

South Walker Elementary School

Parent/Student Handbook 2022-2023



Website

www.southwalkerelementary.com



Facebook

@ South Walker Elementary



SOUTH WALKER ELEMENTARY

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Walker, Louisiana 70785
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www.southwalkerelementary.com

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South Walker Elementary Positive Behavior Color Chart

 **Above and Beyond**
(Cardinal Cash Worthy)

 **Ready to Learn**
(Great Day)

 **Warning**

 **Consequence 1**

 **Consequence 2**

NOTES

Dear Parents and Students,

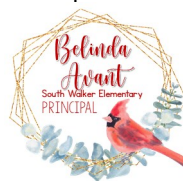
Welcome to South Walker Elementary! We are looking forward to a great year full of wonderful learning experiences with the continued support of our families and community.

In preparation for the 2022-2023 school year at South Walker Elementary, we have prepared this Student/Parent Handbook to foster a good working relationship between the school, families, and students. This handbook outlines our expectations by clearly defining our rules, procedures, and other school information. Please read it carefully and refer to it as needed.

Please do not hesitate to contact the school at **665-0446** if we can be of assistance to you.

Thank you,

Belinda Avant
Principal



Office Staff:

Belinda Avant – Principal
Angie Caccamo – Principal Designee
Britney Gillich—Instructional Coach
Kayla Shiflet – Financial Secretary
Johnell Welborn – Secretary
Nettie McMasters - Secretary

South Walker Elementary Mission Statement

The mission of South Walker Elementary School is to help every child become a self-directed, lifelong learner.

NOTES

South Walker Elementary Vision Statement

The vision of South Walker Elementary is to educate and foster relationships with students through discovery, accountability, and perseverance; while building a community of self-motivated, problem solving leaders of tomorrow.

School Hours

Arrival time is 7:55 A.M.

School begins at 8:13 A.M. and dismisses at 3:15 P.M.

2022-2023 SCHOOL CALENDAR

HOLIDAYS	DATES
Labor Day	Monday, September 5, 2022 (1 day)
LPPS Professional Development	Wednesday, September 21, 2022 (1 day)
Livingston Parish Fair	Friday, October 7, 2022 (1 day)
LPPS Professional Development	Wednesday, November 2, 2022 (half day)
Federal Election Day	Tuesday, November 8, 2022 (1 day)
Thanksgiving	Monday-Friday, November 21-25, 2022 (5 days)
Christmas and New Year's	Wednesday, Dec. 21, 2022-Thursdays, Jan. 5, 2023 (12 days)
Classwork resumes	Friday, January 6, 2023
Martin Luther King Day	Monday, January 16, 2023 (1 day)
Mardi Gras	Monday-Friday, February 20-24, 2023 (5 days)
LPPS Professional Development	Wednesday, March 1, 2023 (1 day)
LPPS Professional Development	Wednesday, March 29, 2023 (half day)
Good Friday/Easter	Friday-Friday, April 7- 14, 2023 (6 days)

School staff will observe all holidays with the exception of those designated for Planning and Professional Development.

STATE ASSESSMENTS AND WINDOWS

February 13-March 24, 2023 ELPT and LEAP Connect Testing Window

April 25-May 26, 2023 LEAP 2025 Computer Based Testing Window (Grades 3-5)

ELEMENTARY INTERIM PROGRESS REPORTS TO BE ISSUED

Thursday, September 8, 2022

Friday, November 11, 2022

Tuesday, February 7, 2023

Tuesday, April 25, 2023

ELEMENTARY REPORT CARDS TO BE ISSUED

Tuesday, October 18, 2022

Friday, January 13, 2023

Wednesday, March 22, 2023

South Walker Elementary Expectations and Rules



EXPECTATIONS	CAFETERIA RULES	HALL RULES	COMMONS/ PLAYGROUND RULES	RESTROOM RULES	BUS AREA RULES
Act Responsibly	Keep your area clean. Line up single file.	Walk to your right. When lined up in the hall, face forward with your arms folded, in your pockets, or behind your back.	Follow the rules. Stay in your designated area. After the bell rings, line up quietly facing forward with your arms folded, in your pockets, or behind your back.	Use the restroom the way it is supposed to be used.	Sit quietly in the bus line.
Be Safe	Keep trash and food off of the floor. Keep hands, feet, and other objects to yourself.	Walk keeping your hands, feet, and other objects to yourself.	Keep your hands, feet, and other objects to yourself. Use the equipment correctly.	Be careful on wet floors. Use the bathroom supplies appropriately.	Walk single file to your bus or car.
Care for All (Respect)	Use good manners. Talk softly.	Move quietly from place to place.	Play fairly. Place trash in the trash cans.	Keep your hands, feet, and other objects to yourself.	Keep your hands, feet, and other objects to yourself.

School Attendance

School Attendance is very important. The Louisiana State Legislature, the Louisiana Department of Education, and the Louisiana State Board of Elementary and Secondary Education policy states that students must be in attendance 167 out of 177 days during the school year unless there is an extenuating circumstance. These extenuating circumstances may include:

- Extended leave from school for physical illness
- A hospital stay
- Recuperation from an accident
- A contagious disease in the family
- Death in the family (not to exceed one week)

Appointments (doctor, dentist, therapy, etc.) should be scheduled after school and during holiday breaks. Vacations should be planned to coincide with school holidays. Appointments and vacations scheduled during school time result in loss of learning time. These absences will be unexcused and are highly discouraged.

Excuses

Absences require an excuse from the doctor or an obituary. If faxed, the doctor's excuse must come directly from the doctor's office. Excuses must be turned in within a week of the absences. Family vacations are considered unexcused absences. Students who are habitually absent, tardy or check out will be reported to the FINS Department and the 21st Judicial Court System.

Missed Assignments

It is a student's responsibility to check with the teacher and Google Classroom to receive missed work. Students will need to make up work upon return to school. Students will have the same number of days that they were absent to complete missed work.

Absences and Extra Curricular Events

Students who do not attend school, will not be allowed to attend extracurricular events on that same day. This includes both events held during school and after school on the day of the absence from school.

Attendance Incentives

It is very important that students attend school daily. To encourage attendance, students will be given an incentive of free dress (hat, shirt and shorts/pants) for perfect attendance each month. Additionally, all students with perfect attendance for the entire school year will receive a perfect attendance award on Awards Day.

Any 5th grade student who has perfect attendance for all 6 years at South Walker Elementary School will receive a bike or \$100 gift card for their meritorious attendance. Attendance records of students who transfer to South Walker Elementary will be checked to determine eligibility.

Perfect Attendance refers to students who have no excused or unexcused absences.

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 according to the grade, subject, and instructional needs of the student. Providing a place and time for study, letting your child know that homework is his/her job, and you expect it to be done are important ways for parents to be involved in school.

PowerSchool School Messenger

Livingston Parish Public Schools uses the parent notification system called *School Messenger*. This system allows the district or school to contact parents quickly with up-to-date information. The system will notify parents of student absences, campus events, parent meetings, early dismissal of school, school closings, and school emergencies. We send out school messenger notifications periodically. If you have not received a school messenger to begin this school year, please make sure your phone number is correct in PowerSchool.

School Website, Facebook and Remind

Our school website is another form of communication.

Visit our **website** at southwalkerelementary.com and join our mailing list.

Visit our **Facebook** at @ South Walker Elementary

Each teacher will have a **Remind** account. Please be sure to sign up so you do not miss important class information.

PowerSchool Parent Portal

PowerSchool Parent Portal will give you access to your child's attendance and grades on-line. Please contact the school if you need a copy of your child's PowerSchool Access ID and Password.

How to Log In to PowerSchool Parent Portal (If you have previously created an account)

1. Go to the PowerSchool Parent Portal Website: <http://powerschool.lpsb.org/public>
2. Enter your username in the first field.
3. Enter your password in the second field.

How to create an account:

1. Click on the "Create Account" tab and then click on the "Create Account" button.
2. Enter the following information under the "Create Parent Account" section:
3. First Name
4. Email (must be unique)
5. Desired Username (must be unique)
6. Password

The second section shown on the page, "Link students to Account," requires that the information for at least one student be provided, and includes the following:

1. Student Name
2. Access ID-provided by your school
3. Access Password-provided by your school
4. Relationship

****You may enter the information for up to seven students when initially establishing your account. Adding additional students may be accomplished after creating the account by signing in and navigating to: Account Management > Students**

SWPBS (South Walker Positive Behavior Support)

Parent Letter

Dear Parents,

South Walker Elementary uses a school-wide positive behavior support plan designed to encourage and reward positive behavior. Students can earn rewards monthly as well as every nine weeks by following our school's expectations/rules.

