact a teacher or administrator immediately if they encounter difficulty with a student. Teachers and staff are to handle all discipline. All chaperones and parent volunteers must sign a chaperone code of conduct. Any student who fails to treat a parent with due respect will not be allowed to participate in events that require parent supervision. **Siblings (other children under the age of 18) are**

not allowed at school for field trips or any school related activities.

Parents may not post pictures of children other than their own on any social media.

VISITOR POLICY

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

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

VOLUNTEERS

We welcome volunteers to our school. However, in order to protect instructional time, please adhere to the following guidelines:

- Volunteers should pre-arrange their volunteer time with their child's teacher, who will inform the front office to expect the volunteer.
- All volunteers should bring license or state issued identification and sign in at the front office and obtain a visitor's pass.
- Teachers may leave volunteer work at the front office to be completed in the teacher's work room unless the volunteer's work necessitates them being in the classroom. These arrangements will be preapproved by the administration.

CLASSROOM OBSERVATIONS

We welcome our parents to visit our school. However, parents may not visit in classrooms without an administrator present. Classroom visits are limited to 15 minutes. We require a 24 hour notification to observe in a classroom. Please call the office to

set up an appointment time. This is not a conference, and parents should not visit with their child or the teacher during instructional time.

STUDENT DRESS CODE AND UNIFORM POLICY

The administration and faculty of ZELC, NES and RPES will follow the Student Dress Code Policy as outlined by the Zachary Community School District.

FREE DRESS POLICY

No tank tops, spaghetti straps, midriffs, or halter tops.
Skirts, dresses, and shorts must be no more than 3 inches above the knee.
Shoes must be closed toe. No boots.
No clothing with obscene language, alcohol, tobacco, or skulls. All dress must be deemed appropriate by administration.

BULLYING POLICY

The administration and faculty of ZELC, NES and RPES will follow the Bullying Policy as outlined by the Zachary Community School District.

EMERGENCY FORMS: CHANGE OF ADDRESS/PHONE

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

EMERGENCIES

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

In the event of an emergency school closure, radio and TV stations will keep the public informed. Parents may also receive a call from the district's phone system. In order to keep

communication lines open, do not call the school. We will dismiss school only when notified by the Zachary Community School Board.

LOST AND FOUND

We request that parents properly mark all children's belongings so that ownership can be easily established. Money, jackets or any other articles of value are turned into the office. Parents may claim them after proper identification.

PETS

No pets of any kind are allowed at school.

CELL PHONES

*Cell phone use is not allowed in carpool line or front office area. Students may not have a cell phone or smart watch.

TEXTBOOKS/LIBRARY BOOKS

Textbooks are sent home for student's use throughout the school year. Each teacher must account for each book issued to a student. The student must either return issued book(s) in a usable form or pay the full price for replacing the book(s).

PARENTAL INVOLVEMENT/HOMEWORK

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

ZEPTO (ZACHARY'S ELEMENTARY PARENT/TEACHER ORGANIZATION)

The Zachary Community School District considers its parent volunteers as a very special resource. ZEPTO includes all elementary schools. Please support the schools by joining this organization. Parents are encouraged to help with special events, programs, and extracurricular activities. Please call or notify your child's teacher if you have time you can share to make our schools a better place for students to learn and grow.

PARENT COMMAND CENTER

Parents of students in grades 1-12 may access the online grading system at anytime throughout the school year to view the status of their child's progress and attendance information at www.zacharyschools.org. *See insert for Parent Command Center.

HOME/SCHOOL COMMUNICATION

One of the most important things we can do to help children grow academically is to communicate regularly with parents. There are several ways to do this:

1. Student work papers are sent home every two weeks in grades K-2nd. Be sure to sign this envelope and return it to school within two days.
2. In grades K-2, report cards will be given at conferences or sent home at the end of each nine week period. PreK report cards will be given at the end of each checkpoint.
   *Progress Reports for first and second grade students will be sent home between grading periods throughout the year.
3. Newsletters will be sent home monthly.
4. Parents may request a conference at any time throughout the school year.

TELEPHONE POLICY

Parents may call the school office and leave a message for a teacher or administrator and the call will be returned when time permits. Classroom instruction will not be interrupted for parent phone calls. All teacher/parent communication will be through school phone, school email, and student's binder. Please refrain from trying to communicate with teachers & staff through social media websites, (Facebook, Twitter, Remind, Instagram, etc.).

SCHOOL IMPROVEMENT TEAM

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

PROMOTION POLICIES FOR KINDERGARTEN

1. Readiness for first grade will be determined by proficiency of kindergarten skills according to the criteria defined by Zachary Community School District Pupil Progression Plan. An inventory of skills progression will be marked each nine-week period for kindergarten students.

2. Parents will be given a review of their child's progress each nine-week period.

PROMOTION POLICIES FOR GRADES 1 & 2

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 1 and 2, a student must have an annual average of 67% in reading and mathematics and two other subjects. Students who have not mastered at least 67% will be referred to the SBLC for consideration of alternatives to retention.

3. Promotion or retention will be determined by the SBLC for students who have an F in reading or math for the 3rd or 4th nine weeks.

4. At the end of the first and second grade the student is expected to be able to read and understand grade appropriate vocabulary, high frequency words and grade appropriate math skills in order to be promoted.

5. Parents will be given a review of their child's progress at each conference period and will be required to be a part of the team to plan interventions to accelerate progress when needed.

6. Elementary students, K-8, shall not be absent more than 10 days, EXCUSED AND UNEXCUSED, to 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 will be referred to the Office of School and Home Relations (Child Welfare and Attendance). If attendance does not improve, the parent shall be referred to the Zachary City Prosecutor and Zachary City Court.

GRADING SCALE FOR REGULAR CLASSES

The grading scale for achievement in first and second grades are:

A= 93-100%
B = 85-92%
C = 75-84%
D = 67-74%
F = 66%-0

FIRE, DISASTER AND PUBLIC DISTURBANCE DRILLS AND PROCEDURES

An emergency evacuation map is posted in each classroom. Teachers will review fire, weather, and intruder plans with students. When the fire alarm is sounded, students are to walk quickly and quietly while leaving the building. When the tornado alarm is sounded, students are to move away from windows and follow tornado drill procedures. When a lock-down or Shelter in Place drill is sounded, teachers will lock doors and follow procedures as documented in individual School Crisis Plans. Students are to stay with their teachers and await further instructions. If students are in an ancillary program, they should exit and stay with that teacher. Fire drills are held monthly. Tornado and lockdown drills are held each semester.

FUNDRAISING

Schools may host up to two major fundraising campaigns during the school year. Participation will be voluntary. Your cooperation, support and participation are appreciated.

PICTURES

Individual student pictures will be taken in the fall and spring of the school year. Students will wear uniforms for the fall and class pictures. Free dress will be allowed for the spring pictures.

CARE OF SCHOOL PROPERTY

The administration and faculty of ZELC, NES and RPES will follow the Vandalism Policy as outlined by the Zachary Community School District.

STUDENT RECOGNITIONS/AWARDS

At the end of the year, the following attendance awards will be presented to the students who meet the criteria. Other awards may include recognition for grades, conduct, service, personal growth and citizenship

1. Perfect Attendance: students attending school **every day** of the school year (no more than 1 tardy or checkout)
2. Meritorious Attendance: students who miss **3 days or less** of the school year (no more than 3 tardies or checkouts).

PBIS

PBIS or Positive Behavior Intervention and Support is a behavior support program that recognizes the positive contributions of students. The main goal is to help each child develop self-discipline to make good choices. The PBIS process focuses on improving a school's ability to teach and support positive behavior for all students. Common routines and uniform language with respect to appropriate school behaviors are consistent throughout the school. As a result, instructional time is more effectively used for teaching, and the overall school environment is calm, pleasant and conducive to learning. You will find implementation details under each school's section.

ZACHARY
EARLY LEARNING CENTER
INFORMATION

ZELC Mission Statement

While providing a safe and supportive learning environment, teachers, parents and the community will work together as facilitators to teach the whole child utilizing developmentally appropriate practices in order to help children become life-long learners.

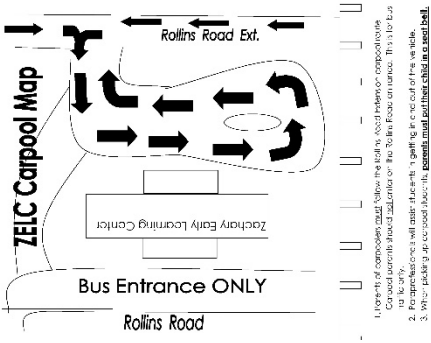
ZELC Vision Statement

Creating a foundation for lifelong learners through developmentally appropriate practices.

GRADE LEVEL	SCHOOL BEGINS	SCHOOL ENDS
Grades PreK	8:55 a.m.	3:55 p.m.

Arrival and Departure Procedures

The safest way for you to drop off or pick up your child is to follow the directions outlined below. Car riders will enter on the Rollins Place entrance and pull up to the front of the school to load/unload students. Students will be unloaded from the passenger side only. Students may not arrive before 8:40 a.m. as there will be no teachers on duty prior to this. Carpool students must be picked up by 3:55 p.m. on regular school days. There is no adult supervision after school dismissal.
*There will be no checkouts after 3:10 p.m. on a regular school day and 12:40 p.m. on early dismissal days.



PBIS

At Zachary Early Learning Center, we actively teach emotional self-control (sensible thinking and attitudes). We insist that all students act responsibly. We make our school rules clear and set logical consequences for students who choose to make bad choices. We continually communicate high expectations for learning, helping, and solving problems.

When walking through our school, you will see the following behavior expectations posted and implemented by students, faculty & staff:

ZELC BEHAVIOR EXPECTATIONS

BE RESPONSIBLE
BE RESPECTFUL
BE YOUR BEST

CLASSROOM EXPECTATIONS

1. Stay in your assigned area.
2. Keep your hands, feet, and objects to yourself.
3. Use your manners at all times.
4. Talk at the appropriate times.
5. Follow your teacher's directions.

You will receive a daily conduct report for your child. This report will list any major or minor infractions committed. For major infractions, your child will receive a Louisiana Behavior Referral form and you will be notified. Please sign the conduct form daily and return it to school each day.

EXPECTATIONS BY SETTING

Expectation	Setting					
	Classroom	Hallway	Cafeteria	Restroom	Playground	Car & Bus Area
Be Responsible	Stay in your assigned area	Walk quickly facing forward using walking feet Walk on the appropriate side of the hallway	Walk Use one pump of soap and paper towel Clean up around your area Hold your plate with two hands	Flush toilets Wash your hands using one pump of soap Put trash in the garbage	Stay within the assigned boundaries Using equipment and landscape properly Slide on your bottom	Sitting in your car/bus line facing forward listening for your car or bus Keep all materials in your book sack
Be Respectful	Keep your hands, feet, and objects to yourself. Talk at the appropriate times	Keep your hands close to your body respecting displayed work Walk silently	Use a low inside voice Keep your hands near you and your items on your tray	Wait against the wall until a bathroom is free Keep hands, feet, and objects to yourself Be quiet	Keep your hands, feet, and objects to yourself Share all equipment	Keep hands, feet, and objects to yourself
Be Your Best	Follow your teacher's directions Use your manners at all times	Follow your teacher's directions Use your manners at all times	Follow your teacher's directions Use your manners at all times	Follow your teacher's directions Use your manners at all times	Follow your teacher's directions Use your manners at all times	Follow your teacher's directions Use your manners at all times

REWARDS / CELEBRATIONS

Good behavior is encouraged throughout the school day. Students who consistently display appropriate or commendable behavior may participate in special activities and/or receive treats as part of our school-wide incentive.

Zachary Early Learning Center Compact

Teacher 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.
- Respect the school, students and families.

Student Commitment

- Come to school ready to learn and work hard.
- 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, teachers 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.
- Read to my child or encourage my child to read every day.
- Regularly monitor my child's progress in school.
- Participate at school, in activities such as volunteering, field trips, and/or attending parent-teacher conferences.
- Respect school, teachers, students, and families.

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

_____	_____	_____
Student	Teacher	Parent/Guardian

_____

Principal

Zachary Early Learning Center School-Level
Parent and Family Engagement Policy

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

Parental involvement activities in the school will include opportunities for:

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

The school will:

- Provide a high-quality curriculum and instruction in a supportive and effective learning environment enabling students to meet the state academic standards. The school will employ certified teachers and highly qualified paraprofessionals who will be provided professional development and will continually update resources and maintain an environment that facilitates learning.

With regard to the School Level Parental Involvement Policy, the school will:

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

With regard to parent meetings, the school will:

- Host an annual Parent Orientation to inform them of school programs and the right of the parents to be involved.
- Invite & encourage parents to attend meetings/activities through notices mailed to the homes of students, monthly newsletters, REMIND, Facebook and via the district and school web page. Parents unable to attend may request an alternative time to meet with the principal and/or teacher.

With regard to professional development, the school will:

- Provide training to school staff to strengthen parental involvement efforts relating to:
  - The value and utility of contributions of parents
  - How to reach out to, communicate with, and work with parents as equal partners.

- o Building ties between parents and the school

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

- Collaborate with community agencies and business to provide activities that encourage and support parent participation in the education of their student:
  - o Working with ZEPTO
  - o School facilities improvement
- Provide materials and training to help parents work with their student to improve the student's achievement, such as literacy training and using technology as appropriate, to foster parental involvement
  - o Family Night
  - o Parent teacher conferences
- Ensure that all information related to school and parent programs, meetings, and other activities is sent to parents in a format and in a language the parents can understand
  - o Provide monthly newsletters informing parents of activities, workshops, awards, and important telephone numbers
  - o School website
  - o Assess the needs of parents, teachers, and students through online surveys
  - o Provide access to education resources for parents to use together with their students via links on the school website

The staff will:

- Assist the administration in facilitating and implementing the School Level Parental Involvement Policy and parental involvement activities
- Advise parents of their student's progress on a regular basis through
  - o Progress reports
  - o Developmental assessments
- Be readily accessible to parents and provide opportunities for parents to meet with them on a regular basis to discuss their child's progress and to participate as appropriate in the decisions relating to their child's education. Hold at least one parent/teacher conference during the year.
- Discuss the Student/Parent/Teacher Compact at Parent Orientation
- Provide opportunities for parents to volunteer and participate in their child's class and observe classroom activities

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NORTHWESTERN ELEMENTARY SCHOOL INFORMATION

NORTHWESTERN ELEMENTARY MISSION STATEMENT

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

GRADE LEVEL	SCHOOL BEGINS	SCHOOL ENDS
Kindergarten	8:55 a.m.	3:55 p.m.

ARRIVAL AND DEPARTURE PROCEDURES

Students must not arrive prior to 8:30 a.m. as there will be no teachers on duty before that time. Car riders will use the driveway in front of the office building. We are asking that you please remain in your car and let the teachers load/unload your child. Students will be unloaded from the passenger side of the vehicle only. Pull your car up to the walk-way that goes into the building. Parents should not park and walk students into the building, and car riders will not be released to any walk- up parents. Anyone picking up a car rider must have a school-issued name card visible in the front windshield of their vehicle. Without the card, the driver will be asked to come inside to check out the student. Please drive in a safe manner and be patient in picking up and unloading your children. This will ensure the safest possible situation for all students. Students who eat breakfast at school are to do so before reporting to class. **Car riders arriving after 8:45 will not be allowed to eat breakfast at school.**

*Students may not be checked out after 3:25 p.m. on a regular school day and 12:55 p.m. on an early dismissal day.

EXACT CHANGE

Please send the exact amount for payment of any school fee. The school cannot provide change.

DISCIPLINE

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

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

Each parent must review the school and classroom rules with his/her child. It is also important that parents and students carefully review the district Student Rights and Responsibilities Handbook and Discipline Policy. This code of conduct is comprehensive and includes district and state imposed consequences for misbehavior, as well as the consequences that will follow if a rule is broken.

If a student continually chooses to break school rules or is involved in major disruptions such as fighting or defiance of school personnel, he or she may be assigned to the Character Action Training (CAT) room, and/ or suspended from school. If a child is not allowed to attend field trips, parties, or programs due to misconduct, any money that has been paid will not be refunded.

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

EXPECTATIONS BY SETTING

Expectations	Settings					
	Classroom	Hallway	Cafeteria	Restroom	Playground	Car & Bus Area
Be Respon-sible	Stay in your assigned area	• Walk quickly facing forward using walking feet • Walk on the ap-propri-ate side of the hallway	• Walk • Use one pump of soap and paper towel • Clean up around your area • Hold your plate with 2 hands	• Flush toilets • Wash your hands using one pump of soap • Put trash in the garbage	• Stay within the assigned boundar-ies • Use equip-ment and land-scape properly • Slide on your bottom	• Sitting in your car/ bus line facing forward listening for your car or bus • Keep all materials in your book sack
Be Respectful	• Keep your hands, feet and objects to yourself • Talk at the ap-propriate times	• Keep your hands close to your body respect-ing dis-played work • Walk silently	• Use a low inside voice • Keep your hands near you and items on your tray	• Wait against the wall until a bathroom is free • Keep hands, feet, and objects to yourself • Be quiet	• Keep your hands, feet and objects to yourself • Sharing all equip-ment	• Keep hands, feet and objects to your-self
Be Your Best	• Follow your teacher's direc-tions • Use your manners at all times	• Follow your teach-er's direc-tions • Use your man-ners at all times	• Follow your teacher's direc-tions • Use your manners at all times	• Follow your teacher's direc-tions • Use your manners at all times	• Follow your teacher's direc-tions • Use your manners at all times	• Follow your teacher's directions • Use your manners at all times

CHARACTER ACTION TRAINING ROOM (CAT ROOM)

The purpose of the Character Action Training Room is to provide an alternative to suspension whereby a student who has committed an infraction at school will be able to remain in school and be given an opportunity to modify his/her behav-

ior through discipline activities, counseling, class work assignments, encouragement, and parental/guardian contacts.

Northwestern Elementary is a PBIS School!
Be Respectful, Be Responsible, Be Your Best

The mission of the **Positive Behavior and Intervention Support (PBIS)** committee at Northwestern Elementary School is to ensure that our school has a safe, positive environment for all students. We strive to enable our students to be respectful, be responsible and be their best.

Our purpose is to continuously monitor discipline data to guarantee that rules and procedures adopted by our school and district are enforced fairly and consistently by all teachers. Our PBIS committee reviews discipline data and develops positive incentives for rewarding students and teachers. The committee reviews administrative procedures to ensure consistency and effectiveness when administering consequences for negative student behavior.

BE RESPECTFUL
BE RESPONSIBLE
BE YOUR BEST

Students learn these expectations through a song taught to them at the beginning of the year:

"Be Respectful, Be Responsible and You'll Always Be Your Best. Be Respectful, Be Responsible and You'll Always Be Your Best!" (Tune: Oh, My Darling Clementine)

Celebrations:

Monthly celebrations are held to reward students for their appropriate behavior. Students who have consistently demonstrated understanding of our school's expectations are invited to the "celebration." Celebrations vary by month, but could include a popsicle party, extra recess, or a movie party. Students who did not make the right choices during the month, spend this time reflecting on how better choices can be made.

In addition to monthly celebrations, weekly celebrations are held each Friday to recognize students who have made positive choices. On Friday, students who have an A in conduct are allowed to wear their good behavior wristband on Friday.

How can you help your child stay on the path to positive behavior?

Together, the home and school share the responsibility for developing good citizens. Parents, teachers, and students must collaborate to maintain a safe learning environment. Parents can help by doing the following:

- Review the Northwestern Elementary Expectations Matrix with your child and post it in your home.
- Keep in touch with your child's teacher.
- Practice caring phrases with your child such as "Thank You," "Please," and "Excuse me".
- Ask your child if he/she wore his/her good behavior medals on Friday.
- Ask your child about the PBIS monthly celebration and encourage them to strive for this goal.
- Read the "PBIS Corner" with your child in the school's monthly newsletter.

Northwestern Elementary Parental Involvement Policy 2023-2024

The administration, staff, and parents of Northwestern 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.

PART I. GENERAL EXPECTATIONS

Northwestern Elementary School agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents

can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
- The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

  - *Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

    (A) that parents play an integral role in assisting their child's learning;
    (B) that parents are encouraged to be actively involved in their child's education at school;
    (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
    (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

1. Northwestern Elementary School will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:
The district and school policies and the School Improvement/Schoolwide Plans are reviewed each school year and revised annually. Sources used in the development of these policies and plans include individual school meetings, completed workshop evaluations, annual parent survey results, parent meetings, workshop discussions, and parent-teacher conferences. This policy and all school policies are posted on our system and school websites. This policy is a working document subject to review and revision.

- NES will involve parents in the planning, review, and improvement of the policy by inviting them to take part in developing the School Improvement Plan (SIP).
- NES will provide the policy in an understandable and uniform format.
- NES will make the School Involvement Plan available to the community through discussions and review during the school's fall events: Orientation and Open House. The Parental Involvement Plan will be included in the Northwestern Elementary Handbook.
- NES will periodically update the Parental Involvement Policy to meet the changing needs of parents and the school.

2. Northwestern Elementary School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
During various school and family activities (Meet and Greet, Orientation, Literacy/Math Night and Family Night), parents are given the opportunity to reflect and provide feedback to help review and continuously improve our programs.
3. Northwestern Elementary School will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend by:

- Parents will be informed of our school's participation in Title I, the requirements of Title I, and the right of parents to be involved.
- Parent/Teacher conferences are held. Parents are given choices of available dates and times.
- Parents are invited to attend meetings using Remind 101, notes home, posts on school website and other social media.

4. Northwestern Elementary School will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:

- Parent Orientation
- Parent/Teacher Conferences
- Progress reports and report cards
- Student work samples sent home
- Literacy/Math Nights and Family Night
- Phone calls, homework, and newsletters

5. Northwestern Elementary School will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:

- Hold Parent/Teacher Conferences
- Hold School Building Level Committee (SBLC) and Individual Education Plan (IEP) Meetings
- Opportunities for parents to volunteer at the school and observe in their child's classroom
- Counselor and/or Principal meet with families and teachers to discuss any specific concerns.
- Email correspondence between parents, teachers, and administrators

6. Northwestern Elementary School will provide each parent information about the performance of their child on the district assessments in at least math, language arts and reading by:

- Inform parents of the types of assessments used for kindergarten students.
- Explain expected achievement levels and share student progress

7. Northwestern Elementary School will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title

I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:

- Provide parents with a letter informing them that their child's teacher is not highly qualified

8. Northwestern Elementary School will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described below

- the state's academic content standards
- the state's student academic achievement standards
- the state and local academic assessments including alternate assessments
- the requirements of Part A
- how to monitor their child's progress
- how to work with educators

Activities:

- Orientation
- Literacy/Math Nights
- Family Night

9. Northwestern Elementary School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:

- Literacy/Math Nights
- Seesaw
- Tips on weekly newsletters

10 Northwestern Elementary School will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- Dialogue during School Improvement Team Meetings, Parent/Teacher Conferences, SBLC and IEP meetings
- Presentation to faculty and staff on how to reach out, communicate with, and work with parents
- Parents utilized as guest speakers

11. Northwestern Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with public preschool, and other programs.

- NES will work closely with ZELC and the Zachary Early Childhood Network, where applicable.

12. Northwestern Elementary School will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Newsletters
- School and District Websites
- Facebook
- Remind
- Seesaw
- Conferences

PART III. ADOPTION

This policy was adopted by Northwestern Elementary School in May of 2023 and will be in effect for the 2023-2024 school year.
The school will distribute this policy to all parents of participating Title I students.
Adjustments to this policy will be made as input from parents is readily available.
This policy will be located on the Northwestern Elementary School's website (www.northwesternelementary.org) for review by all parents of participating Title I, Part A children on or before September 1, 2023.

Jonathan Coats, Principal

Northwestern Elementary School-Parent Compact

School-Parent Compact

What is a School-Parent Compact?

A *School-Parent Compact for Achievement* is an agreement that parents, students, and teachers develop together. It explains how parents and teachers will work together to make sure all our students reach or exceed grade-level standards.

Effective compacts:

- Link to goals of the school improvement plan
- Focus on student learning skills
- Describe how teachers will help students develop those skills using high-quality curriculum and effective instruction in a safe and supportive learning environment
- Share strategies parents can use at home
- Explain how teachers and parents will communicate about student progress
- Describe opportunities for parents to volunteer, observe, and participate in the classroom

SIX TYPES OF PARENT ENGAGEMENT

- PARENTING
- COMMUNICATING
- VOLUNTEERING
- LEARNING AT HOME
- DECISION MAKING
- COLLABORATING

The parents and staff of NES developed this School-Parent Compact for achievement. Teachers suggested home learning strategies, parents added idea and students told us what would help them learn. Meetings are held each year to review the Compact and make changes based on student needs.

Parents can contribute comments at any time.

If you would like to volunteer or participate on committees, please contact NES at 225-654-2786.

SCHOOL-WIDE

Activities to Build Partnerships

- *Orientation/Meet the Teacher/Title I presentation*
- *Parent Teacher Organization Meetings*
- *Parent Volunteers*
- *Parent Teacher Conferences*
- *Newsletters*
- *Website & Social Media updates*
- *Star Student Lunch*
- *Book Fair*
- *Literacy/Math Nights*

Communication about Student Learning

Northwestern Elementary is committed to regular two-way communication with families about children's learning. Some of the ways parents and teachers communicate all year are:

- *Progress Reports and Report Cards*
- *Seesaw*
- *Student work samples sent home*
- *Updates on the school website/social media*
- *Phone calls and emails*
- *Parent Teacher Conferences*
- *Remind Text Messaging*
- *SBLC and IEP meetings*

ZCSD Parental and Community Involvement

The Zachary Community School District will maintain a welcoming atmosphere by fostering a strong partnership with parents and community members that promotes transparency, encourages the open sharing of ideas, and helps propel the school system to higher levels of engagement and achievement.

