

# Eastside Elementary School



## Student Handbook 2023-2024

Student Name: \_\_\_\_\_

Student's Teacher: \_\_\_\_\_

# Eastside Elementary School

9735 Lockhart Road

Denham Springs, LA 70726

OFFICE: 791-8581      FAX: 791-8582      CAFETERIA: 791-8517

[www.lpsb.org](http://www.lpsb.org) -----links to schools -----Eastside Elementary

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Nathan Foster, Principal  
Jennifer Bowman, Asst. Principal  
Danyelle Wax, Instructional Coach  
Tallie Seighman, Administrative Assistant  
Julie Ritchie, School Counselor  
Jenifer Comeaux, Financial Secretary  
Julie Chutz, Office Secretary



## Our Mission

Eastside Elementary and its community will provide all students with the skills needed to become lifelong learners.

## Our Vision

To create an environment where faculty, staff, and students want to be and are inspired to learn.

## Principal's Philosophy

- \*All teachers have the right to teach without student interruptions.
- \*All students have the right to learn in a safe and positive environment.
- \*Every student and staff member shall be treated respectfully.
- \*Parents are a vital part of the education process.



### Eastside Elementary Daily Schedule

8:00 Carpool Begins	11:45 5 <sup>th</sup> Grade Lunch
8:25 Bell Rings	11:55 Pre-K
8:30 Tardy Bell	12:00 SDA Lunch
10:40 Kindergarten Lunch	12:45 Recess Starts
10:55 1 <sup>st</sup> Grade Lunch	1:00 Recess Ends
11:05 2 <sup>nd</sup> Grade Lunch	3:17 Carpool Bell Rings
11:15 3 <sup>rd</sup> Grade Lunch	3:19 Bus Bell Rings
11:30 4 <sup>th</sup> Grade Lunch	3:35 Carpool Ends

All parents and visitors must check in at the office when entering the school grounds. We ask that you sign in and leave some picture form of identification at the office. You will be greeted and given a visitor's badge. Your visit is important to us!

## INSTRUCTIONAL MATERIALS, SUPPLIES, AND WORKBOOK FEES

Workbooks are items that supplement our adopted textbook series and/or curriculum. These workbooks assist students in practicing skills that are introduced to them by teachers. Teachers also copy many worksheets that supplement the skills students are learning. Planners for third, fourth and fifth grade students help to organize students so they will be successful. Our folders that are sent home daily and weekly enhance communication between school and home. Science and art materials are also items that enhance lessons.

Instructional materials, workbooks, and supply fees are listed below:

Pre-K: \$45.00

Kindergarten: \$45.00

First Grade- \$45.00

Second Grade \$45.00

Third Grade- \$45.00

Fourth Grade- \$45.00

Fifth Grade- \$45.00

The kindergarten supply fee will provide each student with all necessary school supplies except the following: book sack, blue and red rest mat, tissue, and paper towels. A few supplies may be requested (paper plates, sandwich bags, etc.) after students have begun school.

Supply fees should be paid as soon as possible. Half of the fee must be paid at the beginning of the year, with the remainder paid no later than the third nine weeks. We will be glad to assist you in making smaller payments if necessary. Please contact the principal or bookkeeper to discuss this option. Monthly/weekly payments are allowed if needed.

When making any type of payment to Eastside, we recommend going online to pay all fees. The link for payment is on our school website. If sending in money, please remember to send a check or money order with your child's first and last name on the check, the teacher's name and what the check is for. If you must pay with cash, we recommend a parent bring the cash to the office. Please send lunch money, supply fee, book orders, etc. on different checks as each school account must be kept separately

## SCHOOL ATTENDANCE

1. A student must be in attendance at least one hundred sixty-seven (167) days to be eligible for promotion. Over ten (10) absences not covered by extenuating circumstances will result in retention, regardless of grades of a student.
2. A written excuse, dated and signed by the doctor, must be given to the teacher the first day a student returns to school. If no excuse is handed in, the absences are unexcused. Only a doctor's excuse constitutes an excused absence.
3. A student who is absent  $\frac{1}{2}$  or more days will not receive a Perfect Attendance Award.
4. A student may be referred to the Twenty-First District Judicial Court once they are absent for five unexcused days.

## CHECK-INS AND CHECK-OUTS

Students miss valuable class time each time they check in late or check out early. Please check out students only when absolutely necessary.

### CHECK-INS

Students are expected to be at school on time. They must be IN the classroom BEFORE 8:30 or they will be considered tardy. If a duty teacher does not greet your child by opening the car door, your child is tardy for school and must be signed in. STUDENTS WHO ARE TARDY MUST BE SIGNED IN BY THE PERSON BRINGING THEM TO SCHOOL. FIVE unexcused tardies in one semester will result in a recess detention; EIGHT unexcused tardies, a morning detention; ten unexcused tardies a referral to the Twenty First Judicial Court; TWELVE unexcused tardies, a one-day suspension. These tardies are counted by the semester and will start over the second semester. More than 90 minutes of check-in time will prevent students from earning perfect attendance.

### CHECK-OUTS

Students may not be allowed to check out any later than 3:00 p.m. You must have a picture ID to speak to or check out a student and you must also be on the student's emergency card. Excessive unexcused checkouts will count toward absences. More than 90 minutes of check-out time for the year will prevent students from earning perfect attendance. Students miss valuable class time each time they check out early. Please check out students only when necessary. Excessive unexcused check-outs will be referred to the Twenty-First Judicial Court.

Students are rewarded each nine weeks for perfect attendance during that nine-week period. More than 90 minutes of check-in or check-out time will forfeit a child receiving their reward.