Students can earn Cardinal Cash from teachers, administrators, secretaries, paraprofessionals, cafeteria workers, bus drivers, custodial staff, tutors, and itinerant staff by following our school's expectations/rules. Cardinal Cash can be redeemed on the PBS Day each month. A letter will be sent home during the last week of the month for you and your child to decide how to spend the Cardinal Cash.

In addition to Cardinal Cash, students in grades K-2 who have not received punish work or an office referral and students in grades 3-5 who have not received a second punish work or an office referral during the nine week period, will be allowed to attend a special event at school at the end of that nine week period.

Please discuss and review this plan with your child and encourage him/her to demonstrate positive behavior this year.

Sincerely,
SWE Faculty and Staff

***The administration reserves the right to change the discipline rules according to the operation of the school.**

Homework Help

Free Online Tutoring

Whether you need help with math homework, an English paper, or preparing for a test, HomeworkLouisiana can help! HomeworkLouisiana offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Online tutors are available to help in math, science, social studies or English. The services can be accessed from a Louisiana public library, from your home computer or from your mobile device.

www.HomeworkLa.org

Grading Scale

The following is the state-wide grading scale:

A	100 – 93	Outstanding Achievement
B	92 – 85	Good Achievement
C	84 – 75	Satisfactory Achievement
D	74 – 67	Minimum Acceptable Achievement for Passing
F	66 – 0	Does Not Meet Course Requirements

Academic Incentives

All students with straight As or all As and Bs for each of the four nine week grading periods will receive an academic award on Awards Day.

Combined Reading and English (ELA) Grade in PowerSchool

The purpose of grading is to measure a student's mastery of the Louisiana Student Standards as they apply to the grade in which the student is enrolled. Our students are given standardized tests that are designed to reflect mastery of these standards. Along with the standardized tests, we feel as a district that a student's grades should show progress in achieving the standards.

In compliance with our state's course mandates, English Language Arts grades will be "blocked" into one grade. The state of Louisiana mandates the number of instructional minutes a student must have each day in various subject areas. Reading minutes are more than English minutes. It is because of this, and the fact that our grading system combines both subjects into one grade, that you will see a difference in the PowerSchool parent portal grades.

In a 100% grading system, reading grades carry a weight of 60% of the total grade and English grades carry a weight of 40% of the total grade. What does this mean for you as a parent or guardian when reviewing your child's ELA grade throughout the nine week grading period? You will need to recognize that the total PowerSchool grade contains this weighting. When you review the points possible, a 10/10 in English will not weigh as heavily as a 10/10 in reading.

Audio and Video Recordings

Audio and video recordings are not allowed at South Walker Elementary School due to possible violations of FERPA and HIPPA, both of which regulate and protect the right to privacy for adults and minors. Any audio or video recordings at South Walker Elementary School requires the prior approval of the principal. Please note that this policy does not apply to general assemblies, award ceremonies, and other school sponsored events at South Walker Elementary School.

Breakfast and Lunch

Livingston Parish Public Schools announced an amendment to its policy for serving meals to students under the National School Lunch and School Breakfast Programs for the 2022-2023 school year. Regardless of income, students will be served lunch and breakfast at no charge at all sites.

School Fees

Supply fee for Pre-K students will be \$30.00, and Instructional and Supply fees for K-5th grade students will be \$50.00. This fee will be used for student supplies during this school year. Students who owe fees will not receive their report card, be allowed to attend field trips, or participate in school sports or clubs until the balance is paid.

Field Trips

1. All field trips are pre-paid. No refunds will be given in the event that your child pays for a field trip and does not attend.
2. If a student has frequent behavior referrals, a parent may be requested to accompany the student on the field trip.
3. Students who owe any fees will not be allowed to attend field trips.
4. Students who are suspended on the day of a field trip will not be allowed to attend the field trip.
5. Field trips are for SWE students, parents or guardians and faculty. No other children will be allowed on field trips.
6. Students will ride the bus to and from all field trips.
7. Parents chaperoning field trips are requested to wear mid-thigh or longer shorts, no tank tops, and no clothing with slogans pertaining to alcohol, tobacco, drugs, or obscene suggestions.
8. Parents chaperoning field trips will refrain from the use of alcohol and tobacco, including vape products, throughout the duration of the field trip.

School Fees and Field Trips

All school fees must be paid in full to attend school field trips.

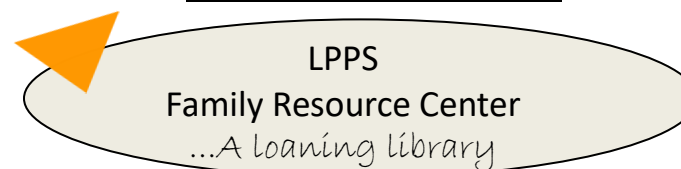
Lost and Found

Please properly mark all students' belongings with your child's name so that ownership can be easily recognized. A lost and found bin will be located in a centralized location of the school campus. We will keep lost items until the end of each semester, but all unclaimed items after that will be donated to a charitable organization.

Cell Phones and Personal Possessions

Personal electronic devices shall not be permitted on campus during regular school hours for any reason for students in PK – 5th grades. Additionally, electronic devices (including smart watches, iPads, and fitness trackers), trading cards, Pokémon cards, spinners, toys, etc. are not allowed at school. These items will be confiscated by the administration. Additionally, students are not allowed to sell, trade, or buy anything from other students. This rule applies to school buses also, as they are an extension of our campus.

LPPS Family Resource Center



"A family is a child's first and most important teacher."

The Family Resource Center is a loaning library open to parents with children enrolled in Livingston Parish Public Schools. Our goal is to provide resources to parents that will assist families with their child's educational needs.

Services Offered:

- Certified teacher on staff to assist in making loan selections
- Skill based worksheet station
- Special needs information
- Free monthly workshops
- List of tutors for hire
- Educational materials for loan



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Phone: (225)667-1098

The Literacy and Technology Center
9261 Florida Blvd. Room 142 B
Walker, LA 70785

Hours of Operation

Tuesday 9:00 a.m.-7:00 p.m.
Wednesday 9:00 a.m.-3:00 p.m.
Thursday 9:00 a.m.-7:00 p.m.

<https://www.facebook.com/LPPS-Family-Resource-Center-457319221143438/>

Published Photographs and Work

There are many opportunities for South Walker Elementary to publish a student's pictures, interviews, and/or work in local newspapers, journals, school websites, and/or local news stations. Parental permission will be assumed unless specifically denied. It is the responsibility of the parent to go to school in person and sign a form if you want to deny permission.

Child Find

In accordance with the State of Louisiana Child Search Program, annual and ongoing activities are conducted to identify and locate children (ages 3 through 21) suspected of being exceptional and in need of special education and/or related services. If you have a child or know of a child between the ages of 3 and 5 years old who seems to have difficulty learning, help is available. Contact the Livingston Parish Public Schools Child Search Coordinator at (225) 686-7600. If your child is school-aged, contact your home-based school district regarding these concerns .

Deliveries

The school will not accept deliveries of any kind for students (No balloons, flowers, candy, cookie bouquets, etc.).

Student Treats and Parties

Parties are allowed for Christmas, Easter, and the end of the year. Treats may be given at other times at the discretion of the teacher. We will only accept food and snacks for students that are individually wrapped. Cakes, cupcakes, cookies, and baked goods must be sealed from the bakery.

Telephone

Students are not allowed to have cell phones or smart watches at school. Students may use the school telephone if they are need to call home. Students must have permission from their teacher before using the phone.

Box Tops for Education

Please help us by scanning your receipts. Our school receives 10¢ for each identified Box Top product. Just download the app and start scanning your receipts to help our school.

Community Coffee UPC Labels

Please help us by saving your Community Coffee UPC Labels. Our school receives money for each Community Coffee UPC Label turned in to school. Please just snip the proof of purchase and turn in to our jar in the front office.

Snacks

You are welcome to send a snack for your child to eat at school. We do not sell concessions.

Water Bottles

Water fountains will be operational this year, however, students may bring their own water bottles.

Arrival

The earliest carpool drop off is at the 7:55 A.M bell as there is no teacher on duty before that time. Upon arrival students are to pick up breakfast before reporting to their designated area.

Departure Procedures

The procedures for dismissal must be adhered to for the safety and protection of all students. Parents who pick their children up in the afternoon will pick them up through the carpool line. Car tags will be issued to all car riders. Please keep your car tag in your car at all times. **If a car tag is not present, students will not be released until they are signed out through the office.** Please be prepared to present your ID at that time. Additional tags will be issued through the office.

