

2022-2023

Parent/Student Handbook



French Settlement Elementary

15810 LA HWY 16

French Settlement, LA 70733

PH: 225-698-6848 Fax: 225-698-6849

Joshua Martin – Principal Stacy Jemison – Principal Designee

School Calendar 2022-2023

Planning/Preparation (TEACHERS and PRINCIPALS) *	Thurs/Fri/Mon, August 4, 5, and 8, 2022
First Semester Begins (STUDENTS)	Tuesday, August 9, 2022
First Semester Ends (STUDENTS)	Tuesday, December 20, 2022
Planning/Preparation (TEACHERS and PRINCIPALS) *	Wed/Thurs, January 4 and 5, 2023
Second Semester Begins (STUDENTS)	Friday, January 6, 2023
Second Semester Ends (STUDENTS)	Friday, May 26, 2023
Second Semester Ends (TEACHERS and PRINCIPALS) *	Friday, May 26, 2023

SCHOOL HOLIDAYS (STUDENTS)

Labor Day	Monday, September 5, 2022
LPPS Professional Development	Wednesday, September 21, 2022 (Full Day)
Livingston Parish Fair	Friday, October 7, 2022
LPPS Professional Development	Wednesday, November 2, 2022 (Half Day)
Federal Election Day	Tuesday, November 8, 2022
Thanksgiving	Monday - Friday, November 21-25, 2022
Christmas and New Year's	Wednesday, December 21, 2022 - Thursday, January 5, 2023
Martin Luther King Day	Monday, January 16, 2023
Mardi Gras	Monday-Friday, February 20- 24, 2023
LPPS Professional Development	Wednesday, March 1, 2023 (Full Day)
LPPS Professional Development	Wednesday, March 29, 2023 (Half Day)
Good Friday/Easter	Friday, April 7, 2023 - Friday April 14, 2023

*School staff will observe all holidays with the exception of those designated as for planning and in-services.

PROGRESS REPORTS TO BE ISSUED

ELEMENTARY & JUNIOR HIGH		SECONDARY	
Thursday	September 8, 2022	Thursday	September 8, 2022
		Tuesday	October 11, 2022
Friday	November 11, 2022	Friday	November 11, 2022
Tuesday	February 7, 2023	Tuesday	February 7, 2023
		Thursday	March 16, 2023
Tuesday	April 25, 2023	Tuesday	April 25, 2023

GRADING PERIOD ENDS/ELEM. & JUNIOR HIGH				GRADING PERIOD ENDS/SECONDARY	
Tuesday	October 11, 2022	-	44 days	Tuesday	December 20, 2022- 88 days
Tuesday	December 20, 2022	-	44 days		
Thursday	March 16, 2023	-	44 days		
Friday	May 26, 2023	-	45 days	Friday	May 26, 2023- 89 days

REPORT CARDS TO BE ISSUED

ELEMENTARY AND JUNIOR HIGH		SECONDARY	
Tuesday	October 18, 2022		
Friday	January 13, 2023	Friday	January 13, 2023
Wednesday	March 22, 2023		
Friday	June 2, 2023	Friday	June 2, 2023

French Settlement Elementary School Mission Statement

Preparing children for their future, one day at a time.

FSE 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.

Policies and Regulations

I. Arrivals and Dismissals

1. School hours are from 8:15 a.m. to 3:25 p.m.
2. Students may not arrive earlier than 7:45 a.m. as there is no adult supervision before this time. Carpool students may begin exiting the vehicle when a teacher is on duty.
3. Students arriving to school after 8:18 a.m. are considered tardy and must secure a tardy slip from the office before going to their classroom. Any student that is tardy must be signed in through the office by an adult.
4. Parents must provide the school with a note if their mode of transportation changes. **We will not accept transportation changes by phone or by fax.**

II. Student Attendance

1. Elementary Children must be present a minimum of 167 days per year to be eligible to receive credit for courses taken. Exceptions can be made only in the event of personal illness, as verified by a physician, and/or other extenuating circumstances as approved by the Parish Supervisor of Child Welfare and Attendance in consultation with the Principal.
2. Half day attendance – A student is considered to be in attendance for one-half day when he or she is (1) physically present at a school site or is participating in an authorized school activity, or (2) is under the supervision of authorized personnel for 86-165 minutes or more, approximately 1 ½ to 3 hours of the student's instructional day.

****check in**** 9:45 a.m. – 1:15 p.m. = ½ day present

****check out**** 9:45 a.m. – 1:15 p.m. = ½ day absence

3. Whole day attendance – A student is considered to be in attendance for a whole day when he or she is
 - a. (1) physically present at a school site or is participating in an authorized school activity, or (2) is under the supervision of authorized personnel for 165 minutes or more, approximately more than three hours of the student's instructional day.