## TRANSPORTATION

**\*\*Bus services are provided for all students. We encourage you to allow your child to take advantage of this service. Any student riding a bus must have a completed transportation form on file in the school office and at the transportation department at the Central Office. Students are given the service of only one bus in the morning and only one bus in the afternoon. For example, a student may not ride the “red bus” after school one day and the “orange bus” another day. Students are not allowed to ride a bus home with a friend. Students will only be dropped off at their assigned bus stop.**

**\*\*Carpool is a privilege. If parents fail to follow carpool rules and procedures, then your child will be required to ride the bus the remainder of the year.**

- **Morning Carpool Procedures: Students will unload in the front drive, under the supervision of the teacher on duty. Carpoolers may arrive at school no earlier than 8:00 a.m. The front doors of the school are not unlocked until this time. Students may not exit their car until a teacher opens the car door. Class begins at 8:25 when the first bell rings. Students dropped off after the 8:30 tardy bell are considered tardy and must be signed in by a parent.**
- **Afternoon carpool procedures: In the afternoon, cars may not arrive on campus earlier than 3:20. Cars are not allowed to stop/wait on the highway or in the turn lane which blocks traffic. This procedure prevents cars from lining up on Lockhart Road for an extended period of time. This also allows for school board personnel to leave campus and buses to arrive. An Eastside carpool tag must be visible in the window of the vehicle. Otherwise, the vehicle will need to pull around to park and show ID in the office. Carpool students must be picked up no later than 3:35 p.m. After this time students will be escorted to the office area and parents/daycare workers must enter the building to check out students. If you are late picking up your child 3 times, then your child will be required to ride the bus for the remainder of the school year.**

**\*\*Day Care Vans - Parents need to notify daycare providers when their child has checked out from school. This assists the day care when they make their school pick-ups. If your daycare center is late several times, you may be asked to provide alternate transportation, so please speak with them about timeliness in picking up your child after school. If the daycare is closed for the day, it is the parent's responsibility to inform the school and make plans for transportation during the time the daycare is closed.**

**\*\* STUDENTS MUST HAVE A PARENT FILL OUT A TRANSPORTATION CHANGE FORM IN THE OFFICE EACH TIME TRANSPORTATION IS CHANGED. Transportation changes can no longer be made by sending a note to the school. Telephone calls and emails during the day WILL NOT be accepted to request a change in transportation. Students will only be allowed for 1 constant transportation method home in the afternoon. This is a safety issue for your child and for the school. OUR #1 PRIORITY WITH**

TRANSPORTATION IS TO ENSURE THAT ALL STUDENTS GET HOME SAFELY EACH DAY. Please refrain from changing transportation unless it is a permanent change.

\*\*The southeast entrance of the school is reserved for buses and staff from 7:30-8:30am and from 2:30-3:30pm. This is not an entrance for the carpool line. Please use the main entrance for all carpool drop-offs and pick-ups. If you have a daycare or someone else picking up your child, please inform them of this policy.

## CUSTODY ISSUES

Please inform the office of any custody situations. Current custody documents must be available for us to keep on file if we are to enforce the details of the custody arrangement. These documents are kept confidential. It is the parent's responsibility to inform the office and provide necessary documentation of custody changes and updates.

## EMERGENCY EVACUATION PROCEDURES

All students will be transported home in the usual way. It is important to communicate with your child about the procedures that you have established for this type of situation. If there is a possibility that the parents/guardian will not be home, arrangements should be made as to where the student will go. The students will not be allowed to call home for instructions. Parents should listen to local radio/TV stations, and monitor our social media account for news of emergency dismissals. We will be conducting emergency drills (fire, weather, etc.) periodically throughout the school year for the safety of our students and staff. If it is necessary to evacuate from Eastside Elementary for any reason, a message will be sent to all parents using our automated school messenger system.

## PERSONAL HARASSMENT POLICY

The Livingston Parish School Board disapproves of and does not tolerate personal harassment by employees to students, by students to employees, or by students to students. This behavior refers to the use of unacceptable words, phrases, expressions, or derogatory statements by any person, male or female which relates any intimidating, hostile, or offensive environment.

Complaints of personal harassment which take place at school or arising out of the school setting should be made to the principal, assistant principal, guidance counselor, or teacher. The administration will investigate to gather all facts about the complaint from all known parties and take appropriate action. After the investigation, appropriate disciplinary action will take place if warranted. Retaliation against any student who files a complaint or assists in the investigation of a complaint is prohibited.

\*Any type of complaint or threat will be taken seriously!

## **BULLYING**

Eastside Elementary School does not tolerate bullying, harassment or intimidation of any kind on its campus. Students should report such behavior to a teacher or administrator, and it will be investigated, and appropriate action will be taken.

## **CYBER-BULLYING**

Cyber-bullying is electronic communication with a cell phone, computer, or tablet that bullies, intimidates, or threatens a person. It includes sending, posting, or sharing negative, harmful, false or mean content about someone else. Cyber-bullying that takes place outside of the school setting cannot be addressed at school. Please monitor your child's electronic communication consistently.

## **PUBLISHED PHOTOGRAPHS/WORK**

There are many opportunities for Eastside Elementary to publish student work and pictures in local newspapers, school social media accounts and websites, and/or local news stations. Parental permission will be assumed unless specifically denied. If you do not wish to have pictures of your child posted, then please indicate on the Personal Identifiable Information (PII) form as part of the online enrollment documents.

## **AUDIO AND VISUAL RECORDINGS**

Audio and video recordings are not allowed at Eastside Elementary 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 require prior approval of the principal. Please note that this policy does not apply to general assemblies, award ceremonies, and other school sponsored events.

## **STUDENT WITHDRWALS AND TRANSFERS**

If a student must withdraw or transfer from Eastside Elementary, a drop form must be completed. This form must be signed by a legal guardian. We must have a one-day notice to complete this form. Notification may be made through a telephone call or note. All books (textbooks, library books, etc.) must be returned. Students should attend school on their last day as they must assist in checking in textbooks, library books, etc., and collect any personal materials they may have at school. Outstanding fees must be paid before records can be sent to the receiving school.

## **MESSAGES**

Students will not be called from class to receive telephone calls. Only emergency messages will be delivered to students. Please send notes to teachers when possible. If a student is ill, you will be contacted. **IMPORTANT** – It is imperative that you keep your contact and emergency information current. Please call or send a note to the office if any changes are made to your information



## **TOYS, GAMES, AND PERSONAL ITEMS**

Only necessary school items are needed at school. Cell phones, smart watches, iPods, toys, games, electronic games, sunglasses, trading cards, fidget spinners, etc. will not be allowed on campus or on buses. These items will be taken away from students. Parents will be required to come to school for these items to be returned. If a teacher requests a certain item to be brought to school, it must be kept in the book sack until the student reaches his/her classroom. Balloon bouquets and large gifts should not be sent to students at school. They will not be delivered to the students.