SCHOOL-PARENT COMPACT

2023-2024

Northwestern Elementary School

4200 Rollins Road
Zachary, LA 70791
Office: 225.654.2786
fax: 225.654.6613
www.northwesternelementary.org

Jonathan Coats, Principal
Lorrie Wax, Dean

Northwestern Elementary School-Parent Compact

Student Achievement Goals

ZCSD Principles

- Provide a high quality, well-rounded educational experience for all students that is rigorous, diverse, and engaging.
- Prepare students for post-secondary educational opportunities, careers, and participation in a globally competitive society.
- Strengthen productive partnerships for education.
- Provide employees and students with safe, efficient, and functional environments.
- Maximize organizational efficiency and productivity in the pursuit of the district's mission.

NES Academic Goal:

By 2025, all students will reach high standards by attaining proficiency or better in all content areas.

Objectives:

- To increase the percentage of students scoring proficient on all ELA and Math standards.
- To increase the percentage of students scoring on or above benchmark on DIBELS

NES Teachers, Parents, and Students: Building Partnerships

In the Classroom

Kindergarten teachers will work with students and their families to support students' success in the Louisiana State Standards.

Some of our key connections with families will be:

- *Provide high-quality curriculum and instruction in a supportive and effective learning environment*
- *Hold parent-teacher conferences to discuss individual child's achievement*
- *Maintain an environment that facilitates learning*
- *Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of programs, plans, and policies.*
- *Provide awards and incentives*

At Home

We as parents, will support our children's learning in the following ways:

- *Ensure my child will attend school daily and arrive on time*
- *Make sure that homework is completed*
- *Encourage and support my child in all of their schoolwork*
- *Follow my student's progress through regular parent and teacher communication*
- *Provide a place at home where my child can do homework without interruption*
- *ensure my child has all the materials that they need for school*

NES students join staff and parents in working to succeed in school to reach their academic targets by:

- Come to school each day ready to learn and do my best!
- Do my homework every day and ask for help when I need it!
- Give my parents all papers and information sent home with me from the school!

ZCSD Vision: The Zachary Community School System is recognized as a model of excellence serving all citizens.

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

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

ROLLINS PLACE ELEMENTARY SCHOOL

Welcome to Rollins Place Elementary School---Home of the Wranglers! This handbook will supply you with information needed to help your student succeed academically. Our staff is passionate about providing students with quality and engaging learning experiences that are rooted in the Arts. We welcome and value your partnership in these areas.

Kelli Day,
Principal

Office Staff

Kelli Day – Principal
Kristy Gilpin – Assistant Principal
Brydie Manuel- Assistant Principal
Lettimarie Nezianya - Dean of Students
Jessica Aslin – School Counselor
Tess Rickets – Secretary
Samantha Turner - Clerk

ROLLINS PLACE ELEMENTARY MISSION STATEMENT

Rollins Place Elementary School, in partnership with its children, families and the Zachary community, will ensure that each student achieves his/her full potential through quality instruction and challenging, student-centered, educational experiences within a nurturing, motivating and safe environment.

GRADE LEVEL	SCHOOL BEGINS	SCHOOL ENDS
1st & 2nd	8:45 a.m.	3:45 p.m.

ARRIVAL AND DEPARTURE PROCEDURES

Students must not arrive prior to 8:20 a.m. as there will be no teachers on duty before that time. Car riders should enter the carpool line using the paved extension from ZELC's driveway and exit through Rollins Place parking lot. (Please see the RPE carpool map in this book). Bus riders will be unloaded on the side of the school near the Early Learning Center. Upon arrival, students are to report to class. Students who eat breakfast at school are to do so before reporting to class. Car riders arriving after 8:35 will not be allowed to eat breakfast at school.

The procedures for dismissal must be adhered to for the safety and protection of all students. Bus riders will board buses on the side of the school near the Early Learning Center. Parents who pick up their children in the afternoon will do so using the front entrance of the school on Rollins Place. The car rider line must be used for dropping off or picking students; parents may not walk students to the office during arrival or dismissal. Anyone picking up a car rider must have a school issued "car rider card" with them in the car. Without it, the driver will be asked to come inside to check out the student.

PARENT/TEACHER CONFERENCES

Students will be released at 1:10 p.m. on Early Dismissal dates so that parent/teacher conferences can be held. All parents will be contacted to schedule a conference for the first nine weeks. Please make every effort to attend this conference. Conferences after that will be held on an as-needed basis or at parent's request.

DISCIPLINE

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

In order to guarantee all students at Rollins Place Elementary an excellent learning climate, students are expected to follow school expectations and rules. Students with less than a "C" in conduct may not be allowed to participate in special activities. These activities include but are not limited to field trips, programs, and parties. If a student is not allowed to attend field trips, programs, or parties due to misconduct, any money that has been paid for the activity will not be refunded.

If a student is sent to the office with a behavior referral, he/she is counseled by the school administration.

The student may/may not spend time in the Character Action Training (CAT) room and the parent is contacted. Excessive referrals or severe misconduct may warrant a suspension as determined by the school's administration. The parent is encouraged to also take action at home to help resolve the display of inappropriate behavior.

Consequences and rewards within the classroom are administered in accordance with each teacher's classroom management plan.

Rollins Place Elementary Positive Behavioral Interventions and Support (PBIS)

PBIS is a scientifically research-based system approach enhancing the capacity of schools to educate all students, including those with challenging social behaviors. PBIS is a proactive process whereby school leadership teams, in alignment with social improvement efforts, 1) facilitate the school's implementation of system wide positive discipline procedures, 2) make ongoing data-based decisions about the effectiveness of their discipline procedures/interventions, and 3) make adjustments as needed throughout the year to enhance the success of all students, faculty and staff. As a staff and student body, we have devoted much time to collaborating on the details of a School-wide Positive Behavioral Intervention and Support (PBIS) Program. Part of this process included developing and teaching specific behavioral expectations to our students. These behaviors will be positively reinforced throughout the school year. We expect all of our students to follow the school's expectations and rules:

MOTTO:
Rollins Place Wranglers make respectful, responsible, and safe choices all day, every day.

SCHOOL EXPECTATIONS:
1. Be Respectful
2. Be Responsible
3. Be Safe

SCHOOL RULES:

1. Follow the teacher's directions
2. Keep hands, feet and objects to yourself
3. Speak at appropriate times
4. Stay in your assigned area
5. Respect yourself, others, and school property.

Motivational programs designed to model behavioral expectations and reward exceptional achievement within these expectations will be implemented throughout the year. These include the following:

- Milers Club - Health program implemented through P.E. designed to promote regular exercise.
- Way To Go Wranglers - Students are given slips of paper identifying that they have received a "Way to go Wrangler". They may receive this for any good deed or other appropriate reason. Once a week, 20 names are drawn for recognition and a small prize.
- PBIS Monthly Incentive - Students receiving an A average each month receive a special recognition and/or reward.
- PBIS Yearly Incentive- Yee-Haw Wrangler- Student meeting the monthly PBIS incentive, will receive a sticker to place on their YEE-Haw Wranglers chart. Students meeting the yearly goal will receive a special reward.
- You've Been Booked- Students noticed by an administrator demonstrating exceptional character will receive a You've Been Booked ticket. On Monday and Wednesday afternoon, students who have tickets to redeem will be called to the library to exchange the ticket for a book of their choice (specified selection). All tickets will be displayed in front of the library!

In addition, each classroom teacher incorporates a class behavior incentive program.

As part of the Rollins Place Elementary Family, you are

a valuable partner in making this work! Discuss the expectations with your child. Ask them if they have earned any rewards and how they earned them. Give us your input as to how our system is working. We recognize the importance of working as partners with families and want your input and involvement as we strive to create the best possible experience for your child. It is our expectation that you will help us keep the excitement going throughout the school year!

Rollins Place Elementary
2023-2024 Parent and Family Engagement Policy

PART I. GENERAL EXPECTATIONS

Rollins Place Elementary School agrees to implement the following statutory requirements:

• Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

• Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.

• In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.

• If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (Zachary Community School System).

• The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.

• The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective

involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.

• The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.

• The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

oParental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRE PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

1. Rollins Place Elementary will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:

• Solicit parent input in writing at Open House/Orientation

• Use data provided by parent survey results

• Include parents on School Improvement Team

2. Rollins Place Elementary will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

• Include parents in review and School Improvement Team meetings

• Solicit parents to review previous programs and activities

• Use data provided by student and parent surveys in the decision making process

3. Rollins Place Elementary will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:

• Sending out a post card to parents inviting them to attend Orientation

• Offering students incentives for parent attendance

• Allowing parents and students the opportunity to meet their assigned teacher

4. Rollins Place Elementary will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:

• Distributing a one-page informational sheet that includes curriculum, academic assessment and proficiency levels for student achievement.

• Direct parents to www.LOUISIANASCHOOLS.COM to provide helpful information about the school including the school's report

card.

• Encourage parents to view the school's handbook online and provide the opportunity to request a hard copy.

5. Rollins Place Elementary will, at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:

• Devise a team who will review parent survey data, address concerns/improvements and implement strategies in a timely manner.

• Allow parents to be a part of the decision-making team

• Have parents analyze content standards and curriculum to get a better understanding of each and offer suggestions for instruction

6. Rollins Place Elementary will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:

• Inform parents on the types of assessments used for 1st and 2nd grade students.

• Explain expected achievement levels

• Distribute assessment scores during parent teacher conferences

• Share student progress

7. Rollins Place Elementary will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section

200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:

Provide parents with a letter informing them that their child's teacher is not highly qualified

8. Rollins Place Elementary will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph --

- the state's academic content standards,
- the state's student academic achievement standards,
- the state and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators:

Activities:

- Orientation/Open House
- Parent/Teacher Conferences
- School District Website; Louisiana Department of Education Website
- JCAMPUS Informational Sheet (Monitoring Grades)
- Parent Communication Center - School Office (Access to all parent handouts pertaining to our school and school district)
- Parent Newsletter
- ZEPTO Meetings (Parent Teacher Organization)

9. Rollins Place Elementary will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:

- Math and ELA Parent Nights
- Seesaw Communication App (Student, Teacher, and Parent Communication)
- Providing parents with topic handouts for specific units

of study

- Providing tutorials on navigating the JCAMPUS System

10. Rollins Place Elementary will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

Encouraging educators, pupil services personnel, principals, and other staff members to:

- Attend the parent teacher organization meetings (ZEPTO)
- Attend community sponsored events
- Read articles on building positive relationships between the community and school

11. Rollins Place Elementary will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

12. Rollins Place Elementary will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Newsletter
- School Program/Activity Flyers

- Remind 101 Messages
- Facebook
- Seesaw Communication App
- School Website
- Parent/Teacher Conferences

PART III. ADOPTION

This policy was adopted by Rollins Place Elementary School in May of 2023 and will be in effect for the 2023-2024 school year.

The school will distribute this policy to all parents of participating Title I students.

Adjustments to this policy will be made as input from parents are readily available.

This policy will be located on the Rollins Place Elementary School's website (www.rollinsplaceelementary.org) for review by all parents of participating Title I, Part A children on or before September 1, 2023.

Kelli Day, Principal

Rollins Place Elementary School-Parent Compact

School-Parent Compact

What is a School-Parent Compact?

A *School-Parent Compact for Achievement* is an agreement that parents, students, and teachers develop together. It explains how parents and teachers will work together to make sure all our students reach or exceed grade-level standards.

Effective compacts:

- Link to goals of the school improvement plan
- Focus on student learning skills
- Describe how teachers will help students develop those skills using high-quality curriculum and effective instruction in a safe and supportive learning environment
- Share strategies parents can use at home
- Explain how teachers and parents will communicate about student progress
- Describe opportunities for parents to volunteer, observe, and participate in the classroom

SIX TYPES OF PARENT ENGAGEMENT

- PARENTING
- COMMUNICATING
- VOLUNTEERING
- LEARNING AT HOME
- DECISION MAKING
- COLLABORATING

The parents, students, and staff of RPE developed this School-Parent Compact for achievement. Teachers suggested home learning strategies, parents added idea and students told us what would help them learn. Meetings are held each year to review the Compact and make changes based on student needs.

Parents can contribute comments at any time.

If you would like to volunteer or participate on committees, please contact RPE at 225-658-1940.

SCHOOL-WIDE

Activities to Build Partnerships

- Orientation/Title 1 Meeting
- Parent Teacher Organization Meetings
- Parent Volunteers
- Parent Nights for Math and Literacy
- Parent Teacher Conferences
- Parent Surveys to Inform Decisions
- Special Lunches for Parents at Thanksgiving and Christmas
- Newsletters
- Website & Social Media updates
- Star Student Lunch
- Music Program, Art Show, & Book Fair
- Reading Challenges from Library

Communication about Student Learning

Rollins Place Elementary School is committed to regular two-way communication with families about children's learning. Some of the ways parents and teachers communicate all year are:

- Progress Reports and Report Cards
- Biweekly Graded paper Packets
- Updates on School Website/Social Media
- Monthly Newsletters
- Parent Teacher Conferences
- SeeSaw
- Remind Text Messaging

ZCSD Parental and Community Involvement

The Zachary Community School District will maintain a welcoming atmosphere by fostering a strong partnership with parents and community members that promotes transparency, encourages the open sharing of ideas, and helps propel the school system to higher levels of engagement and achievement.

SCHOOL-PARENT COMPACT

2023-2024

Rollins Place Elementary School

4488 Rollins Place
Zachary, LA 70791
Office: 225.658.1940
fax: 225.658.8207

Kelli Day, Principal

Kristy Gilpin, Assistant Principal

Brydie Manuel, Assistant Principal

Lettimarie Nezianya, Dean of Students

Rollins Place Elementary School-Parent Compact

Student Achievement Goals

ZCSD Principles

- Provide a high quality, well-rounded educational experience for all students that is rigorous, diverse, and engaging.
- Prepare students for post-secondary educational opportunities, careers, and participation in a globally competitive society.
- Strengthen productive partnerships for education.
- Provide employees and students with safe, efficient, and functional environments.
- Maximize organizational efficiency and productivity in the pursuit of the district's mission.

RPE Academic Goal:

To increase our School Performance Score by 2 points during the School Year.

Objectives:

- To increase the percentage of students scoring proficiency in ELA, Mathematics, Science and Social Studies on Spring LEAP 2025.
- To increase the percentage of students achieving growth targets in ELA and Math on Spring LEAP 2025.

Teachers, Parents, and Students: Building Partnerships

In the Classroom

The 1st and 2nd grade teams will work with students and their families to support students' success in the Louisiana State Standards.

Some of our key connections with families will be:

- Send home materials and instructional resources to help support learning goals
- Design family involvement activities to share strategies and information on improving academic goals
- Share learning progress and classroom activities via SeeSaw
- Provide access to educational resources for parents to use together with their children via links on the school website
- Prepare students for 21st century learning goals through the integration of arts and technology as both teaching and assessment tools

At Home

Here are some ideas of how families can support students' success:

- Set an example by reading at home and engaging in other learning activities
- Encourage your child to work hard in school and follow school rules/expectations
- Get involved in school events, help in the classroom, and attend all parent meetings
- Regularly check communication from school (SeeSaw, Facebook, website, etc.)
- Encourage excellent school attendance
- Check student's folder/backpack daily

RPE students join staff and parents in working to succeed in school to reach their academic targets by:

- Making respectful, responsible, and safe choices all day, everyday
- Coming to school each day ready to learn
- Giving parents all papers and information sent home from school

ZCSD Vision: The Zachary Community School System is recognized as a model of excellence serving all citizens.

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

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

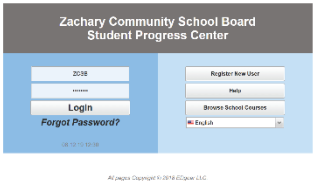
ZACHARY COMMUNITY SCHOOLS

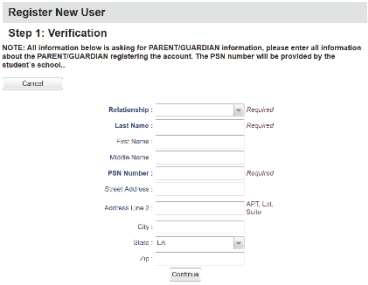
Ed Gear Parent Command Center

https://zachary.edgear.net/progress/

About Parent Command Center

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 SECURITY NUMBER.*** After registering, parents will access information using their username and passwords.





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2023-2024
Zachary Elementary School
Student-Parent Handbook

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

ZACHARY ELEMENTARY SCHOOL
2023-2024

Welcome to Zachary Elementary School. 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.

Megan Noel,
Principal

Office Staff
Megan Noel – Principal
Beverly Hill- Assistant Principal
Lance Jarreau – Assistant Principal
Brittney Gaines- Dean of Students
Latasha Richard – School Counselor
Joann Mills - Clerk

Zachary Elementary 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 Elementary Behavioral Expectations

Zachary Elementary Mustangs racing toward success with respect, safety, and responsibility.

School Field Trip Form

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)	**SS# of STUDENT**	
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 PHYSICAN IN THE EVENT OF INJURY**

DATE OF INJURY: _____

INITIAL DIAGNOSIS: _____

_____ SIGNATURE OF PHYSICAN OR LEGAL GUARDIAN

_____ DATE

NAME AND ADDRESS AND PHONE NUMBER OF MEDICAL FACILITY (Please Print Neatly)

Parents/Guardians,

PLEASE CHECK ONE OF THE BOXES BELOW AND RETURN TO P.E.

The Physical Education Department at Zachary 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 tennis shoes to P. E. every day. Shoes with heels, ballerina flats, and boots are not good support for Physical Education activities, and therefore considered unacceptable footwear. Girls should always wear shorts under their skirts and jumpers.

The P.E. staff is concerned about your child's overall health. We need to be aware of any 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 short period of time due to an illness, injury, or any other reason, a note should be sent to his/her P.E. teacher. If your child will be out of P.E. for more than three consecutive days, a doctor's excuse is required. If your child misses more than 3 consecutive days, we require an "all clear" note for participation, again this is for the safety of your child.

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

Zachary Elementary Physical Education Staff

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.

☐ Asthma (If yes, please circle one of the following: Inhaler in school office No Inhaler at school)

☐ Allergies ☐ Diabetes

☐ Vision ☐ Hearing

☐ Seizures ☐ Bleeding Problems

☐ Shunt ☐ Sickle Cell Anemia

☐ Heart Disease ☐ Other: _____

Parent/Guardian Signature _____

Date_____

Phone #: _____

Email: _____

☐ I would like you to contact me about volunteering for Mustang Derby and Field Day.

ABOUT PARENT COMMAND CENTER

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ZACHARY COMMUNITY SCHOOLS

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https://zachary.edgear.net/progress/

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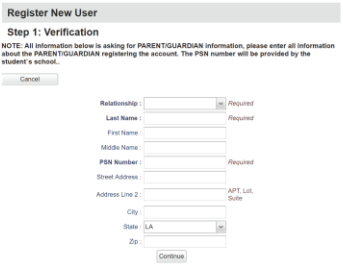

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If you experience difficulty receiving current information, please email webmaster@zacharyschools.org.

ZACHARY COMMUNITY SCHOOL BOARD
SCHOOL CALENDAR

August 4	Teachers return Beginning of School Year
August 9	First Day for Students
September 4	Labor Day Holiday (No School)
September 18	Staff Planning Day (No Students, Para, Café)
October 9-10	Fall Break (No School)
October 11	Teacher In-services/Parent-Teacher Conferences (No Students, Para, Café)
October 13	End of the 1st 9 weeks
November 20-24	Thanksgiving Holidays (No School)
December 18-20	Early Dismissal All Schools
December 20	End of the 2nd 9 weeks
December 21- Jan. 4	Christmas/New Year Holidays
January 5	Employee -In Service (No School for Students)
January 8	Students Return & 2nd Semester Begins
January 15	Dr. Martin Luther King Jr Holiday (No School)
February 12-14	Mardi Gras Holiday (No School)
March 1	Staff Planning Day (No Students)
March 14	End of 3rd 9 weeks
March 29-April 5	Spring Break/Easter Holiday (No School)
May 21-23	Middle & High School Exams/ Early dismissal all schools
May 23	Last Day for Students/ End of 4th 9 weeks

GRADING PERIODS

1st 9 weeks: August 9, 2023-October 13, 2023
2nd 9 weeks: October 16, 2023 - December 20, 2023
3rd 9 weeks: January 8, 2024 - March 14, 2024
4th 9 weeks: March 15, 2024- May 23, 2024

SCHOOL HOURS

School begins at 7:55 a.m. and dismisses at 2:55 p.m.
Early dismissal begins at 12:10 p.m.

ARRIVAL

Students must not arrive before 7:25 a.m. as there will be no teachers on duty before that time.
Bus riders will unload on the east side (39th Street) while car riders will unload on the south side (Hemlock Street) 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

then report to their assigned area. The assigned area for students is their homeroom class or an area designated by the teacher. A school crossing guard will be stationed at the corner of 39th Street and Hemlock. Students walking or riding their bikes to school should cross **ONLY** at this location.

DEPARTURE

The procedures for dismissal must be adhered to for the safety and protection of all students.

Dismissal time is 2:55.
Bus riders will board buses on the east (39th Street) side of the school. Car riders will load on the south (Hemlock St.) side of the school in the car rider line. Car riders may not be picked up by a walk-up parent. **Anyone picking up a car rider must have a school issued "orange card" with them in the car.** Without it, the driver will be asked for I.D.at carpool.

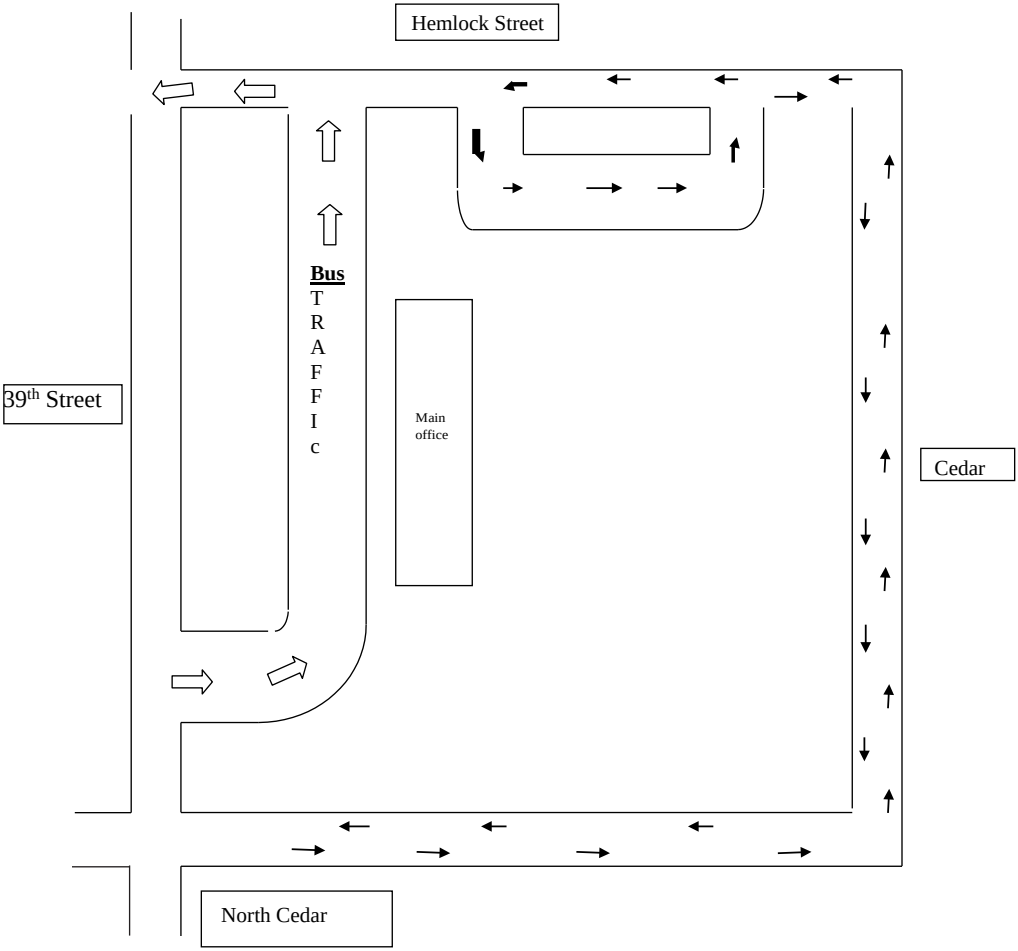
Walkers will depart from the south side (Hemlock St.) of the school only after the buses have departed. All students are to report home immediately after school.

CHANGE IN AFTERNOON TRANSPORTATION

Written permission is required anytime a student's usual departure routine is changed. **Phone calls will not be accepted.** Parents should send a note with the child on the morning of the change. In the event an emergency, parents must email the school clerk or send a fax requesting the change. Parents must call the school to ensure that the email or fax was received. A copy of a photo/ID must accompany the fax or email. An email to the child's teacher will not suffice for "written permission" as the teacher may not be able to check his/her email prior to dismissal. All changes must take place before 2:00 p.m.

Carpool Directions

1. 39th Street then right on North Cedar
2. Left on Cedar
3. Turn left on Hemlock
4. Enter the second drive of the circular "Drop off"
5. Exit: right on Hemlock, right on Cedar, right on North Cedar
6. Left on 39th



CHECKING OUT

- Parents wishing to check students out early must come to the office and sign the check-out list. We will call for the child on the intercom.
- Any parent or visitor must check in and out of the office and receive a visitor's pass before going past the office area.
- A Louisiana photo identification or Driver's License is required.
- Make us aware of any restrictions (on your child's Emergency Card) regarding who may pick up your child
- No check outs or transportation changes after 2:25 p.m. or the last 30 minutes of early release.
- Parents are not allowed to remove children from the buses.
- Persons not listed on the registration and/or emergency card will not be allowed to check out the child.
- Please do not check your child out early unless it is an emergency or medical need.
- Only students checking out early for an emergency or medical need will be allowed to make up missed work.
- Students who habitually check out of school early will be referred to the child welfare and attendance office.

VISITOR POLICY

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.

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. This also applies to field trips.

SCHOOL ATTENDANCE/TRUCANCY POLICY

Students absent for two days or less are 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. All doctor's excuses and/or parent notes should be sent to school within 5 days of absence.

SCHOOL TARDY POLICY

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 7:55 a.m.

*** Tardies are only excused with a doctor's note or a bus delay.**

*****Students with three unexcused tardies in a 9-week period will be referred to school administration.
Students who are habitually tardy will be referred to the Child Welfare and Attendance Office.