Walkers and bike riders are to wait for the assigned duty teacher at the kindergarten exit doors. Walkers and bike riders are to stay on the sidewalk.

Changes in students' method of transportation will not be allowed unless there is an extenuating circumstance. Those changes will require written permission from a parent or guardian and cannot be made over the phone. The change must be approved by the principal or principal designee.

Emergency Check-Out Cards

All students must turn in an Emergency Check-Out Card at the beginning of each school year. It is imperative that the school be able to reach a parent or guardian at any time during school hours in case of an emergency or a discipline situation. Please keep your child's Emergency Check-Out Card current, by contacting the school office with a change of address or telephone number, and persons authorized to pick up your child, etc. (Also, if there are custody orders, be sure to present them to the office and bring any updates from the court). Persistent problems in reaching parents will result in referral to the Office of Child Welfare and Attendance.

Tardy, Check-In and Check-Out Procedures

All students must be accompanied by an adult and signed in through the office if they arrive at school after the 8:15 bell rings. Any student not reported tardy by the office will be counted absent. Students will be responsible for completing missed assignments because of tardiness.

School Board policy states that any student who has five (5) unexcused tardies, five (5) unexcused check-outs or a combination of both constitutes sufficient grounds for suspension from school.

The consequence for this infraction will be:

3rd Offense-Warning

4th Offense-Warning

5th Offense-Before School Detention (Referral to FINS)

6th Offense-After School Detention (Follow up referral to FINS)

Each student must have a check-in/check-out card completed by the parent or guardian. A student can only be checked-out by a person named on the card. If the person's name does not appear on the card, your child will NOT be allowed to leave the campus with that person. **We apologize for any inconvenience, but there will be NO EXCEPTIONS to this rule. We have your child's safety in mind. Persons checking out a student will be requested to show identification. Please notify the office in person of any special check-out instructions or custody arrangements.**

Students leaving school before dismissal must be signed out in the office by a parent, guardian, or person named on check-out card. No changes can be made over the phone. **Students will not be allowed to check-out after 2:45.**

Appointments (doctor, dentist, therapy, etc.) should be scheduled after school and during holiday breaks. Vacations should be planned to coincide with school holidays. Appointments and vacations scheduled during school time result in loss of learning time. These absences will be unexcused and are highly discouraged

Directrices de uso aceptables en LPPS

En nuestros continuos esfuerzos por cumplir con la Ley de protección de niños en internet, (CIPA, por sus siglas en inglés) las escuelas públicas de la parroquia de Livingston (LPPS, por sus siglas en inglés) han adoptado y aplicarán políticas y procedimientos para proteger a nuestros estudiantes. Las políticas: Acceso y uso de computadoras de la IFBGA y JCDAF - bullying, cyber bullying, intimidación junto con otras políticas del distrito están disponibles para el público en la escuela o en la oficina administrativa del distrito.

El uso aceptable de internet y otros recursos de la red incluye, entre otros:

- A. Prohibido el acceso de menores a material inapropiado
- B. No al uso de correo electrónico externo, salas de chat y cualquier otra forma de comunicación directa por parte de los estudiantes
- C. No al comportamiento inapropiado en línea, incluido el acoso cibernético
- D. No revelar información personal
- E. No a las actividades ilegales como:
 - a. Piratería, vandalismo y acceso no autorizado
 - b. Abuso de contraseña
 - c. Lenguaje inapropiado
 - d. Entrar sin autorización en las carpetas de otros
 - e. Dañar computadoras o redes
 - f. Deshabilitar o modificar la configuración de seguridad de LPPS para evitar el filtrado / monitoreo para obtener acceso no autorizado a sitios o archivos
 - g. Violación de las leyes de derechos de autor
 - h. Interactuar con otras personas en sitios de redes sociales y salas de chat.
 - i. Propagación de virus
 - j. Usar la red con fines comerciales, ilegales o violentos

Sanciones:

- A. Cualquier usuario que viole estas disposiciones, las leyes estatales y federales aplicables y las reglas del distrito estará sujeto a la pérdida de los privilegios de la red y cualquier otra opción disciplinaria del sistema, incluido el enjuiciamiento penal.

Los procedimientos que se han adoptado para hacer cumplir las políticas incluyen:

- A. Los directores discutirán CIPA y el uso aceptable con el personal para explicar sus responsabilidades. Los maestros firman un formulario con los temas discutidos y sus responsabilidades enumeradas.
- B. Los maestros difundirán la información a los estudiantes. Como documentación de la discusión, los estudiantes en los 3 er grados y superiores deben firmar una declaración de que han sido informados y comprenden sus responsabilidades como usuarios de la red. Este formulario también contiene una lista de los elementos discutidos.
- C. **LPPS también mantiene una sólida plataforma de software que filtra material inapropiado y bloquea su acceso para todos los usuarios. Este software escanea correos electrónicos y sitios de Internet en busca de palabras clave e identificadores. El distrito revisa los informes de filtrado y el uso de Internet con regularidad para asegurar la protección de los estudiantes y el uso apropiado por parte del personal.**
- D. Todas las fotos de los estudiantes en los sitios web de la escuela no serán identificadas a menos que se haya completado un formulario de permiso.
- E. Es responsabilidad del padre ir a la escuela en persona y firmar un formulario si desea:
 - a. Negarle a su estudiante el acceso a Internet.
 - b. Negarle el permiso para que el trabajo de su estudiante se publique en los sitios web del aula.
 - c. Negarle el permiso para que las fotos no identificadas de su estudiante se publiquen en los sitios web del aula.

Para acceder a la versión completa de la Política IFBGA de LPPS: Acceso y uso de computadoras por parte de los estudiantes, visite bit.ly/IFBGA
La información de seguridad en Internet, ciudadanía digital y ciberseguridad de LPPS se puede encontrar en bit.ly/LPPSsafety

LPPS Acceptable Use Summary

In our continued efforts to comply with the Children's Internet Protection Act, Livingston Parish Public Schools has adopted and will enforce policies and procedures to protect our students. The policies: IFBGA Computer Access and Use and JCDAF - Bullying, Cyber bullying, Intimidation along with other district policies are available to the public at the school or district administrative office.

Acceptable use of the internet and other network resources include, but not limited to:

- A. No access by minors of inappropriate matter.
- B. No access of social networking or gaming sites.
- C. No use of outside electronic mail, chat rooms, and any other forms of direct communication by students.
- D. No inappropriate network behavior including cyber-bullying.
- E. Any knowledge of prohibited behavior or access of prohibited sites must be reported immediately.
- F. Students are not allowed to install any software on LPPS computers or networks.
- G. No revealing personal information.
- H. No illegal activities such as:
 - a. Hacking, vandalism and unauthorized access.
 - b. Password abuse
 - c. Inappropriate language
 - d. Trespassing in others' folders
 - e. Damaging computers or networks
 - f. Disabling or modifying LPPS security settings in order to bypass filtering/monitoring to gain unauthorized access to sites or files
 - g. Violating copyright laws
 - h. Interacting with other individuals on social networking sites and in chat rooms.
 - i. Spreading viruses
 - j. Using the network for commercial, illegal or violent purposes

Penalties:

Any user violating these provisions, applicable state and federal laws, and district rules shall be subject to loss of network privileges and any other system disciplinary options, including criminal prosecution.

Procedures that have been adopted to enforce the policies include:

- A. Principals will discuss CIPA and Acceptable Use with the staff to explain their responsibilities. Teachers sign a form with the items discussed and their responsibilities listed.
- B. Teachers will disseminate the information to students. As documentation of discussion, students in grades 3 and above must sign a statement that they have been informed of and understand their responsibilities as network users. This form also contains a list of items discussed.
- C. **LPPS also maintains a robust software platform that filters inappropriate material and blocks its access for all users. This software scans emails and internet sites for key words and identifiers. The district reviews filtering reports and internet use regularly to insure protection for students and appropriate use by staff.**
- D. All photos of students on school websites will be unidentified unless a permission form has been completed.
- E. It is the responsibility of the parent to go to the school in person and sign a form if you want to:
 - a. Deny your student access to the internet.
 - b. Deny permission for your student's work to be published on classroom web sites.
 - c. Deny permission for your student's unidentified photos to be published on classroom web sites.