## **STUDENTS BACKPACKS**

Rolling backpacks are not allowed. Backpacks must be small enough to fit in the laps of bus riders and may not take up an extra bus seat.

## **LOST AND FOUND**

Please stamp, write, or sew your child's name or initials into their coats, sweaters, sweatshirts, etc. that they wear to school. The school will hold lost clothing for a reasonable length of time after which it will be given to a charitable organization. You may come and look over the collection at any time. Please check with the office and you will be directed to the area where lost items are kept.

## **FIELD TRIPS**

Students are given opportunities to extend their academic education through off campus field trips. These field trips are directly related to skills that students have recently studied. School and classroom expectations extend to any off-campus activity.

Any student not displaying proper school and classroom expectations may be excluded from field trips or any off-campus activity. This decision will be made jointly by teachers and the administration for a final decision. A parent will be required to attend if the student has a documented behavior problem. It is not our policy to punish students by not attending; however, it is our responsibility to ensure the safety of all students.

Students must have paid at least part of the supply fee in order to attend field trips in the first half of the year. Arrangements can be made with the administration and bookkeeper to make smaller payments throughout the year. This may be done by calling the school office.

Many field trips may require the assistance of parents. Parents are encouraged to attend to assist teachers. For this reason, siblings are NOT allowed to attend field trips. Parents will be required to provide their own transportation while on field trips. For safety reasons, students will not be able to leave the trip at any time to ride home with a parent.

## SMOOTHIE DAY

Smoothie day will be on Thursdays. If a student checks in after 9:00 then NO money will be accepted to purchase a smoothie. Please send the exact change of \$3.00. Eastside does not have petty cash and teachers cannot always make change.

## PARTIES

Students may have class parties during the year in which we may ask parents to assist. Since you will be assisting the teacher in many areas, siblings are not allowed to attend.

Any food items sent for parties/birthdays must be store bought and individually wrapped.

Personal party invitations may not be sent to school to be delivered to friends unless each student in the class receives an invitation. Teachers will not hand out or allow your child to hand out invitations unless an invitation is provided for each classmate.

## STUDENT CLUBS AND SPORTS

The following clubs and sports are available to students:

**Art Club:** Open to all fourth and fifth grade students; must meet requirements to join; must have acceptable grades and no behavior referrals.

**4-H Club:** Open to all fourth and fifth grade students; must meet requirements to join; must have acceptable grades and no behavior referrals

**S.T.E.A.M. (Science, Technology, Engineering, Art and Math) Club:** Open to all fourth and fifth grade students; must meet requirements to join; must have acceptable grades and no behavior referrals.

**Honors Club:** Open to all fourth and fifth grade students; must meet requirements to join; must have acceptable grades and no behavior referrals.

**Horticulture Club:** Open to all fourth and fifth grade students; must meet requirements to join; must have acceptable grades and no behavior referrals.

**SADD Club:** Open to all fourth and fifth grade students; must meet requirements to join; must have acceptable grades and no behavior referrals.

**Cross Country and Track co-ed teams:** Try outs are open to all fourth and fifth grade students; must meet requirements to join; must have acceptable grades and no behavior referrals

## PARENT/TEACHER CONFERENCES

Conferences between parents and teachers are encouraged and expected. It is the right of parents to conference with a teacher for any reason. The administration encourages parents to conference with teachers before setting up a meeting with an administrator. Parents and teachers must work together as a team to provide the best education for every student. Conferences are held during the school's planning time at 8:00 a.m. each day except on the teacher's duty day. You may contact your child's teacher by sending an email, sending a note, or calling the office to leave a message.

\*As a courtesy to the teachers and administrators, please make an appointment prior to coming to school. The person you want to speak with may not be available at the time you come.

### Livingston Parish Public Schools Grading Scale for K – 5<sup>th</sup> Grades

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

## MAKE-UP WORK

Requests for make-up work will be honored for students missing two or more days of school. Homework requests must be made no later than 10:00 a.m. and must be picked up the same day. Please email your child's teacher to ask for assignments before coming to pick them up. Teachers need time to get these assignments together. Additionally, many assignments will be posted to Google Classroom. If you request assignments, please pick them up. Failure to pick up assignments will put any further requests in jeopardy.

## HOMEWORK ASSISTANCE CHILD FUND

Homework services are offered through the State Library of Louisiana at <http://www.homeworkla.org/>

## LPPS FAMILY RESOURCE CENTER

The Livingston Parish Public School Resource Center will be housed at the Livingston Parish Literacy and Technology Center in room 142B. The center will be open on Tuesdays and Thursdays from 9:00 a.m. until 7:00 p.m., and Wednesdays from 9:00 a.m. until 3:00 p.m. The goal of the center is to provide resources that will assist, guide, and support families with their children's education and promote family engagement.

The center offers education materials for loan, workbooks/worksheets on many skills taught in the classroom, special needs information, homework assistance, workshops/training, ACT prep materials/workshops, and much more!

The centers address is: 9261 Florida Blvd., Walker, LA. 70785. The center can be contacted at 667-5268.

## 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 needing 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 Heather Thibodeaux, the Livingston Parish Public Schools Preschool Child Search Designee at (225)667-2080. If your child is school-aged, contact your home-based school district regarding these concerns.

## CAFETERIA INFORMATION

If your child is allergic to any type of food you must contact Ashley Meyers, the school nurse at [Ashley.Meyers@lpsb.org](mailto:Ashley.Meyers@lpsb.org). A note from the doctor must then be provided to the office. When that food is served, the cafeteria staff will substitute the item with a different food. This can only be done if a doctor's note is on file. This must be updated yearly.

## BREAKFAST

Breakfast is served daily for students from 8:00 a.m. until 8:20 a.m. Students must be in the cafeteria no later than 8:20 a.m. if they choose to eat breakfast. Students arriving after 8:20 will not be allowed to eat unless they ride a bus.