For More Information regarding School Attendance/Truancy/Tardies, see the District's Student Rights & Responsibilities Handbook and Discipline Policy.

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 Zachary Elementary if a student will be riding another bus for an extended period of time. If the student is changing addresses, the parent must provide four proofs of residence before a change is made.

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.
- Major offenses will result in more severe punishment such as suspension/expulsion from school.
- All unacceptable behavior is reported to the administration.
- 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.
- 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. The bus driver and a member of administration will contact parent/guardian.
- 2nd Offense: Student will be denied bus transportation for 1-2 days.
- 3rd Offense: Student will be denied bus transportation for 3-5 days.
- 4th Offense: Permanent suspension for the school year from all bus transportation.

FIRST STUDENT CONTACT INFORMATION

Address: 23160 Jacock Rd, Slaughter, LA 70777
Phone: (225) 654-9729

DISCIPLINE

Good discipline is essential in any teaching situation. Every teacher is authorized to hold every pupil to a strict accountability for their 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 or her a better person.

To guarantee all students at Zachary Elementary an excellent learning climate, students are expected to follow school and class rules. The following behavior expectations have been adopted by the faculty. Specific classroom rules and consequences (both positive and negative) will be determined by the classroom teacher.

ZES Mustangs, racing towards success with **Respect**, **Safety**, and **Responsibility**.

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

- Chronic disruptive behavior.
- One or more suspensions or assignments to Character Class.
- Excessive incidents of not doing class work.

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

SCHOOL-WIDE DISCIPLINE PLAN

Effective school-wide discipline needs participation and cooperation from parents, students, teachers, and the administration. The following corrective actions are utilized to reinforce school and classroom expectations. This plan is initiated when attempts to correct inappropriate student behavior by negative consequences (parental contact, team conferences, or negative Dojo marks, etc.) or positive acknowledgment of suitable behavior (Class Dojo, class incentives, Mighty Mustang tickets, etc.) have failed. *This plan excludes Zero Tolerance offenses.*

IN SCHOOL SUSPENSION (ISS)

Students who repeatedly commit minor infractions or commit a major infraction may be assigned to in school suspension (ISS).

- ISS is a self-contained program that is an extension of the regular classroom.
- Students assigned to ISS receive instruction on proper character and are allowed to complete class assignments.

- A parent or guardian must provide transportation for the student.

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 are allowed to complete class assignments.

Offenses leading to assignment to Character Class include, but are not limited to, the following:

- Refusal to follow teacher directives (i.e.- Willful Disobedience) in the classroom.
- Failure to perform assigned classwork (Work Habits).

LUNCH DETENTION

Students who have committed minor infractions may also be assigned to recess detention.

- Lunch detention is held during the student's lunch shift.
- Lunch detention may be assigned directly by school personnel.
- It may be assigned in instances where a student is not following school procedures outside of the classroom, such as the cafeteria, hallway, restroom, or playground.

Students will follow the ladder of discipline in the classroom for disruptive behaviors. All other behaviors will follow the Zachary Elementary School Discipline Policies.

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

Zachary Elementary School Discipline Policies

5 Steps of Discipline

Verbal Warning

Negative DOJO

Behavior Reflection + negative DOJO

Parental Contact + negative DOJO

Referral

OFFENSE	ZES
ACADEMIC DISHONESTY **OR CHEATING**	Cheating on assessments will result in a failing grade on each assessment. Major disturbances, including cheating on assessments: 1st Occurrence – Conference with parent 2nd Occurrence – Lunch detention(s) 3rd Occurrence – 1 Day Character Class
ASSAULT AND BATTERY ON FACULTY OR SCHOOL PERSONNEL	Any occurrence – Recommended expulsion
BULLYING, CYBERBULLYING, INTIMIDATION, HARRASSMENT, & HAZING	Refer to the Zachary Community School District Handbook for Bullying Policy and Procedures. Consequences could include short-term or long-term suspension, or recommended expulsion depending on the severity and results of the investigation.
BUS RULES VIOLATIONS	Minor disturbances on the school bus will be dealt with as follows: 1st Occurrence – Student will be warned and counseled. The bus driver will contact

	parent/guardian. 2nd Occurrence – Student will be denied bus transportation up to 5 days. 3rd Occurrence – Student will be denied bus transportation up to 10 days 4th Occurrence – Permanent suspension from the school bus for the remainder of the semester/school year. Major disturbances on the bus could result in more serious consequences such as suspension/expulsion from school and/or denied bus transportation
UNAUTHORIZED USE OF CELL PHONES OR OTHER ELECTRONIC DEVICES	Not allowed on campus or the bus. **Device is confiscated and released to parent.** **Apple and/or smart watches are not allowed.** 1st Occurrence – 1 day Character Class 2nd Occurrence – 2 days Character Class Additional Occurrences – Short/Long Term Suspension. *Students using devices to video, record, or communicate inappropriately will be subject to suspension or recommended expulsion.
COMPUTER/TECHNOLOGY ABUSE/MISUSE	Any use of the computer or school- provided technology that adversely affects its operation in pursuit of teaching and learning. Any abuse of computer or technology may result in loss of technology usage. 1st Occurrence – 1 day Character Class Second Occurrence – 2 days Character Class Third Occurrence– 3 days Character Class

	Any use of the internet/computer that results in illegal or inappropriate activities: Any occurrence: consequences may vary from warning to recommended expulsion.
DISRESPECT FOR AUTHORITY / CURSING FACULTY OR SCHOOL OFFICIALS	**Disrespect: Minor (Verbally or Non-verbally)** Talking back in a normal voice or under the breath, rolling the eyes, etc. 1st Occurrence – 1 day Character Class 2nd Occurrence – 2 days Character Class 3rd Occurrence – 3 days Character Class 4th Occurrence – 3 days ISS 5th Occurrence – Recommended Long-Term Suspension 6th Occurrence – Recommended Expulsion **Disrespect: Major** Confrontation, profanity toward a staff member, calling a teacher a name, direct refusal to obey, verbal aggression toward a school staff member, inappropriate disrespectful comment directed toward teacher, or inappropriate gesture directed at teacher, etc. Major disrespect directed toward the administration could result in indefinite suspension pending an expulsion hearing. 1st Occurrence – Short term suspension (2-9 days) 2nd Occurrence – Short term suspension or Long term suspension 3rd Occurrence – Long-term suspension 4th Occurrence – Recommended expulsion
	Any act that prevents a teacher from carrying out

DISTURBANCE: CLASSROOM OR CAMPUS	his/her planned lesson. 1st Occurrence - 1 day Character Class 2nd Occurrence -2 days Character Class 3rd Occurrence – 3 days Character Class 4th Occurrence – 3 days ISS 5th Occurrence- 5 days ISS 6th Occurrence – Recommend Long-Term Suspension **Major** - A serious act of misconduct that interrupts the orderly process of educational activities that is not confined to a limited area, and/or which jeopardizes safety of children. Any Occurrence – Short-terms suspension, Long-term suspension or Recommended Expulsion.
FIGHTING	(one on one) Students instigating, initiating, escalating, or participating in a fight will be dealt with in the same manner. Results of investigations shall determine the disciplinary actions for each student in a situation involving fighting. 1st Occurrence – 2-4 days Character Class 2nd Occurrence – Short Term Suspension 3rd Occurrence – Long Term Suspension 4th Occurrence – Recommended expulsion In the event of a fight where two or more students fight another student, the additional students involved will be recommended for expulsion. Counseling will be facilitated upon returning to school.
INDECENT BEHAVIOR/SEXUAL	Any occurrence – Short-term suspension to Recommend expulsion depending on the severity of

ACTS/PORNOGRAPHIC MATERIAL/SEXUAL HARASSMENT	the incident.
LEAVING CAMPUS WITHOUT PERMISSION/CUTTING SCHOOL	1st Occurrence – 2 days Character Class 2nd Occurrence – 5 days Character Class 3rd Occurrence – Long-term Suspension
MISCELLANEOUS INFRACTIONS	Habitual Violations of Classroom/School Rules/ Excessive Negative DOJO marks (These infractions may ideally be handled by the supervising teacher. These may include but not limited to eating and/or chewing gum, reporting to class without needed materials, writing/sending notes during instructional time, sitting in desk inappropriately, leaving the desk without permission, horseplay, excessive loudness, disobedience, lying, possession of inappropriate articles at school, etc.) Please note that students with 3 consecutive weeks of Ds and Fs in conduct will be assigned to Character Class. 1st Occurrence – 1 day Character Class 2nd Occurrence – 2 days Character Class 3rd Occurrence – 3 days Character Class 4th Occurrence – 3 days ISS 5th Occurrence – Long term suspension to be determined by Administrator
OTHER MAJOR OFFENSES	Any Occurrence – Short-term suspension, Long-term suspension, or recommended expulsion
POSSESSION OR USE OF A DANGEROUS WEAPON OR FIREARM	Any Occurrence – Recommended expulsion. Notify law enforcement.
POSSESSION OR USE OF FIREWORKS AND/OR AMMUNITION AND/OR LOOK ALIKE DEVICES	Any occurrence – recommended expulsion. Confiscate item.

PROFANE/OBSCENE LANGUAGE; VERBAL OR WRITTEN	**Obscenity, Profanity, Racial Slurs** 1st Occurrence – 1-2 days Character Class 2nd Occurrence – 3 days Character Class 3rd Occurrence – 3 days ISS 4th Occurrence – 5 days ISS 5th Occurrence – Long term suspension
PUSHING/SHOVING/BODILY CONTACT/HORSEPLAY	1st Occurrence – 1-3 lunch detentions 2nd Occurrence – 1-3 Days Character Class 3rd Occurrence – 3 Days ISS 4th Occurrence – 5 Days ISS
SELLING ITEMS ON CAMPUS/ DISTRIBUTION OF ITEMS ON CAMPUS	Any occurrence – confiscate item, short term assignment to Character Class
SMOKING, CHEWING, AND/OR POSSESSION OF TOBACCO PRODUCTS AND VAPE DEVICES	1st Occurrence – Short term suspension 2nd Occurrence - Recommended Expulsion
STEALING / THEFT	Any occurrence – Two days CAT to indefinite suspension until satisfactory restitution or restitution agreement has been made.
THREATS – TERRORIZING, THREATS OF VIOLENCE, OR COMMUNICATION OF FALSE INFORMATION OF PLANNED ATTACKS	Any Occurrence – Recommended expulsion
THREATENING STUDENT(S)	Any Occurrence – Consequences may vary from short-term suspension to expulsion recommendation. Results of investigations shall determine the disciplinary actions for each student.
THREATENING SCHOOL	Any occurrence – recommended expulsion

PERSONNEL	
TAMPERING WITH OR DESTROYING SCHOOL RECORDS	Any occurrence – recommended expulsion
TAMPERING WITH FIRE ALARMS OR CAUSING A FALSE ALARM	1st Occurrence – Short-term suspension (2-9 days) 2nd Occurrence – Recommend expulsion
VANDALISM/DELIBERATE DESTRUCTION OF SCHOOL PROPERTY AND/OR PERSONAL PROPERTY ON SCHOOL GROUNDS OR DURING SCHOOL ACTIVITIES AT ANY TIME	**Destruction of school property valued $75 or less:** 1st Occurrence – 2 days Character Class 2nd Occurrence – 3 days ISS 3rd Occurrence– 5 days ISS **Destruction of school property valued $75 or more:** 1st Occurrence – 1-3 days ISS 2nd Occurrence – 4-5 days ISS 3rd Occurrence– Long term suspension ***Reimbursement may be sought in all cases.**
WILLFUL DISOBEDIENCE/REFUSAL TO COMPLY	**Purposeful/defiant repeated behavior, which has been specially addressed.** 1st Occurrence – 1 day Character Class 2nd Occurrence – 2 days Character Class 3rd Occurrence – 3 days Character Class 4th Occurrence – 3 days ISS 5th Occurrence – Recommend Long-Term Suspension 6th Occurrence – Recommend expulsion

BULLYING

Please refer to the *Zachary Community School District Student Rights and Responsibilities Handbook*. The district policy regarding bullying can also be found at www.zacharyschools.org.

STUDENT DRESS CODE AND UNIFORM POLICY

All Zachary Community school students are required to wear a standard school uniform.—For any questions regarding student dress code and uniform policy, please refer to the Zachary Community School District Student Rights and Responsibilities Handbook.

STUDENT IDENTIFICATION CARDS

All students will be required to wear a student identification card. This card is the student's official school, library, and lunch identification. It must be worn and visible at all times. Loss of an ID card should be reported to the office of Zachary Elementary.

In the event that a child loses the ID card, he/she will need to purchase a new one from the front office.
Replacement Cost: $2 ID only, $3 Lanyard only, $5 ID/lanyard combo.
Only ZES- issued lanyards and ID covers should be worn. No stickers or other items should be placed on the I.D.

INSTRUCTIONAL PROGRAMS

Classroom teachers provide instruction in the following areas: Reading, Social Studies, Language Arts, Science, Spelling, and Mathematics.
Ancillary teachers provide instruction in the following areas: Art, Library, Computers, Music, Speech, and Physical Education.

Students may be removed from ancillary programs for remediation purposes at the discretion of the principal.

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.

PROMOTION POLICIES FOR GRADE 3 & 4

For Promotion Policies, please see the ZCSB Pupil Progression Plan located at www.zacharyschools.org

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. Providing a place and time for study and letting your child know your expectation regarding homework is one of the most important ways for parents to be involved in school.

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 three weeks. Be sure to sign this envelope. Return it to school within two days.

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

August 31	November 30	March 7
September 21	December 14	March 27
October 12	January 25	April 25
November 2	February 15	May 9

2. Report cards will be given at conferences or sent home at the end of each nine-week period.

- **Report Card Dates:**
  1st Nine Weeks: October 19
  2nd Nine Weeks: January 11
  3rd Nine Weeks: March 21
  4th Nine Weeks: May 22

3. Newsletters will go home on a nine-week basis.

4. The school will use Remind for school-wide informational blasts.

5. Progress Reports will be sent home with the student midway through each nine-week period.

- Progress Report Dates are:
  1st Nine Weeks: September 7
  2nd Nine Weeks: November 9
  3rd Nine Weeks: February 8
  4th Nine Weeks: April 25

6. We encourage you to be part of the Zachary Elementary's Parent Teacher Organization (ZEPTO). We plan to provide meetings for you that are informative. The cost is $5 per child or $15 per family.

VOLUNTEERS

We welcome volunteers to our school. However, in order to protect instructional time, please adhere to the following guidelines:

- Volunteers should pre-arrange their volunteer time with their child's teacher, who will inform the front office to expect the volunteer.
- All volunteers should sign in at the front office and obtain a visitor's pass.

PARENT / TEACHER CONFERENCE

Parent/Teacher conferences will be held on October 11, 2023. Specific times will be sent home by the teacher. Additional parent/teacher conferences may be set upon request of parent or teacher.

EMERGENCIES

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. **Please supply the school with any change of address or phone numbers.** New proofs of residency are required with change of address. Please keep your child's Emergency Card current.

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

In the event of an emergency school closure, radio and TV stations will keep the public informed. Parents may also receive a call, text, and or email from the district's emergency communication system. In order to keep communication lines open, do not call the school. We will dismiss school only when notified by the Zachary Community School Board.

MEDICATION AND IMMUNIZATION

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

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

Please note the following:

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

HEAD LICE POLICY

Head lice will be assessed by the nurse or a trained staff member and will be handled on a case-by-case basis. The

school nurse will determine what measures need to be taken. School exclusion may be deemed necessary. Refer to the ZCSB Health Handbook for more information.

PARTIES, HOLIDAYS AND BIRTHDAYS

- Each class will be allowed two parties school-wide that involve refreshments and are held during school time: 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.

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.

A new application must be submitted and processed for the new school year in order for meal 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.), **are discouraged.** Soft drinks in bottles or cans **are not allowed in the cafeteria by students.**

STUDENT RECOGNITION

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

1. "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-week period. Character class assignment, suspension, or other disciplinary actions disqualify a student from participating in Champions of Conduct.
2. The "Mighty Mustangs" box houses good notes from staff members. On Fridays, slips are drawn, and those students get to select a prize.
3. End of the year honors day awards include honor roll all year, reading achievement, special academic growth, subject area achievement, citizenship, and attendance. Additional awards will be awarded to deserving students.
4. BUG Awards - The Bringing Up Grades awards are presented by

the Kiwanis Club. The Bring Up Grades program awards elementary school students' achievements in subject areas.

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.

Mighty Mustang Box: The mighty mustang box was designed to "catch" students displaying positive behavior. Two mighty mustang slips are to be filled out for each incident. One slip is given to the student to place in the mighty mustang box, located in the library. 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 cafeteria. 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: 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, or other disciplinary actions.

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 point earners in each grade.

Bus Of the Week: Students who exhibit great behavior on the bus can earn a prize from the administration. The bus of the week will be recognized weekly over the intercom and that bus will display a magnet on the side of the bus.

PBIS Student Club: Fourth Grade students are selected by their homeroom teacher to serve on the PBIS student club. Students will serve for a nine-week period and then new members will be selected. This club gives students the opportunity to be actively involved in planning events, choosing rewards and motivators that promote positive behavior within the school. The students also assist with morning duty by modeling appropriate school behavior to fellow classmates.

Book Vending Machine: Students can choose books that interest them to support the habit of reading for pleasure and to help build home libraries. The machine is leveraged as a pillar in the schools existing literacy support program, building excitement in students around book ownership, independent reading, and academic success. To use the machine, students must first earn the special golden token based on reading time, good behavior, attendance, etc.

EXTRACURRICULAR ACTIVITIES/FIELD TRIPS

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

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

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, 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.

POSITIVE BEHAVIOR INTERVENTIONS 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 Zachary Elementary 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 Zachary Elementary Code. With your continued support and involvement, Zachary Elementary will remain a school where students can excel.

The following chart shows the expectations along with what the behaviors should look like as students demonstrate the Zachary Elementary Code.

Settings and Expected Behaviors						
Expectations: ***ZES Mustangs racing towards***	**General School Rules**	**Hallway/ Breezeway Rules**	**Cafeteria Rules**	**Restroom Rules**	**Bus Area/ Car Rider/ Walker Rules**	**Commons Playground Rules**
Respect	-Treat others and school property with respect. -Be courteous	Respect other's learning.	-Enter quietly -Use your manners.	Keep all areas neat and clean. Be silent. Give privacy to	Face the front.	Share equipment with others. Take turns when playing games. Respect the teacher.

Safety	Walk quietly to your destinations.	Walk to your destination. Use the right side of the hall. Keep your hands and feet to yourself.	-Wash your hands. -Stay in your seat	Use good hygiene. Flush toilets, wash hands.	Sit in assigned area until called.	Use play-ground equipment appropriately and safely. Keep hands, feet and objects to yourself.
Responsibility	Attend school daily and be on time. Be a good citizen by working hard and doing your best	Remain quiet. Pay attention.	Clean your area. Pass basket quietly Exit quietly	Use time wisely. Use sinks and toilets appropriately, and put trash in the	Keep hands, Feet and other objects to yourself. Obey bus rules.	Freeze when the whistle blows and wait to line up. Bring necessary materials to class.

Zachary Elementary School 2023-2024
Parental Involvement Policy

PART I. GENERAL EXPECTATIONS

Zachary Elementary School agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).

- The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
- The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:
  - *Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

    (A) that parents play an integral role in assisting their child's learning;

    (B) that parents are encouraged to be actively involved in their child's education at school;

    (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

    (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

1. Zachary Elementary School will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:

The district and school policies and the School Improvement/Schoolwide Plans are reviewed each school year and revised annually. Sources used in the development of these policies and plans include individual school meetings, completed workshop evaluations, annual parent survey results, parent meetings, workshop discussions, and parent-teacher

conferences. This policy and all school policies are posted on our system and school websites. This policy is a working document subject to review and revision.

- ZES will involve parents in the planning, review, and improvement of the policy by inviting them to take part in developing the School Improvement Plan (SIP).

- ZES will provide the policy in an understandable and uniform format.

- ZES will make the School Involvement Plan available to the community through discussions and review during the school's fall events: Orientation and Open House. The Parental Involvement Plan will be included in the Zachary Elementary Handbook.

- ZES will periodically update the Parental Involvement Policy to meet the changing needs of parents and the school.

2. Zachary Elementary School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

During various school and family activities (Open House, Family Nights, Spring Picnic, LEAP Parent Nights), parents are given the opportunity to reflect and provide feedback to help us review and continuously improve our programs.

3. Zachary Elementary School will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:

- Parent/teacher conferences are held. Teachers send home notifications for available days & times.

- Host an annual meeting at the fall Orientation/Open House event, 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 by sending: reminder notes home with students, electronic reminders, and posting on our school website and social media pages.

4. Zachary Elementary School will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:

- Sending home graded papers, progress reports, paper packets, Parent Command (online gradebook)
- Mailing of student scores
- Open House
- LEAP parent workshops
- Scheduling parent/teacher conferences
- Making phone calls; sending home homework, and notes in agendas
- Intervention effectiveness is shown through progress monitoring

5. Zachary Elementary School will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:

- Hold parent/teacher conference during the year at which the Student/Parent/Teacher Compact will be discussed as it relates to the student's achievement

- Opportunities for parents to volunteer

- Counselor and/or Principal meet with families and teachers to discuss any specific concerns.

- Email correspondence between parents and teachers

Activities – Open House, Family Nights, Spring Picnic, LEAP workshops

6. Zachary Elementary School will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:

- LEAP results distributed/explained to parents.

7. Zachary Elementary School will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section

200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:

- The school maintains 100% certified/highly-qualified teachers.

8. Zachary Elementary School will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph --

- the state's academic content standards,
- the state's student academic achievement standards,
- the state and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators:
  - School Report Card
  - Open House
  - LEAP Workshops
  - Content Area newsletters with informational videos

9. Zachary Elementary School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:

- Core content tips on monthly school newsletter
- Reading and Math Challenge

10. Zachary Elementary School will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- Parent Technology help (website)
- Open House
- Parent/teacher conferences

11. Zachary Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head

Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- School Handbook
- Parental Involvement Policy
- Ways at home to help tips sheet

12. Zachary Elementary School will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- School newsletters
- School and District website
- SIP at a Glance

PART III. ADOPTION

This policy was adopted by the Zachary Elementary School, May 2023 and will be in effect for the school year of 2023-2024. The school will distribute this policy to all parents of participating Title I students. Adjustments to this policy will be made as input from parents are readily available. This policy will be located on the Zachary Elementary School's website (www.zacharyelementary.org) for review to all parents of participating Title I Part A children on or before September 1, 2023.

Megan Noel, Principal

Zachary Elementary School-Parent Compact

School-Parent Compact

What is a School-Parent Compact?

A *School-Parent Compact for Achievement* is an agreement that parents, students, and teachers develop together. It explains how parents and teachers will work together to make sure all our students reach or exceed grade-level standards.

Effective compacts:

- Link to goals of the school improvement plan
- Focus on student learning skills
- Describe how teachers will help students develop those skills using high-quality curriculum and effective instruction in a safe and supportive learning environment
- Share strategies parents can use at home
- Explain how teachers and parents will communicate about student progress
- Describe opportunities for parents to volunteer, observe, and participate in the classroom

SIX TYPES OF PARENT ENGAGEMENT

- PARENTING
- COMMUNICATING
- VOLUNTEERING
- LEARNING AT HOME
- DECISION MAKING
- COLLABORATING

The parents, students, and staff or ZES developed this School-Parent Compact for achievement. Teachers suggested home learning strategies, parents added idea and students told us what would help them learn. Meetings are held each year to review the Compact and make changes based on student needs.

Parents can contribute comments any time.

If you would like to volunteer or participate on committees, please contact ZES at 225-654-4036.

SCHOOL-WIDE

Activities to Build Partnerships

- *Meet the Teacher/Title I meeting*
- *Open House*
- *Parent Teacher Organization Meetings*
- *Parent information nights, such as LEAP Night*
- *Parent Volunteers*
- *Family Night*
- *Spring Picnic*
- *Parent Teacher Conferences*
- *Monthly Newsletters, Website, & JCampus*
- *Poetry Night*
- *Book Fair*

Communication about Student Learning

Zachary Elementary is committed to regular two-way communication with families about children's learning. Some of the ways parents and teachers communicate all year are:

- *Report Cards*
- *Parent Command Center*
- *Work packets every nine weeks*
- *Updates on the school website/social media*
- *Family Flyers*
- *Parent-teacher conferences*
- *Remind Text Messaging*
- *Phone and Email blasts*

ZCSD Parental and Community Involvement

The Zachary Community School District will maintain a welcoming atmosphere by fostering a strong partnership with parents and community members that promotes transparency, encourages the open sharing of ideas, and helps propel the school system to higher levels of engagement and achievement.

SCHOOL-PARENT COMPACT

2023-2024

Zachary Elementary School

3775 Hemlock Street
Zachary, LA 70791
Office: 225.654.4036
fax: 225.654.8746
www.zacharyelementary.org

Megan Noel, Principal
Beverly Hill, Assistant Principal
Lance Jarreau, Assistant Principal
Brittney Gaines, Dean of Students

Zachary Elementary School-Parent Compact

Student Achievement Goals

ZCSD Principles

- Provide a high quality, well-rounded educational experience for all students that is rigorous, diverse, and engaging.
- Prepare students for post-secondary educational opportunities, careers, and participation in a globally competitive society.
- Strengthen productive partnerships for education.
- Provide employees and students with safe, efficient, and functional environments.
- Maximize organizational efficiency and productivity in the pursuit of the district's mission.

ZES Academic Goal:

All students will reach high standards attaining proficiency or better in all content areas.

Objectives:

- To increase percent of students scoring proficiency in core academic subjects
- To increase percent of students achieving growth targets in ELA and Mathematics

ZES Teachers, Parents, and Students: Building Partnerships

In the Classroom

The 3rd and 4th grade team will work with students and their families to support students' success in the Louisiana State Standards.