Bus Privilege

The school bus ride is considered an extension of the school day and as such, is subject to all school policies and procedures. Riding the school bus is a privilege not a right, and as such may be revoked for safety and disciplinary infractions. For the safe operation of the school bus, students should be aware of and obey the following safety rules:

- Cooperate with the driver, as they are in full charge of the bus.
- Arrive at the bus stop 10 minutes before the scheduled pickup time. The bus driver will not wait.
- Use your inside voice and talk only to the people in your seat so as not to distract the driver.
- Stay in your assigned seat and keep the aisle and rear emergency exit clear.
- Sit facing forward with your back against the seat and feet on the floor while keeping belongings in your lap or under the seat in front of you.
- Remain seated while the bus is in motion.
- No food, drink or breakable items are allowed on the bus; water is acceptable in an appropriate container.
- Cell phones are not allowed at school and therefore not on the bus.
- The use or possession of tobacco products, drugs, alcohol, weapons (knives and guns), obscene material, or extreme profanity could lead to immediate discipline and the loss of ridership privileges.
- Any damage (torn seats, etc.) or vandalism to the bus could lead to discipline and restitution.
- At no time should any item be thrown on the bus or off the bus through an open window.

Families will be required to read and sign the Livingston Parish Public Schools *Safety Procedures for School Bus Riders* and agree to cooperate according to the outlined procedures for the safety and best interests of all riders.

Changes in students' method of transportation will not be allowed unless there is an extenuating circumstance. Those changes will require written permission from a parent or guardian and cannot be made over the phone. The change must be approved by the principal or principal designee.

Morning Carpool Procedures

In order to safely drop off your child in the mornings, please note the following guidelines:

1. Students may be dropped off for school only **after the 7:55 AM bell rings.**
2. All carpoolers must be dropped off at the front of the school.
3. Pull to the end of the sidewalk, to load/unload the entire length of the sidewalk. Do not leave any spaces between cars. **Please do not pass another vehicle unless directed to do so by the duty teacher. Also, please remain in your vehicle.**

Afternoon Carpool Procedures

In order to safely pick up your child in the afternoons, please note the following guidelines:

1. All car riders will be picked up on the east side of school by the kindergarten wing.
2. All vehicles picking up in the carpool line must have a car tag.
3. In the afternoons, we have P.E. classes in the back of the school. Please remain in your vehicle and behind the cones until the cones are moved by school staff. Please fill the right lane first. Once the carpool line wraps around the school and reaches Milton Lane, please begin a second line. It is important that vehicles do not block traffic on Milton Lane, the crosswalk, or the front driveway. School staff will move cones for the line to move around the building. Once the line reaches the crosswalk at the west side of the school, the last car in the right lane will be tagged as "last car" and cones will be placed after that vehicle. All other cars will need to report to the second line.
4. Carpoolers will report to the kindergarten area to sit in their assigned areas and wait to be called.
5. When called, students will walk to the carpool loading area.
6. Students will wait for all cars to stop in the loading area before getting into their car.
7. For your safety and the safety of our children, please put your car in park when stopped in the carpool line. **Please remain in your vehicle while staff is loading students.**
8. If you are the first car in each sequence of pickups, please wait until you are instructed by the carpool duty teacher to leave.
9. Never drive while students are walking near your car. Please wait until all students are safely loaded before leaving. **Do not pass a another car unless instructed to do so by school staff.**

If you are late picking up your child more than three (3) times from the carpool line, you will be notified that your child's transportation has been moved permanently to a bus rider.

Walkers and bike riders are to wait for the assigned duty teacher at the kindergarten exit door. Walkers and bike riders are to stay on the sidewalk.

Progressive Disciplinary Action:

Students violating the School Uniform Dress Code shall be disciplined as follows:

- 1st – 3rd Offense: Notification sent home to parents via student or message to the parent via phone, email, OR automated call.
4th – 6th Offense: After School Detention / Extended Detention (ex. Saturday Clinic) and direct verbal parent/guardian notification per incident.
7th or more offenses: One (1) day out school suspension for each offense due to willful disobedience.

DRESS FOR PHYSICAL EDUCATION

All secondary students and other students where required by the local school, shall be required to dress out for physical education classes in a standard uniform. Exceptions can be made for religious reasons only, as hereinafter stated.

The standard uniform for physical education classes shall be as follows:

1. Plain tee shirt - school may require white, gray or school colors.
2. Gym shorts - school may require white, gray, black or school colors.
3. Gym shoes - any color.
4. Socks. Socks may not have inappropriate or offensive wording or images. Socks above the knee are prohibited.

Schools may sell uniforms to students as a service, but students shall not be required to buy uniforms from the school. Students shall not be required to purchase new uniforms each year if their present uniforms are in acceptable condition and fit properly.

Students transferring from one school to another shall be permitted to use their present gym suits or other suitable uniforms for a reasonable period of time, until an appropriate uniform can be purchased. Students shall be required to put their names on their uniforms for identification. Proper dress in physical education class shall be a factor in determining a student's grade.

A student shall be allowed to dress for physical education class in accordance with his/her religious beliefs, provided that he or she has a written permission or excuse from his/her minister. Should physical education activities of the girls involve indecent exposure, the student shall be allowed to do alternative activities.

BODY ARMOR

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exception as enumerated in La. Rev. Stat. Ann. §14:95.9, which includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury. School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area within one thousand feet of any school campus and within a school bus, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2(C) and 14:95.6(B). Body armor shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

Socks/ Hose/Tights:

If worn...

- Socks may not have inappropriate or offensive wording or images. Socks above the knee are prohibited.
- Tights/Leggings solid color black, gray, navy blue or white (May only be worn under skirts/dresses/jumpers). Tights must be full length reaching the ankle.

Pullovers:

- Solid Navy blue or White (¾ zip, crew, hoodies, sweaters) are allowed. A pullover cannot be worn in place of shirt nor be so large that it conceals a student's bottom garment. Designs, emblems, insignias, monograms and logos are prohibited
- Any spirt pullover purchased from the school or a vendor with the school name or logo is acceptable.

Shoes:

- Closed-toe and closed-heel shoes are mandatory (tennis shoes, dress shoes, casual shoes or slip-on shoes or boots).
- Footwear shall not extend above the knee.
- Shoes shall be properly tied or strapped, if applicable.

Coats:

- Coat/jacket/sweater may be worn as long as the uniform shirt collar is revealed under the coat/jacket/sweater (trenchcoats are prohibited)
- Vests/jackets/sweaters/coats that zip/button/snap from top to bottom may be any color and with hood.

In schools with multiple grade levels, the principal shall be given the opportunity to determine where the breaks would be allowed on these issues (Example: K-12 Maurepas – the principal would have the opportunity to decide where the break would be to determine elementary, middle/junior high, and high school to best adapt to that school's structure.)

Student Compliance With the Uniform Dress Code:

The *School Uniform Dress Code* of Livingston Parish shall strive to achieve full compliance through use of incentives and positive reinforcement measures, and will resort to disciplinary action only when positive measures fail to ensure compliance. In addition, the policy's rationale and benefits of the School Uniform Dress Code will be explained and fully understood by the student and his or her family.

The intent of this policy is not to inhibit or prohibit any student who is not in uniform from receiving the education to which he or she is entitled. Also, the intent of this policy is not to suspend or expel a student from class or from school, or lower an academic grade as a result of not complying with the School Uniform Dress Code. However, non-compliance shall result in progressive disciplinary action being taken with the student.

No student shall be considered in violation of the School Uniform Dress Code in the following instances:

- A. When administrators allow exceptions to the uniform code for special events. (Ex. Dress-up day, athletes on game days, band, cheer, academic teams, clubs, picture day, band on regular meeting days, etc.)
- B. During the first ten (10) school days after transferring from out of the Parish to Livingston Parish Schools. During this ten (10) day period, appropriate dress (according to School Board Policy) shall be followed.
- C. When a student is on campus outside of normal school hours.



Livingston Parish Public Schools

Excellence in Education!

13909 Florida Boulevard

P.O. Box 1130

Livingston, Louisiana 70754-1130

Phone: (225) 686-7044 Fax: (225) 686-3052 Website: www.lpsb.org



EMERGENCY PLANNING

A Guide for Parents

LPPS continues to strive to strengthen our emergency management plans on all of our campuses.

What type of drills/training will students participate in?

This year, as in the past, each school will perform monthly drills that include: fire, restricted flow, lockdown, severe weather and bus evacuation.

Fire/Building Evacuation

A fire, gas leak or other chemical/biological hazard inside the building that requires building evacuation.