## LUNCH

Lunch is served daily for students from 10:40 a.m. until 12:20 p.m. Students may also bring their lunch. Carbonated beverages, glass bottles or canned containers are not allowed in the cafeteria. Lunches brought to students (Wendy's, McDonald's, Taco Bell, etc.) are not allowed. It is a good idea for Pre-K and Kindergarten parents to practice opening lunch type items at home with your child.

## PARENT MEALS

Due to the size of our cafeteria, we do not allow parents to eat with their children throughout the school year. Each homeroom will be assigned a parent lunch day during the year. Parents will receive an invitation for this day. Parents must have exact change to purchase their \$5.00 lunch. Carbonated beverages, glass bottles or canned containers are not allowed in the cafeteria. Lunches may not be brought to students (Wendy's, McDonald's, Taco Bell, Subway, Cane's, etc.) on parent lunch days. Bottled water can be purchased for \$.60.

## 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 and/or 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.

## DRESS AND PERSONAL GROOMING

It is the responsibility of each student to make good judgments 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 that 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 that 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:
  - Styles of dress and grooming should never be such that they represent a collective or individual protest.
  - Appropriate footwear must be worn to school (no shower shoes, flip-flops).
  - Caps, hats, unprescribed glasses are not permitted.
  - Patches, decorations, slogans, symbols, tags, marks, or advertisements are prohibited. (Examples: beer, cigarettes, drugs, obscene suggestions, sexual connotations, political, etc.)
  - Earrings are allowed for students provided they are not a safety concern or a distraction on campus.
  - Piercings, other than ears, are not permitted. Clear (concise stud only) pierce hole fillers are allowed for nose rings.
  - 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.

- 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.
- Neatly groomed facial hair is acceptable, including mustaches, beards and goatees.
- Tattoos that are vulgar, obscene, political, offensive or otherwise disruptive to the school environment are not permitted and must be always covered.
- Foundation garments must be worn.
- 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.

## 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.

### 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 sleeve)
- Oxford/dress shirt (short or long sleeves)
- \*\*Kindergarten – Fifth grade students shall be encouraged 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 in color and can only be worn underneath the standard uniform.

### Pants/Skirts/Shorts/Slacks/Skorts/Jumpers:

- Solid color: Khaki
- No jean, knit, jegging, stretch, cargo, capri, or cropped styles.
- \*\* Kindergarten – Fifth grade students may have elastic waist pants with or without belt loops (belts are optional, but encouraged)
- Appropriate fit: not too tight; no sagging.
- Must be worn at waistline.
- Skirts and Jumpers should be to top of kneecap.
- The only logos allowed should be the manufacturer's label.

### Belts:

- Kindergarten to Fifth grade students shall be encouraged to wear belts.
- Belts may be 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.

### Socks/Hose/Tights:

- 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.

Shoes:

- Shoes may tie, buckle or Velcro
- No Crocs or slides are allowed.
- Closed toe and closed heel shoes mandatory (tennis shoes, dress shoes, casual shoes or slip-on shoes)
- Shoes shall be properly tied, if applicable
- Footwear shall not extend above the knee

Pullovers:

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

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

## EASTSIDE ELEMENTARY FREE DRESS POLICY

Shirt:

- No spaghetti straps or tank tops
- No inappropriate text or logos

Skirts/Shorts/Slacks/Skorts:

- NO tights, leggings, or spandex shorts
- Skirt/Skort length: No shorter than four (4) inches above the knee
- Shorts Length: No shorter than four (4) inches above knee
- Capris are allowed.
- Pajama pants are not allowed.

Footwear:

- Unless stated otherwise, students should not wear flip flops or slippers to school
- Shoes should have backs, sandals are allowed
- Any color socks are allowed

Headwear:

- Hats and sunglasses are not allowed

By purchasing from an approved vendor, parents will be certain the uniform will be in compliance. In addition, a complete uniform (shirt, slacks, shorts, skirt, skort, jumper, and belt) will be displayed in every school for parents to view. The acceptable color is the traditional khaki. The lighter stone color is not acceptable. The dark chocolate brown color and the dark green color are also not acceptable. If there is any doubt about a purchase regarding style and/or color, refer to the display at each school or visit an approved vendor.

APPROVED VENDORS FOR LIVINGSTON PARISH SCHOOL UNIFORMS

**\*\*This list will be updated periodically and posted on the School Board website at <http://www.lpsb.org>.**

ACADEMY SPORTS 8464 Airline Hwy. Baton Rouge, LA 70815 (225) 928-3131	DOUBLE G 19390 Vicknair Road Maurepas, LA 70449 (225) 698-1538	KINCHENS 19053 Florida Blvd. Albany, LA 70711 (985) 567-3504
SCHOOL DAYS UNIFORMS & SUPPLIES 13475 Vera McGowan Dr. Walker, LA 70785 (225) 665-7989	SPORT-N-CENTER 205 South Range Avenue Denham Springs, LA 70726 (225) 664-7386	TICK-TOCK SHOPPE 2706 W. Thomas Hammond, LA 70401 (985) 542-0121
THE OLD SCHOOL OF HAMMOND 1500 W. Church St. Hammond, LA 70401 985-419-1900 985-419-9505 fax	Faith's Uniforms 2206 N. Sherwood Forest Drive Baton Rouge, LA 70815 (225) 275-1111	UNIFORM MART (near Woman's Hospital) 9535 Airline Hwy. Baton Rouge, LA 70815 (225) 925-9552 (225) 929-9552 fax
UNIFORM MART (near St. Theresa School) 910 Airline Hwy. Gonzales, LA (225) 644-2181	WAL-MART (Denham Springs) 904 South Range Avenue Denham Springs, LA 70726 (225) 665-0270	WAL-MART (Walker) 28270 Walker South Rd. Walker, LA 70785 (225) 667-2335
WATSON AUTO & HARDWARE 34972 Hwy. 16 Watson, LA 70706 (225) 664-4883 or (225) 664-5020	Crystal Vavasseur tps.indoff.com (can order online) 225-218-4025 (can call and arrange to see/purchase the uniforms) 225-218-4025 (can fax the order to her)	Hannah's 10127 Florida Boulevard, Suite B Walker, LA 70785 225-667-1847
StudentOutfitter Online Store at <a href="http://www.studentoutfitter.com">www.studentoutfitter.com</a> Appointments available - Call 225-304-5993 Up to 8% of purchase goes back to your school!		