Some of our key connections with families will be:

- Send home materials to help support the learning goals
- Design fun family involvement activities to share strategies and information with families on how to help their students
- Writing across the curriculum
- Discuss writing expectations with students
- Share writing rubric with students/parents
- Provide students with writing samples
- Provide awards/incentives
- Maintain a positive learning environment
- Provide positive behavior instruction

At Home

Here are some ideas of how families can support students' success:

- Set an example by reading at home and engaging in other learning activities
- Communicate openly
- Encourage your child to work hard in school
- Regularly discuss education, life skills, and interests
- Encourage excellent school attendance
- Get involved in school events, help in the classroom, and attend all parent meetings
- Regularly affirm your child's personal worth through positive conversations
- Ensure student gets adequate sleep every night
- Allow opportunity for extracurricular activities
- Check backpack nightly

ZES students join staff and parents in working to help students succeed in school to reach their academic targets by:

- Come to school each day ready to learn and do my best!
- Do my homework every day and ask for help when I need it!
- Give my parents all papers and information sent home with me from the school!

ZCSD Vision: The Zachary Community School System is recognized as a model of excellence serving all citizens.
ZCSD Mission: The mission of the Zachary School Board is to assist every student in reaching his or her maximum potential through high-quality instruction and good stewardship of community resources.

ZES Vision: Zachary Elementary School is recognized as a model of excellence serving all citizens.
ZES Mission: Zachary Elementary School commits to fostering each child's full academic potential, building each child's full academic potential, building each child's self-esteem and empowering each child to become a responsible, respectful, and contributing citizen.

Copper Mill Elementary

2023-2024

Student/Parent Handbook

Home of the Colts

1300 Independence Blvd., Zachary, Louisiana
70791 www.coppermillelementary.org
(225) 658-1288 Fax: (225) 658-1298

WELCOME

It is truly my pleasure to welcome you to Copper Mill Elementary School. I would like to welcome our returning students and all our new families, whether you are joining us from another school in the district or have relocated from another city, state, or country. We are excited to share all that Copper Mill Elementary has to offer with you and believe you will soon feel, as we do, that CME is a special place for all children. Our teachers and support staff are ready to welcome you to the Colts Family.

At Copper Mill Elementary we collectively strive to foster a culture of learning and growing. We support and execute the mission of Zachary Community School Board. We believe that every student can reach his/her maximum potential through high-quality instruction.

This Student/Parent Handbook provides valuable information regarding school policies and guidelines. Both parents and students are responsible for knowing the contents of this handbook. In the initial days of the 2023-24 school year, we will thoroughly review the information in this handbook with your child. Therefore, we ask that parents take a moment to familiarize yourselves with this handbook. The policies and procedures in this handbook help to ensure that we create an environment where all students can succeed.

Again, welcome to CME and we look forward to a successful school year!

Lia M. White-Allen, Principal
Copper Mill Elementary

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."

SCHOOL HOURS / ARRIVAL & DEPARTURE

7:25 a.m. Carpool and Drop Off p.m.
7:55 a.m. School Begins
2:25 p.m. Checkouts End
2:55 p.m. School Ends
3:15 p.m. Carpool Pick Up Ends
*Early Dismissal-School Ends at 12:10

SCHOOL ARRIVAL

- Students must not arrive before 7:25 A.M. as there will be no teachers on duty before that time.
- Bus riders will unload on the west side.
- Car riders will unload on the south side (pond side) of the school.
- Walkers and bike riders will arrive on the pond side of the school. Walkers and bike riders need a permission form, signed by the parent, to walk.
- Upon arrival, students are to report to their homeroom teacher's classroom. Students who eat breakfast at school are to eat breakfast first and then report to homeroom.
- Students who are tardy must report to the office for an admit slip in order to be admitted to class.
- Students are tardy if they arrive to class after 7:55 A.M.

CHECKING IN

- If a student arrives on campus at 7:55 A.M. or later, he/she is late to school.
- A parent must walk the student in the school building to sign the student in at the front office.
- The student will receive an admit slip to arrive to class.

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.

CHECKING OUT

- Parents wishing to check students out of school early must come to the office and sign the check-out list. We will call for the child on the intercom.
- 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.
- Check outs will NOT be allowed after 2:25 PM or the last 30 minutes of early dismissal days.
- Make us aware of any restrictions (on your student's Emergency Card) regarding who may pick up your child.
- No changes in transportation will be allowed over the phone.
- No changes in transportation will be allowed after 2:25 PM.

Parents are not allowed to remove children from the buses. ***This also applies to field trips.***

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. This also applies to field trips.

SCHOOL ATTENDANCE / EXCUSE POLICY

School attendance is especially 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 student's return to school.
- A child recovering from a mild illness will be excused from P.E. with

a parent note.

- If your child needs to be excused from P.E. for three or more consecutive days, please send a note from your child's doctor.
- Students absent for two days or less are 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.
- If a student has several unexcused absences, the following steps will be taken
    - 3 absences – phone conference with parent
    - 5 absences – truancy conference with parent. Truancy presentation delivered by school resource officer.
    - 8 absences – parent contact by Supervisor of School and Home Relations
    - 10 absences – file submitted to the Zachary City Prosecutor

SCHOOL TARDY POLICY

Students at Copper Mill switch classes throughout the day. Students need to move quickly and quietly to avoid being late to class. Most of the tardies occur 1st period as a result of students being dropped off late to school. Students are tardy if they arrive after 7:55 a.m. The only way a tardy to school will be excused without the tardy going on the student's record is if the student has a doctor's excuse. If a student is having trouble with early morning tardies, the school bus is a logical alternative. Students are not penalized if a bus arrives late to school.
The tardy policy is needed for the following reasons:

1. When students enter a class late, this interrupts instructional time and teachers must stop instruction to receive the students.
2. When students arrive late, they do not 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 must be repeated.)
4. 3 tardies in a 9-week period = Recess Detention
   After two assignments to Recess Detention, students will be assigned to Friday After School Detention

STUDENT PERFORMANCE & EVALUATION

- Report Cards will be mailed at the end of each nine (9) weeks.
- This is a means of informing parents/guardians of the student's progress in each subject.
- Report card dates are:
  - October 19, 2023
  - January 11, 2024
  - March 21, 2024
  - May 23, 2024

Grading Scale:

A = 93-100% Outstanding Achievement
B = 85-92% Good Achievement
C = 75-84% Satisfactory Achievement
D = 67-74% Minimum Acceptable Achievement for passing.
F = 66% or Below Does not meet minimum course requirements.
* = ...Working below grade placements.

REGULAR INSTRUCTIONAL PROGRAM COURSES

Classroom teachers provide instruction in the following areas:
Social Studies, English/Language Arts, Science, and Mathematics.

ANCILLARY SERVICES AVAILABLE

Ancillary teachers provide instruction in the following areas: Art, Computer Lab, Robotics/STEM, Band, Choir, Keyboarding, Music, Orchestra, Physical Education, Spanish, Speech, and Remediation. *Students may be removed from ancillary programs for remediation purposes at the discretion of the principal.*

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, knowledge 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.
- Recess detention is assigned when students reach three missed

homework assignments in the same subject during a nine-week period. Continued failure to complete homework assignments in the same subject will result in Friday School.

TEXTBOOKS/WORKBOOKS/CONSUMABLE TEXTS

Textbooks are furnished by the Zachary Community School Board for the student's use.

- Consumable texts are distributed to students in some subject areas.
- Students are expected to care for both school-issued texts and consumable texts. We do not have extra of these to supply to students if consumables are lost.
- Any textbook checked out to the student must be returned in usable form at the end of the school year otherwise, the student will be charged full price for the replacement.
- A fine will be charged for slightly damaged books.

STUDENT PLANNER

Student planners serve as an assignment book and hall pass. Students must have their student planner daily. Students will NOT be allowed to leave the class without the hall pass portion of the planner signed by their teacher. The pass must include the time the was excused from class and their destination. Replacement planners can be purchased for $5.

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. Grades will be posted in **Parent Command Center** weekly. This will be the main form of communicating the results of assessments to parents. Please notify the school webmaster should you have difficulty accessing current information from our website or Parent Command Center *(Screenshots on how to establish an account can be found on the pages to follow).*
2. Students will be given access to a school-approved email account through **Office 365**, which can be used for school-appropriate communication between students and their teachers, as well as to submit assignments electronically, or other school functions *(Signed parent waiver required).*

3. Teachers utilize technology such as ***Moodle*** and **Microsoft Office 365** to provide access to classroom resources, and ***Class Dojo*** for class management and student behavior tracking. *(Explanations of each are on the following pages).*
4. The school will use **Remind** for school wide informational blasts. The code to join is @cmes-zcsd.
5. **Progress reports** will be sent home with the student midway through each nine weeks grading period.
    - Progress report dates are:
        - 1st nine weeks – 9/07/23
        - 2nd nine weeks – 11/9/23
        - 3rd nine weeks – 2/8/24
        - 4th nine weeks – 4/18/24
6. **Report cards** and school newsletters will be sent home at the end of each nine-week period.
    - Report card dates are October 19, 2023, January 11, 2024, March 21, 2024, May 23, 2024.
7. Newsletters will be sent home each month to notify you of important dates and CME news.
8. CME has a **Facebook page**. Important announcements and news are posted here daily.
    a. Parents should not post pictures of children other than their own on any social media.
9. Our school website can be accessed at **coppermillelementary.org**. This website includes teacher Moodle pages, teacher email addresses, and links to resources, news, announcements, and student achievements.
10. We welcome **parent visits** to our school; however, we ask that you plan visits at a time convenient to the teacher. You may plan with the teacher personally, or you may call the office to set up an appointment. 24-hour advance notice required, please, which will ensure that valuable class time will not be consumed.
11. We encourage you to be part of the Zachary Elementary Parent Teacher Organization (**ZEPTO**). Meetings are planned to be informative for you.

CLASS DOJO

CME teachers are utilizing a classroom management tool called Class Dojo. Class Dojo is a program which allows teachers to track students' behaviors (positive AND negative) easily and efficiently. Parents are strongly encouraged to sign up in order to access the program online, or on their smartphone for convenience. The program is based on points, and students can be given positive points for things like being on-task, being respectful, participating, or working hard. On the other hand, negative points can be assigned if students are off task, talking out, unprepared, or not following other classroom and school rules.

After students have been added to the system, there is a student access code given to each student so that he/she can log on to the website. After each two-week marking period, students will be able to "cash in" their points for participation in special events and school incentives.

A student must have 20 positive dojos in a two-week period in order to receive a mid-monthly reward and 40 positive dojos to participate in the "Big" end of the month school-wide event/incentive.

MOODLE INSTRUCTIONS FOR STUDENTS

Step 1: Login

- Go to http://moodle2.zacharyschools.org/.
- Links to Moodle are located on the CMES homepage under *Links* and on the ZCSB website.
- Moodle accounts for students are automatically created.
- Students will login to Moodle with the same username and password that is used for the computer.
- Moodle is also linked on the Clever portal

Student Login

- Username: firstname.lastnamegraduation year (*Sample username: joe.student2024)*
- Password: initialslast4ofsocial (*Sample password: js1234)*
- If students have problems logging in, they should not create an account. Students should see the school librarian for assistance.

Step 2: Changing Your Profile

- When you login, your name will appear in the upper right corner.
- Click on your name, and it will bring you to your profile page.
- On the left-hand side of the screen under *Administration*, click on *"Edit Profile."*
- Change your email address to your ZCSB Student email address:
  firstname.lastnamegraduationyear@zacharystudents.org
  (Example: joe.student2024@zacharystudents.org)
- Once you are finished editing your profile, click *"Update Profile"* at the bottom of the screen.

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.
- Administration is notified if any unacceptable behaviors are used on the Moodle site.

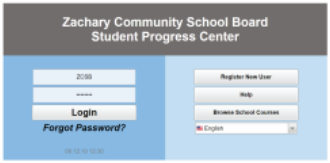
ZACHARY COMMUNITY SCHOOLS

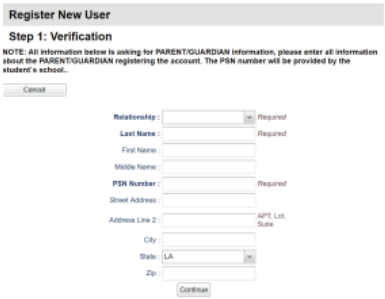
Ed Gear Parent Command Center

https://zachary.edgear.net/progress/

About Parent Command Center

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 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, Disipline, Grades, Progress and Transcript information where applicable.

Current year grading period ending grades are show in the Grades tab.

Progress shows grades for assignments within the grading period.

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.

PARENT / TEACHER CONFERENCES

Parent/Teacher conferences will be held on, or before October 11, 2023. Specific times will be sent home by the teacher. Additional conferences may be set upon request of either the parent or teacher.

ILL STUDENTS/EMERGENCY AND SAFETY PROCEDURES

1. 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. Write the emergency contact name(s) on the white emergency card. 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 student becomes seriously ill and parents or the designated person cannot be reached, he or she will be taken to Lane Regional Medical Center or the nearest hospital at the parent's expense.

2. 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 district's emergency notification system, regarding the school district's decision on emergency situations. Be sure that your phone number(s) are always updated.
3. 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.

STUDENT HEALTH POLICIES

Please refer to the School Health Handbook for specific information about student health services and policies.

PARTIES AND HOLIDAYS

Each class will be allowed two parties school-wide that involve refreshments and are held during school time: 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 librarian for details*.

SCHOOL FEES

- Consumable fee is $30.00. This fee must be paid at orientation or by using School Cash Online. *See district website.*
- This fee will cover the cost for materials for in-class projects, consumable materials, student planner, and an ID badge.
- Each grade level also has an additional supply list.
- Other charges may be assessed for special projects, programs, or field trips.

- A separate check must be written for field trips, lunch, etc. You cannot pay more than one fee per check. (No refunds will be given if a student cannot go on a field trip due to behavior.)
- All money should be sent to school in an envelope labeled with the child's name and the purpose.

CAFETERIA

- Both breakfast (optional) and lunch are served daily.
- Children may bring their lunch to school with the understanding that it must be eaten in the cafeteria unless the class is assigned to outside lunch.
- Lunches from home may not be purchased from commercial establishments (McDonalds, Burger King, Taco Bell, etc.) nor can they include canned/bottled drinks or candy. Family sized bags of snacks are not allowed.
- Meals may not be charged. Students will not be allowed to participate in field trips or other extra-curricular activities if money is owed. Pre-payment for meals by the week, month, or year is recommended.
- You may pay the cafeteria directly. Send your check, made out to Zachary Community School Board Child Nutrition Program (ZCSB-CNP), with your child's full name in the "Memo" line. Place this payment in a sealed envelope with your student's name on the front, along with the amount enclosed and purpose. We prefer that you do not send cash to make lunch payments.
- Payments may also be made through MySchoolBucks.com. Setting up an account is free, and you may receive Low Balance Notifications to alert you via email or text when your child's account balance reaches a limit that you set.

ZACHARY COMMUNITY SCHOOL BOARD
2023-2024 MEAL PRICES

If meals are prepaid by the week, month or year, your students spend less time in line!
Pay Online at www.MySchoolBucks.com!

	LUNCH					BREAKFAST		
	# of	Full Price Elementary	Full Price Secondary	Reduced All Grades	Visitors	Full Price All Grades	Reduced All Grades	Visitors
	Days	$ 2.25	$ 2.50	$ 0.40	$ 5.00	$ 1.75	$ 0.30	$ 3.00
Aug.	17	$ 38.25	$ 42.50	$ 6.80	$ 85.00	$ 29.75	$ 5.10	$ 51.00
Sept.	19	$ 42.75	$ 47.50	$ 7.60	$ 95.00	$ 33.25	$ 5.70	$ 57.00
Oct.	19	$ 42.75	$ 47.50	$ 7.60	$ 95.00	$ 33.25	$ 5.70	$ 57.00
Nov.	17	$ 38.25	$ 42.50	$ 6.80	$ 85.00	$ 29.75	$ 5.10	$ 51.00
Dec.	14	$ 31.50	$ 35.00	$ 5.60	$ 70.00	$ 24.50	$ 4.20	$ 42.00
Jan.	17	$ 38.25	$ 42.50	$ 6.80	$ 85.00	$ 29.75	$ 5.10	$ 51.00
Feb.	18	$ 40.50	$ 45.00	$ 7.20	$ 90.00	$ 31.50	$ 5.40	$ 54.00
Mar.	19	$ 42.75	$ 47.50	$ 7.60	$ 95.00	$ 33.25	$ 5.70	$ 57.00
Apr.	17	$ 38.25	$ 42.50	$ 6.80	$ 85.00	$ 29.75	$ 5.10	$ 51.00
May	17	$ 38.25	$ 42.50	$ 6.80	$ 85.00	$ 29.75	$ 5.10	$ 51.00
Total	174	$ 391.50	$ 435.00	$ 69.60	$ 870.00	$ 304.50	$ 52.20	$ 522.00

STUDENT RECOGNITION AND POSITIVE AFFIRMATION PROGRAMS

Our students are honored for excellence in the classroom, conduct and work habits, service, personal growth, citizenship, attendance, extra-curricular participation and achievement.

1. **Honor Roll**: At the end of each nine weeks grading period, students are recognized for achieving As and Bs in academic subjects.
2. **PBIS**: Students are rewarded for making positive academic and life choices. Incentives are determined by the PBIS Committee, tracked via Class Dojo, and rewarded on a bi-weekly basis. Examples are "Crazy Sock Day", "Twin Day", "Crazy Hat Day", homework passes, and others.
3. **Colts Compliment** is a good note from staff members to students for displaying positive behaviors. When a student is deemed worthy, he gets a note for the Colts Compliment Box. On Fridays, notes are drawn, and those students get to select a prize.
4. **Awards Day**: Held at the conclusion of the school year - awards include - "A" and "A/B" Honor Roll for the year, Presidential Academic Awards, Most Improved, Zachary Kiwanis "Super BUGS", Courtesy, Physical Fitness Achievement, Band, Choir, Orchestra, Beta Community Service, Accelerated Reader Awards, Athletics, and Principal's Award.
5. **"BUGS" Award**: The "Bringing Up Grades" awards are presented by the Zachary Kiwanis Club at the end of the 2nd, 3rd, and 4th nine weeks grading periods. The "Bringing Up Grades" program awards elementary school students for improvement in core subject areas from one grading period to the next.
6. **Riding Right:** Riding Right tickets are created to encourage model behavior on the school bus. Bus drivers distribute these tickets to students displaying positive behavior. As students receive these slips, they are to place it in the designated box near the front office. Each Friday, several names are drawn out of the box by the principal. Students selected receive a prize from the office.
7. **Star Students**: Each month each homeroom teacher selects a Star Student. The student pictures are displayed in the office. These students will also receive other recognitions at school. Students are selected based on achievement, attitude, character, or effort.
8. **Copper Mill Code Award:** Students recognized for Star Student, Riding Right, BUGS Award, Colts Complements, and Honor Roll, names will be placed in a drawing, recognized at the end of each semester for exemplify the Copper Mill Code.

Other School-Wide Programs

Accelerated Reader: Students can 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 and meeting comprehension goals.
At the end of the school year, a special award is given to the top point earners in 5th and 6th grade.

Athletics: Sports offered include, but are not limited to: Basketball (5th/6th grade boys/girls), Cross-Country (5th/6th grade boys/girls), Volleyball (5th/ 6th grade girls), and Governor's Games team (5th/6th grade boys/girls)

Band: This course is designed to introduce students to different families of musical instruments and build self-discipline. After testing and discussion with the instructor, students can choose an instrument to play. Students must provide their own instrument. A method book for learning how to play the instrument is included in a band fee. Students are expected to perform in each concert given throughout the year and are expected to practice their assignments for 30 minutes every day.

Beta Club: New inductee criteria: Students, who have earned a 3.5 GPA using the grades from 3rd and 4th grade, are invited to become a part of the BETA club. Current members: Students must maintain their 3.5 GPA and must also exhibit outstanding character and self-discipline.

Choir: Choir is a year-long course designed to promote academic achievement through music analysis, evaluation, and performance. Students will participate in an ensemble, as well as have solo opportunities. They will build on their musicality and knowledge of music reading. There will be at least 2 concerts in which attendance is required. There is also a small fee to cover uniforms and music for the year. No prior experience is necessary to join choir.

Orchestra: Orchestra is a year - long course that instructs the instruments violin, viola, cello, double bass, and piano. Students are actively engaged in learning music theory, music history, and music performance. The curriculum is based on the *String Explorer* books. Students prepare for concerts throughout the year and focus on the technical aspects of their instrument.

Robotics: In this semester course, students take on the roles of mechanical engineers, computer scientists and electrical engineers. Students put knowledge into practice through lab settings where robots are created with teams.

Spanish: This course introduces students to the basic elements of the Spanish language. Emphasis is on the development of basic listening, speaking, reading, and writing skills.

Art: The art class course of study will focus on basic drawing skills as students are exposed to a variety of both two and three-dimensional materials and mediums. Students will explore various art techniques and will also have opportunities to write about and discuss their own works, and the works of others. An advanced art class is now offered for students wanting to develop proficiency in art skills. **Due to the wide variety of art styles studied in art class, some content may contain nude sculptures and paintings created by the artists that will be discussed.**

Keyboarding: Keyboarding is a nine-weeks course designed to help students develop speed and accuracy by learning the touch operation of alphanumeric/keyboard characters.

Computer Lab: - This course is designed to give students the skills required for basic computer use. Students are given a brief overview of basic computer concepts and are provided basic information on hardware, multimedia, networks and application software.

Talented Programs: The Zachary Community School District offers a Talented Arts Program for Kindergarten through 12th grade students who are identified as talented in music, theatre, and/or visual arts. Students must be evaluated by the Zachary Student Assessment and Support Services for Youth (SASSY) Department.

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.

Copper Mill Code

We will give our best.

We will operate with honesty.

We will act responsible.

We will honor others.

Settings and Expected Behaviors

The following chart shows the expectations along with what the behaviors should look like as students demonstrate the Copper Mill Code.

Settings and Expected Behaviors				
Expectations: Copper Mill Code	**We will give our best.**	**We will operate with honesty.**	**We will act responsibly.**	**We will honor others.**
Cafeteria Expectations	Silent lunch.	Wait your turn to be dismissed.	Have your ID visible and ready. Leave your area clean. Use 1 pump of soap and 1 sheet of paper towel.	Keep your place in line. Respect the duty teachers, custodians, and cafeteria staff.
Hallway Expectations	Travel in a straight, quiet line.	Take care of business (restroom, etc.) with teacher permission only.	Move quickly and quietly in a straight line to your area. Stay on the right side of the hallway.	Be silent in the hallway. Respect the teacher.
Court/ Playground Expectations	Use playground equipment appropriately and safely.	When the whistle blows, freeze, and drop to your knee. Wait for instructions and silently line up for dismissal.	Keep hands, feet, and objects to yourself.	Share equipment with others. Respect the teachers. Respect all students on the playground
Restroom Expectations	Quickly enter and exit after using the restroom.	Use sinks and toilets appropriately. Get teacher permission in	Flush toilets, wash hands, and put trash in the garbage receptacles.	Be silent. Give privacy to all.

		your planner.		
Bus Area Expectations	Face the front.	Sit in assigned seat.	Walk to and from the bus. Stay seated on the bus.	Obey the bus driver. Keep hands, feet, and objects to yourself.
Pond Expectations	Stay on the sidewalk or in the classroom area. Follow the teacher's directions closely.	Enter/exit pond area and outdoor classroom only when a teacher is present.	Observe outdoor environment only. Look, don't touch. Do not leave waste behind. It will hurt the ecosystem.	Do not run on the deck. Do not push or shove while completing laps.
Gym Expectations	Enter and exit the gym quietly. Respect and keep the facility clean and neat.	Wait your turn to be dismissed.	Sit quietly in your assigned area.	Respect the teachers. Respect all students.

Students are rewarded with school-wide incentives for following the Copper Mill Code. This is tracked using Class DOJO. Students receive positive points for demonstrating the expected behaviors of the Copper Mill Code

BUS PRIVILEGES

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.

- Disciplinary problems or safety violations may result in loss of riding privileges.
- Major offenses will result in more severe punishment such as suspension/expulsion from school.
- All unacceptable behavior is reported to the administration.
- 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.
- 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. The bus driver and a member of administration will contact parent/guardian.
- 2nd Offense: Student will be denied bus transportation for 1-2 days.
- 3rd Offense: Student will be denied bus transportation for 3-5 days.
- 4th Offense: Permanent suspension for the school year from all bus transportation.

FIRST STUDENT CONTACT INFORMATION

Address: 23280 Jacock Rd., Zachary, LA 70791
Phone: (225) 654-9729

DISCIPLINE

Good discipline is essential in any teaching situation. Every teacher is authorized to hold every pupil to a strict accountability for their 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.

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.

To encourage appropriate behavior and ensure the safety of all students, those children with three or more disciplinary referrals in a semester 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:
- Chronic disruptive behavior.
- One or more suspensions or assignments to Character Class.
- Excessive tardiness.
- Excessive incidents of no homework turned in.
- 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.

SCHOOL-WIDE DISCIPLINE PLAN

Effective school-wide discipline needs participation and cooperation from parents, students, teachers, and the administration. The following corrective actions are utilized to reinforce school and classroom expectations. This plan is initiated when attempts to correct inappropriate student behavior by negative consequences (parental contact, team conferences, or negative Dojo marks, etc.) or positive acknowledgment of suitable behavior (Class Dojo, class incentives, Colts Compliment tickets, etc.) have failed. *This plan excludes Zero Tolerance offenses.*

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 are allowed to complete class assignments.
- ***Any student who must be dismissed from CAT due to discipline will automatically be assigned to 2 days of ISS/Discipline Center at Northwestern Middle School.***

FRIDAY AFTER SCHOOL DETENTION

The goal of after school detention is to provide an alternative to students in lieu of assignment to Character Class, where the student would miss classroom instructional time under the direction of their regular teacher.

- **After-school detention will be held at Copper Mill Elementary from 2:55-4:30 P.M. on Friday afternoons, on an as-needed basis.**
- After-school detention will be conducted under the supervision of school personnel.
- Because *Friday After School Detention* is an alternative to suspension no rescheduling will be allowed; no excuses or tardies will be permitted.
- ***If a student is removed from after-school detention for failure to follow procedure, or for any other reason as determined by the administration, this will result in the student serving minimum 2-day in-school suspension.***

Offenses leading to assignment to after-school detention include, but are not limited to, the following:

- Refusal to follow teacher directives (i.e.- Willful Disobedience) in the classroom.
- Academic Dishonesty or Cheating
- Public Display of Affection
- Skipping Class
- Unauthorized use of electronic devices on campus
- Failure to perform assigned classwork (Work Habits).
- Missed homework assignments (After serving Recess Detention in the same class)
- Excessive Tardiness (After 2nd assigned Recess Detentions).

