

# Student/Parent Handbook

## 2023-2024



Laura Williams, Principal  
Desaree Strikmiller, Assistant Principal

\*Click anywhere on this page to flip the pages and learn about SSE.

\*Click the tabs to learn about each of the topics and click anywhere on the page to flip the pages.

GRADES/  
ATTEND.

ICE/FOOD/  
MONEY

HEALTH/  
MEDICINE

DRESS  
CODE

BUS/  
CARPOOL

S/P  
ACTIVITIES

DISCIPLINE

LPPS  
POLICIES

# ABOUT SSE

## Southside Elementary Mission

Discover \* Innovate \* Lead

**Mascot:** Buccaneer

**Colors:** Blue & Gray

**Address:** 26535 LA Hwy 16 Suite A Denham Springs, LA 70726

**Office:** (225) 665-5500      **Temporary Phone:** 532-4555

**Fax:** (225) 667-3171

**Website:** <https://www.ssebuccaneers.com/> OR [www.lpsb.org](http://www.lpsb.org)  
AND

\*\* Click on school's tab

\*\* Click on Southside Elementary

### Social Media:

Facebook: Southside Elementary

Twitter: @ssebuccaneers



# School Hours and Schedule

## School Hours

School begins at 8:05 A.M. Students will be considered tardy if they arrive after 8:05. School dismisses at 3:10 P.M.

\*\*No checkouts will be allowed after 2:40 PM

\*\*Car Riders will not be allowed to eat breakfast after 7:55 AM

## Daily School Schedule

|                       |         |
|-----------------------|---------|
| Buses Unload:         | 7:35 am |
| Car Riders unload:    | 7:35 am |
| School Begins:        | 8:05 am |
| Latest Check-Out Time | 2:40 pm |
| Dismissal:            | 3:10 pm |

## Visitors

All parents/visitors must report to the office and check-in for a visitor's pass to visit any classroom/cafeteria for any reason. You must check out in the office when leaving the school campus. Please bring a picture I.D. because our priority is to ensure the safety of all of our students. At no time shall visitors or volunteers disturb the classroom instruction time or attempt to conference with the teacher. Unauthorized visitors are not allowed on campus at any time. When checking out students, parents must remain in the office area and not go to the classroom to get students. Parents may not observe in classrooms due to the confidentiality of all students. We appreciate your cooperation.

**ALL VIOLATORS WILL BE ASKED TO LEAVE**

# LPPS Calendar 2023-2024

**Livingston Parish Public Schools**  
**Post Office Box 1130**  
**Livingston, Louisiana 70754**  
**SCHOOL CALENDAR – 2023/2024**

|   |  |
|---|--|
| Planning/Preparation (TEACHERS and PRINCIPALS)* | Tue./Wed./Thurs. August 8,9,10, 2023 (Full Days) |
| First Semester Begins (STUDENTS)                | Friday, August 11, 2023 (Full Day)               |
| LPPS Professional Development*                  | Wednesday, September 20, 2023 (Full Day)         |
| LPPS Professional Development*                  | Wednesday, November 1, 2023 (Full Day)           |
| First Semester Ends (STUDENTS/TEACHERS)         | Thursday, December 21, 2023                      |
| Planning/Preparation (TEACHERS and PRINCIPALS)* | Wed, Thurs. January 3,4 2024 (Full Days)         |
| Second Semester Begins (STUDENTS)               | Friday, January 5, 2024                          |
| LPPS Professional Development*                  | Wednesday, March 6, 2024 (Full Day)              |
| Second Semester Ends (STUDENTS)                 | Friday, May 24, 2024                             |
| Second Semester Ends (TEACHERS and PRINCIPALS)* | Friday, May 24, 2024                             |

### SCHOOL HOLIDAYS (STUDENTS)

|                                |   |
|--------------------------------|---|
| Labor Day                      | Monday, September 4, 2023 (1 Day)                               |
| LPPS Professional Development* | Wednesday, September 20, 2023(1 Day)                            |
| Livingston Parish Fair         | Friday, October 13, 2023 (1 Day)                                |
| LPPS Professional Development* | Wednesday, November 1, 2023(1Day)                               |
| Convention and Thanksgiving    | Monday - Friday, November 20-24, 2023 (5 Days)                  |
| Christmas and New Year's       | Friday, December 22, 2023 - Thursday, January 4, 2024 (10 Days) |
| Martin Luther King Day         | Monday, January 15, 2024 (1 Day)                                |
| Mardi Gras                     | Monday-Friday, February 12- February 16, 2024 (5 Days)          |
| LPPS Professional Development* | Wednesday, March 6, 2024 (1 Day)                                |
| Easter                         | Friday, March 29 - Friday, April 5, 2024 (6 Days)               |