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.

\*\*Homeroom teachers will check for uniform compliance every morning from 8:25-8:30. If a student is wearing a non-permitted garment, the student will be required to remove it and put it his/her backpack.

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

1st Offense:

- K-2, notification sent home to parents via student or message to the parent via phone, or email.
- For students in grades 3-5, a responsibility mark will be made in the student's planner.

2nd Offense:

- K-2, notification sent home to parents via student or message to the parent via phone, or email.
- For students in grades 3-5, a behavior mark will be made in the student's planner.

3rd Offense:

- Recess Detention

4th – 6th Offense:

- Before/Morning Detention 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.

**\*\*Students violating the uniform dress policy shall be taken to the clothes closet (donated uniforms) and will be given the appropriate clothing to change.**

## LIVINGSTON PARISH PUBLIC SCHOOLS HEALTH RULES

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. 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.

Beginning with the 2023-2024 school year, LDH will be observing the existing school entry requirement that students be vaccinated with at least 2 doses of Hepatitis A vaccine before entering Kindergarten, or any grade thereafter.

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 can 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:** Student's vision and hearing are screened by the school nurse in Pre-K, Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> & 9<sup>th</sup> 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 6<sup>th</sup> 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.

## LIVINGSTON PARISH PUBLIC SCHOOLS REGLAS DE SALUD

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

- Diarrea/vómitos (Diarrhea/Vomiting): 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 (Fever): 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 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 se quede en casa hasta que desaparezcan 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. El forúnculo debe estar cubierto y si 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.*
- 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 (*Immunizations*): 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.

A partir del año escolar 2023-2024, LDH observará el requisito de ingreso escolar existente de que los estudiantes se vacunen con al menos 2 dosis de la vacuna contra la hepatitis A, antes de ingresar al Kinder o cualquier grado posterior.

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 (*Vision/Hearing*): la visión y la audición del estudiante son evaluadas por la enfermera de la escuela en Pre-K, Kinder, 1<sup>er</sup>, 3<sup>er</sup>, 5<sup>to</sup>, 7<sup>mo</sup> y 9<sup>no</sup> 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 (*Scoliosis*): 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 (*Medical Conditions*): 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 (*Post-Surgery or Hospitalizacion*): 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.

## STUDENT COMPUTER ACCESS AND USE

### INTERNET SAFETY

The Internet is a vast, global computer network that provides access to major universities, governmental agencies, other school systems, and commercial providers of data banks. The Livingston Parish School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of the Livingston Parish School Board. Age and grade appropriate classroom instruction shall be provided regarding Internet and cell phone safety. Such instruction shall include appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response, as well as areas of concern as authorized in state and federal law.

In its continued efforts to comply with the *Children's Internet Protection Act*, the School Board shall adopt and enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service provider technology designed to block or filter Internet access for minors and adults to certain visual depictions, including without limitation those that are obscene, child pornographic, or harmful to minors, including without limitation sites that are excessively, violent, pervasively vulgar, or sexually harassing. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. Only authorized persons may disable for an adult user the blocking or filtering mechanism in order to enable Internet access for bona fide research or other lawful purposes, which shall include online services for legitimate scientific or educational purposes approved by the Board, or access to online services of a newspaper with a daily circulation of at least 1,000.

In addition to filtering requirements, the Board shall maintain regulations which:

- Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
  - Address the safety and security of minors when using electronic mail and other forms of direct electronic communications, such as "Instant Messaging";
  - Prohibit unauthorized access, including what is now known as hacking, and other unlawful on-line activities by minors online;
- Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Institutes measures designed to restrict minors' access to materials harmful to minors.

### PERMISSIONS

1. The *Student Computer Access and Use* policy shall be distributed to the student and parent/guardian through the school handbook and shall be posted on the School Board web site.
2. Parental permission shall be assumed unless specifically denied. *Denial of Permission Forms* are available at all schools.

3. Parental/guardian permissions that are assumed include:
  - Access to the internet and email system
  - Permission to publish students' work to classroom web sites
  - Permission to have unidentified photos of students published to classroom web sites

## COMPUTER AND INTERNET USE TERMS AND CONDITIONS

1. *Acceptable Use* - The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and opportunities for collaborative work. Transmission of any material in violation of any U.S., state, local or School District regulations shall be prohibited.
2. *Privileges* - The use of the Internet is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges and may result in disciplinary or legal action by the administration, faculty, or staff.
3. *Security* - Security on any computer system is a high priority, especially when the system involves many users. Any suspected security problem on the Internet shall be reported to the building technology coordinator or the principal, who shall immediately contact the Director of Technology or designee. Any user identified as a security risk or having a history of problems with other computer systems shall be denied access to the Internet.
4. *Vandalism* - Vandalism shall result in cancellation of privileges and or other disciplinary actions up to and including expulsion. *Vandalism* is defined as any malicious attempt to harm or destroy hardware or software data of the school system, another user, the Internet Service Provider, or other networks that are connected to Internet. This includes, but is not limited to, the uploading or creation of computer viruses. No software, programs, or files may be installed or downloaded by any user without the prior permission of the building technology coordinator, who must scan for appropriateness and viruses.
5. *Consequences of Misuse* - School principals may discipline (up to and including expulsion) any student who accesses, sends, receives, or configures electronically any profane language or pictures or violates the *Code of Conduct* for computer use, or any rules contained in the *Acceptable Use Agreement*.

## RESPONSIBLE USE

The Livingston Parish School Board *Student Code of Conduct* applies to all persons who use any School Board computer. Honesty, integrity, and respect for the rights of others should be evident at all times. Guidelines are provided so that Internet users are aware of the responsibilities they are about to assume. Responsibilities include efficient, ethical, and legal utilization of network resources. All users, including students, employees, or any other users of School Board computers, hardware, and Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures.