Restricted Flow

This is used for various situations to prevent direct threats/exposures from occurring on our campuses. Examples of use are medical emergency (keeping students out of halls and away from situation), dogs on the playground, suspect search near campus, suspicious noise heard near campus, etc. This procedure allows students to continue learning, but prohibits outside activity and reduces and sometimes prohibits visitors on campus.

Lockdown

Used when there is a probable threat to the campus.

When Lockdown is initiated; teachers and staff will gather students to the closest lockable area and lock all outer doors to that room, turn the lights out and students are instructed to stay quiet. The teacher/staff member stays with the students the entire time. There is no movement by students outside the lockable area until the lockdown has been lifted. **Parents and visitors are not allowed to enter a school while it is in lockdown.**

Who reviews LPPS Emergency Plans?

Each school plan is reviewed by the school crisis team, the central office crisis leader, law enforcement, fire and other emergency responders.

If there is an evacuation, where will students go?

Each school has identified numerous possible alternate locations. Law enforcement, fire and other parish authorities have been advised of these locations, but for security reasons it would be counter-productive to advise of these locations until the actual emergency occurs. In the event that students must be moved to an alternate location, the school board will use the School Messenger System and the LPPS Facebook account to notify parents.

Should I pick up my child at school during an Emergency?

We strongly encourage parents **NOT** to come to the school during an emergency unless directed to do so. While every parent's natural instinct in an emergency is to go to the school to safeguard his/her child, please understand that doing so may significantly alter the school's ability to respond to the situation.

In addition, going to the school may interfere with police or other emergency workers whose sole purpose is to assure the safety and well being of students and staff. Vehicles driving to the school, for example, will restrict access of emergency vehicles or school buses that are loading children for evacuation or to take them home. While it may seem logical that every student taken home by a parent reduces the workload of the staff, in a fast-moving situation that requires careful coordination and communication, extra vehicles and visitors to the school actually make the task of keeping track of all students more difficult.



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<p>Where can I get <u>ACCURATE</u> information during an emergency?</p> <p>The school board will utilize the School Messenger System and the LPPS Facebook page to notify parents of where to go to get information on your student and to be reunited with your student. We will also utilize the media to get information out to our parents.</p> <p>LPPS works in conjunction with LPSO, Livingston Office of Homeland Security and Municipalities during emergency situations. A good source of information from the school board can be found on the Livingston Parish Sheriff's Office Facebook page, the Livingston Parish School Board Facebook page. LPPS supplies LPSO with updated information for them to post. Do not go off of comments posted on Facebook pages. Only the information posted directly by LPSO and LPPS is confirmed information.</p> <p>Ways to report threats of violence made to student(s) and/or school(s)</p> <p>First, we hope that you feel comfortable enough to report any concerns/threats directly to your school's principal or administrative staff. If this is not a feasible option, we now offer reporting via on-line or phone.</p>	<p>The link to on-line reporting is available on the LPPS website, but is also listed below: https://lpsb-la.safeschoolsalert.com Or 833-697-1589</p> <p>When reporting via on-line or phone, the more information you can provide will help us effectively investigate this situation.</p> <p>Bus Accidents</p> <p>When a bus accident occurs, LPPS' first actions are to account and care for each student on board. When students are on the bus during an accident, it is a parish emergency response procedure that fire and ambulance services are sent to the scene. Students will be checked out and parents will be notified, but this notification may take time. If your student reports an injury, you will be contacted immediately from the scene. It is not necessary to come to the accident scene as we will have a bus transport them from the scene to their destination.</p>	<p>What can I do to plan ahead?</p> <p>The two most important things you as a parent can do are to make certain your child's school and bus driver has up-to-date emergency contact and check out card information. Also, review with your child those that are allowed to check them out when you are unavailable.</p> <p>Being prepared for emergencies is not only a requirement of the State, but is also taken very seriously by the staff and administration of Livingston Parish Public Schools.</p> <p>The purpose of this guide is to assist in answering some questions that parents frequently ask about crisis situations.</p> <p>When disaster strikes, the first consideration for every LPPS staff member is the safety of the children in our care.</p> <p>Questions about the information contained in this guide should be directed to your school's principal.</p> <p>LPPS P.O. BOX 1130 LIVINGSTON, LA 70754 (225) 686-7044</p>
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11. Foundation garments must be worn.

12. Dress during any period where uniforms are not required, such as special event days, or for transferring students, shall be consistent with the intent and spirit of the *School Uniform Dress Code*.

Dress Code in Special Classes

Students must follow the rules of appropriate dress as directed by the needs of special classes (i.e. physical education, industrial arts, agriscience, etc.) due to safety concerns.

SCHOOL UNIFORM DRESS CODE

The School Board is permitted by state law to adopt dress codes mandating the use of school uniforms. The purpose of the School Uniform Dress Code shall be to provide additional opportunities for increased school safety; to encourage students to experience a greater sense of school identity and belonging; to encourage an improvement in student behavior; and to encourage a high level of program participation.

Grades Pre-Kindergarten - 12:

Note: A color chart for skirts/shorts/slacks/skorts will be displayed to clarify the color range of Khaki.

Shirt:

- Solid color: Navy blue or white.
- Polo: (golf-boxed, hemmed) two, three or four buttons at the top front with collar (Short or Long sleeves) - Elementary students shall be encouraged to tuck in shirts. Middle/Junior High and High school students shall be required to tuck in shirts.
- Oxford/dress shirt (short or long sleeves) Elementary students shall be encouraged to tuck in shirts. Middle/Junior High and High school students shall be required to tuck in shirts.
- Designs, emblems, insignias, monograms and logos are prohibited.
- Under-shirts and t-shirts, if worn must be white, gray or black and can only be worn underneath the standard uniform.
- If applicable, school issued spirit shirt may be worn in place of the uniform polo on designated day set by the principal. Shall not exceed one time per week.

Pants, Skirts, Shorts, Skorts, Jumpers:

- Solid color: Khaki • No jean, knit, jegging, stretch, cargo, capri, or cropped styles.
- Appropriate fit: not too loose, not too tight; no sagging.
- Elementary students may have elastic waist pants with or without belt loops (belts are optional, but encouraged).
- Middle/junior/high school students' pants must have belt loops and a belt is Mandatory.
- Must be worn at waistline.
- Skirts should be to top of kneecap.
- Jumpers should be to top of kneecap; not allowed for 9-12.
- Shorts/Skorts: Top of knee to four (4) inches above knee; length cannot be below the knees; length can be cuffed or not cuffed.
- The only logos allowed should be the manufacturer's label.
- All bottoms must be hemmed.

Belts:

- PK-5: Belts are not required, but encouraged.
- Grades 6-12: Belt required with clothing designed with belt loops, any color, no inappropriate logos or slogans. Belts are to be worn correctly and buckles are not to be excessive size or offensive in design. Studs and spikes are prohibited.

LPPS Student Dress Code

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

The Livingston Parish School Board is responsible for achieving a systemwide dress code for appearance and dress among students that will promote the best atmosphere for teaching and learning.

NOTIFICATION

The School Board shall notify the parent or guardian of each student of the dress code specifications and their effective date. The dress code shall be distributed in written form or posted on the school's website annually.

If the School Board modifies the existing uniform policy, it shall notify, in writing the parent or guardian of each student of the policy adoption or uniform policy modification at least sixty (60) days prior to the effective date of the new or revised policy. Each school shall display any uniform selected for a reasonable period prior to the proposed effective date for wearing of the uniform.

However, nothing shall prohibit the School Board from requiring a new or revised dress code or uniform policy without the required notice in the event of an emergency. For the purposes of this policy, emergency shall mean an actual or imminent threat to health or safety which may result in loss of life, injury, or property damage.

DRESS AND PERSONAL GROOMING

It is the responsibility of each student to use good judgment regarding appearance and attire. Cleanliness shall be a basic consideration. Any complaint concerning a student's dress and appearance shall be addressed by the particular school's administration. The principal of the particular school shall make the final decision as to what is considered proper attire and appearance. In the event that health and medical considerations for a particular student require an exception to the Dress Code, the principal of the particular school shall determine that exception and make his/her faculty and staff aware of the exception.