- Excessive Dress Code Violations (After 4th offense)

DISCIPLINE CENTER

Students may be assigned to the Discipline Center in lieu of being removed from school. The Discipline Center is located on the campus ***Northwestern Middle School.*** Students may not participate in school functions during the assignment to the Discipline Center. Parents must accompany the student each day of check-in to the discipline center. Students will be permitted to make up any work while assigned to the Discipline Center. Attendance on all days is required to get credit. Any absence will result in no credit for attendance. A student who must be dismissed due to behavior or noncompliance, must be picked up and may not return to school for the duration of the suspension.

RECESS DETENTION

Students who have committed minor infractions may also be assigned to recess detention.

- Recess detention is held during the student's recess shift.
- Recess detention may be assigned directly by school personnel.
- It may be assigned in instances where a student is not following school procedures outside of the classroom, such as the cafeteria, hallway, restroom, or playground. Recess detention is also assigned to students who have multiple dress code infractions, and excessive tardies.
- ***Failure to report to recess detention will result in a referral to CAT***.

Students will follow the ladder of discipline in the classroom for disruptive behaviors. All other behaviors will follow the Copper Mill Elementary School Discipline Policies.

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

Copper Mill Elementary School Discipline Policies

Ladder of Discipline

Verbal Warning

Negative DOJO

Behavior Reflection + negative DOJO

Parental Contact + negative DOJO

Referral

OFFENSE	CMES
ACADEMIC DISHONESTY OR CHEATING	Cheating on assessments will result in a failing grade on each assessment. Minor disturbances, such as copying homework and classwork, will follow the ladder of discipline for the classroom. Major disturbances, including cheating on assessments: 1st Occurrence – Friday After School Detention 2nd Occurrence –2 days Character Class 3rd Occurrence – 4 days Discipline Center/ISS
ALCOHOL: POSSESSION/USE/ DISTRIBUTION / POSSESSION WITH INTENT TO DISTRIBUTE	Suspension and recommended expulsion
ARSON	Long-term suspension or recommended expulsion; reimbursement for damages
ASSAULT AND BATTERY ON FACULTY OR SCHOOL PERSONNEL	Any occurrence – Recommended expulsion
ASSAULT/BATTERY ON A STUDENT	Any Occurrence – Short-term suspension, long-term suspension, or recommended expulsion
BREAKING AND ENTERING SCHOOL PROPERTY/PRIVATE PROPERTY	Any Occurrence – Short-term suspension with reimbursement, long-term suspension with reimbursement, or recommended expulsion with reimbursement.
BULLYING, CYBERBULLYING, INTIMIDATION, HARRASSMENT, & HAZING	Refer to the Zachary Community School District Handbook for Bullying Policy and Procedures. Consequences could include short-term or long-term suspension, or recommended expulsion depending on the severity and results of the investigation.
BUS RULES VIOLATIONS	Minor disturbances on the school bus will be dealt with as follows: 1st Occurrence – Student will be warned and

	counseled. The bus driver will contact parent/guardian. 2nd Occurrence – Student will be denied bus transportation up to 5 days. 3rd Occurrence – Student will be denied bus transportation up to 10 days 4th Occurrence – Permanent suspension from the school bus for the remainder of the semester/school year. Major disturbances on the bus could result in more serious consequences such as suspension/expulsion from school and/or denied bus transportation
UNAUTHORIZED USE OF CELL PHONES OR OTHER ELECTRONIC DEVICES	Not allowed on campus or the bus. **Device is confiscated and released to parent.** **Apple and/or smart watches are not allowed.** 1st Occurrence – Friday After School Detention 2nd Occurrence – 2 days Character Class Additional Occurrences – Short/Long Term Suspension. Chronic violation of cell phone policy will result in school holding the phone until the end of the semester. *Students using devices to video, record, or communicate inappropriately will be subject to suspension or recommended expulsion.
COMPUTER/TECHNOLOGY ABUSE/MISUSE	Any use of the computer or school- provided technology that adversely affects its operation in pursuit of teaching and learning. Any abuse of computer or technology may result in loss of technology usage. 1st Occurrence – 2 days Character Class 2nd Occurrence – 2 days Discipline Center/ISS 3rd Occurrence– 4 days Discipline Center/ISS Any use of the internet/computer that results in illegal or inappropriate activities: Any occurrence: consequences may vary from warning to recommended expulsion.
CUTTING/SKIPPING CLASS	1st Occurrence – Friday After School Detention 2nd Occurrence – 2 days Character Class 3rd Occurrence and thereafter – 2 days Discipline Center/ISS
DISRESPECT FOR AUTHORITY / CURSING FACULTY OR SCHOOL OFFICIALS	**Disrespect: Minor (Verbally or Non-verbally)** Talking back in a normal voice or under the breath, rolling the eyes, etc. 1st Occurrence -1 day Character Class 2nd Occurrence-3 days Character Class 3rd Occurrence- 2 days Discipline Center/ISS 4th Occurrence-4 days Discipline Center/ISS 5th Occurrence-Recommended Long-Term

	Suspension 6th Occurrence-Recommended Expulsion **Disrespect: Major** Confrontation, profanity toward a staff member, calling a teacher a name, direct refusal to obey, verbal aggression toward a school staff member, inappropriate disrespectful comment directed toward teacher, or inappropriate gesture directed at teacher, etc. Major disrespect directed toward the administration could result in indefinite suspension pending an expulsion hearing. 1st Occurrence – Short term suspension (2-9 days) 2nd Occurrence – Short term suspension or Long term suspension 3rd Occurrence – Long-term suspension 4th Occurrence – Recommended expulsion
DISTURBANCE: CLASSROOM OR CAMPUS	Any act that prevents a teacher from carrying out his/her planned lesson. 1st Occurrence - 1 day Character Class 2nd Occurrence -3 days Character Class 3rd Occurrence – 2 days Discipline Center/ISS 4th Occurrence – 4 days Discipline Center/ISS 5th Occurrence- Recommend Long-Term Suspension 6th Occurrence – Recommend Expulsion **Major** - A serious act of misconduct that interrupts the orderly process of educational activities that is not confined to a limited area, and/or which jeopardizes safety of children. Any Occurrence – Short-terms suspension, Long-term suspension, or Recommended Expulsion.
DRUGS: DISTRIBUTION OR POSSESSION WITH INTENT TO DISTRIBUTE ANY DRUG	Law enforcement contacted and Recommended expulsion
DRUGS: POSSESSION OF ANY ILLEGAL DRUG OR DRUG PARAPHERNALIA	Law enforcement contacted and Recommended expulsion
DRUGS: UNDER THE INFLUENCE OF ANY DRUG OR ALCOHOL	Notify parents and the School Resource Officer, short-term, long-term suspension, or recommended expulsion
EXTORTION/INTIMIDATION	1st Occurrence – Short-term suspension 2nd Occurrence – Long-term Suspension 3rd Occurrence – Recommended Expulsion
FIGHTING	(One on one) Students instigating, initiating, escalating, or participating in a fight will be dealt with in the same manner. Results of investigations shall determine the disciplinary actions for each student in a situation involving

	fighting. 1st Occurrence – 3-5 days Discipline Center/ISS 2nd Occurrence – 5-9 days Discipline Center/ISS 3rd Occurrence – Long Term Suspension 4th Occurrence – Recommended expulsion In the event of a fight where two or more students fight another student, the additional students involved will be recommended for expulsion. Counseling will be facilitated upon returning to school.
FORGERY OF ADMINISTRATOR'S, TEACHER'S, DOCTOR'S, OR PARENT'S NAME TO A SCHOOL DOCUMENT OR NOTE	Any Occurrence – 1 day CAT
GAMBLING	Any occurrence – CAT to Short-term suspension
INDECENT BEHAVIOR/SEXUAL ACTS/PORNOGRAPHIC MATERIAL/SEXUAL HARASSMENT	Any occurrence – Short-term suspension to Recommend expulsion depending on the severity of the incident.
LEAVING CAMPUS WITHOUT PERMISSION/CUTTING SCHOOL	1st Occurrence – 2 days Discipline Center 2nd Occurrence – 5 days Discipline Center 3rd Occurrence – Long-term Suspension
MISCELLANEOUS INFRACTIONS	Habitual Violations of Classroom/School Rules/ Excessive Negative DOJO marks (These infractions may ideally be handled by the supervising teacher. These may include but not limited to eating and/or chewing gum, reporting to class without needed materials, writing/sending notes during instructional time, sitting in desk inappropriately, leaving the desk without permission, horseplay, excessive loudness, disobedience, lying, possession of inappropriate articles at school, etc.) Please note that students receiving 13 more negative dojos within a two-week period will receive a major referral. 1st Occurrence – 1 day Character Class 2nd Occurrence – 3 days Character Class 3rd Occurrence – 2 days Discipline Center/ISS 4th Occurrence – 4 days Discipline Center/ISS 5th Occurrence – Long term suspension to be determined by Administrator
OTHER MAJOR OFFENSES	Any Occurrence – Short-term suspension, Long-term suspension, or recommended expulsion
PARKING/DRIVING VIOLATIONS	**N/A**
POSSESSION OR USE OF A DANGEROUS WEAPON OR FIREARM	Any Occurrence – Recommended expulsion. Notify law enforcement.

POSSESSION OR USE OF FIREWORKS AND/OR AMMUNITION AND/OR LOOK ALIKE DEVICES	Any occurrence – recommended expulsion. Confiscate item.
PROFANE/OBSCENE LANGUAGE; VERBAL OR WRITTEN	**Obscenity, Profanity, Racial Slurs** 1st Occurrence – 1-2 days Character Class 2nd Occurrence – 3 days Character Class 3rd Occurrence – 2 days Discipline Center/ISS 4th Occurrence – 5 days Discipline Center/ISS 5th Occurrence – Long term suspension
PUBLIC DISPLAY OF AFFECTION	1st Occurrence – Friday After-School Detention 2nd Occurrence and Thereafter- Short term suspension
PUSHING/SHOVING/BODILY CONTACT/HORSEPLAY	1st Occurrence – 1 Day Character Class 2nd Occurrence – 3 Days Character Class 3rd Occurrence – 2 Days Discipline Center/ISS 4th Occurrence – 4 Days Discipline Center/ISS
SELLING ITEMS ON CAMPUS/ DISTRIBUTION OF ITEMS ON CAMPUS	Any occurrence – confiscate item, short term assignment to Character Class
SMOKING, CHEWING, AND/OR POSSESSION OF TOBACCO PRODUCTS AND VAPE DEVICES	1st Occurrence – Short term suspension 2nd Occurrence - Recommended Expulsion
STEALING / THEFT	Any occurrence – Two days CAT to indefinite suspension until satisfactory restitution or restitution agreement has been made.
TARDY TO CLASS *Tardy-not arriving for class at the BEGINNING of the scheduled start time.*	3 tardies in 9-week period – Recess Detention After 2 recess detentions – Friday After School Detention All tardies are processed through the office
THREATS – TERRORIZING, THREATS OF VIOLENCE, OR COMMUNICATION OF FALSE INFORMATION OF PLANNED ATTACKS	Any Occurrence – Recommended expulsion
THREATENING STUDENT(S)	Any Occurrence – Consequences may vary from short-term suspension to expulsion recommendation. Results of investigations shall determine the disciplinary actions for each student.
THREATENING SCHOOL PERSONNEL	Any occurrence – recommended expulsion
TAMPERING WITH OR DESTROYING SCHOOL RECORDS	Any occurrence – recommended expulsion

TAMPERING WITH FIRE ALARMS OR CAUSING A FALSE ALARM	1st Occurrence – Discipline Center/ISS (2-9 days) 2nd Occurrence – Recommend expulsion
TRESPASSING	Any Occurrence – Short-term suspension. If student refuses to leave campus, law enforcement authorities will be contacted. While trespassing, any offense committed by a student on another school campus carries the same disposition as if it had been committed on his/her own campus.
VANDALISM/DELIBERATE DESTRUCTION OF SCHOOL PROPERTY AND/OR PERSONAL PROPERTY ON SCHOOL GROUNDS OR DURING SCHOOL ACTIVITIES AT ANY TIME	**Destruction of school property valued $75 or less:** 1st Occurrence – 2 days Character Class 2nd Occurrence – 2 days Discipline Center/ISS 3rd Occurrence– 4 days Discipline Center/ISS **Destruction of school property valued $75 or more:** 1st Occurrence – 2-4 days Discipline Center/ISS 2nd Occurrence – 5-9 days Discipline Center/ISS 3rd Occurrence– Long term suspension ***Reimbursement may be sought in all cases.**
WILLFUL DISOBEDIENCE/REFUSAL TO COMPLY	**Purposeful/defiant repeated behavior, which has been specially addressed.** 1st Occurrence – 1 day Character Class 2nd Occurrence – 3 days Character Class 3rd Occurrence – 2 days Discipline Center/ISS 4th Occurrence – 4 days Discipline Center/ISS 5th Occurrence – Recommend Long-Term Suspension 6th Occurrence – Recommend expulsion

After the 3rd assignment to Character Class, the student and parent(s) will be required to meet with Copper Mill Administration

Any student who must be dismissed from CAT due to discipline will automatically be assigned to 2 days of ISS/Discipline Center at Northwestern Middle School.

STUDENT DRESS CODE AND UNIFORM POLICY (PK-6)

The uniform policy is district wide and can be found in the district pages of this handbook.

Dress Code Violations:

Students whose grooming or clothing that is deemed as inappropriate by the school administration or which may cause distractions to the learning environment will be sent to the Character Action Training room and allowed to call home in order to make the proper adjustments and receive a uniform infraction.

Three uniform infractions in a grading period will result in grade appropriate disciplinary action.

FREE DRESS DAYS

- Student ID badges must be worn throughout the day.
- Belts must be worn properly around the waist. Sagging pants are not allowed.
- Students **MAY NOT** wear any of the following items:
  - **NO** backless, strapless or sleeveless shirts
  - **NO** halter tops, tank tops, or belly shirts
  - **NO** plain white T-shirts; shirts with inappropriate words, slogans or pictures
  - **NO** pajamas or see-through items of any kind
  - **NO** excessively tight or excessively loose items
  - **NO** slippers, sandals, backless shoes, CROCS, or high heels
  - **NO** skirts that are more than 3 inches above the knee, wind pants, sweatpants or warm-ups
  - **NO** headgear of any kind, including hats, caps, skull caps, headbands or bandannas
  - **NO** shorts. Uniform shorts are acceptable.
  - **NO** jeans with rips, holes, or tears.

The final interpretation of the "Free Dress" day code will be at the discretion of the administrators as to whether the infraction will impair the learning environment.

STUDENT IDENTIFICATION CARDS

The ID is considered part of the daily uniform. All students will be required to wear an ID. This card is the student's official school, library, and lunch identification. It must be worn and visible at all times.

- A student will be unable to enter class without an ID card.
- Only CME-issued lanyards and ID covers should be worn.

• Defacing or destroying the ID card will void the ID and subject the student to disciplinary action. Students are not to place stickers, notes, pictures, etc. on the ID or inside its case. A new ID must be purchased when the old one is damaged beyond use by scanning machines.
• Lending the ID card to anyone or failure to present it when requested by a school official is a violation of school regulations and will be subject to disciplinary actions.
• Replacement cost of the student ID cards is $3.00.
• Temporary ID cost is $1.00. Temporary ID cards will not be sold after 1st hour. It is the student's responsibility to notify his/her 1st hour (homeroom) teacher and purchase a temporary ID.

IID CARD AND DRESS CODE VIOLATIONS

1st Offense-Warning
2nd Offense-Letter to Parent
3rd Offense-Recess detention
4th Offense-CAT
5th Offense-Friday School
6th Offense-Discipline Center

BOOKSACKS/PURSES

Backpacks are allowed. Large purses are not allowed. Exception: Female students may have a small "clutch" purse at school. Maximum size for a purse is 6in tall and 10in long.

STUDENT ATHLETE RULES AND REGULATIONS

Student athletes are expected to follow the Copper Mill Code. Students are expected to exhibit character, respect, reliability, appropriate attitude, and responsibility both in the class and on the court.

Try-Outs: A student ***CANNOT*** try out if they have an **F** on their progress report or report card. A student ***CAN*** try out if they have 1 referral.

Team Members

Student athletes are not allowed any Fs on their progress reports or report cards. Students earning an F will be placed on academic probation for a specified period. ***Student athletes cannot play and are required to sit out until the F is brought up.*** Failure to bring the F grade up within a reasonable time will result in dismissal from the team.

Discipline: Student athletes with one referral must sit out the next

game and two referrals, you're off the team.
Sit Out: ***When student athletes are required to sit out, they are still required to attend all practices and all games****. They can dress out with the team but CANNOT play!* Study hall will serve as practice while a student is on academic probation.

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 a balance of teachers, education support employees, students, parents, business and community representatives.

NEW POLICIES AND PROCEDURES MAY BE IMPLEMENTED BY THE ADMINISTRATION. STUDENTS WILL BE NOTIFIED OF ANY CHANGES AND THEY WILL APPEAR ON THE SCHOOL WEBSITE.

Copper Mill Elementary
Parent and Family Engagement Policy
2023-2024

PART I. GENERAL EXPECTATIONS

Copper Mill Elementary School agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.

- The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:
    - *Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

      (A) that parents play an integral role in assisting their child's learning;

      (B) that parents are encouraged to be actively involved in their child's education at school;

      (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

      (*D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

Copper Mill Elementary School will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:

- Questionnaire (online and paper survey)
- School Improvement Team with parent members and community members

Copper Mill Elementary School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- Questionnaire (online and paper)
- School Improvement Team with parent members and community members

Copper Mill Elementary School will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to Fall Orientation and Open House, and will encourage them to attend, by:

- Holding AM and PM meetings/activities for parent participation
- Providing student incentives for parent participation
- Publishing in newsletter and summer mailout

Copper Mill Elementary School will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:

- Posting information on district website
- Communicating information at parent /teacher conferences
- Pupil progression discussion topic on conference forms

Copper Mill Elementary School will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:

- Analysis of feedback and implementation of ideas

- Communication in a variety of ways (i.e., verbal, electronic/digital, written)
- Parent/teacher conferences

Copper Mill Elementary School will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:

- Distributing state assessment scores with the parent interpretation guide to parents

Copper Mill Elementary School will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:

- District approved letter sent home

Copper Mill Elementary School will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph --

o the state's academic content standards,
o the state's student academic achievement standards,
o the state and local academic assessments including alternate assessments,
o the requirements of Part A,
o how to monitor their child's progress, and
o how to work with educators:

- Distribute/Explain state assessment scores to parents.
- reference standards on classroom handouts
- Parent Command Center (WebPams/JCAMPUS)
- LEAP Parent Workshops (ELA and Math) – offered multiple times per year for maximal participation
- Other parent workshops
- Ways To Help At Home pamphlet
- Moodle
- Class DOJO

- Mid nine weeks progress reports
- Nine weeks report cards mailed

Copper Mill Elementary School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:

- Content related parent workshops
- Technology Nights
- ZEPTO sponsored events
- Parent link on the school's website
- Parent resource section of school library
- Summer reading material with parent guide of ways to help at home
- Ways To Help At Home pamphlet

Copper Mill Elementary School will, with the assistance of its parents, educate its teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- Parent survey results shared with teachers
- ZEPTO meetings/events
- Parent link on the school's website
- Volunteering at school
- School newsletters
- School website
- Social media

Copper Mill Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- Parent resource section of school library
- School handbook
- Parental involvement policy
- Ways To Help At Home Pamphlet

Copper Mill Elementary School will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Print and electronic copies of student handbook and other information
- Information related to school and parent programs, meetings, and other activities is sent to parents through school newsletters, social media, and the school's website

PART III. ADOPTION

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by School Improvement Team minutes.

This policy was adopted by Copper Mill Elementary School and will be in effect for the period of 2023-2024 school year.

The school will distribute this policy to all parents of participating Title I, Part A children on or before September 1, 2023.

Adjustments to this policy will be made as input from parents becomes available.

Lia M. White-Allen, Principal

Copper Mill Elementary-Parent Compact

School-Parent Compact

What is a School-Parent Compact?

A *School-Parent Compact for Achievement* is an agreement that parents, students, and teachers develop together. It explains how parents and teachers will work together to make sure all our students reach or exceed grade-level standards.

Effective compacts:

- Link to goals of the school improvement plan
- Focus on student learning skills
- Describe how teachers will help students develop those skills using high-quality curriculum and effective instruction in a safe and supportive learning environment
- Share strategies parents can use at home
- Explain how teachers and parents will communicate about student progress
- Describe opportunities for parents to volunteer, observe, and participate in the classroom

SIX TYPES OF PARENT ENGAGEMENT

- PARENTING
- COMMUNICATING
- VOLUNTEERING
- LEARNING AT HOME
- DECISION MAKING
- COLLABORATING

The parents, students and staff of Copper Mill Elementary School developed this School-Parent Compact for achievement. Teachers suggested home learning strategies, parents added idea and students told us what would help them learn. Meetings are held each year to review the Compact and make changes based on student needs.

Parents can contribute comments any time.

If you would like to volunteer or participate on committees, please contact the school principal.
225-658-1288

SCHOOL-WIDE

Activities to Build Partnerships

- Zachary's Elementary Parent/Teacher Organization (ZEPTO)
- Parents to volunteer and be involved in school activities
- Parents to provide home support for their student's education
- Parents to participate in school decision making
- Effective communication between school and parents
- Parents to participate in school programs (Awards Program, Parent lunch, parent workshops)

Communication about Student Learning

Copper Mill Elementary School is committed to regular two-way communication with families about children's learning. Some of the ways parents and teachers communicate all year are:

- Parent/teacher conferences
- School website www.coppermillelementary.org
- Social media (Facebook)
- Moodle
- Parent Command Center
- Class DOJO
- Remind (code: @cmes-zcsd)
- School newsletters
- Mid nine weeks progress reports
- Report cards each nine weeks

ZCSD Parental and Community Involvement

The Zachary Community School District will maintain a welcoming atmosphere by fostering a strong partnership with parents and community members that promotes transparency, encourages the open sharing of ideas, and helps propel the school system to higher levels of engagement and achievement.

SCHOOL-PARENT COMPACT

2023-2024

Copper Mill Elementary School

1300 Independence Blvd.
Zachary, LA 70791
Office: 225-658-1288
fax: 225-658-1298

Copper Mill Elementary-Parent Compact

Student Achievement Goals

ZCSD Principles

- Provide a high quality, well-rounded educational experience for all students that is rigorous, diverse, and engaging.
- Prepare students for post-secondary educational opportunities, careers, and participation in a globally competitive society.
- Strengthen productive partnerships for education.
- Provide employees and students with safe, efficient, and functional environments.
- Maximize organizational efficiency and productivity in the pursuit of the district's mission.

Academic Goal:

Assist students to becoming proficient on the statewide assessment by the year 2025.

Objectives:

Increase proficiency on state LEAP 2025 assessment in the areas of ELA, Math, Science, and Social Studies

Increase the number of students meeting their growth target.

Teachers, Parents, and Students: Building Partnerships

In the Classroom

The 5th and 6th grade team will work with students and their families to support students' success in the Louisiana State Standards.

Some of our key connections with families will be:

- 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

At Home

Here are some ideas of how families can support students' success:

- 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 pare/teacher conferences.
- Respect school, staff, students, and families

Copper Mill Elementary School students join staff and parents in working to succeed in school to reach their academic targets by:

- Coming to school ready to learn and work hard.
- Bringing necessary materials, completed assignments, and homework.
- Knowing and following school and class rules.
- Communicating regularly with my parents and teachers about school experiences so that they can help me to be successful.
- Respecting the school, classmates, and self

ZCSD Vision: The Zachary Community School System is recognized as a model of excellence serving all citizens.
ZCSD Mission: The mission of the Zachary School Board is to assist every student in reaching his or her maximum potential through high-quality instruction and good stewardship of community resources.

School Vision: CME will be a model of excellence serving all citizens.
School Mission: Copper Mill elementary will assist every student in reaching his or her maximum potential.

Northwestern Middle School

2023-2024
Student/Parent Handbook

Opportunity, Knowledge, Success

Student Name_____

NORTHWESTERN MIDDLE SCHOOL
5200 E. Central Ave.
Zachary, LA 70791
(225) 654-9201
Fax (225) 658-2025

August 2023

Dear Students and Parents,

Welcome to Northwestern Middle School. Our outstanding faculty and staff would like to extend our best wishes to you for a successful 2023-2024 school year.

This handbook provides you with specific, detailed information concerning school policies and procedures. Students will be expected to follow the set policy as spelled out in this book.

Our staff believes that every child has learning value and worth. Our students matter to us. Therefore, we believe students learn best in an atmosphere where opportunity, knowledge, and success are encouraged each day. An atmosphere where orderliness, well understood routines and clearly defined limits are an ongoing part of their daily lives. We believe that our students learn best in a safe and protected environment.
Through the team effort of our parents, community, students, and staff, we will offer our students a highly successful learning experience.

Rebecca Brian
Principal

Office Staff

Rebecca Brian – Principal
Wytika Beard – Asst. Principal
Kimberly Littles – Asst. Principal
James Walker – Dean of Students
Alison Moore – Guidance Clerk
Michael Daigre- TOR Moderator
Megan Kirkindoll – School Counselor
Katie Suire – Attendance Clerk
Cindy Booth– Attendance Clerk
Richard Johnson – DC Moderator

NORTHWESTERN MIDDLE SCHOOL MISSION STATEMENT

Northwestern Middle School is dedicated to creating a community of learning to ensure the success of all students. Through the cooperative efforts of the parents, the community, and the school, we are committed to affording every middle school student the opportunity to succeed. The Northwestern Middle School learning environment is characterized by:

(1) A positive, professional, caring attitude toward students as demonstrated by administrators, faculty, and staff members
(2) A curriculum that is comprehensive and flexible enough to meet the varied abilities and diverse needs of the individual student and ensure adequate preparation for a lifetime of maximum achievement
(3) Demonstration of mutual respect while maintaining an open line of communication and interaction among administrators, faculty, staff, students, parents, and community.
(4) The promotion of exemplary citizenship through high expectations regarding behavior. Effective disciplinary guidelines have been established and will be consistently enforced resulting in a safer, more productive learning environment.