The use of the Internet, including the World Wide Web, in any Livingston Parish public school must be in support of education and academic research and consistent with the educational objectives of the Livingston Parish School Board. Neither the Livingston Parish School Board nor any of the schools shall be responsible for any financial obligations incurred by users of the Internet.

The computer user shall be held responsible for his/her actions and activities. Unacceptable uses of the computers and/or the Internet shall result in appropriate disciplinary action, including



school suspension, expulsion or revoking of these privileges. If a student has questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

If a student accidentally accesses inappropriate material, he or she should back out of that information at once. 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.

Students shall use the Internet search engines and/or other Internet tools only under the direction and supervision of teachers.

In general, any student use of networks and telecommunications resources must be for educational purposes and conform to school system rules of behavior. *Regulations for the use of computers and the participation by anyone on the Internet shall include but not be not be limited to the following:*

1. Student use of e-mail and other forms for direct electronic communication including instant messaging systems is prohibited unless authorized and directly supervised by a teacher.
2. School system rules prohibiting indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing language apply to all forms of electronic communications.
3. Students shall not post any e-mail or other messages or materials on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing.
4. Students shall not post personal information about themselves, (last name, addresses, or telephone numbers) or any other person.
5. Students shall 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.
6. Students shall not access over the Internet visual depictions that are obscene, pornographic, or harmful to minors.
7. Students shall 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.
8. Students shall observe copyright law and fair use guidelines. Students shall not plagiarize or otherwise use copyrighted material without permission. Students shall properly cite the source of information accessed over the Internet.
9. Students shall not make any purchase on the Internet while using school equipment or Internet service.
10. Degrading or disrupting equipment or system performance shall not be permitted.
11. Invading the privacy of individuals, sending of hate mail, harassing, or making discriminatory remarks or other antisocial behavior shall be prohibited.
12. Using an account owned by another user shall be prohibited.
13. Posting anonymous messages shall not be permitted.
14. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
15. Downloading information without permission of the Director of Technology or designee shall be prohibited.
16. Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that taken as a whole and with respect to minors, appeals to the prurient interest in nudity, sex, or excretion shall be prohibited.

17. Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that describe or represent in an offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals shall be prohibited.

18. Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that taken as a whole lack serious literary, artistic, political, or scientific value as to minors shall be prohibited.

19. Use for product advertisement, political lobbying, or illegal activities shall be strictly prohibited.

20. Subscriptions to list servers, bulletin boards, and on-line services must be pre-approved by the Superintendent or his/her designee.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology or designated representatives.

Livingston Parish Public School System  
Title I Family Engagement Policy  
2021-2022

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 with limited English, members 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 and emails, and school social media types 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 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.

Livingston Parish Public School System  
Title I Family Engagement Policy  
(Política de Participación Familia)  
2021-2022

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

**LIVINGSTON PARISH NCLB/ESSA, TITLE I  
Complaint Resolution Procedure**

A complaint may be submitted by any individual or organization and is defined as a dated, written, signed allegation that a federal or state law, rule or regulation has been violated by the Local Educational Agency (LEA) or school. A complaint must include a statement that the LEA or school has violated a statute, rule or regulation applicable to a covered program and the fact in which the statement is based. The complaint must allege that the violation occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

1. Within seven days after receiving a written complaint concerning violations of Title I requirements the principal will investigate and determine if a violation exists. If a violation does exist he has seven days to resolve the complaint. A report of the investigation will be forwarded to the Title I Director and Superintendent.
2. Parties involved may appeal in writing the decision of the principal to the Title I Director. The Title I Director has seven days to resolve the complaint. A report will be forwarded to the Superintendent.
3. Parties involved may appeal in writing the decision of the Title I Director to the Superintendent who has seven days to resolve the complaint.
4. Parties involved may appeal in writing the decision of the Superintendent to the School Board. The School Board has seven days to resolve the complaint.
5. Parties involved may appeal in writing the decision of the School Board to the State Department of Education for final disposition.
6. The complainant and local education agency will be notified of the date, time and location of all hearings concerning written complaints.
7. An opportunity will be provided for complainant and the local education agency to present evidence, including the opportunity to question parties involved with the dispute.
8. The complaint resolution procedure will be given to employees in Title I. Information concerning these procedures is available upon request, free of charge, to interested parties.

Livingston Parish NCLB/ESSA, Título I  
Procedimiento de Resolución de Quejas

Una queja puede ser presentada por cualquier persona u organización y se define como un escrito, fechado acusación, firmada de que una ley, norma o reglamento federal o estatal ha sido violado por la Agencia Local de Educación (LEA) o una escuela. La queja debe incluir una declaración de que la LEA o la escuela ha violado una ley, norma o reglamento aplicable a un programa cubierto y el hecho en que se basa la declaración. La queja debe alegar que la violación no se produjo más de un (1) año antes de la fecha en que se reciba la queja , a menos que un período más largo sea razonable porque la violación se considera sistémica o en curso.

1. Dentro de los siete días después de recibir una queja por escrito en relación con violaciones de los requisitos del Título I el director investigar y determinar si existe una violación. Si una violación existe que tiene siete días para resolver la queja. Un informe de la investigación se remitirá al Director del Título I y el Superintendente.
2. Partes involucradas pueden apelar por escrito la decisión del director de la Directora del Título I. El Director del Título I tiene siete días para resolver la queja. Un informe será remitido al Superintendente.
3. Partes involucradas pueden apelar por escrito la decisión del Director de Título I al Superintendente quien tiene siete días para resolver la queja.
4. Partes involucradas pueden apelar por escrito la decisión del Superintendente a la Junta Escolar. La Junta Escolar tiene siete días para resolver la queja.
5. Partes involucradas pueden apelar por escrito la decisión de la Junta Escolar del Departamento de Educación del Estado para su disposición final.
6. La agencia de educación local y denunciante será notificado de la fecha, hora y lugar de las audiencias relativas a las quejas por escrito.
7. Una oportunidad se dará por reclamante y la agencia de educación local para presentar pruebas, incluyendo la oportunidad de interrogar a las partes involucradas en la disputa.
8. El procedimiento de resolución de quejas se le dará a los empleados en el Título I. La información relativa a estos procedimientos está disponible bajo petición, de forma gratuita, a las partes interesadas.