****check in**** 8:18 a.m. – 9:44 a.m. = present whole day

****check out**** 8:18 a.m. – 9:44 a.m. = absent whole day

4. For dental and doctor appointments, a signed original excuse from the doctor is required within 10 school days of the appointment for the absence or tardy to be excused. Any excuse that has been altered will not be accepted. **Any excuse that is in question will be verified by a call to the doctor's office. Any fraudulent claims will be reported to the doctor's office, local FINS office, and may result in a suspension and/or expulsion.**
5. All students are allowed only ten (10) unexcused absences per year and four (4) unexcused tardies per semester. Excessive tardies and/or absences are subject to referral to our Parish Supervisor of Child Welfare and Families in Need of Services (FINS). **Excessive tardies will result in a conference with administration and may result in a request for documentation of excusal.**
6. Students attending school less than 167 school days are automatically retained unless the absences are excused and assignments are made up satisfactorily.
7. Excused absences:
 - a. as verified by a physician, nurse practitioner, or dentist via written excuse
 - b. quarantine due to prolonged exposure ordered by state or local health officials
 - c. prior school approved travel for school related event
 - d. death in the immediate family, not to exceed one week, verified by obituary
 - e. natural disaster/catastrophe as approved by the principal/designee
8. Absences NOT excused:
 - a. family vacations
 - b. non-school related sports teams, dance/cheer activities
 - c. via parent notes for illnesses

III. EARLY CHECK-OUTS

1. If your child needs to be checked out of school, the birth parent, legal guardian, or someone listed on the child's emergency contact page must sign the student out through the office. Only the birth parent or legal guardian will be allowed to make changes to the emergency contact page, and all changes must be made in person in the office. We cannot make changes to the contact page over the phone.
9. The latest time for checkout will be 3:00 p.m. No student may be checked out after this time except for cases of medical emergency. This is for the safety of students as buses and carpool are arriving and positioning for dismissal. **Anyone arriving for checkout after 3:00 p.m. must report to the carpool line. Excessive checkouts will result in a conference with administration and may result in a request for documentation of excusal.**

IV. REQUESTING ASSIGNMENTS DURING AN ABSENCE

1. In the event of an absence, continuous learning will occur online. Student assignments can be accessed via **Google Classroom**.
2. Students will be allowed to make up all work missed during excused absences. It is the responsibility of the student to make up and hand in all missed work within

the allotted time. For example, if the student has missed two excused days, then they are allowed two school days to make up missed assignments upon their return.

3. If a student does not have a doctor's excuse, a note from the parent may be written to the teacher explaining the student's absence. This will allow the student to make up missed assignments, but **will not be considered an "excused" absence.**

V. EMERGENCY INFORMATION

1. Every parent must provide the school with current emergency telephone numbers in the event of illness or accident. Please provide us with several phone numbers we can call in the case of an emergency. If your phone number changes during the school year, please update the office.
2. French Settlement Elementary has a crisis plan created in conjunction with the LPSO and Emergency Preparedness offices. We practice these drills at school multiple times during the year and at various times throughout the school day. In the event that we do have a crisis, a plan is in place that will require you to have a photo ID in order to pick up your child.

VI. VISITORS TO SCHOOL

All parents and any other visitors who enter the school for any reason must report to the office and be issued a visitor or volunteer identification badge. Exceptions include assemblies – please refer to invitations to such events for event-specific expectations.

VII. MEDICATION

If a child is required to take long-term oral medication and the parent or guardian cannot come to school to administer the medication, trained school personnel may do so in compliance with the following regulations:

1. A written request, obtained from the school, must be properly completed by the prescribing physician and delivered in person by the parent or guardian to the principal of the school where the child is enrolled. These forms must be renewed at the beginning of each school year.
2. 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.
3. All medication to be administered by school personnel must be prescribed and directions given by a physician for administering the medicine
4. NO topical medication shall be applied to the student's skin in any form, such as peroxide, Neosporin, cortisone cream, or similar medication.
5. The principal, with the approval of the superintendent, may reject any request for administration of medication and a written reason will be given by the principal to the person making the request.

6. Medication is accepted at school only after the approved form is on file at school. Medication may only be brought by an adult. Empty bottles must be picked up from the office by an adult.

VIII. LUNCHES

For the 2021-2022 school year, breakfast and lunch will be provided free of charge to all students. For menu and other school food service information, please see the www.lpsb.org website “Parents” tab, or scroll down to the “Breakfast and Lunch Menu” button on the home page.