The following guidelines have been established regarding all students' dress and appearance:

1. Styles of dress and grooming never should be such that they represent a collective or individual protest.
2. Appropriate footwear must be worn to school (no shower shoes, flip-flops).
3. Caps, hats, unprescribed glasses are not permitted.
4. Patches, decorations, slogans, symbols, tags, marks, or advertisements are prohibited. (Examples: beer, cigarettes, drugs, obscene suggestions, sexual connotations, political, etc.)
5. Earrings are allowed for students provided they are not a safety concern or a distraction on campus.
6. Piercings, other than ears, are not permitted. Clear (concise stud only) pierce hole fillers are allowed for nose rings.
7. Jewelry, including earrings, worn during the school day should be a size and dimension that is not a safety concern or a distraction on campus.
8. Hair should be neat, clean, and out of the student's eyes. Students should have natural hair color. Extreme unnatural colors are not allowed. Sculptured hair styles that include pictures, symbols, letters, numbers, or hair curlers, rollers or excessively teased will not be permitted. Principals have discretion if a hairstyle including accessories interferes with learning.
9. Neatly groomed facial hair is acceptable, including mustaches, beards and goatees.
10. Tattoos that are vulgar, obscene, political, offensive or otherwise disruptive to the school environment are not permitted and must be covered at all times.

South Walker Elementary Family Engagement Program 2022-2023

It is our firm belief at South Walker Elementary that a partnership between families and the school is an essential element in providing the best education possible for each student. To this end, we have developed an extensive family involvement program and sincerely encourage families to become actively engaged in the education of their child. The SWE Family Engagement Program includes opportunities for communication, participation in school activities, volunteering, and participation in decision-making process.

Communication with Families

Meet and Greet

School Marquee

SWE Web Site

SWE Facebook Page

Remind App

SWE Student Handbook

Monthly Event Calendars

Cardinal Chatter

PowerSchool Online Grades

Interim Progress Reports

Report Cards

School Messenger

On Course

Google Classroom

Activities

Superhero Family Math Night

Camping with Cardi Family Literacy Night

Family Workshop-Testing

Volunteer Opportunities

Picture Day

SWPBS Activities

Cardinal Carnival

Staff Appreciation

Decision Making Opportunities

School Building Level Committee

Parent/Teacher Conferences

Schoolwide Planning Team

Livingston Parish Public School System
Title I Family Engagement Policy
2022-2023

A Districtwide Family Advisory Council has been established in order to revise the current Livingston Parish Title I Parent and Family Engagement policy and expand the plan in accordance with the *Every Student Succeeds Act (ESSA) of 2015*, section 1112 of the Elementary and Secondary Act (ESEA). This council will meet regularly in order to coordinate and integrate family involvement, and evaluate the effectiveness of the policy. This policy will be made available to the local community and updated periodically to meet the changing needs of the families and the school. The ultimate goal is to ensure that all families within the district are provided the same opportunities for involvement in their child's education. The advisory council will also be informed of the process of the 1% of Title I, Part A funds reserved for family engagement. The Local Education Agency (LEA) will incorporate these ideas into the district-wide policy. If there are any unsatisfactory comments on the plan, these will be forwarded to the State Education Agency (SEA).

Under the direction and technical assistance of the Local Education Agency (LEA), each Title I school will have family members serve on the Schoolwide Committee, which will function to review the schoolwide plan and family activities for that school. This plan will be specific to the Title I school and will provide a means for families to become more involved in their child's education.

Consistent with section 1118 of the ESEA, an annual meeting will be held in each school in which family members will be given information about their school participation in the Title I program and related services, an explanation of the requirements of this participation and a school/family compact as required by section 1118(d) of the ESEA. Family members will also be informed of their right to parent-teacher conferences, regular reports on their children's progress, reasonable access to staff, opportunities to volunteer on campus, and to request information regarding the professional certifications of their student's classroom teachers. To the extent, which is practical, meetings will provide full opportunities for the participation of family members of English learners, students with disabilities, and migrant parents following section 1111 of the ESEA. Information will be understandable and uniform.

One goal of this plan will be to improve communication between home and school through family/school compacts, newsletters, family-teacher conferences, handbooks, agendas, surveys, School Messenger recordings, electronic communications, such as: telephone calls, texts/emails, and various school social media formats of sharing information. It is important that family members respond to communications from the school in a timely manner and talk with their children about their classroom activities and behavior.

Another goal will be to provide information concerning the *Every Student Succeeds Act (ESSA) of 2015*, the State of Louisiana Accountability Law, the curriculum used at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

Title I schools will assist families with parenting skills, technology skills, and give assistance in helping with homework, projects, and other at-home activities. Families will be encouraged to take advantage of teacher conferences as a way of monitoring the progress of students. Schools will also provide opportunities for the local community to become more involved with families and with the school.

Family participation is essential to the success of the students. By monitoring the child's progress and working with educators to improve students' achievement, families provide a vital link between the school and the student. Students should know that their family values education and achievement and that they are available to help them to achieve their goals. Annually, each school will disseminate and collect family surveys to improve engagement. Results from the survey, if needed, will be used to revise family engagement policies at the school level.

It is Livingston Parish Public School System's goal to reach out to, communicate with, and work with families as equal partners in our schools.

Extra Curricular Activities

4-H Club

1. The student must be a 4th or 5th grade student.
2. The student must turn in a signed permission slip and pay the membership dues by the deadline.

BETA Club

1. The student must be a 4th or 5th grade student.
2. The student must maintain all As and Bs each grading period.
3. The student must pay membership dues by the deadline.

Volleyball, Softball, Physical Fitness, Track, Cross Country, and Tennis Teams

The student must be in 4th or 5th grade.

The student cannot be 12 years old before September 1st of the current school year.

The student cannot have any Fs during the present grading period including interim grade reports.

The student has only 2 years to participate after entering the 4th grade.

1. Volleyball—10-14 team members will be chosen (This includes boys and girls).
2. Softball—13-16 team members will be chosen (This includes boys and girls).
3. Physical Fitness—4 (2 boys, 2 girls) team members plus 2 alternates (1 boy, 1 girl) will be chosen.
4. Track-Boys and girls will be chosen for this team.
5. Cross Country-Boys and girls will be chosen for this team.
6. Tennis-Boys and girls will be chosen for this team.

School Fees and Clubs/Sports

All school fees must be paid in full to participate in school sports or clubs.

Students who do not attend school, will not be allowed to attend extracurricular events on that same day. That includes both events held during school and after school the day of the absence from school.

Livingston Parish Public School System Title I Family Engagement Policy
(Política de Participación Familia)
2022-2023

Lost or Damaged Workbooks, Textbooks, Computers, or Library Books

Encourage your child to take care of workbooks, textbooks, computers, and library books. It is the student's responsibility to keep them in good condition.

Students will have to pay for any lost or damaged workbooks, textbooks, computers, or library books. A new workbook, textbook, or computer will not be issued until payment is made. Students will not be allowed to check out library books until damaged library books are paid for or library books are returned.

Un Consejo Asesor Familia ha sido establecido por el distrito con el fin de revisar la actual política de Livingston Parish Title I Family Engagement (Participación de la Familia) y ampliar el plan de conformidad con el *Every Student Succeeds Act (ESSA) of 2015*. Este Consejo se reunirá periódicamente con el fin de coordinar e integrar la participación de la familia y para evaluar la eficacia de la política. Esta política se pondrá a disposición de la comunidad local y será actualizada periódicamente para satisfacer las necesidades cambiantes de los padres y la escuela. El objetivo final es garantizar que todas las familias dentro del distrito sean proveídas de las mismas oportunidades de participación en la educación de sus hijos. El consejo asesor también será informado del proceso de los fondos del 1% del Título I, Parte A, Los Fondos Reservados para la Participación de los Padres-Familia. La LEA incorporará estas ideas dentro de la política de todo el distrito. Si hay algunos comentarios no satisfactorios en el plan, éstos se remitirán a la Agencia Estatal de Educación (State Education Agency/SEA, por sus siglas en inglés).

Bajo la dirección y la asistencia técnica de la Agencia Local de Educación, cada escuela Título I tendrá miembros de la familia sirviendo/ejerciendo en el Comité de la Escuela, que funcionará para revisar el plan de toda la escuela y las actividades de los padres de esa escuela. Este plan será específico a la escuela de Título I y proporcionará un medio para que padres-familia se involucren más en la educación de sus hijos.

Una reunión anual se llevará a cabo en cada escuela en la que se les dará a los padres información sobre la participación de su escuela en el programa Título I y los servicios relacionados, y una explicación de los requisitos de esta participación. Los miembros de la familia también serán informados de su derecho a las conferencias entre padres y maestros, informes periódicos sobre el progreso de sus hijos, el acceso razonable al personal, oportunidades para ser voluntario y participar en la clase de su hijo, y para solicitar información sobre los títulos profesionales de los maestros de sus hijos. En la medida de lo práctico, las reuniones de padres brindarán oportunidades para la participación de los miembros de la familia con inglés limitado, miembros de la familia con discapacidades y padres migrantes. La información será comprensible y uniforme.