## **“POPS” – POSITIVELY OUTSTANDING PATRIOTS SCHOOL-WIDE POSITIVE BEHAVIOR PLAN**

In an effort to increase student learning at Eastside Elementary, a school-wide positive behavior plan called POPS (Positively Outstanding Patriots), is utilized. This plan is designed to encourage and reward students engaging in positive behavior by following school-wide and classroom expectations and routines.

Each student will be given a folder or planner at the beginning of the school year. Students are responsible for “keeping up” with these items. Students will take this folder or planner to each class they attend. Comments will be recorded in the folder/planner for misbehavior. Copies of the behavior charts have been included in this handbook. The folder/planner will be sent home daily (Monday-Friday). A guardian must sign the folder/planner each day/week. Students will be responsible for bringing the folder/planner home and returning it to school. This will assist parents in being informed daily of positive behavior or any behavior concerns. If a student loses the folder/planner, they will be charged to have them replaced. Replacement folders are \$2 and planners \$5.

A discipline chart for each student in kindergarten through fifth grades will be maintained by each student’s teacher. A copy of the discipline chart is included in this handbook. All students will go through a progressive discipline program. Consequences become harsher as a student progresses through the plan.

Any student receiving any type of major discipline referral, including bus referrals will automatically lose the privilege of attending any reward activities for that period of time. Recess detention, parent/teacher conferences, office referrals, office recess detentions, morning detention, school suspensions and expulsions are all steps in this plan.

Students will be rewarded for their positive behavior. Students meeting the requirements of the “POPS” program will be rewarded with “POPS” parties during the school year. Because students are given some “leeway” with the number of checks they need to attain to attend a “POPS” party, students will not receive checks on days they are absent. Therefore, excessive absences between two “POPS” parties may result in a student not being able to attend. Remember “POPS” parties are a reward for those who earn the appropriate number of checks. Eastside students are given many opportunities to make good choices and receive the appropriate number of checks in order to attend the POPS parties. We need your support as parents to make this program successful. We ask that you not come to school to check your child out on POPS party days because he/she is not able to attend. The work that continues in the classroom is content related rather than punitive in nature. When parents have made this a practice in the past, we have not seen an improvement in behavior often because the child does not view the party as a reward for positive behavior.

Students will also be rewarded by receiving “patriot bucks.”

These bucks will be given to students by all staff members for exhibiting positive behavior. Students will be given opportunities to spend these bucks to purchase items on the “Buck Truck” throughout the year. Parents are encouraged to be part of this plan by volunteering their time to assist in many areas.

Each morning all students and staff recite a positive behavior pledge. This assists students in starting each morning with a reminder of how to be a “Positively Outstanding Patriot.” A copy of this pledge is included below.



In the handbook, you will also find a copy of our school-wide expectations. Please read and discuss these with your child to ensure that he/she understands them. Encourage your child daily to be positive and to always do their best.

# Positively Outstanding Patriots

Practice Responsibility

Operate Safely

Practice Self-Control

Show Respect!!!



## POPS SCHEDULE

# of Days	# of Checks Needed	Buck Truck Dates	POPS Party Dates	Theme	Host Snack Donations
K: 22 1 <sup>st</sup> - 5 <sup>th</sup> : 27	K- 16 1 <sup>st</sup> - 5 <sup>th</sup> : 21	Friday, September 15	Friday, September 22	Inflatables and Computer Games	3 <sup>rd</sup> Grade Rice Krispy Treats and Capri Suns
23	18	Friday, October 20	Friday, October 27	Trunk or Treat (Schoolwide)	5 <sup>th</sup> Grade Wrapped Candy Cookies (cafeteria)
28	22	Friday, December 8	Friday, December 15	Ice Party	4 <sup>th</sup> Grade Pretzel Sticks and marshmallows
22	PreK-2: 17 3 <sup>rd</sup> -5 <sup>th</sup> : 19	Friday, January 26	Friday, February 2	Western Party and Yard Games	2 <sup>nd</sup> Grade Trail Mix and Capri Suns
28	PreK-2: 22 3 <sup>rd</sup> -5 <sup>th</sup> : 24	Friday, March 15	Friday, March 22	Field Day (Schoolwide)	1 <sup>st</sup> Grade Small bottled waters and popsicles
33	PreK-2: 26 3 <sup>rd</sup> -5 <sup>th</sup> : 28	Monday March 13	Friday, May 17	Glow Party	K Cosmic Brownies and Capri Suns

## EASTSIDE ELEMENTARY RULES AND EXPECTATIONS

	Practice Responsibility	Operate Safely	Practice Self-Control	Show Respect
Cafeteria	Listen For instructions. Get all utensils, milk and condiments when first going through the line.	Wash Hands Keep all food and utensils to self. Sit with feet on the floor, bottom on seat, and facing the table.	Keep hands and feet to self. Red Cone=Silence Green Cone=Eat and visit quietly.	Use good manners. Raise hand for assistance.
Playground/recess	Stay within boundaries. Put trash in trash cans.	Walk to and from the grass area. Use equipment safely.	Keep hands and feet to self.	Be aware of the feelings of others. Take turns.
Hallways	Listen for teacher's instructions.	Walk on red line facing forward. Be aware of the person in front of you.	Keep hands and feet to self. Be silent.	Admire artwork from a distance.
Restrooms	Put trash in trash can.	Keep feet on floor. Keep water in sink.	Keep hands and feet to self. Use quiet voices.	Flush toilet after use. One person in a stall at a time.
Courtyard/Gym	Sit in class lines.	Keep all items (except reading materials) in book sacks. Keep book sacks on the ground/floor.	Keep hands and feet to self.	Ask permission to use the restroom. (clips)
2 <sup>nd</sup> load Bus Dismissal Area	Gather all belongings and walk on red line to bus.	Sit in designated areas with back against wall. Keep all items in book sacks.	Keep hands and feet to self. Students may read or visit quietly while waiting.	Listen to teacher's instructions.
Carpool Dismissal Area	Watch for your car. Gather all belongings.	Sit in designated areas. Walk to the teacher who will put you in your car.	Use quiet voices.	Listen to the teacher's instructions.