\*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 14, 2023 | Thursday  | September 14, 2023 |
| Thursday                 | November 16, 2023  | Wednesday | October 18, 2023   |
| Friday                   | February 9, 2024   | Thursday  | November 16, 2023  |
| Friday                   | April 26, 2024     | Friday    | February 9, 2024   |
|                          |                    | Tuesday   | March 19, 2024     |
|                          |                    | Friday    | April 26, 2024     |

### GRADING PERIOD ENDS/ELEM. & JUNIOR HIGH

|           |                   |   |         |
|-----------|-------------------|---|---------|
| Wednesday | October 12, 2023  | - | 44 days |
| Thursday  | December 21, 2023 | - | 44 days |
| Friday    | March 15, 2024    | - | 44 days |
| Friday    | May 24, 2024      | - | 45 days |

### GRADING PERIOD ENDS/SECONDARY

|          |                    |         |
|----------|--------------------|---------|
| Thursday | December 21, 2023- | 88 days |
| Friday   | May 24, 2024-      | 89 days |

### REPORT CARDS TO BE ISSUED

| ELEMENTARY AND JUNIOR HIGH |                  | SECONDARY |                  |
|----------------------------|------------------|-----------|------------------|
| Friday                     | October 20, 2023 |           |                  |
| Friday                     | January 12, 2024 | Friday    | January 12, 2024 |
| Friday                     | March 22, 2024   |           |                  |
| Thursday                   | May 30, 2024     | Thursday  | May 30, 2024     |

GRADES/ ATTEND  
 ICE/FOOD/ MONEY  
 HEALTH/ MEDICINE  
 DRESS CODE  
 BUS/ CARPOOL  
 S/P ACTIVITIES  
 DISCIPLINE  
 LPPS POLICIES

GRADES/  
ATTEND

ICE/FOOD/  
MONEY

HEALTH/  
MEDICINE

DRESS  
CODE

BUS/  
CARPOOL

S/P  
ACTIVITIES

DISCIPLINE

LPPS  
POLICIES

# Grades and Attendance Policy

# Grades

## Interims and Report Cards:

Interims are sent home halfway through each nine-week period in grades first through fifth to keep you up-to-date on your child's academic progress. Please know you can also review your child's grades and absences daily through the parent portal. The parent portal is located on the parish website at

<http://powerschool.lpsb.org>.

The 2023-2024 interim and report card dates are as follows:

| <u>Interims</u>    | <u>Report Cards</u> |
|--------------------|---------------------|
| September 14, 2023 | October 20, 2023    |
| November 16, 2023  | January 13, 2024    |
| February 9, 2024   | March 22, 2024      |
| April 26, 2024     | May 30, 2024        |

## Grading Scale

A= 93%- 100%

D= 67%-74%

B= 85%-92%

F= Below 67%

C= 75%-84%

\* Graded papers will be sent home weekly on Wednesdays.

\* All graded papers need to be returned to school.

\* Class Homework Sheet/Newsletter will be sent home each Monday.

# School Attendance Policy

School attendance is very important. State law requires students to attend 167 out of 177 days during the school year unless there are extenuating circumstances. These may include:

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

**Missing over 10 days not covered by extenuating circumstances will result in failure, regardless of grades. The teacher will contact families after 3rd unexcused absence. The counselor will contact families on the 6th unexcused absence. On the 8th unexcused absence, families will be notified by the school. Finally, on the 10th unexcused absence, parents will be notified and referred to FINS.**

## Excuses

A written excuse dated and signed by the doctor or dentist must be given to the teacher the first day the student returns to school. An excuse for a death in the family must include a documented obituary notice. We reserve the right to validate any excuse turned in to the office. Please contact Mrs. Williams if there are any questions regarding an unexcused absence.

Suspensions are not excused absences.

Students will be reported to FINS and the 21st Judicial Court System for habitual unexcused absences. Excessive unexcused tardies will also result in a referral to FINS.

# School Attendance Policy

## Missed Assignments

Parents must call for assignments when a student has been absent. These may be picked up in the office. Students will have the opportunity to make up all work missed when absent. It is the student's responsibility to check with their teacher(s) to receive missed work. Students will have the same number of days to complete missed work that they were absent.

## Tardy Information

School starts at 8:05 A.M. Parents or guardians must escort students into the office and sign them in after 8:05 A.M.

Students who are continually tardy will be subject to the following tardy policy:

**10-or more unexcused tardies will result in a student being referred to FINS and the 21st Judicial Court System.**

It is extremely important for students to arrive at school on time. Habitual tardiness causes students to miss important instructional time in class.