Uno de los objetivos de este plan será el de mejorar la comunicación entre el hogar y la escuela mediante acuerdos entre padres-familia/escuela, boletines informativos, conferencias entre padres y maestros, manuales, agendas, encuestas, mensajes vía School Messenger Phone System, comunicaciones electrónicas tales como: llamadas telefónicas, mensajes de texto y correos electrónicos y otros tipos de intercambio de información. Es importante que los padres respondan a las comunicaciones de la escuela de una manera oportuna y que hablen con sus hijos sobre sus actividades en el aula.

Otro objetivo será proporcionar información acerca del *Every Student Succeeds Act (ESSA) of 2015*, la Ley de Responsabilidad del Estado de Luisiana (State of Louisiana Accountability Law), el currículo usado en la escuela, las formas de evaluación académica utilizadas para medir el progreso del estudiante, y los niveles de competencia que se espera que los estudiantes cumplan.

Las escuelas Título I asistirán a las familias con las habilidades de crianza, habilidades tecnológicas, y darán asistencia para ayudar con las tareas, proyectos y otras actividades en el hogar. Los padres serán animados a tomar ventaja de las conferencias entre padres y maestros como una forma de monitorear el progreso de los estudiantes. Las escuelas también proporcionarán oportunidades para la comunidad local al involucrarse más con las familias y con la escuela.

La participación de familia es esencial para el éxito de los estudiantes. Al monitorear el progreso del niño/a y trabajar con los educadores para mejorar los logros de los estudiantes, los padres proporcionan un vínculo vital entre la escuela y el estudiante. Los estudiantes deben saber que sus de familia valoran la educación y los logros y están disponibles para ayudarles a alcanzar sus objetivos. Anualmente, cada escuela difundirá y recogerá encuestas de familia para aumentar la participación de la familia. Los resultados de la encuesta, si es necesario, se utilizarán para revisar las políticas de participación de familia en el ámbito escolar.

Es la meta del Sistema de Escuelas Públicas del Condado de Livingston (Livingston Parish Public School System) lograr comunicarse y trabajar con familias en condiciones de igualdad en las escuelas.

Conferences

Conferences with teachers must be scheduled through the office. Conferences will be held from 7:45 AM to 8:10 AM. You may call the office at 665-0446 to schedule a conference.

Visitors

We welcome visitors to our school at appropriate times. Programs may be planned throughout the school year to provide an opportunity for visits to the school. For the safety of our students, all visitors must sign in at the office and receive a visitor pass immediately upon coming onto school grounds for their visit. No person is allowed on school grounds or in school buildings without authorization from the appropriate school official.

Fire Drills, Weather Drills, Evacuation, and Lock Down Drills

Fire, weather, evacuation and lock down drills are held regularly at unannounced periods throughout the year. These drills are to instruct the students about proper procedures and behavior in times of emergency.

Personal Harassment Policy

South Walker Elementary School does not tolerate bullying, harassment, or intimidation of any kind on campus. Students should report such behavior to a teacher or administrator for investigation and appropriate action.

Discipline Referrals

Discipline referrals will be sent home with your child. These forms are sent home with your child on the day of the incident or the day following the incident, depending on the time the incident occurred. Please sign and return the referral form on the following day. When possible, a phone contact will be made detailing the incident prior to sending the referral home with the child.

Suspension

The infraction of any of these rules warrants suspension from school on the first occurrence:

1. The use or possession of tobacco, drugs, alcohol, matches, lighters, or fireworks.
2. Failure of any student to report to the office when sent by a teacher.
3. Leaving campus during school hours without permission.
4. Vandalizing school property or personal property of others. (Damages must be paid before returning to school.)
5. Stealing.
6. The possession of firearms, knives or other implements which can be used as a weapon.

Corporal Punishment

The principal or principal designee may administer corporal punishment whenever there is a need for this type of discipline. Parents will need to complete and return the corporal punishment form if requested. If you refuse corporal punishment, a comparable alternative punishment will be given.



Livingston Parish Public Schools

Excellence in Education!

13909 Florida Boulevard

P.O. Box 1130

Livingston, Louisiana 70754-1130

Phone: (225) 686-7044 Fax: (225) 686-3052

STUDENT ACCIDENT INSURANCE COVERAGE

Joe Murphy
Superintendent
Bruce Chaffin
Assistant Superintendent
Jody Purvis
Assistant Superintendent

Dear Parents,

The Livingston Parish School Board is pleased to inform you that optional Student Accident Insurance Coverage is available to you again this year. Multiple coverage options, plans and rates are available to allow for a coverage plan that best suits your needs. Policy information is available at www.BollingerSchools.com

If you already have coverage (personal healthcare coverage) for those injuries and/or claims contemplated by the plans offered under the Student Accident Insurance Coverage policy noted above, your existing coverage will likely provide primary coverage for associated claims. The above noted Student Accident Insurance Coverage policy, if selected, would likely provide secondary coverage for associated claims, if you already have personal healthcare coverage. **A failure to secure either personal coverage or the coverage outlined in the attached could result in an absence of coverage for injuries sustained by your child.**

- Tratamiento y Medicamentos (Medication): Si su hijo(a) necesita tomar medicamentos para enfermedades crónicas en la escuela, comuníquese con la **enfermera de la escuela**. La ley estatal requiere que el médico y los padres completen un *formulario de administración de medicamentos*. Esto incluye medicamentos recetados y de venta libre. Si a un estudiante se le receta un medicamento nuevo, debe permanecer en casa durante 12 horas después de la primera dosis que se debe observar para detectar reacciones adversas. Los padres se les permite venir con los medicamentos a la escuela y administrarlos a sus hijos. Si los padres no pueden venir, pueden enviar el medicamento con alguien que se encuentre en la tarjeta de contacto de su hijo(a). Si el padre o alguien en la tarjeta de contacto no puede venir, entonces el padre puede enviar a un adulto que no se encuentre en la tarjeta de contacto. La escuela requerirá un consentimiento escrito o verbal del padre si el adulto no está en la tarjeta de contacto y se verificará con una identificación (ID).
- Inmunizaciones: Estatuto de la Ley del Estado de Louisiana LA R.S. 17; 170
Los estudiantes que ingresen a la escuela por primera vez deberán presentar un registro de vacunación completo y actualizado.

Todos los estudiantes que tienen 11 años deben recibir un refuerzo Tdap, la vacuna contra la meningitis y una segunda varicela (Chickenpox). Los estudiantes que tienen 16 años de edad deben tener una **segunda** vacuna contra la meningitis. Los padres de estudiantes que no pueden recibir sus vacunas debido a razones médicas, religiosas o personales deben presentar una *carta de desacuerdo por escrito*. Esta carta se puede encontrar en los sitios web LDOE y LPPS.

Los estudiantes que no hayan recibido las vacunas adecuadas no podrán asistir a la escuela si hay un brote de una enfermedad contagiosa en la escuela (varicela, sarampión (Measles), tosferina (Pertussis), etc.). La ley estatal debe excluir a estos estudiantes del entorno escolar durante el período de incubación de la enfermedad. Estas ausencias no pueden ser excusadas.

- Visión / audición: la visión y la audición del estudiante son evaluadas por la enfermera de la escuela en Pre-K, Kindergarten, 1^o, 3^o, 5^o, 7^o y 9^o grado y da los resultados a los padres y maestros. Si se detecta un problema, se enviarán notas a los padres para remitirlas a su médico para una evaluación más completa.
- Escoliosis: los estudiantes son evaluados en sexto grado para determinar la curvatura de la columna. Si se ven signos, los estudiantes serán enviados a casa con una carta que los refiera a su médico para una evaluación más completa.
- Condiciones Médicas: si su hijo(a) tiene una condición médica crónica, comuníquese con la enfermera de la escuela **anualmente**. Algunos ejemplos de afecciones médicas crónicas son convulsiones / epilepsia, diabetes, asma, enfermedad celíaca, reacciones alérgicas graves a insectos o alimentos que requieren el uso de un Epi-pen o Benadryl durante el día escolar. Se requiere un formulario de **ORDEN DE DIETA ESPECIAL** **anualmente** de un médico si su hijo(a) tiene alergias alimentarias específicas.
- Post-Cirugía u Hospitalización: Si su hijo(a) está hospitalizado o se somete a una cirugía, debe regresar con una nota del médico que le permita regresar a la escuela. Cualquier restricción debe anotarse en el formulario de regreso a la escuela.