IX. TRANSPORTATION

**Please note LA Law: If you're driving through a school zone during posted hours, it is against the law to use your cell phone or other mobile device (La Revised Statute Title 32:300;8). It is also a violation of LA Law to smoke in a vehicle in the presence of an elementary aged child (La Revised Statute Title 32:300;4).

1. Students must sit in their assigned bus seats and remain quiet and well-behaved to and from school.
2. Offenders may be suspended from the bus after sufficient warnings. Students that are suspended from the bus may not ride any form of school board transportation until the end of the suspension period.
3. Eating and drinking on the bus is not allowed. NO electronic devices should be brought on school property, including the school bus. Electronic devices include, but are not limited to, any type of cell phone, iPod, iPad, Smart watches, handheld electronic games, tablets, computers, or tracking devices.
4. **All students must have a written, dated, and signed note from their parent or guardian** to give the bus driver if the student is to ride a bus other than their assigned bus or to be dropped off at a different location. The student should bring the note to their homeroom teacher, who will record the request and return the note to the student. If at any time a student riding an alternate route causes an overcrowding situation, the parent must provide their own transportation.
5. Having multiple modes of transportation for dismissal can be confusing for students. Please limit transportation changes as to avoid missed busses.
6. Parents bringing students to school each morning before 8:15 a.m. and picking them up after 3:00 p.m. in the afternoon will use the carpool lane from Kinchen Rd. Only school buses will be allowed to use the front driveway during these specified times. For safety reasons, no check-outs will be allowed after 3:00 p.m. Students will not be removed from the bus once the bus has been loaded.
7. Students will not be allowed to walk to school in the mornings due to the high amount of carpool and bus traffic. Students may walk in the afternoon after all buses and carpool have dismissed.

X. DISMISSAL

Carpool

1. Please do not arrive on campus for carpool before 2:45. Carpool typically takes 10-15 minutes to complete so there is no need to line up hours before dismissal.
2. Once the line reaches the gate please begin a second line in the gym parking lot. This helps to prevent traffic from spilling over onto Kinchen Rd. We will empty the 1st line and then begin the second line. Please do not try to get into the 1st line once the 2nd line has formed.
3. Students will only be allowed to enter a vehicle which displays the FSE Carpool Tag. Tags can be obtained by a parent, guardian, or emergency contact through the school office. In the event a vehicle enters the carpool line without a tag, the driver will be directed to the office to show proof of identity.

Buses

1. Buses are dismissed by color two at a time.
2. Student's book sacks will be tagged to match their bus color. Please do not remove these tags. If you have to change buses because of a new address please contact the school office prior to attempting to place your child on a different bus.

XI. GRADING AND CONFERENCES

1. The grading scale for the 2021-2022 school year is as follows:

First Grade-Sixth Grade

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

Kindergarten

E – 100% - 93%
S – 92% - 80%
N – 79% - 68%
U – 67% - 0

2. Interim report cards are sent out in the middle of each nine-week period to inform parents of any difficulties the student is having.
3. To provide home/school communication, PreK – 6th grade students will be provided with a home/school folder. Graded paper folders will be sent home every Monday for each grade level. The use of these items will help keep parents informed of home learning, assignments, upcoming tests, grades, and teacher messages.
4. PowerSchool is a website where parents can keep up with their student’s grades. Each student is assigned a login ID and password, and once you have received a login, it does not change from year to year. If your student has never received any login information, please contact the office to receive one. The link for PowerSchool is located on the www.lpsb.org homepage.
5. If you would like a conference with your child’s teacher, you may email the teacher directly, send a note with your child, or call the office and leave a message for the teacher to contact you.

XII. STUDENT REGISTRATION

1. New student registration can be completed online through PowerSchool Enrollment. All required documents must be completed before new students can begin attending school.
2. Returning student enrollments will be completed through the PowerSchool registration portal. Parents must provide the school with an active email address to gain access to their child’s registration portal.

XIII. STUDENTS WITH CUSTODY DOCUMENTATION

1. Court documents signed by a judge must be on file in the office.
2. The school will follow the directives of the most current custody documents on file.

XIV. TRANSFER OF STUDENT RECORDS

1. Please notify the school at least one day prior to transferring your student so that all records can be compiled. Time is required to assemble and process the necessary records.

2. Upon withdrawal from French Settlement Elementary, a student's account must be cleared.
3. The school you are transferring to will request a copy of the student's cumulative records by either mail or fax. This cumulative report contains information concerning grades, absences, and disciplinary records. No records will be given to a parent for transport from school to school.
4. All textbooks and library books must be returned, undamaged. A fee to cover the cost of the book will be assessed, if applicable.