# School Attendance Policy

## Checkouts

Students must be checked out through the office. **Parents may not go to the classroom to get their child.**

- Students checked out before 11:00 A.M. will be counted as a full day absence.
- Students checked out after 11:00 A.M. will be counted as ½ day absence.
- Students checked out after 12:00 PM will be counted in attendance for the day.
- STUDENTS MAY NOT BE CHECKED OUT AFTER 2:40 P.M. This is for the safety of our students and parents as we have buses and daycare vans beginning to arrive for dismissal at this time.**

Students who are absent ½ day will not receive a perfect attendance award.

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

GRADES/  
ATTEND.

GRADES/  
ATTEND

HEALTH/  
MEDICINE

DRESS  
CODE

BUS/  
CARPOOL

S/P  
ACTIVITIES

DISCIPLINE

LPPS  
POLICIES

# Emergencies, Cafeteria, and Money

# Emergencies & Cafeteria

## Emergencies

In the event a child becomes seriously ill and parents or the designated person cannot be reached, EMS will be called at the parent's expense. In the event of an emergency school closure, radio, T.V., and our School Messenger system will keep you informed. School will only be dismissed when notified by the Livingston Parish School Board. An emergency plan is available in our office. Drills are practiced monthly. In the event of an emergency, you will be required to have a picture I.D. when picking up your child.

## Cafeteria

The cost of breakfast and lunch for both students and visitors will be announced at a later date.

**Parents must provide the school with written documentation from a physician of any food allergy, special diet, etc. that their child may have. This document will be kept on file and must be updated yearly. The appropriate form can be picked up in the office for physicians to fill out.**

Carbonated beverages and food packaging with printed names or logos from commercial food establishments are not allowed in the cafeteria.

# Money

## Monies

Please make payments by check or money order. If cash is used, please send the exact amount since the office is not always able to make change. Checks or money orders should be made payable to Southside Elementary unless otherwise stated. Please include the following information on every check presented to your child's school; **full name, your child's full name, current street address, and two phone numbers.**

Livingston Parish Public Schools encourages the use of online payments. You may do this in one of two ways:

1. Go to [Livingston Parish Public Schools](#) Website/ click [Parents/](#) Then on Click [School Cash Online.](#)

OR

2. Use the link: <https://lpps.schoolcashonline.com/>

## Instructional Fees

Deadline for payment of Operational Fee is **September 8, 2023**. If this is a problem, please contact the office. We do encourage parents to make partial payments for Operational Fees when necessary. If you select to make a partial payment, the second payment will be due January 19, 2024.

**\*\*Operational Fee must be paid for students to participate in any school clubs or to attend field trips.**

Please contact Mrs. Williams or Mrs. Durocher at 225-665-5500 if fee arrangements need to be made.

(Temporary Number: 532-4555)

# Emergencies, Cafeteria, & Money

## Operational Fees

|              | Full Payment | Partial Payment | Snack Fee |
|--------------|--------------|-----------------|-----------|
| Pre-K        | \$35         | \$17.50         |           |
| Kindergarten | \$50         | \$25            | \$20      |
| 1st Grade    | \$50         | \$25            |           |
| 2nd Grade    | \$50         | \$25            |           |
| 3rd Grade    | \$50         | \$25            |           |
| 4th Grade    | \$50         | \$25            |           |
| 5th Grade    | \$50         | \$25            |           |

## Fundraisers

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 other items for students and additionally to maintain the school. We will also sell school spirit shirts in August. Smoothies are sold throughout the school year. The school cookie dough fundraiser begins **September 19, 2023**. We will also raise money on several days to help support our positive behavior activities, field trips, and faculty appreciation.

## School Spirit Shirts

SSE Spirit shirts may be worn every Friday. We are also selling sweatshirts and other spirit wear this year. These may be worn any day of the week as part of the school uniform.

GRADES/  
ATTEND.

ICE/FOOD/  
MONEY

HEALTH/  
MEDICINE

DRESS  
CODE

BUS/  
CARPOOL

S/P  
ACTIVITIES

DISCIPLINE

LPPS  
POLICIES

# Health and Medication Guidelines

# Health and Medication Guidelines

## Medication and Immunization

School Board policy permits us to use only soap, water, a Band-Aid or an ice pack on cuts and bruises. Only long-term medications for chronic conditions will be given at school. Possible exceptions to this policy are medication for behavior modifications (ADD, ADHD), insect sting allergy, seizure medications, and asthmatic medication. Parents and physicians of children with the exceptions mentioned above will be required to complete consent and doctor's order forms available in the school office. No student can be given medicine at school unless a consent form is completed by the parent and signed by the physician to administer medication at school. Please note the following:

- We must have written consent from the doctor that the medicine has to be given during school hours or kept there for emergencies. Forms are located in the office.
- The medicine must be brought to school by the parent/guardian. Do not send medicine with the student on the bus.
- Medicine must be in its original container, labeled by a pharmacist.
- Any time there is a change in medication, a new consent form must be filled out.
- Students shall not be allowed to have medication of any kind in their possession. This includes any controlled or uncontrolled substance. Students who do are subject to suspension or expulsion.