ARRIVAL AND DEPARTURE

6:40 a.m. Carpool Drop Off Begins
7:05 a.m. Tardy Bell & 1st Hour Begins
1:45 p.m. Checkouts End
2:05 End of School
2:20 Carpool Pick Up Ends

REPORT CARDS AND PROGRESS REPORTS

Students receive a **REPORT CARD** four times a year at the end of each 9-week period. They receive a **PROGRESS REPORT** four times a year at the midway point of each 9- week period (4 1/2 weeks). Report cards will be mailed several days after the reporting period, while progress reports will be sent home with students. 7th, and 8th graders will have papers sent home per parent request.

Progress Report #1…… 9/08/23
Report Card 1st Nine Weeks……..10/13/2023
Progress Report #2…….. . 11/14/2023
Report Card 2nd Nine Weeks……12/20/2023
Progress Report #3…… 2/07/2024
Report Card 3rd Nine Weeks……..3/14/2024
Progress Report #4…… 4/15/2024
Report Card 4th Nine Weeks (Mailed)…… 5/24/2024

Zachary Community School System grading scale is:

Scale	Grade	Quality Points
93-100	A	4
85-92	B	3
75-84	C	2
67-74	D	1
0-66	F	0

EXAMS

Exams are given at the end of the 1st and 2nd semester. Exams do not count for more than one test grade. Students will not be allowed to test early. Students must be present for midterms and finals unless medical excuse.

EXEMPTIONS

Students meeting certain academic and attendance criteria will be eligible for exemption from final exams. No exemptions are granted for 1st Semester exams. Exemptions are a privilege and may be revoked at any time. See below for criteria.

- Straight A's and B's all year - report card
- All textbooks and library books have been returned and paid for if lost
- All lunch money has been paid
- All other school debts have been paid
- Teachers will give out exemption notices
- Completion of all projects, study guides and assignments

GENERAL RULES AND POLICIES OF NORTHWESTERN MIDDLE SCHOOL

PERSONAL SAFETY GUIDELINES

In the event a student feels that an individual is a threat to the safety and well-being of others, we encourage him/her to report this individual to a person in authority (teacher, administrator, staff, office, etc.).
Each student must follow these instructions:

- Report all "strangers" or people who should not be on campus immediately (no pass needed) to the main office.
- Be alert to people acting suspiciously and note how they are dressed so that they may be described in the event a problem arises.
- Large sums of money and/or expensive items (expensive watches, jewelry, computers, cellphones, etc.) are not to be brought to school. The school shall not be the guardian of these items.
- Report all missing items immediately to a teacher, a coach, or administrator. Make every effort to do so before class is dismissed if possible.

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

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.

HOMEWORK POLICY

Homework is an integral part of the educational process. The following guidelines are followed:

1. Homework is given to reinforce skills taught in the classroom.
2. Homework is tailored to the instructional level of each student.
3. Homework is used to foster responsible work-study habits.
4. Homework is used to compute final grades.
5. Homework is to be turned in as directed by the teacher.

A student absent for two days or less is responsible for getting their assignments from a reliable classmate. Parents may contact the counselor to arrange for homework for students missing three or more consecutive days.

Students will be held accountable for not completing or not turning in homework.

The purpose of these consequences is to instill the importance of completing homework. The reinforcement of material taught during the school day is vital to academic success.

AFTER SCHOOL ACTIVITIES

Students are not allowed to loiter in the school building or on school campus after 2:20. Students involved in extracurricular activities are not allowed in the building after school hours unless accompanied by their sponsor.

Students attending after school activities should arrange for transportation to and from the event before arriving on campus. Any student who is not picked up in a timely manner at the conclusion of an event or activity may lose the privilege of attending after school activities for the remainder of the school year.

STUDENT INSURANCE

Student insurance is available at no cost to parents. If students are covered under a family policy, expenses incurred will be paid according to the school insurance policy schedule of benefits in addition to the insured's primary insurance. After benefits by the family policy have been paid, the school insurance will pay towards the expenses at the usual and customary rate for our area but may not cover the entire expense.

Students who are not insured through a family policy or medical card will be insured for school hours. Medical expenses will be paid at a usual and customary rate for our area but may not cover the entire expense.

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.

BUS PASSES /WALKER PASSES

A written note from parents is required when students need to ride a different bus or walk to a different location. (ex. The Crossing) This note should be signed by one of the administrators and presented to the driver at boarding time.

HALL PASS

Students are not allowed to leave class except for matters of extreme importance. When a student is permitted to leave class, he/she must be provided with a written hall pass signed by the teacher showing the date, student's name, where he/she is authorized to go, the time, and the teacher's signature. Any time a student is in the hall he/she must have a pass.

ASSIGNMENT BOOKS

This assignment book serves as a handbook, student planner, and hall pass. Students must have their assignment books daily. Students will not be allowed to leave class without the hall pass portion of the assignment book signed by a teacher. Replacement assignment books can be purchased for $3.

CAFETERIA

BREAKFAST /LUNCH PROGRAM – OPTIONAL

All students have the option of eating in the cafeteria or bringing a lunch.

Lunches from home may not be purchased from a commercial establishment (McDonald's) nor can they include canned/bottled drinks or candy.

STUDENT FEE AND MATERIALS FEE

In order for students to receive a quality education at NMS, they must have the necessary materials, supplies, and textbooks. NMS has imposed minimum fees to help offset special costs incurred in the operation of our school. We feel strongly that prioritizing where money is spent is critical to the overall education of our students: therefore, the staff believes that using money for fees for educational purposes is more critical than spending money on activities or buying concessions.

School fees will be $40. Students taking any elective classes such as Art, Drama, Foreign Language, Band, etc. will pay these fees to their respective elective teachers.

CLASS SCHEDULES

Northwestern Middle School offers 7 subjects to all students: English, Math, Science, Social Studies, Reading, Explore Class & Physical Education.

Schedules will be changed for 2 reasons only:

1. Student is placed in the wrong course
2. Student has a physical problem documented on physician's letterhead

Explore courses will be scheduled so as to place the student in the correct academic course first.

PREREQUISITES

- 6th grade band must be taken to enroll in 7th and/or 8th grade band
- Intro to French or Spanish I must be taken to enroll in French I or Spanish
- Intro to Drama must be taken to enroll in Advanced Drama
- Please contact the counseling department at 654-9201 with any questions.

TELEPHONES

School telephones are for the use of official school business only. Students may use the phone in the attendance clerk's office with special permission only.

SCHOOL PICTURES

All students will have their pictures taken at the beginning of school. Students will be required to pay the full amount in advance of taking their picture. Defective pictures will be retaken. A picture will be taken (free of charge) for use in the school yearbook.

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 school front office.

COMMERCIAL DELIVERIES

The school cannot and will not deliver items during the school day (flowers and gifts). Deliveries will not be accepted in the school office.

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. Visitors are not allowed in the classrooms.

PARENT-TEACHER CONFERENCE

Conferences with teachers will not be scheduled during instructional time, but will be scheduled for team planning time. Parent conferences at Northwestern Middle School will be held with the student's team of teachers, not an individual teacher. NMS welcomes parents to visit classrooms. Please contact the guidance office to schedule a conference.

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

Students who have emergencies during the day must bring a "Request to Check-Out" from the teacher to the office. Student generated check-outs will not be allowed prior to 5th hour and then only if the student is obviously ill. 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. **NO CHECK-OUTS WILL BE ALLOWED AFTER 1:45.**

MAKE-UP WORK POLICY

Students having an excused absence will be given a chance to make up work. It is suggested that exams and other routine work assignments should be completed within one week after returning to school. **It is the student's responsibility to ask for make-up work.** Parents may call the guidance office and ask for homework assignments when the student has been absent for at least three days.

Make up work due to excused absences:
It is the student's responsibility upon returning to school to contact each teacher to make up all work that the student missed during the absence. The individual teacher will set the date the work is due. If the student was absent for an extended length of time, arrangements should be made with the individual teachers and the guidance counselor for any extension.

1. Students will be permitted to make up all work including tests and graded material unless they received an unexcused absence.

2. It is the student's responsibility, upon his/her return to school, to ask the teacher if any test or graded material needs to be made up. Teachers will at this time establish the time and place of make-up work.

3. Students in school when a test or activity is announced and who miss only the day of the test or activities and return the next day, will be expected to take the test or complete the activity upon the day of their return.

4. Students will be allowed a minimum of one day for each day missed before being required to make up a test, turn in material, or complete an activity. This will not exceed a total of five days. If after notification, the student fails to accomplish make-up work in the allotted time, the grade is recorded as a "0."

5. Students will not be allowed to make up work missed during days of suspension or for days missed while skipping classes. **Work completed at the discipline center will be accepted and graded.**

6. A student who misses one day in which an unannounced quiz was given shall take the quiz upon his / her return.

DISCIPLINE

The ultimate responsibility for student behavior rests with the student and his/her parents; however, we who are charged with the responsibility of educating the students of our community recognize that discipline is a part of our daily responsibility. Although we are concerned with students as individuals, we must also be concerned with the entire student body and ensure that the proper atmosphere for teaching and learning is preserved.

It is our objective, in the area of discipline, to have fair and impartial discipline in order to maintain the total learning environment for all students concerned and to help students develop the self-discipline necessary for learning to occur. Conduct that prevents learning from taking place and/or threatens or endangers any employee or student will not be tolerated.

Students are expected to follow all regulations listed in the Zachary Community School Board Rights and Responsibilities Handbook as well as the Northwestern Middle School Handbook. It is expected that each student and parent will familiarize themselves with the content of this handbook so as not to be surprised at consequences that may befall them.

SCHOOL DISCIPLINE POLICY AND REGULATIONS

Discipline Procedures – Before a teacher sends a student to the office for a minor offense, the following course of action will be taken:

1. The first time a student commits a minor disturbance in the classroom, the teacher will issue a verbal warning, hold a teacher/student

conference with documentation of the conference on file in the discipline office.

2. Before any disciplinary action is taken on a student for a minor offense in the classroom, there must be documentation that an authorized school employee has made parental contact.
3. Following parental contact, the student will be disciplined according to the procedures outlined under Classroom Disturbances.
4. Counseling services with a school counselor may be incorporated in the discipline plan any time it is deemed helpful or requested.

OFFENSE	NMS
ACADEMIC DISHONESTY OR CHEATING	**1st Occurrence**– After school detention plus academic penalty up to a zero on assignment/test/project **Subsequent occurrences**– Short-term suspension plus academic penalty up to a zero on assignment/test/project
ALCOHOL: POSSESSION/USE/ DISTRIBUTION / POSSESSION WITH INTENT TO DISTRIBUTE	Suspension and recommended expulsion
ARSON	Long-term suspension or recommended expulsion; reimbursement for damages
ASSAULT AND BATTERY ON FACULTY OR SCHOOL PERSONNEL	Any Occurrence – Recommended expulsion
ASSAULT/BATTERY ON A STUDENT	Any Occurrence – Short-term suspension, long-term suspension, or recommended expulsion
BREAKING AND ENTERING SCHOOL PROPERTY/PRIVATE PROPERTY	Any Occurrence – Short-term suspension with reimbursement, long-term suspension with reimbursement, or recommended expulsion with reimbursement.

BULLYING, CYBERBULLYING, INTIMIDATION, HARRASSMENT, & HAZING	Refer to the Zachary Community School District Handbook for Bullying Policy and Procedures. Consequences could include short-term or long-term suspension, or recommended expulsion depending on the severity and results of the investigation.
BUS RULES VIOLATIONS	Minor disturbances on the school bus will be dealt with as follows: 1st Occurrence – Student will be warned and counseled. The bus driver will contact parent/guardian. 2nd Occurrence – Student will be denied bus transportation up to 5 days. 3rd Occurrence – Student will be denied bus transportation up to 10 days 4th Occurrence – Permanent suspension from the school bus for the remainder of the semester/school year. Major disturbances on the bus could result in more serious consequences such as suspension/expulsion from school and/or denied bus transportation
CELL PHONES OR OTHER ELECTRONIC DEVICES	Not allowed on campus or the bus. **Device is confiscated and released to parent.** **Apple and/or smart watches are not allowed.**

	1st Occurrence – Friday School 2nd Occurrence- 2 days Discipline Center 3rd Occurrence- 3 days Discipline Center 4th Occurrence- 4 days Discipline Center 5th Occurrence- Recommend Expulsion or long-term suspension. *Students using devices to video, record, or communicate inappropriately will be subject to suspension or recommended expulsion.
COMPUTER/TECHNOLOGY ABUSE/MISUSE	Consequences may vary from minor disciplinary consequences to suspension/recommended expulsion depending on the severity of the incident.
CUTTING/SKIPPING CLASS	1st Occurrence – Friday school 2nd Occurrence and thereafter – Short-term suspension
UNACCEPTABLE CLASSROOM BEHAVIOR (DISRESPECT, DISOBEDIENCE, DISTURBING THE CLASS)	**Disrespect: Minor (Verbally or Non-verbally)** Talking back in a normal voice or under the breath, rolling the eyes, etc. 1st Occurrence – 1 day TOR

	2nd Occurrence – 2 days TOR 3rd Occurrence – 3 days Discipline Center 4th Occurrence – 4 days Discipline Center 5th Occurrence – 5-9 Discipline Center 6th Occurrence – Recommended Expulsion **Disrespect: Major** Confrontation, profanity toward a staff member, calling a teacher a name, direct refusal to obey, verbal aggression toward a school staff member, inappropriate disrespectful comment directed toward teacher, or inappropriate gesture directed at teacher, etc. Administration will determine if the disrespect is major or minor. Major disrespect directed toward the administration could result in indefinite suspension pending an expulsion hearing. 1st Occurrence – Short term suspension (2-9 days) 2nd Occurrence – Short term suspension or Long-term suspension 3rd Occurrence – Recommended Expulsion

DRUGS: DISTRIBUTION OR POSSESSION WITH INTENT TO DISTRIBUTE ANY DRUG	Law enforcement contacted and Recommended expulsion
DRUGS: POSSESSION OF ANY ILLEGAL DRUG OR DRUG PARAPHERNALIA	Law enforcement contacted and Recommended expulsion
DRUGS: UNDER THE INFLUENCE OF ANY DRUG OR ALCOHOL	Notify parents and the School Resource Officer, short-term, long-term suspension, or recommended expulsion
EXTORTION/INTIMIDATION	1st Occurrence – short-term suspension 2nd Occurrence – Long-term Suspension 3rd Occurrence – Recommended Expulsion
FIGHTING	1st Occurrence – Short term, long term, or recommended expulsion 2nd Occurrence – Recommended expulsion In the event of a fight where two or more students fight another student, the additional students involved will be recommended for expulsion.
FORGERY OF ADMINISTRATOR'S, TEACHER'S, DOCTOR'S, OR PARENT'S NAME TO A SCHOOL DOCUMENT OR NOTE	Consequences may vary from minor disciplinary consequences to suspension/recommended expulsion depending on the severity of the incident.

GAMBLING	Any Occurrence – short term assignment to the Discipline Center
INDECENT BEHAVIOR/SEXUAL ACTS/PORNOGRAPHIC MATERIAL/SEXUAL HARASSMENT	Any occurrence – Short-term suspension to Recommend expulsion depending on the severity of the incident.
LEAVING CAMPUS WITHOUT PERMISSION/CUTTING SCHOOL	1st Occurrence – 2 days Discipline Center 2nd Occurrence – 5 days Discipline Center 3rd Occurrence – Long-term Suspension
MISCELLANEOUS INFRACTIONS	Miscellaneous Infractions may ideally be handled by the supervising teacher. These may include but not limited to: eating and/or chewing gum, reporting to class without needed materials, writing/sending notes during instructional time, sitting in desk inappropriately, leaving the desk without permission, excessive loudness, sleeping, lying, possession of inappropriate articles at school, inappropriate hallway behavior, etc. 1st Occurrence – Teacher consequence 2nd Occurrence –F Teacher consequence with parent contact

	3rd Occurrence – Friday school 4th Occurrence – 2 days TOR Subsequent occurrence – short-term suspension, long-term suspension
OTHER MAJOR OFFENSES	Any Occurrence – Short-term suspension, Long-term suspension, or recommended expulsion
PARKING/DRIVING VIOLATIONS	**N/A**
POSSESSION OR USE OF A DANGEROUS WEAPON OR FIREARM	Any Occurrence – recommended expulsion. Notify law enforcement.
POSSESSION OR USE OF FIREWORKS AND/OR AMMUNITION AND/OR LOOK ALIKE DEVICES	Any Occurrence – recommended expulsion. Confiscate item.
PROFANE/OBSCENE LANGUAGE; VERBAL OR WRITTEN	**Obscenity, Profanity, Racial Slurs** 1st Occurrence – up to 2 days TOR or short term suspension 2nd Occurrence – 3 days Discipline Center 3rd Occurrence – 5 days Discipline Center 4th Occurrence – Long term Suspension 5th Occurrence – Recommended Expulsion

PUBLIC DISPLAY OF AFFECTION	Any Occurrence – Friday School 2nd Occurrence and Thereafter- Short term suspension
PUSHING/SHOVING/BODILY CONTACT/HORSEPLAY	1st Occurrence – 2 day TOR 2nd Occurrence – 3 days Discipline Center 3rd Occurrence – 3 days Discipline Center 4th Occurrence – 5 days Discipline Center
SELLING ITEMS ON CAMPUS/ DISTRIBUTION OF ITEMS ON CAMPUS	**1st offense –** Confiscate item and notify parent **Subsequent offenses –** Confiscate item, short-term or long-term suspension or recommended expulsion
SMOKING, CHEWING, AND/OR POSSESSION OF TOBACCO PRODUCTS AND VAPE DEVICES	1st Occurrence – 5 days Discipline Center 2nd Occurrence – Recommended expulsion
STEALING / THEFT	Any Occurrence – Short-term suspension with reimbursement or recommended expulsion
TARDY TO SCHOOL/CLASS	Tardy to School: • 3 tardies – parent contact • 5 tardies – parent conference • 6 Tardies – Lunch Detention • 7 Tardies – Friday School • 8 Tardies – 1 Day

	TOR • 9 Tardies – 2 Days DC • 10 Tardies – 3 Days DC • 11 Tardies – 4 Days DC • 12 Tardies – Long-term suspension
THREATS – TERRORIZING, THREATS OF VIOLENCE, OR COMMUNICATION OF FALSE INFORMATION OF PLANNED ATTACKS	Any Occurrence – Recommended expulsion
THREATENING STUDENT(S)	Any Occurrence – Consequences may vary from short-term suspension to expulsion recommendation. Results of investigations shall determine the disciplinary actions for each student.
THREATENING SCHOOL PERSONNEL	Any Occurrence – recommended expulsion
TAMPERING WITH OR DESTROYING SCHOOL RECORDS	Any Occurrence – recommended expulsion
TAMPERING WITH FIRE ALARMS OR CAUSING A FALSE ALARM	1st Occurrence – Short-term suspension (2-9 days) 2nd Occurrence – Recommend expulsion
TRESPASSING	Any Occurrence – Short-term suspension. If student refuses to leave campus, law enforcement authorities will be contacted. While trespassing, any offense committed by a student on another school campus carries the same disposition as if it had been committed on his/her own campus.

VANDALISM/DELIBERATE DESTRUCTION OF SCHOOL PROPERTY AND/OR PERSONAL PROPERTY ON SCHOOL GROUNDS OR DURING SCHOOL ACTIVITIES AT ANY TIME	Short term suspension with reimbursement, long term suspension with reimbursement, or recommended expulsion with reimbursement; depending on the results of the investigation.

***WARNING: UPON THE FOURTH SHORT-TERM SUSPENSION THE STUDENT MAY BE RECOMMENDED FOR EXPULSION.**

The administrative staff may rescind final exam exemptions and/or prohibit students from attending school-based activities and field trips for the following reasons:

1. Chronic disruptive behavior.
2. One or more suspensions.
3. Excessive tardies / absences.
4. Excessive incidents of no homework and/or not completing assigned work.

DISCIPLINE CENTER

Students may be assigned to the Discipline Center in lieu of being removed. Generally, the Center is offered for removal of 2 – 9 days. Students may not participate in school functions during the assignment to the Discipline Center. Parents must accompany the student each day of check-in to the discipline center. Students will be permitted to make up any work missed during the period of time spent at the Discipline Center. Attendance on all days assigned is required in order to get credit. Any absence will result in no credit for attendance. Any student who has to be dismissed from the Discipline Center, must be picked up and may not return to school for the duration of the suspension.

TIME-OUT ROOM (TOR)

The Time-Out 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 Time-Out 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. Any student who receives a behavior referral while in TOR will be assigned 2 days in the discipline center and the parent/guardian will be called to pick up the student from

school.

FRIDAY SCHOOL

The goal of Friday School is to provide an alternative to students in lieu of short-term suspension. **Friday School will be held at Northwestern Middle School from 2:05 p.m. to 6:00 p.m. on Friday afternoon as needed.**

Because Friday School is an alternative to suspension, no rescheduling will be allowed. Students who fail to report to Friday School will receive a short-term suspension. **NO EXCUSES OR TARDIES WILL BE PERMITTED**. Any student who is removed from Friday School will receive a minimum 2-day suspension.

EXPULSION

Limited expulsion is any denial of school attendance or school related activities which will terminate at the beginning of the next semester. Unlimited expulsion is any denial of school attendance or school related activities for a specific period of time beyond the beginning of the next semester or any permanent denial of school attendance.

TARDY POLICY

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 Northwestern Middle 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 6 tardies, the student's tardy record is submitted to the Dean of Students for disciplinary action.

Note: All tardies will count toward the student's total 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.

TARDY LOCKOUT

Unannounced procedure where tardy students are not allowed to report to class but are redirected to TOR and/or Friday School.

STUDENT DRESS CODE

GENERAL APPEARANCE

Refer to page 28 of the Zachary Community School Board Students Rights and Responsibilities Handbook.

STUDENT IDENTIFICATION CARD

The I.D. is considered part of the daily uniform. The card is the student's official school and library identification. It must be worn and visible at all times. Loss of an ID card should be reported to the administration of Northwestern Middle School. A $5.00 fee to replace ID.

A temporary ID card may be rented (only once per week) for $1.00 from his/her homeroom teacher in the event the student misplaces his/her ID or leaves it at home. Temporary ID's will not be sold after 1st hour. It is the student's responsibility to notify his/her 1st hour teacher (homeroom teacher) and purchase a temporary ID.

A student will be unable to enter class without an ID card. He/she must rent a temporary ID, have a parent bring the ID, or remain in TOR until he/she has an ID. This card must be presented each time a student checks in or checks out of school and is tardy for class. A student must also present his/her card each time he/she checks out material from the school library.

The card may also be used as identification with cost of admission to athletic and school activities. Defacing or destroying the ID card will void the ID and subject the student to disciplinary action. Students may not place stickers, notes, pictures, etc. on the ID or inside its case. Lending the ID card to anyone or failure to present it when requested by a school official is a violation of school regulations and will subject the holder to disciplinary action. A new card must be purchased when the old one is damaged beyond use by scanning machines. Additional ID's may be purchased for $5 each.

IMPROPER ID CARD AND DRESS CODE VIOLATION

1st Offense – Warning
2nd Offense – Letter to Parent

3rd Offense – Lunch detention
4th Offense – TOR
5th Offense – Friday school
6th Offense – Discipline Center

Students whose dress or grooming is inappropriate in the opinion of the administration will remain in the TOR until proper adjustments are made.

BOOKSACKS /PURSES

Book-sacks are allowed. Large purses are not allowed on the NMS campus. Exception: Students may bring a small bag on Mondays and Fridays to transport their P.E. uniforms to and from school. Female students may have a small "clutch" purse at school. The maximum size for a purse is 6" tall and 10" long.

FREE DRESS POLICY

On Free Dress Days students may wear jeans (no holes

or rips) ONLY with an appropriate t-shirt. Any other attire – sweatpants, joggers, jeggings, leggings, etc., are not allowed. T-Shirts with obscene language, alcohol, tobacco, skulls, chains, drug references or controversial messages are not allowed.

STUDENT ATHLETE RULES AND REGULATIONS

(1) **Academics:** Student Athletes are not allowed any F's on progress reports or report cards. Students earning an F will be placed on academic probation for a specified period and will be allowed to practice. Students will not be allowed to participate or dress out with the team. Failure to bring the F grade up within a reasonable time will result in dismissal from the team.

(2) **Discipline:** Student Athletes are expected to exhibit character, respect, reliability, appropriate attitude, and responsibility both in class and on the field/court. The coach and/or school administration have the authority to suspend and/or dismiss players not adhering to the above.

(3) **Parents:** Parents are expected to conduct themselves as NMS Brave Supporters: Spirited but not rude, positive to all persons involved and supportive to the adults who spend time with players. Parental concerns are to be addressed during scheduled conferences at school, not pre/post practices, or games. Parents drawing negative attention toward themselves, the NMS team, and/or coaches will be asked to leave the stadium/gym and not return.

(4) **Attendance:** Students must be present from 1st-7th hour the day of the activity in order to participate unless excused absence. If the activity falls on the weekend, the student must be present at school on the Friday before in order to participate.

Any Activity school related requires that the student be in attendance 1st – 7th hour the day of the activity.

AFTER SCHOOL ACTIVITIES POLICY

Students attending after school activities should arrange for transportation to and from the event before arriving on campus. Any student who is not picked up in a timely manner at the conclusion of an event or activity may lose the privilege of attending after school activities for the remainder of the school year.

PHYSICAL EDUCATION PROGRAM

All students will be required to dress in a full physical education uniform available through the school. Uniforms may be used from one year to the next if they are in good condition Uniforms may be purchased from your physical education teacher. Uniforms are $15.00. Locker rental fee is $5.

- Students are required to dress out daily. Students not dressing out will still be required to participate.
- The uniform must be worn correctly - shirt tucked in and shorts at the waist.
- Tennis shoes and socks are required for P.E. class.