XV. MONIES/SCHOOL SUPPLY FEES

1. School fees may be paid online. The link to pay fees online may be accessed via our website: www.fselions.com. If paying by check or money please make payable to French Settlement Elementary unless otherwise stated. Checks must include full name, current street address, and two phone numbers. Please write your child's name in the memo line on checks.
2. PK-6th grade supply fees will be \$30.
3. Student supply fees should be paid by September 30th, 2022. Students without supply fees paid will not be allowed to participate in clubs, field trips, or extra-curricular activities.
4. Fundraisers are held throughout the year. These fundraisers are important in helping to provide the necessary funds to provide many educational materials to our students, including technology equipment, and to maintain the school.
5. School Spirit shirts, sweatshirts, and jackets will be sold beginning in August. Spirit shirts may be worn with uniform bottoms every Friday.

XVI. STUDENT ACTIVITIES

Clubs

Students have the opportunity to participate in clubs and athletic competitions. Eligibility requirements, such as student's grades and/ or behavior for these activities will be announced and distributed by the sponsor prior to selection of club or team members. Parents will be required to sign a permission slip which also acknowledges awareness that students must follow club guidelines to remain in the club. Students may be dismissed from the club or team if they receive an office referral/suspension in relation to each club or team rules. Student supply fees must be paid before being allowed to participate.

Field Trips

Field trips are a valuable educational experience. School uniforms must be worn on field trips, unless otherwise indicated on field trip note. All students must adhere to the dress code adopted by the Livingston Parish School System. Field Trips are pre-paid and refunds will not be given in the event your child does not attend the trip. Teachers may request parental assistance for the trips. Some field trips may be limited to the number of chaperones able to attend. Chaperones and/or other adults attending the field trip will not be allowed to bring additional children or siblings on the field trip. Parents must report to school prior to the field trip to

receive a pass that identifies you as a chaperone on the trip. If parents do not report to the school first, parents will not be considered a chaperone of the field trip. Written permission from the parent or guardian is necessary for the student to be allowed to participate on these trips. If a signed permission slip is not returned, the student will not be allowed to attend. Please adhere to all deadlines. Additionally, if a student has frequent behavior referrals, a parent may be requested to accompany the student on the field trip. All students will ride the bus to and from the field trip. Students may be checked out at school only upon return from the trip. **All fees/debts must be paid in order for students to attend field trips.**

XVII. MISCELLANEOUS

1. Students are not allowed to receive flower and/or balloon bouquet deliveries during the school day.
2. Parents may bring treats for birthdays that are prepackaged with ingredient labels. This is due to the increase of students with food allergies and the safety of our students.
3. ***No personal invitations or flyers, including but not limited to birthday party invitations, civic group flyers, and non-school related athletic/club flyers are to be passed out at school by students.*** Only school board and principal approved flyers will be distributed. Any school board approved items should be accompanied by an approval letter from the central office.
4. Audio and video recordings are not allowed at French Settlement 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 French Settlement Elementary require 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 French Settlement Elementary.

XVIII. Discipline

French Settlement Elementary follows a schoolwide positive behavior discipline program.

A. SCHOOL-WIDE DISCIPLINE PLAN

French Settlement Elementary will implement “R.O.A.R.S.” as its tier 1 school-wide positive behavior support plan. All school expectations will follow these principles and are posted around campus for students to see. Consequences will be monitored using CLASS DOJO. Parents may download the free version of CLASS DOJO to their devices to keep up with student positive and negative points throughout the day. The paid version of CLASS DOJO is not necessary for keeping up with school activities.

Respect
Ownership
Accepting
Ready to Learn
Safe

Incentives/Rewards:

Positive Dojo Points – students will accumulate points and be able to exchange them for rewards and prizes.

Classroom Rewards – individual teachers have classroom incentives to encourage positive behavior

Pride Point Privileges (Monthly) – Students may exchange their positive dojo points for special privileges once a month.

Roar Rally (Quarterly) – Students with 90% or more positive overall Dojo score during the 9-week quarter will be invited to attend the Roar Rally positive behavior party.

*Excessive unexcused absences or tardies (more than 3 per quarter) will impact a student’s ability to attend the party.