Name:

Mrs.

's Weekly Note for:

**Reading:**

**Kindergarten Scoop**

**Phonics:**

**Math:**

**Social Living:**

**Behavior Key & Rules**

**Green-** Excellent behavior or 1 verbal correction; **Yellow-** 2 verbal corrections; **Orange-** 3 corrections/ Losses all center time; **Red-** 4 corrections/ Parent contact and/or recess detention. **\*\*Major offenses will result in immediate office referral. Rule Key: 1. Keep hands, feet and other objects to self. 2. Show respect to everyone. 3. Listen Carefully and follow directions. 4. Be prepared for all activities. 5. Speak only with permission.**






Day	Behavior	Parent Initials	Homework/Notes
Mon.			
Tues.	Rule broken:		
Wed.	Rule broken:		
Thurs.	Rule broken:		
Fri.	Rule broken:		

Name: \_\_\_\_\_

First Grade Weekly News & Homework Sheet

Mrs. \_\_\_\_\_'s Class

Date: \_\_\_\_\_





 Rule broken: ____ Parent initial: ____	<b>Monday:</b>
 Rule broken: ____ Parent initial: ____	<b>Tuesday:</b>
 Rule broken: ____ Parent initial: ____	<b>Wednesday:</b>
 Rule broken: ____ Parent initial: ____	<b>Thursday:</b>
 Rule broken: ____ Parent initial: ____	<b>Patriot Rules:</b> 1. Keeps hands, feet and objects to self. 2. Show respect to everyone. 3. Listen Carefully and follow directions 4. Be prepared for all activities. 5. Speak only with permission. <b>Conduct Key:</b> Green= great behavior, Yellow= warning, Orange=Loss of privilege, Red=Contact Parents (written or verbal)

<b><u>Words to Read:</u></b>	<b><u>Spelling words:</u></b>	<b><u>Phonics Skill:</u></b>
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<b><u>Robust Vocabulary Words</u></b>	<b><u>Social Living:</u></b>
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<b><u>Announcements:</u></b>
<b><u>Important Dates:</u></b>

Name: \_\_\_\_\_  
Second Grade Weekly News and Homework Sheet

 <p><b>MONDAY</b></p>	Math: Reading: Spelling: English: Science:
 <p><b>TUESDAY</b></p>	MATH: Reading: Spelling: Science: **Sign and return green graded paper folders
 <p><b>WEDNESDAY</b></p>	Math: Reading: ENGLISH: Spelling: Science:
 <p><b>THURSDAY</b></p>	MATH: Reading: Spelling: Science:
<p><b>FRIDAY</b></p>	<p style="text-align: center;"><b>Have a great weekend!!!</b></p>
<p><b>This Week's News:</b></p>	

**Behavior Chart 3<sup>rd</sup> - 5<sup>th</sup>**

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Monday	Tuesday	Wednesday	Thursday	Friday
First warning MLA	First warning MLA	First warning MLA	First warning MLA	First warning MLA
Second warning MLA	Second warning MLA	Second warning MLA	Second warning MLA	Second warning MLA
Recess Detention (Document on plan) MLA	Recess Detention (Document on plan) MLA	Recess Detention (Document on plan) MLA	Recess Detention (Document on plan) MLA	Recess Detention (Document on plan) MLA
Contact Parents Phone/ Note Document MLA	Contact Parents Phone/ Note Document MLA	Contact Parents Phone/ Note Document MLA	Contact Parents Phone/ Note Document MLA	Contact Parents Phone/ Note Document MLA

Teacher Comments:

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Parent/ Guardian Comments:

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Conference Requested by: \_\_\_\_\_ Parent \_\_\_\_\_Teacher

# Discipline Chart

Student's Name: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

1<sup>st</sup> offense: Recess Detention Date: \_\_\_\_\_  
Incident and location: \_\_\_\_\_

2<sup>nd</sup> offense: Recess Detention and Phone Call Home Date: \_\_\_\_\_  
(\*Complete Parent/Teacher Conference Form)  
Incident and location: \_\_\_\_\_

3<sup>rd</sup> offense: Recess Detention/ Conference with Principal Date: \_\_\_\_\_  
(Send student to recess detention. Then send all documentation to the office. The student will conference with the administration and documentation will be returned to you.)  
Incident and location: \_\_\_\_\_

\*\*Administration note: \_\_\_\_\_

4<sup>th</sup> offense: Recess Detention *And* Parent Conference (in person) Date: \_\_\_\_\_  
(Complete Parent/Teacher Conference Form)  
Incident and location: \_\_\_\_\_

\*\*Administration note: \_\_\_\_\_

5<sup>th</sup> Offense: Office visit/consequence at administration's discretion Date: \_\_\_\_\_  
(Send this document, along with at least 2 completed conference forms, as well as any other documentation you have in reference to parental contact for this student. You do not need to complete the major referral form at this time.)  
Incident and location: \_\_\_\_\_

\*\*Administration note: \_\_\_\_\_

6<sup>th</sup> offense: Office visit/consequence at administration's discretion Date: \_\_\_\_\_  
(Send \*all\* documentation)  
Incident and location: \_\_\_\_\_

\*\*Administration note: \_\_\_\_\_

7<sup>th</sup> offense: Office visit/consequence at administration's discretion Date: \_\_\_\_\_  
(Send \*all\* documentation)  
Incident and location: \_\_\_\_\_

Parent/Administration Conference: Date \_\_\_\_\_ In person By phone

\*\*Administration note: \_\_\_\_\_

8<sup>th</sup> offense: Office Referral Date: \_\_\_\_\_  
(Send \*all\* documentation)  
Incident and location: \_\_\_\_\_

\*\*Administration note: \_\_\_\_\_





My child, \_\_\_\_\_, and I have received, read, and agree to comply with the policies and expectations outlined in the 2023-2024 Eastside Elementary Student Handbook.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date