- During cold weather, the P.E. teachers will inform students when they may start wearing sweat suits OVER their P.E. uniform.
- Participation (dressing out daily) constitutes 60% of a student's grade. After 3 NO-DRESS days, the students will receive a suspension pending a parent conference.
- The name of the student must be placed on the shorts and shirt.
- A student is not permitted to wear another student's uniform.
- P.E. clothes must be worn in P.E. classes ONLY. **(Not under uniform shirts)**

TEXTBOOKS/LIBRARY BOOKS

Textbooks are the property of the state of Louisiana and the Zachary Community School Board. Textbooks and library books are checked out to each student on a loan basis.

Since these instructional materials are a major investment, all students must either return the books in usable form or pay the full price for replacement. Library bar codes are used for check out. **Final report cards which indicate promotion or retention will not be mailed to students who owe fees to the school.**

LIBRARY MEDIA CENTER POLICY

Circulation of Materials:

- Books 2 weeks
- Magazines overnight
- Reference materials, computer software, games/newspapers are to be used in the library only.

Circulation Procedures

Students may check out 2 items from the library. If they owe fines or fees over $3.00 for overdue, lost, or damaged materials, they will not be allowed to check out anything until the obligation has been met. Students will be charged 5 cents per item for every school day material is overdue, with fines not exceeding $3.00 per item. They will be charged book price for lost or damaged books.

All library patrons may request that a hold be placed on materials that are checked out. The librarian will contact individuals as items are returned.

COMPUTER USAGE

Students may use the library computers and the Internet for research and word processing purposes only. No games or Internet "surfing" will be allowed. There will be a 2-person maximum at each computer unless a
teacher assigns a larger group.

HONOR ROLL AND RECOGNITION

Academic awards recognize grades in all Core and Explore classes.

INDIVIDUAL STUDENT DONATIONS

*Donations for individual students to attend field trips, conferences, etc. will not be taken up at school.

Special tips to help NMS students succeed:

*The 2 most common discipline issues for Northwestern Middle School students are:

Dress Code Infractions

The majority of dress code infractions processed in the Dean's office is a result of forgotten ID's, forgotten belt or unacceptable belt color, and jackets that do not meet the school dress code. Please pay special attention to these areas of the handbook to minimize the number of uniform infractions that you receive. If the problem cannot be immediately corrected, the student will be sent to TOR until proper adjustments are made. NO EXCEPTIONS.

Tardies

Tardiness is one of the most prevalent issues at the middle school level. The students are switching classes throughout the day. Students need to move quickly and quietly to avoid being late to class. Most of the tardies occur 1st period as a result of students being dropped off late to school. The only way a tardy to school will be excused without the tardy going on a student's record is if the student has a doctor's excuse. PARENT NOTES WILL ALLOW THE STUDENT TO MAKE UP WORK MISSED DURING THAT TIME, HOWEVER THE **TARDY WILL STILL COUNT TOWARD THE STUDENT'S TOTAL.** If a student is having trouble with early morning tardies, the school bus is a logical alternative. Students are not penalized if a bus arrives late to school.

NEW POLICIES/PROGRAMS/PROCEDURES MAY BE IMPLEMENTED BY THE ADMINISTRATION. STUDENTS WILL BE NOTIFIED OF ANY CHANGES AND THEY WILL APPEAR ON THE SCHOOL WEBSITE.

Northwestern Middle School
Parent and Family Engagement Policy
2023-2024

PART I. GENERAL EXPECTATIONS

The Northwestern Middle School agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and

each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
    - If the school-wide program plan for Title I, Part A. developed under section 1114(b) of the ESEA. is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The school will involve the parents of children served in Title I. Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent. and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
- The school will build its own and the parent's capacity for strong parental involvement, to ensure effective involvement of parents and to support a partnership among the school, parents. and the community to improve student academic achievement.
- The school will provide other reasonable support for parental involvement activities under section 1 118 of the ESEA as the parents may request.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:
    - Parental involvement means the participation of parents in regular, two-way, and meaningful

communication involving student academic learning and other school activities, including ensuring

- that parents play an integral role in assisting their child's learning;
- that parents are encouraged to be actively involved in their child's education at school;
- that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of. their child;
- the carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

- The Northwestern Middle School will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:
- The Northwestern Middle School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
    - Parents are members of the School Improvement Team
- The Northwestern Middle School will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible can attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:
    - Annual Meeting is announced via the school website.
    - Individual announcement cards are mailed to each student's parent
    - Title requirements are available at Parent Orientation

- The Northwestern Middle School will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:
    - Each content area provides a syllabus and information sheet to parents
    - Assessment information is in the school handbook.
    - Parents have access to TEAMS and JCAMPUS for assessment information
- The Northwestern Middle School will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:
    - Returning phone calls within a 1–2-hour time frame
    - Scheduling conferences as requested and needed.
- The Northwestern Middle School will provide each parent an individual student report about the performance of their child on the State assessment in at least math. language arts and reading by:
    - LEAP 2025 assessment summaries are available in the office upon receipt from LDOE
    - Assessment summaries are sent home with parents during orientation (if available) or mailed to parents.
- The Northwestern Middle School-will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:
    - Parents will be notified if students are taught by an uncertified teacher for more than 4 consecutive weeks.
- The Northwestern Middle School will aid parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph –
    - the state's academic content standards,
    - the state's student academic achievement standards,

    - the state and local academic assessments including alternate assessments,
    - the requirements of Part A,
    - how to monitor their child's progress, and
    - how to work with educators:
    - Parent conferences
    - Instruction on how to access TEAMS and JCAMPUS
    - SBLC Meetings as needed
- The Northwestern Middle School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:
    - Workshops
    - Conferences
    - Technology training
- The Northwestern Middle School will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request. and, to the extent practicable. in a language, the parents can understand:
    - Web announcements
    - Informational handouts
    - REMIND

PART III. ADOPTION

- This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs.
- This policy was adopted by Northwestern Middle and will be in effect for the 2023/2024 school year.
- The school will distribute this policy to all parents of participating Title 1, Part A children on or before September 1, 2023.

Adjustments to this policy will be made as input from parents becomes available.

Northwestern Middle School-Parent Compact

School-Parent Compact

What is a School-Parent Compact?

A *School-Parent Compact for Achievement* is an agreement that parents, students, and teachers develop together. It explains how parents and teachers will work together to make sure all our students reach or exceed grade-level standards.

Effective compacts:

- Link to goals of the school improvement plan
- Focus on student learning skills
- Describe how teachers will help students develop those skills using high-quality curriculum and effective instruction in a safe and supportive learning environment
- Share strategies parents can use at home
- Explain how teachers and parents will communicate about student progress

SIX TYPES OF PARENT ENGAGEMENT

- PARENTING
- COMMUNICATING
- VOLUNTEERING
- LEARNING AT HOME
- DECISION MAKING
- COLLABORATING

The parents, students, and staff of Northwestern Middle School developed this School-Parent Compact for achievement. Teachers suggested home learning strategies, parents added ideas and students told us what would help them learn. Meetings are held each year to review the Compact and make changes based on student needs.

Parents can contribute comments at any time.

If you would like to volunteer or participate on committees, please contact:
rebecca.brian@zacharyschools.org
225.654.9201

SCHOOL-WIDE

Activities to Build Partnerships

- *Northwestern Middle School Parent/Teacher Organization*
- *Parents to volunteer and be involved in the school activities*
- *Parents to provide home support for their student's education*
- *Parents participate in school decision making*
- *Effective communication between school and parents*

Communication about Student Learning

Northwestern Middle is committed to regular two-way communication with families about children's learning. Some of the ways parents and teachers communicate all year are:

- *Parent/teacher conferences*
- *School website*
  www.northwesternmiddle.org
- *Social media (Facebook)*
- *TEAMS*
- *Parent Command Center*
- *Remind Text Messages*
- *Mid nine weeks progress reports*
- *Report Cards each nine weeks*

ZCSD Parental and Community Involvement

The Zachary Community School District will maintain a welcoming atmosphere by fostering a strong partnership with parents and community members that promotes transparency, encourages the open sharing of ideas, and helps propel the school system to higher levels of engagement and achievement.

SCHOOL-PARENT COMPACT

2023-2024

Northwestern Middle School

5200 E. Central Avenue
Zachary, LA 70791
Office: 225.654.9201
fax: 225.658.2025
www.northwesternmiddle.org

Rebecca Brian, Principal

Northwestern Middle School-Parent Compact

Student Achievement Goals

ZCSD Principles

- Provide a high quality, well-rounded educational experience for all students that is rigorous, diverse, and engaging.
- Prepare students for post-secondary educational opportunities, careers, and participation in a globally competitive society.
- Strengthen productive partnerships for education.
- Provide employees and students with safe, efficient, and functional environments.
- Maximize organizational efficiency and productivity in the pursuit of the district's mission.

Academic Goal:

To improve students' academic capacity in order to increase the percentage of students obtaining mastery on the statewide assessment by the year 2025

Objectives:

- To increase proficiency on state LEAP 2025 assessments in the areas of ELA, Math, Science, and Social Studies
- To increase the number of students meeting their growth target

NMS Teachers, Parents, and Students: Building Partnerships

In the Classroom

The 7th and 8th grade teams will work with students and their families to support students' success in the Louisiana State Standards.

Some of our key connections with families will be:

- *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 for learning.*
- *Communicate regularly with families about student progress.*
- *Provide meaningful daily homework assignments to reinforce and extend learning.*
- *Respect the school, students, and families*
- *Maintain a positive learning environment*

At Home

Here are some ideas of how families can support students' success:

- *See that my child is punctual and attends school regularly*
- *Support the school in its efforts 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 decision making, volunteering, and/or attending parent/teacher conferences*
- *Respect the school, staff, students, and families*

NMS students join staff and parents in working to help them succeed in school to reach their academic targets by:

- Coming to school ready to learn and work hard
- Bringing necessary materials, completed assignments, and homework to class
- Knowing and following school and class rules
- Communicating regularly with my parents and teachers about school experiences so that they can help me to be successful
- Respecting the school, classmates, and self

ZCSD Vision: The Zachary Community School System is recognized as a model of excellence serving all citizens.

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

School Vision: NMS will inspire and empower students to excel both academically and socially, while preparing them to be lifelong learners by fostering a nurturing and safe environment.

School Mission: NMS will assist every student in reaching his or her maximum potential.

ZACHARY HIGH SCHOOL

2023 - 2024

4100 BRONCO LANE

ZACHARY, LOUISIANA 70791

MAIN OFFICE: 225-654-2776

MAIN FAX: 225-658-0010

ATTENDANCE: 225-658-7303

GUIDANCE: 225-658-7306

ATTENDANCE & GUIDANCE FAX: 225-658-7341

ACADEMIC ATHLETIC CENTER: 225-658-7332

ATHLETIC FAX: 225-658-7334

CAFETERIA: 225-658-7312

www.zacharyhigh.org

www.zacharyschools.org

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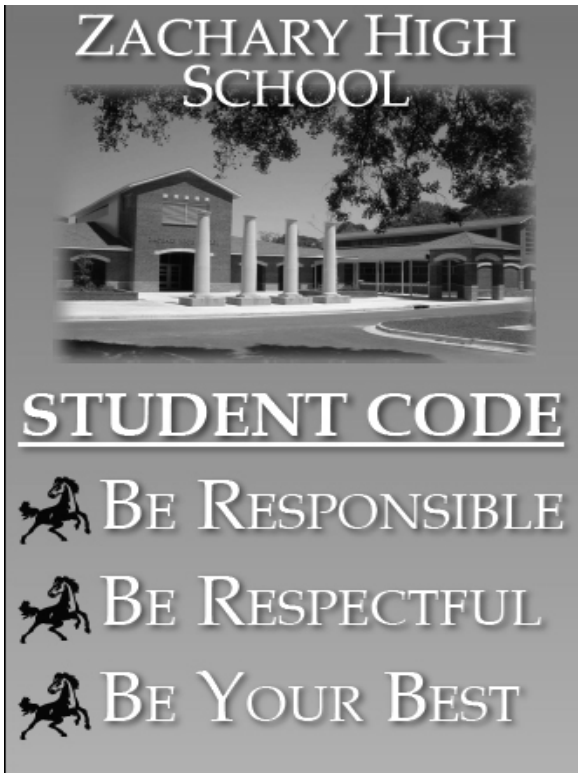

ZHS VISION

To be nationally recognized as a school of excellence.

ZHS MISSION

To assist every student in reaching his or her maximum potential through high-quality instruction and character-building experiences.

MASCOT
Bronco

ZHS ALMA MATER
Hail, dear ole Zachary High,
Our love to thee.
Your help has guided us
Right ways to see.
Though we may wander far
As years pass us by
Loyal will we ever be to Zachary High!

SCHOOL COLORS
Columbia Blue
& Scarlet Red

PEOPLE YOU SHOULD KNOW AT ZHS

Principal: Lindsey Spence
Assistant Principal: Delwyn Daigre
Assistant Principal: Erica Henry
Assistant Principal: Jesseca Johnson
Assistant Principal: Jeremy Roussel
Dean of Students: Chris Carrier
Dean of Students: Jonathan McClinton
Time-Out Room Moderator: John Nagle

Counselors:
Seniors: Latoya Moore
Juniors: Shae Lipscomb
Sophomores: Kodi Brown
Freshmen: Chandra Martin

Executive Secretary: Penny Jackson
Counseling Clerk: Sandy Walters
Office Clerks:
Tiffany Heck, Toi Lee, Latisha Spears, Natasha Walker

Librarians: Christie Burns and Jennifer Moak
Athletic Director: David Brewerton
Athletic Secretary: Dianne LeBlanc
School Nurse: Renee Moore
Band Directors: Donny Alexander and Jason Venable
Cafeteria Manager: Catherine Young

SCHOOL HOURS

School will begin at 7:00 AM and dismiss at 2:12 PM.
School supervision begins at 6:40 AM.
Students should not be dropped off prior to 6:40 AM,
unless there is a club meeting or tutoring.

2023 - 2024 BELL SCHEDULE

TIME PERIOD	REGULAR SCHEDULE
FIRST BELL	6:53
1st PERIOD	7:00 – 7:57
2nd PERIOD	8:02 – 8:55
3rd PERIOD	9:00 – 9:53
4th PERIOD	9:58 – 10:51
5th PERIOD	10:51 – 12:16
1st LUNCH SHIFT	
- Lunch	10:51 – 11:17
- Class	11:22 – 12:16
2nd LUNCH SHIFT	
- Class	10:56 – 11:50
- Lunch	11:50 – 12:16
6th PERIOD	12:21 – 1:14
7th PERIOD	1:19 – 2:12

All students must be picked up by 2:25 each school day. Students may only stay after school if they are part of a club, sport, or organization that is having after school activities supervised by a staff member.

No student is allowed to remain on campus after 2:25 unsupervised. Students who are unsupervised may be subject to disciplinary action and will not be allowed to participate in future activities.

STUDENT ATTENDANCE POLICIES & PROCEDURES

Louisiana law mandates compulsory school attendance. Every parent or legal guardian shall enforce, and be held accountable for, the attendance of their child for every district-scheduled school day until the child's 18th birthday. By law, a high school student may not be eligible to receive credit and will receive a failing grade for a class if he/she exceeds 5 absences per semester.

The only excusable reasons for being absent from school are as follows:

1. **Extended physical or emotional illness as verified by a physician**
2. **Extended hospital stay as verified by a physician**
3. **Extended recuperation from an accident as verified by a physician**
4. **Extended contagious disease within a family as verified by a physician**
5. **Visitation with a parent who is a member of the U.S. Armed Forces who has been called to duty or is on leave from a combat zone (not to exceed 5 days)**
6. **Observance of special and recognized holidays of the student's faith**
7. **Prior ZCSD approved educational travel**
8. **Death in the immediate family (not to exceed 1 week)**
9. **Natural catastrophe and/or disaster**
10. **School sponsored trips (School Sponsored Trips, page A13 of Student Planner)**

STUDENTS GRANTED EXCUSED ABSENCES FOR THE ABOVE REASONS SHALL BE ALLOWED TO MAKE UP ANY SCHOOLWORK WHICH WAS MISSED. THESE EXCUSED ABSENCES WILL NOT COUNT TOWARDS THE MAXIMUM 5 ALLOWABLE ABSENCES.

- **Parent notes will only be accepted for absences of 1-2 consecutive school days due to personal illness or serious illness in the family. The student will be allowed to makeup missed work for credit, but the absence *will count* towards the maximum 5 allowable absences, unless accompanied by a physician's verification. Only 5 parent notes will be accepted for absences per semester, additionally, only 5 notes for tardies to school will be accepted per semester.**
- **If a student is absent for 3 or more consecutive days, he/she must present documentation from a physician, nurse practitioner, or dentist.**
- **STUDENTS *WILL NOT* BE EXCUSED FOR VACATIONS OR OTHER FAMILY TRIPS. THIS MUST BE APPROVED BY THE PRINCIPAL.**

All written verifications must be turned into the ZHS Attendance Office within 5 school days of the student's return. After 5 days, the absence must be excused by the Director of School and Home Relations. Phone calls informing the Attendance clerk that a student will be absent due to illness, personal reasons, appointments, etc. will NOT excuse an absence.

CHECKING IN AND OUT

Students are given an emergency card at the beginning of the school year. This card MUST be filled out by a parent/guardian, signed and returned to the Attendance office. To check out a student, the person picking the student up must show a photo ID and be listed on the student's emergency card. Students cannot check out without an emergency card.

Students who are sick, have an appointment, etc., must bring their student planner signed by their teacher at the time of check-out. A parent/guardian will be called to either pick them up or give verbal permission for them to leave. For planned check-outs, the student needs to bring a note from the parent/guardian to the Attendance office. The parent/guardian will be called to verify. When the student returns to school, a parent or doctor's note must be turned in to the Attendance office in order to excuse the check-out. In order to participate in any extracurricular and/or special events, students must be present at school a minimum of (4) class periods the day of the event or the day prior, if the event falls on a weekend.

TARDY TO SCHOOL/CLASS

Students who arrive to school after the tardy bell MUST report to the Attendance Office and receive an admit slip. HE/SHE MUST PRESENT THIS ADMIT SLIP TO THE TEACHER TO BE ADMITTED TO CLASS.

STUDENTS ARE CONSIDERED TARDY FOR CLASS WHEN THE BELL BEGINS TO RING. The only excused tardies to class will be those accompanied by an admit slip from the Attendance Office. Students should not be out of class during class time unless they have a planner signed by the teacher.

MAKE-UP TESTS/QUIZZES

A student is required to take a test as scheduled even if he/she is absent the day before the test, if the teacher announced the test prior to the student's absence. If a test is announced for the first time the day of the student's absence, the student will not be required to take the test upon immediate return. However, *it is the student's responsibility to request make-up work and tests. The student will be expected to complete all work within the time limit specified by each teacher.*

SCHOOL SPONSORED TRIPS

School sponsored trips include, but are not limited to, field trips, conventions, extracurricular events and competitions. Students with academic, attendance or discipline issues may not be allowed to participate in these trips depending on the circumstances surrounding the issues. In particular, no students with a failing grade in a class will be allowed to miss the class they are failing in order to attend another school sponsored event. In all cases, the administration will have final approval regarding student attendance on a school sponsored trip.

UNIFORM POLICY

Please refer to ZCSD's Student Rights and Responsibilities Handbook for the current Uniform and Discipline policies.

THE ADMINISTRATION OF ZACHARY HIGH SCHOOL RESERVES THE RIGHT TO JUDGE THE DRESS OF ANY STUDENT AS APPROPRIATE OR INAPPROPRIATE. AT ANY POINT DURING THE SCHOOL YEAR, THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO UPDATE THE UNIFORM AND GROOMING POLICIES TO ADDRESS ANY ISSUES THAT MAY ARISE AND ARE NOT SPECIFICALLY ADDRESSED IN THE WRITTEN POLICY. ADMINISTRATIVE DIRECTIVES PROVIDED OVER THE INTERCOM OR IN PERSON TO A STUDENT ARE CONSIDERED ADDENDUMS TO THE WRITTEN DRESS CODE POLICY AND WILL BE ENFORCED.

STUDENT IDENTIFICATION CARD

All students are required to obtain a valid picture student ID card which must be worn around the neck with a ZHS lanyard and clearly visible at all times. The card is the student's official school and library identification, and may also be used as identification, with cost of admission, to athletic and school activities. A temporary ID may be purchased for $1.00 in the main office or Foundation Hall office in the event the student misplaces his/her ID or leaves it at home. Any school ID being misused will be confiscated. In the event the student does not have a dollar to purchase a temporary ID, he/she will be assigned to lunch detention unless the dollar is paid. A new card must be purchased for $5 when the old one is lost or damaged beyond use. Students with a missing, damaged, defaced, or improper ID card must immediately repair or replace the ID.

DISCIPLINE POLICIES & PROCEDURES

Although the ultimate responsibility for student conduct rests with the student and the parents/legal guardian, it is the daily responsibility of school personnel to see that no single person interferes with the total-learning environment of other students. The school demonstrates concern for the group and its welfare by preserving the proper atmosphere for teaching and learning.

Disciplinary measures may include assignment to the Time-Out Room, After-school Clinic, Saturday School, suspension (Discipline Center), or expulsion.

***If a student is suspended or expelled, he/she is not allowed to return to the ZHS campus for the duration of the suspension/expulsion, including weekends and holidays. In addition, he/she is not allowed to participate in any school activity, whether held on or off-campus, for the duration of the suspension/expulsion. School activities include programs such as graduation, athletic events, pep rallies, assemblies, dances, etc.**

AFTER-SCHOOL CLINIC

After-School Clinic is designed to serve as the first consequence when students begin experiencing problems with tardiness and dress code issues. Its purpose is to keep students from missing class time, but still serve a consequence. After-school Clinic is held on Wednesdays from 2:20 pm until 3:20 pm. Failure to attend After-school Clinic will result in the student being assigned to Saturday School detention on the following Saturday.

LUNCH DETENTION

Lunch detention is typically a 5-day detention during the student's assigned lunch time. Its purpose is to keep students from missing class time, but still serve as a consequence. Failure to attend will result in the student being assigned to Saturday school.

SATURDAY SCHOOL

The goal of Saturday school detention is to provide an alternative to students in lieu of short-term suspension. Saturday school will be held at Zachary High School from 8:00 am to 12:00 pm on Saturday mornings. Students who fail to report to Saturday School will receive a 1-day suspension. NO EXCUSES OR TARDIES WILL BE PERMITTED.

TIME-OUT ROOM (TOR)

The Time-Out Room is a limited extension of the regular classroom. It provides an in-house suspension environment that incorporates discipline and encouragement, 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 while completing class work. Any student removed from TOR will face additional disciplinary sanctions.

SUSPENSION/ DISCIPLINE CENTER (DC)

Students who are suspended will be assigned to the Discipline Center. Parents/students must provide their own transportation to and from DC. Students will be sent work by teachers during the time spent at the Discipline Center. Any absence from DC will result in zeros on all assignments due to non-attendance. Students who are currently suspended are not allowed to attend any extracurricular activities. A student will be recommended for expulsion upon the 4th suspension.

EXPULSION

In pursuant with La RS 17:416, expulsion is defined as a removal from all regular school settings for a period of not less than one semester, unless otherwise defined by subsections B and C. Students returning at mid-term will return on probation. Students expelled from Zachary High School are not allowed to attend any extracurricular activities.

Unlimited expulsion is any denial of school attendance for a specific period of time beyond the beginning of the next semester or any permanent denial of school attendance.

SENIOR CONDUCT

Any senior suspended and/or recommended for expulsion during their last 10 days or after their last regular class period may be excluded from year-end activities, including participation in graduation exercises/events.

9TH, 10TH, & 11TH GRADE STUDENT CONDUCT DURING THE LAST 10 DAYS OF SCHOOL

Any recommendation for suspension and/or expulsion may be extended to the next school year for students who commit offenses during the last 10 days of school.

BULLYING POLICY

Please refer to the Zachary Community School District Students Rights and Responsibilities Handbook. District policy regarding bullying can also be found at www.zacharyschools.org.

CELLPHONE AND OTHER ELECTRONIC DEVICES

Cellphones shall not be on or visible during school hours (6:40 – 2:12).

"OFF and OUT OF SIGHT"

Smartwatches, or other wearable Wi-Fi-enabled devices, may be worn but Bluetooth features must be turned off. Earbuds or air pods are not allowed at school and are treated as a cellphone violation.