Consequences K-4 (Daily)	Consequences 5th-6th (Weekly)
1 point - Warning	1 point - Warning
2 point – Redirection/Warning	2 point – Redirection/Warning
3 point – Written Reflection/Recess	3 point – Written Reflection/Recess
4 point – Conference Referral	4 point – Conference Referral

General Discipline Information

- Students may be suspended for rude and disrespectful behavior toward teachers, staff, or principal.
- Fighting or provoking fights will not be tolerated. Students who provoke or participate in a fight on the school grounds or on a school bus will be subject to disciplinary measures.
- French Settlement Elementary does not tolerate bullying, harassment or intimidation of any kind on its campus. Students should report such behavior to a teacher or administrator. It will be investigated and appropriate action will be taken.
- Students who bring knives, razor blades, matches, cigarette lighters, or other potential weapons or actual weapons will be subject to disciplinary measures (possible expulsion).
- Students who bring or are in possession of any type of tobacco, alcoholic beverage, medicine or drugs on campus will be subject to disciplinary measures (possible expulsion).
- Students may not run in halls, classrooms, bathrooms, cafeteria, carpool area, or bus area.
- Students may not play fight or wrestle.
- NO toys should be brought on school property, including the school bus. Toys include fidget spinners.
- NO electronic devices should be brought on school property, including the school bus. Electronic devices include, but are not limited to, any type of cell phone, iPod, iPad, Smart watches, handheld electronic games, tablets, computers, or tracking devices.
- NO trading cards or memorabilia should be brought to school or sold/traded on school grounds.

- Students who habitually violate school or classroom rules may be suspended.

XIX. LPPS FAMILY RESOURCE CENTER

The LPPS Family Resource Center is housed at the Livingston Parish Literacy and Technology Center located at 9261 Florida Blvd., Walker, LA 70785. The phone number is 225-667-1098. 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 the following services, free of charge, to the parents of Livingston Parish Public School students: educational materials for loan, workbooks and worksheets on skills taught in the classroom, educational games and tools, special needs information, workshops/training, ACT prep materials/workshops, and much more. The center’s hours are Tuesday 1:00 p.m. – 7:00 p.m., Wednesday 9:00 a.m. – 3:00 p.m., and Thursday 9:00 a.m. – 7:00 p.m.

XX. Internet Usage/Privileges

STUDENT COMPUTER ACCESS/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. All elementary schools beginning with the third grade and all secondary schools shall provide instruction for educating children regarding Internet safety. 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. The use of Internet service provider technology is 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.

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 disclosure, use, and dissemination of personal information regarding minors; and
- Institutes measures designed to restrict minors’ access to materials harmful to minors

PERMISSIONS

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. Parental permission shall be assumed unless specifically denied. Denial of Permission Forms are available at all schools. Parental/guardian permission that is assumed includes: Access to the

internet and email system, Permission to publish students' work to classroom web site, and Permission to have unidentified photos of students published to classroom web sites.

LPPS Acceptable Use Guidelines

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 use of outside electronic mail, chat rooms, and any other forms of direct communication by students
- C. No inappropriate online behavior including cyber-bullying
- D. No revealing personal information.
- E. 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:

A. 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 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.

For access to the full version of LPPS Policy IFBGA: Student Computer Access and Use, visit bit.ly/IFBGA

LPPS Internet Safety, Digital Citizenship, and Cybersecurity information can be found at bit.ly/LPPSsafety

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.
 - 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, 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.

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.
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.

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 spirit 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 sliper 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, noncompliance 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. Dressup- 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.

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.

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.

Revised: June, 2001

Revised: June, 2003

Revised: April, 2004

Revised: December, 2008

Revised: March, 2021

Ref: Scott v. Board of Education, 304 N.Y.S. 2d 601 (1969); Karr v. Schmidt, 460 F.2d 609 (5th Cir.1972); La. Rev. Stat. Ann. '§14:95.9, 17:81, 17:416.7; Board minutes, 10-8-69, 10-29-70, 2-3-71, 8-24-72, 9-7-72, 9-21-72, 9-26-74, 9-77, 1-80, 5-89, 8-90, 2-3-00, 4-5-01, 4-17-03, 2-19-04.



Livingston Parish Public Schools

Excellence in Education!

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EMERGENCY PLANNING A Guide for Parents

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.

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



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Where can I get **ACCURATE** information during an emergency?

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.

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.

Ways to report threats of violence made to student(s) and or school(s)

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.

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

When reporting via on-line or phone, the more information you can provide will help us effectively investigate this situation.

Bus Accidents

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.

What can I do to plan ahead?

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.

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.

The purpose of this guide is to assist in answering some questions that parents frequently ask about crisis situations.

When disaster strikes, the first consideration for every LPPS staff member is the safety of the children in our care.

Questions about the information contained in this guide should be directed to your school's principal.

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