Si tiene alguna pregunta o inquietud, puede llamar a Jennifer Wilkinson, coordinadora de enfermería de la escuela RN al (225) 686-4368 o comunicarse con la enfermera de la escuela de su hijo(a).

Para que se brinde la atención adecuada en la escuela, es responsabilidad de los padres notificar a la **enfermera de la escuela** sobre cualquier condición médica o necesidad que pueda tener su hijo(a); incluyendo cualquier cambio en sus condiciones médicas durante el año escolar.

The following guidelines are offered to help you determine when your child should not attend school. Please consider carefully a child's statement of feeling ill.

- Diarrhea/Vomiting: Students who are vomiting or having diarrhea (2 or more watery stools) will be sent home from school. They will not be allowed to return until they are symptom free for 24 hours from the onset of symptoms. Children should be kept home if they were vomiting or experienced diarrhea during the night.
- Fever: Students who have a fever of 100.0 F or higher will be sent home. Students will be readmitted after they have been fever free for 24 hours without the use of fever reducing medications. (ex: Tylenol, Motrin, or Advil).
- Cold/Flu: Students with severe colds, sore throats, cough or "flu like" symptoms will not be allowed to stay at school. They should stay home for rest and proper attention to their symptoms.
- Pink Eye: Symptoms of pink eye such as eye drainage, crusty eyelids, redness on the white part of the eyes, swelling, and itching may indicate pink eye, which is a contagious disease. Children with these symptoms will be sent home and should be seen by a doctor for a diagnosis. A doctor's excuse will be required to return to school. If diagnosed with pink eye, the student must be on treatment for at least 24 hours before he can return to school. If diagnosed with pink eye, the student must be on treatment for at least 24 hours before he can return to school. Some conjunctivitis may require the student remain at home until all symptoms are resolved.
- Rash/Lesions: A student with an undiagnosed rash or lesion will not be allowed to stay at school. Skin rashes or lesions will be considered possibly contagious. Child may return to school after rash is determined to be non-contagious by a physician or to be no longer contagious after proper treatment. Students may return with a note from the Physician's office.
- Boils: Students with boils must be seen by a physician. If it is a staph infection they must remain home for 24 hours after starting antibiotics. A physician's note will be required for them to return to school. The boil must be covered. If the boil is draining extra clothes and bandages should be sent with the student in case the bandage becomes saturated or if the clothes get wet.
- Lice: A student's hair must be free of nits and bugs in order to remain at school. The student will be readmitted to school after the parent has treated the child and **all nits and bugs** are removed. After successful treatment, **the parent will need to bring the student to the office to be rechecked for lice by school personnel before being allowed to stay at school. It is recommended that parents check their child on a regular basis for signs of head lice.**

- **Medication:** If your child needs to take medications for chronic conditions at school please contact your **school nurse**. State law requires a *medication administration form* to be completed by the Physician and parent. This includes prescription and over-the-counter medications. If a student is prescribed a new medication, they must remain at home for 12 hours after the first dose to be observed for adverse reactions. Parents are allowed to bring medications to the school and administer them to their child. If Parents cannot come they may send the medication with someone listed on the child's contact card. If the parent or someone on the contact card cannot come then the parent may send an adult not listed on the contact card. The School will require a written or verbal consent from the parent if the adult is not on the contact card and an ID will be checked.
- **Immunizations:** Louisiana State Law Statute LA R.S. 17: 170
Students entering school for the first time shall present a completed or up to date immunization record.

All students that are 11 years old must have a Tdap Booster, Meningitis vaccine, and a second varicella (chickenpox). Students that are 16 years of age must have a **second** meningitis immunization.

Parents of students that are unable to receive their immunizations due to medical, religious, or personal reasons must submit a written letter of dissent. This letter may be found on the LDOE and LPPS websites.

Students that have not received proper immunizations may not be allowed to come to school if there is an outbreak of a communicable disease at school (Chickenpox, Measles, Pertussis, etc.). State law must exclude these students from the school setting, for the incubation period of the disease. These absences may not be excused.
- **Vision/Hearing:** Students vision and hearing are screened by the school nurse in Pre-K, Kindergarten, 1st, 3rd, 5th, 7th & 9th grades and from parent or teacher referrals. If a problem is detected notes will be sent home to the parent referring them to their physician for a more complete evaluation.
- **Scoliosis:** Students are screened in 6th grade for curvature of the spine. If signs are seen, students will be sent home with a letter referring them to their physician for a more complete evaluation.
- **Medical Conditions:** If your child has a chronic medical condition, contact the school nurse **annually**. Some examples of chronic medical conditions are: Seizures/Epilepsy, diabetes, asthma, celiac disease, severe allergic reactions to insects or food that require use of an Epi-pen or Benadryl during the school day. A **SPECIAL DIET ORDER** form is required **annually** from a physician if your child has specific food allergies.
- **Post-Surgery or Hospitalization:** If your child is hospitalized or has surgery, he/she must return with a note from the Physician allowing him/her to return to school. Any restrictions must be noted on the return to school form.

If you have any questions or concerns, you may call Jennifer Wilkinson, RN School Nurse Coordinator at (225) 686-4368 or contact the school nurse at your child's school.

In order for proper care to be provided at school, it is the parent's responsibility to notify the **school nurse** with any medical conditions or needs your child may have; including any changes to their medical conditions during the school year.

Las siguientes pautas se ofrecen para ayudarlo a determinar cuándo su hijo(a) no debe asistir a la escuela. Por favor considere cuidadosamente la declaración de su hijo(a) al sentirse enfermo.

- **Diarrea/vómitos:** Los estudiantes que estén vomitando o tengan diarrea (2 o más heces acuosas) serán enviados a casa desde la escuela. No se les permitirá regresar hasta que estén libres de síntomas durante 24 horas desde el inicio de los síntomas. Los niños deben mantenerse en casa si vomitan o experimentan diarrea durante la noche.
- **Fiebre:** Los estudiantes que tengan temperaturas de 100.0 °F (38 °C) o más serán enviados a casa por fiebre. Los estudiantes serán readmitidos después de que hayan estado sin fiebre durante 24 horas sin el uso de medicamentos para reducir la fiebre. (Ejemplo: Tylenol, Motrin o Advil).
- **Resfriado/Gripe (Cold/flu):** Los estudiantes con resfriados severos, dolor de garganta, tos o síntomas similares a los de la gripe no podrán quedarse ni asistir a la escuela. Deben quedarse en casa para descansar y prestar atención adecuada a sus síntomas.
- **Conjuntivitis (Pink Eye):** Los síntomas de conjuntivitis, como drenaje ocular, párpados y lagañas en los ojos, enrojecimiento en la parte blanca de los ojos, hinchazón y picazón pueden indicar conjuntivitis, que es una enfermedad contagiosa. Los niños con estos síntomas serán enviados a casa y deben ser vistos por un médico para un diagnóstico. Se requerirá una excusa del médico para regresar a la escuela. Si se le diagnostica la conjuntivitis, el estudiante debe estar en tratamiento durante al menos 24 horas antes de poder regresar a la escuela. Algunas conjuntivitis pueden requerir que el estudiante permanezca en casa hasta que se resuelven todos los síntomas.
- **Sarpullido/Lesiones (Rash/Lesions):** Un estudiante con una erupción o lesión no diagnosticada no podrá quedarse en la escuela. Las erupciones o lesiones cutáneas se considerarán posiblemente contagiosas. El estudiante puede regresar a la escuela después de que un médico determine que la erupción no es contagiosa o que ya no es contagiosa después del tratamiento adecuado. Los estudiantes pueden regresar con una nota de la oficina del médico.
- **Forúnculos (Boils):** Los estudiantes con forúnculos o nacidos deben ser vistos por un médico. Si se trata de una infección por estafilococos, deben permanecer en casa durante 24 horas después de comenzar a tomar antibióticos. Se requerirá una nota del médico para que puedan regresar a la escuela. La ebullición debe estar cubierta. Si el hervor está drenando, se debe enviar ropa y vendas adicionales con el estudiante en caso de que la venda se sature o si la ropa se moja.
- **Piojos (Lice):** EL cabello de un estudiante debe estar libre de liendres y bichos para poder permanecer en la escuela. El estudiante será readmitido a la escuela después de que el padre haya tratado a su hijo(a) y se hayan eliminado todas las **liendres y bichos**. Después de un tratamiento exitoso, el padre deberá traer al estudiante a la oficina para que el personal de la escuela lo revise nuevamente en busca de piojos antes de que se le permita quedarse en la escuela. Se recomienda que los padres revisen regularmente a sus hijos para detectar signos de piojos