DISCIPLINE CONSEQUENCES

OFFENSE	ZHS
ACADEMIC DISHONESTY OR CHEATING	**1st occurrence**– Saturday School plus academic penalty up to a zero on assignment/test/project **2nd occurrence**– 2-day suspension plus academic penalty up to a zero on assignment/test/project **3rd occurrence**– 3-day suspension plus academic penalty up to a zero on assignment/test/project; Parent conference suspension & referral to social worker ****Students who are academically dishonest/cheat during standardized testing will be subject to a short-term suspension**

ALCOHOL: POSSESSION/USE/ DISTRIBUTION / POSSESSION WITH INTENT TO DISTRIBUTE	**Any occurrence** - Suspension and recommended expulsion
ARSON	**Any occurrence** - Suspension and recommended expulsion; reimbursement for damages
ASSAULT AND BATTERY ON FACULTY OR SCHOOL PERSONNEL	**Any occurrence** – Suspension and recommended expulsion
ASSAULT/BATTERY ON A STUDENT	**Any occurrence** – Short-term suspension, long-term suspension, or recommended expulsion
BREAKING AND ENTERING SCHOOL PROPERTY/PRIVATE PROPERTY	**Any occurrence** – Short-term suspension with reimbursement, long-term suspension with reimbursement, or recommended expulsion with reimbursement.
BULLYING, CYBERBULLYING, INTIMIDATION, HARRASSMENT, & HAZING	Refer to the Zachary Community School District Handbook for Bullying Policy and Procedures. Consequences could include short-term or long-term suspension, or recommended expulsion depending on the severity and results of the investigation.
BUS RULES VIOLATIONS	Minor disturbances on the school bus will be dealt with as follows: **1st occurrence** – Student will be warned and counseled. The bus driver will contact parent/guardian. **2nd occurrence** – Student will be denied bus transportation up to 5 days. **3rd occurrence** – Student will be denied bus transportation up to 10 days **4th occurrence** – Permanent suspension from the school bus for the remainder of the semester/school year. ****Major disturbances on the bus could result in more serious consequences such as suspension/expulsion from school and/or denied bus transportation**
UNAUTHORIZED USE OF CELL PHONES OR OTHER ELECTRONIC DEVICES	**Device is confiscated and released to parent. Students may wear Apple and/or smart watches to school but are not allowed to use these devices in a similar manner to cellphones. Using these devices will incur the same penalty as using a cellphone.** **1st occurrence -** Saturday School **2nd occurrence** – 2-day suspension **3rd occurrence** – 3-day suspension

	Subsequent occurrences– Short-term suspension Consequences start over in 2nd semester **Students who refuse to turn in their cell phone after a violation** – 3-day suspension ****Students using devices to video, record, or communicate inappropriately will be subject to suspension or recommended expulsion**
COMPUTER/TECHNOLOGY ABUSE/MISUSE	Consequences may vary from minor disciplinary consequences to suspension/recommended expulsion depending on the severity of the incident. **1st occurrence** – 1 day TOR **2nd occurrence** – 2-day suspension
CUTTING/SKIPPING CLASS	**1st occurrence –** 1 day TOR **2nd occurrence** – 2-day suspension **3rd occurrence** – 3-day suspension **Subsequent occurrences** – Short-term suspension ****A student who leaves campus will be subject to a short-term suspension**
DISRESPECT FOR AUTHORITY / CURSING FACULTY OR SCHOOL OFFICIALS	**Disrespect: Minor (Verbally or Non-verbally)** Talking back in a normal voice or under the breath, etc. Conference, warning, Time-Out Room, short-term or long-term suspension, or recommended expulsion depending on the severity of offense and accumulation of offenses. Minor: **1st occurrence –** 1 day TOR **2nd occurrence** – 2-day suspension **3rd occurrence** – 3-day suspension **Disrespect: Major** Confrontation, profanity toward a staff member, calling a teacher a name, direct refusal to obey, verbal aggression toward a school staff member, inappropriate disrespectful comment directed toward teacher, or inappropriate gesture

	directed at teacher, etc. Major disrespect directed toward the administration could result in indefinite suspension pending an expulsion hearing. Major: **1st occurrence** – 2-9 day suspension
DISTURBANCE: CLASSROOM OR CAMPUS	**Minor disturbance -** warning, parent conference, Time-Out Room, or short-term or long-term suspension **Major disturbance -** Long-term suspension or recommended expulsion, possible arrest ****Any student who deliberately refuses to obey the request or directive of a teacher or school administrator during disruptions will be suspended.** ****Further refusal to leave the school premises after this removal will result in calling in law enforcement, and students will then be arrested as trespassers.**
DRUGS: DISTRIBUTION OR POSSESSION WITH INTENT TO DISTRIBUTE ANY DRUG	Law enforcement contacted and Recommended expulsion
DRUGS: POSSESSION OF ANY ILLEGAL DRUG OR DRUG PARAPHERNALIA	Law enforcement contacted and Recommended expulsion
DRUGS: POSSESSION OF MEDICATIONS (PRESCRIPTION AND/OR NON-PRESCRIPTION)	Students requiring medication (both prescription and non-prescription) throughout the school day must follow the District Administration of Medication Policy which can be found on the ZCSB website. Information may also be obtained from the school nurse. **Possession of non-prescription medications:** Student will be referred to the school nurse to implement the school approved procedure for administering medication on campus. **Distribution of or intent to distribute non-prescription medications:** short-term suspension **Possession of prescription medication without a valid order:** short-term suspension, long-term suspension, or recommended expulsion **Distribution of or intent to distribute prescription medication:** Recommended expulsion Suspension not applicable: A student possessing any controlled dangerous substance that has been obtained directly or due to

	a valid prescription or order from a licensed medical provider. However, the student shall carry evidence of the prescription or medical provider's order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification. Evidence of the prescription or medical provider's order includes possession of the controlled dangerous substance in its original packaging as received from the pharmacy.
DRUGS: UNDER THE INFLUENCE OF ANY DRUG OR ALCOHOL	Notify parents and the School Resource Officer, short-term, long-term suspension, or recommended expulsion
EXTORTION/INTIMIDATION	Short-term suspension, Long-term suspension, or recommended expulsion
FAILURE TO COMPLY TO REASONABLE REQUEST FROM AUTHORITY/ADMINISTRATION	**Any occurrence** – Short-term suspension, Long-term suspension or recommended expulsion
FIGHTING	**1 on 1** – Short-term suspension, long-term suspension, or recommended expulsion **2 or more on 1** – Recommended expulsion ****Any student who films the incident is subject to a short-term suspension, long-term suspension, or recommended expulsion.**
FORGERY OF ADMINISTRATOR'S, TEACHER'S, DOCTOR'S, OR PARENT'S NAME TO A SCHOOL DOCUMENT OR NOTE	Short-term, long-term suspension, or recommended expulsion **1st occurrence –** 2-day suspension **2nd occurrence** – 5-day suspension
GAMBLING	**Any occurrence** - Short-term or long-term suspension
INDECENT BEHAVIOR/SEXUAL ACTS/PORNOGRAPHIC MATERIAL/SEXUAL HARASSMENT	**Any occurrence** – Short-term suspension to Recommend expulsion depending on the severity of the incident. Contact law enforcement.
LEAVING CAMPUS WITHOUT PERMISSION/CUTTING SCHOOL	Short-term suspension, long-term suspension, or recommended expulsion **1st occurrence –** 3-day suspension **2nd occurrence** – 5-day suspension **Subsequent occurrences** – Short-term suspension, long term suspension, or recommended expulsion
MISCELLANEOUS INFRACTIONS	Miscellaneous infractions may ideally be handled by the supervising teacher. These may include but not limited to:

	eating and/or chewing gum, reporting to class without needed materials, writing/sending notes during instructional time, horseplay, sleeping, lying, possession of inappropriate articles at school, disruption, etc. **1st occurrence:** Teacher consequences with parental contact **Subsequent occurrences:** TOR, short-term, or long-term suspension
OTHER MAJOR OFFENSES	**Any occurrence** – Short-term suspension, Long-term suspension or recommended expulsion
PARKING/DRIVING VIOLATIONS	**1st occurrence –** Warning **2nd occurrence –** Suspend driving privileges for a week **3rd occurrence –** Suspend driving privileges for the rest of the semester
POSSESSION OR USE OF A DANGEROUS WEAPON OR FIREARM	**Any occurrence** -Recommended expulsion. Notify law enforcement.
POSSESSION OR USE OF FIREWORKS AND/OR AMMUNITION AND/OR LOOK ALIKE DEVICES	**Any occurrence** – recommended expulsion Confiscate item.
PROFANE/OBSCENE LANGUAGE; VERBAL OR WRITTEN	**Obscenity, Profanity, Racial Slurs** Time-Out Room, short-term or long-term suspension, or recommended expulsion depending on the severity of offense and accumulation of offenses **1st occurrence –** 1 day TOR** **2nd occurrence** – 2-day suspension** **3rd occurrence** – 3-day suspension** **Subsequent occurrences:** short-term, long-term suspension, or recommended expulsion** **Depends on the severity of offense
PUBLIC DISPLAY OF AFFECTION	Time-Out Room, short-term suspension, long-term suspension, or recommended expulsion **1st occurrence –** 1 day TOR

	2nd occurrence – 2-day suspension
PUSHING/SHOVING/BODILY CONTACT/HORSEPLAY	Time-Out Room, short-term, long-term suspension, or recommended expulsion **1st occurrence –** 1 day TOR** **2nd occurrence** – 2-day suspension** **Depends on the severity of offense
SELLING ITEMS ON CAMPUS/ DISTRIBUTION OF ITEMS ON CAMPUS	**1st occurrence –** Confiscate item and notify parent **Subsequent occurrences –** Confiscate item, short-term or long-term suspension or recommended expulsion
SMOKING, CHEWING, AND/OR POSSESSION OF TOBACCO PRODUCTS AND VAPE DEVICES	**1st occurrence** – 5-day suspension **2nd occurrence** – Recommended expulsion
STEALING / THEFT	**Any occurrence** – Short-term suspension with reimbursement or recommended expulsion **Depends on the value of the items stolen
TARDY TO SCHOOL/CLASS	Tardy to school: • 3 tardies – warning • 5 tardies – parent conference suspension • Subsequent occurrences – short-term suspension Tardy between classes: • 3 tardies – warning • 4 tardies – after school clinic • 5 tardies – Saturday School • 6 tardies – parent conference suspension • 7 tardies – short-term suspension • 10 tardies – short-term suspension • Every 3rd tardy thereafter -short-term suspension
THREATS – TERRORIZING, THREATS OF VIOLENCE, OR COMMUNICATION OF FALSE INFORMATION OF PLANNED ATTACKS	**Any occurrence** – Recommended expulsion
THREATENING STUDENT(S)	**Any occurrence** – Short-term suspension, long-term suspension, recommended expulsion. Results of investigations shall determine the disciplinary actions for each student.

THREATENING SCHOOL PERSONNEL	**Any occurrence** – recommended expulsion
TAMPERING WITH OR DESTROYING SCHOOL RECORDS	**Any occurrence** – recommended expulsion
TAMPERING WITH FIRE ALARMS OR CAUSING A FALSE ALARM	**Any occurrence** - Short-term suspension, long-term suspension, or recommended expulsion
TRESPASSING	**Any occurrence** – Short-term suspension. If student refuses to leave campus, law enforcement authorities will be contacted. While trespassing, any offense committed by a student on another school campus carries the same disposition as if it had been committed on his/her own campus.
VANDALISM/DELIBERATE DESTRUCTION OF SCHOOL PROPERTY AND/OR PERSONAL PROPERTY ON SCHOOL GROUNDS OR DURING SCHOOL ACTIVITIES AT ANY TIME	**Any occurrence** – Short-term suspension with reimbursement, long term suspension with reimbursement, or recommended expulsion with reimbursement; depending on the results of the investigation.
VIOLATES OFF-LIMITS AREA	**Any occurrence** – Time-Out Room, Short-term suspension, long-term suspension, or recommended expulsion
WILLFUL DISOBEDIENCE	**Purposeful/defiant repeated behavior which has been specially addressed.** Warning, TOR, short-term suspension, long-term suspension, or recommended expulsion **1st occurrence –** 1 day TOR** **2nd occurrence** – 2-day suspension** **Subsequent occurrences:** short-term, long-term suspension, or recommended expulsion** **Depends on the severity of offense

ADMINISTRATIVE MATTERS

STUDENT FEE AND MATERIALS FEE

School fees will be $20. Students taking any elective classes such as art, drama, etc. may have class fees. These fees are to be paid to their respective elective teachers. Any payments made exceeding $250.00 should be in the form of cash or money order. Check payments will not be accepted over $250.00. Checks must be payable to Zachary High School. A phone number must be on the check, and the student's name must be written on the memo line.

STUDENT TRANSPORTATION AND PARKING

Only seniors, juniors, and sophomores are permitted to park vehicles on campus during school hours. Vehicles must be registered in the school office. Vehicle registration permits will cost $10.00. The permit shall be hung from the rearview mirror visible through the front windshield. Vehicles should be parked in their assigned parking spots. Violators will be prohibited from driving to school. Students are not allowed to remain in their cars or in the parking lot after arriving at school or at any other time during the school day, and must immediately leave campus following the dismissal bell unless participating in an official after-school activity.

DMV CERTIFICATION OF REQUIRED ATTENDANCE

The DMV requires high school students who are applying for a learner's permit/driver's license to provide a completed Certification of Required Attendance. This form may be requested through the Counseling Office and takes 24 hours to process.

VISITORS TO THE CAMPUS

Students are not allowed to bring guests with them to school. Students are not allowed to receive food from outside of ZHS/bring outside food on campus (such as McDonald's, Burger King, etc) during the school day. Any visitor, regardless of where on campus he/she is visiting, must sign in at the main office to receive a visitor's pass. When a parent comes to check in or check out a child, he/she must go through the main attendance office.

COMMERCIAL DELIVERIES TO STUDENTS

The school will not deliver items to students during the school day. This is especially true in regard to flowers and gifts. Parents and acquaintances are encouraged NOT to bring any items to school for students. Intercom calls to classrooms will be limited to emergencies and official school business. The main office will not sign for, nor accept, any items for delivery at school.

STUDENT PICK-UP

Items delivered to students may be dropped off in the main office. UNDER NO CIRCUMSTANCES will students be called to pick up items. It is the responsibility of the student to check in the office during class change. This includes students' class work, books, P.E. or extracurricular uniforms, etc.

STUDENT MESSAGES

Telephone messages CANNOT be relayed to students except in the case of emergencies and only with an administrator's approval. Transportation arrangements are not considered an emergency.

TELEPHONES

Students may use an office phone with permission. Students completing their school day before 2:12 p.m. must have their own transportation home and are not permitted to use the phone for this purpose.

CAFETERIA FOOD/SNACKS, AND BEVERAGES 225-658-7312

The cafeteria is open before school for breakfast and during lunch. Students may not eat or drink between or during classes with the exception of water. Bottled beverages must be kept in a backpack, tote, or purse at all times in the hallways. All food and beverages other than water must be consumed in the cafeteria or approved pavilion area during lunch. Students are responsible for cleaning up their trash. Failure to clean up after oneself may result in the student being assigned TOR at lunch for five days. Throwing food and/or trash may result in suspension from school. Students are not allowed to receive food from outside of ZHS/bring outside food on campus (such as McDonald's, Burger King, etc) during the school day.

Zachary High School encourages students to keep a positive meal balance throughout the year. A student is restricted from charging meals. (No charge policy.) Families are encouraged to fill out a free and reduced lunch form in August of every school year to ensure that financial assistance is provided for those who qualify. Students and parents are encouraged to pay for meals in advance either monthly or weekly using one of several convenient options offered by Zachary Community Schools.

Payment may be made in the form of cash, check made out to ZCSB-CNP or online payment at www.schoolpaymentsolutions.com. Parents can prevent low or negative account balances by setting up free e-mail alerts at www.schoolpaymentsolutions.com.

If you need assistance setting up an online account, please call the Office of Child Nutrition at 225-658-7053.

TEXTBOOKS

Textbooks are furnished by the State of Louisiana for the students' use. The students must check out books from the central textbook location in the library. The books are scanned out to the student using the student's ID card and the identification barcode in the textbook. The student must sign his/her name in the books as soon as issued. The student must return the book in a usable form or pay the full price for replacing the book by the required date. Students must turn in the book assigned to them. It must be the correct barcode or the student will have to pay full price for textbooks and library books that are lost or damaged beyond use.

LOST AND FOUND

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

LIBRARY RULES AND REGULATIONS

1. **Before school, during lunch, and immediately after school, students may browse the shelves, work on assignments, or conduct research for classes.**
2. **The volume in the library should remain low as to not disturb students who are working/studying.**
3. **The library is a place for independent and small group study. The library should not be used as a place to socialize or hang out with friends. There are other designated areas of the school available for socializing before school and during lunch.**
4. **When coming to the library during class, students must show their planner (dated and signed by the teacher) to the librarian and sign in and out of the library.**
5. **All books that are removed from the library shelves need to be returned to the circulation desk. Only the library staff is permitted to shelve books.**
6. **Students must have their ID cards for all library transactions.**
7. **Free copy and print services are available for school material only.**
8. **Color copies are available for a fee of 50 cents per page.**
9. **Teachers schedule library time for appropriate class assignments.**

LIBRARY LOAN PROCEDURES

Students are allowed to check out library books using their ID card.

- **Student library book loans are for 21 days.**
- **Students may renew a book once.**
- **Students can check which books are checked out to them by logging into Destiny, the online catalog. Destiny can be accessed from school and from home by visiting the Destiny website or accessing the Destiny link located on the library Moodle page.**

The library is a valuable resource for the school as a whole and certain standards have been set in order to maintain the quality and quantity of these resources. The books in the library belong to the school; therefore, students must take care of them. Students will be held responsible for the care of the books used in the library and checked out from the library. Fines will be assessed for all damaged or lost books and MUST BE PAID each year.

INTERNET USAGE POLICY

Students at ZHS are able to access the internet by using the ZHS local area network. Students and parents must read and sign the ACCEPTABLE USAGE POLICY in the District Handbook. Students' internet usage is restricted to approved educational activities. Violation of this policy may result in conference/warning, short-term or long-term suspension or recommended expulsion.

ACADEMIC MATTERS

JPAMS PARENT COMMAND CENTER

Students and parents should access important student information online through JPAMS Parent Command Center. Please visit the district website www.zacharyschools.org, click on the Parent Command Center icon, and follow the log-in instructions. Once logged in, parents can see their child's grades in each class as well as attendance and discipline history. Parents and students are strongly encouraged to utilize this resource on a regular basis to help ensure success for all students.

CLEVER AND MOODLE/TEAMS

- **Clever is the log in portal for the digital resources for all ZHS students. Moodle is the site where all teachers will have their assignments posted.**
- **Go to the website: clever.com. In the top right corner, click "Log in as a student."**
- **Search for Zachary High School and then log in with your school email address and password.**
- **On the home page in Clever, you should see many programs listed, such as Moodle and Edgenuity. Click on Moodle. You should be signed in automatically, and then it will bring you to the Moodle home page. On this page, students are able to access their email (Microsoft Outlook), Microsoft Teams, One Drive, and their teachers' Moodle pages.**

AFTER-SCHOOL TUTORING

Core subject-area teachers will be available to help in all core areas (English, math, science, social studies). Tutoring sessions take place in the teacher's classroom (see class schedule) and are established as an intervention to improve grades.

9th GRADE H.E.A.T. (Help Eliminate Academic Tardiness)

***HEAT* is a lunchtime detention assigned to 9th graders or any student enrolled in a 9th grade class who miss homework assignments. During *HEAT*, students eat a lunch while completing their homework which can be turned in for partial credit. After 4 *HEAT* assignments, a student will be assigned to Saturday School.**

SCHEDULE CHANGES

1. **Student selections determine what courses will be offered to students in the master schedule.**
2. **Students are expected to select classes carefully and to maintain a firm commitment to continue enrollment in their classes.**
3. **Course changes will not be made to accommodate extra-curricular schedules, personal preferences, teacher preferences, or period preferences.**

GRADING SCALE

Zachary High School's grading scale may be found in the Pupil Progression Plan located on the Zachary Community School District's website: www.zacharyschools.org.

SEMESTER GRADING, PROGRESS REPORTS, & REPORT CARDS

The academic year is made up of two semesters (fall and spring). Each semester is a total of 18 weeks, and the final semester grade will be a cumulative grade for all work done over the entire 18-week period. Students will receive a progress report after each 6-week period; however, grades will continue accumulating until the end of the 18-week semester. Once the semester has ended, parents will be mailed a report card showing the final semester grade earned. The mailing dates will be approximately as follows:

Fall Semester -	**1st 6-weeks progress report: late September**
	2nd 6-weeks progress report: early November
	Fall semester report card: mid-January
Spring Semester -	**4th 6-weeks progress report: late February**
	5th 6-weeks progress report: early April
	Spring semester report card: late May

****Parents are encouraged not to rely on progress reports alone. Both parents and students are encouraged to check grades on Parent Command Center for the most up-to-date grades.**

GRADE-LEVEL CLASSIFICATION

The Carnegie Unit is the basis for determining the grade level in high school. A student's grade level at the beginning of the school year is determined by the number of units the student has earned, as indicated below. Credit for high school courses taken in middle school will count toward units earned, but the quality points for those classes will not be used in determining the high school grade point average.

9th Grade: 0.0 - 5.5 units
10th Grade: 6.0 - 11.5 units
11th Grade: 12.0 - 16.5 units
12th Grade: 17.0 + units

CARNEGIE UNITS OF CREDIT

Units of credit are earned based on semester grade. One-half (½) unit of credit shall be awarded for each successful semester completed of a full unit course. Certain classes may be worth more than 1.0 unit of credit, such as Welding, COE, Cooperative Marketing, and Dual Enrollment courses, etc. Certain courses are offered for no credit, such as Office Aide, Library Aide, etc.

GRADUATION REQUIREMENTS

Graduation requirements are specific to the year the student enters 9th grade. The requirements can be found on the Zachary High webpage (www.zacharyhigh.org) in the Counseling Department under Graduation Requirements. Additional information can be also obtained from the Counseling Office.

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian, recognized each year at graduation, is the student(s) who maintains the highest grade point average for his/ her years in high school.

The Salutatorian, recognized each year at graduation, is the student(s) who maintains the second highest grade point average for his/ her years in high school.

If there is a tie for Valedictorian or Salutatorian, then those students tied for that honor shall share the honor.

To be considered for Valedictorian and Salutatorian, the student must be enrolled in Zachary High for the final three semesters of high school.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. Chapters in schools across the nation strive to give practical meaning to the society's goals of scholarship, leadership, service and character. These four ideals are considered the basis of student selection. The National Honor Society strives to recognize the total student, one who excels in all areas.

The standards for National Honor Society selection are:

Scholarship:	**Juniors & seniors who have earned at least a 3.50 unweighted cumulative GPA and have been enrolled at ZHS for at least 1 semester.**
Leadership:	**Students who are true leaders; more than just holding an office.**
Service:	**Students who provide service to both the school and their community.**
Character:	**Students who always display character.**

Students who meet the Scholarship criteria are invited by letter to apply for membership. Leadership and service are evaluated based on information provided by the student using the NHS Application. The application requires that students list every activity that might indicate responsibility, leadership and service to both the school and the community. Applications are presented to a committee of teachers who score the applications. Students who are selected for membership are notified by an acceptance letter, and are then required to pay dues prior to their induction. Students who have disciplinary infractions (multiple infractions, cheating and in- or out-of-school suspensions) are not eligible to become a NHS member. The number and severity of the infractions are obviously considered in the evaluation.

BRAC GRADUATES: BLUE RIBBON ACADEMIC CURRICULUM

ZHS students have an opportunity to earn the honor of being a BRAC graduate by completing the following criteria:

- **Follow a rigorous academic curriculum with a minimum of 10.0 Honors, AP or, Dual Enrollment course credits**
- **Maintain a 3.25 unweighted overall GPA by mid-term of senior year**
- **Score a 23 or higher on the ACT by April 1st of senior year**

BRAC graduates will be recognized by a special cord worn at the Graduation ceremony.

ZACHARY HIGH SCHOOL ACADEMIC LETTER

PURPOSE: To recognize, reward, and encourage academic excellence at Zachary High School. Awards will be presented in the following manner:

1. **For courses completed by mid-term of the Junior year, provided:**
   a. **The students have been enrolled at ZHS for the entire previous two semesters.**
   b. **The Junior year represents the students' third year in high school.**
   c. **Juniors must have completed at least 2-½ units in English, Mathematics, Science, and 1-½ units in Social Studies:**
      1. **English I, English II, English III (1st semester)**
      2. **Algebra I, Geometry, Algebra II (1st semester)**
      3. **Physical Science, Biology, Chemistry (1st semester) or**
      4. **Biology, Chemistry, Physics (1st semester)**
      5. **World Geography, Civics/Free Enterprise, U.S. History (1st semester)**
2. **For courses completed by mid-term of the Senior year, provided:**
   a. **The students have been enrolled at ZHS for the previous two semesters.**
   b. **The Senior year represents the students' fourth year in high school.**
   c. **Seniors must have completed 3-½ units in English, Mathematics, and Science; 3 units in Social Studies, and 1-½ units in a foreign language:**
      1. **English I, English II, English III, English IV (1st semester)**
      2. **Algebra I, Geometry, Algebra II, Advanced Math (1st semester)**
      3. **Physical Science, Biology, Chemistry, Physics (1st semester) or Biology II (1st semester) or Anatomy & Physiology (1st semester)**
      4. **World Geography, Civics, U.S. History, World History (1st semester) or Psychology or Sociology**
      5. **Foreign Language (1 ½ units)**

Students must have an overall weighted grade point average of 3.25; all courses completed to mid-term of the junior year will be used in computing this overall average, and all courses completed to mid-term of senior year will be used in computing this overall average. Students must have a 3.00 overall weighted average in the above core courses, and no grade lower than a C in all courses. Students meeting criteria for both junior and senior years will be awarded a second academic letter during their senior year.

ZHS HONOR STUDENTS

Students will receive special gifts and awards when they are selected for the following academic honors:
BRONCO SCHOLARS: 1st semester Straight A students
HONOR ROLL: Students with only A's and B's on their report cards 1st semester
PRINCIPAL'S LIST: 10th -12th grade Students with an un-weighted cumulative 3.75 or higher G.P.A. with no C's.

HONOR GRADUATE STOLES

BLUE – SUMMA CUM LAUDE – 3.95 AND ABOVE
RED – MAGNA CUM LAUDE – 3.85 AND ABOVE
WHITE – CUM LAUDE – 3.50 AND ABOVE

****GPAs are not rounded****

NCAA ELIGIBILITY FACTS

ATTENTION: For students entering any college or university on or after August 1, 2005, NCAA initial eligibility will be evaluated under new rules. To get information on these new rules, you can contact David Brewerton, Athletic Director, at (225) 658-7332 or go to www.ncaa.org.

SCHOOL COUNSELORS

The counselors at Zachary High School are certified with the Louisiana Department of Education to provide counseling services in a school setting. The counseling program is designed to assist students in making the most of their educational experience. Confidentiality is guaranteed except where the student reveals the following: suicidal ideation, abuse in or out of the home, and/or threats to harm others.

The following activities are offered by the counseling program:

- **Periodic classroom presentations related to positive, personal growth and development**
- **Individual and group counseling**
- **Facilitation of Parent/Teacher/Student conferences**
- **Provide appropriate and current information on education planning and careers**
- **Consultation services concerning the growth and development of students**

Counselors may contact parents regarding students for, but not limited to the following:

- **Assistance needed in specific areas to help child achieve success in school**
- **Concern regarding students' emotional well-being or behavioral issues**
- **Schedule conference at the request of the teacher**
- **Excessive absences**

Counselors are not able to provide the following services to students or to the parent:

- **Testifying in court in child-custody matters**
- **Providing intensive long-term counseling services when they are needed by the child**