# Health and Medication Guidelines

·Over-the-counter medications will not be administered to a student.  
NO EXCEPTIONS.

·In order to ensure that a student does not have an adverse reaction to medication being taken at school, we ask that the initial dose of medication be given at home at least 12 hours before a student returns to school.

·No topical medication shall be applied to the student's skin in any form, such as peroxide, Neosporin, or similar medication.

·No eye drops will be administered.

Louisiana Statue 17:170 makes it mandatory that every child attending the Livingston Parish Public Schools be properly immunized against diphtheria, tetanus, whooping cough (pertussis), poliomyelitis, measles, and rubella, or shall present supportive evidence if immunization records are incomplete. Immunizations may be obtained from your local physician or the local health unit.

## Lice

Students found to have head lice by a school employee will be sent home immediately. Upon returning to school, a parent/guardian must escort the student to the office, where office personnel or the school nurse must check the child before the child may return to class. The student may be allowed to return to school if the hair is free of nits and lice. Students with head lice will be excused up to three (3) days during the school year. Thereafter, absences due to head lice will be considered unexcused.



# Health and Medication Guidelines

## Health Policies

Any child having diarrhea, vomiting, pink eye, eye drainage, flu-like symptoms, fever, skin rashes, continuous cough, or other signs of illness will not be allowed to stay at school.

Students must be fever-free without fever-reducing medications for 24 hours. Students must also be symptom-free from diarrhea or vomiting for 24 hours..

Parents will be called for all children who exhibit symptoms of possible illness.

For additional information on health regulations:

[Student Health Resources:](#)

[School Health Rules](#)

GRADES/  
ATTEND.

ICE/FOOD/  
MONEY

HEALTH/  
MEDICINE

DRESS  
CODE

BUS/  
CARPOOL

S/P  
ACTIVITIES

DISCIPLINE

LPPS  
POLICIES

# Student Dress Code and Uniform Policy

# Student Dress Code and Uniform Policy

It is the responsibility of each student to use good judgment regarding appearance and attire. Cleanliness shall be a basic consideration. No student's appearance, including but not limited to his/her attire, shall be considered proper and acceptable for school if it distracts from or in any way disrupts the educational process. In the event that health and medical considerations for a particular student require an exception to the Dress Code, the principal 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 never should be such that they represent a collective or individual protest.
- Appropriate footwear – closed-toed shoes, heel and laced properly (no shower shoes, flip flops, etc.).
- Caps, non-prescribed glasses, hats, patches, decorations, slogans, symbols, tags, marks, etc., are not permitted.
- No emblems, insignias, monograms shall appear on any uniform item.
- 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.
- Hair should be neat, clean and, pulled out of the student's eyes. Hair must be clean, well-groomed, and neat at all times. Students should have natural hair color. Sculptured hairstyles that include pictures, symbols, letters, numbers, hair curlers, rollers, or excessive teases will not be permitted.

# Student Dress Code and Uniform Policy

- Visible tattoos that are vulgar, obscene, political, offensive, or otherwise disruptive to the school environment are not permitted and must be covered at all times.
- Dress during any period where uniforms are not required, such as special events or for transferring students, shall be consistent with the intent and the spirit of the School Uniform Dress Code.
- Foundation garments must be worn.
- Neatly groomed facial hair is acceptable, including mustaches, beards, and goatees.

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.

# Student Dress Code and Uniform Policy

- 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.

# Student Dress Code and Uniform Policy

## Belts:

- 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 ( $\frac{3}{4}$  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's name or logo is acceptable.

## Shoes:

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

# Student Dress Code and Uniform Policy

## Coats:

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

## Alternative Dress/Fundraiser Days

On alternative dress days, student's footwear should follow dress code unless otherwise indicated. Students' clothing should follow the LPPS dress code guidelines. No spaghetti strap shirts, tank tops, or short shorts. Skirts must come to the knee.

On alternative dress fundraiser days, students must bring the appropriate amount to participate in alternative dress days.

[Link to the District Student Uniform Policy](#)

GRADES/  
ATTEND.

ICE/FOOD/  
MONEY

HEALTH/  
MEDICINE

DRESS  
CODE

BUS/  
CARPOOL

S/P  
ACTIVITIES

DISCIPLINE

LPPS  
POLICIES

# Transportation



# Transportation

## Bus Riders/Bus Expectations

Riding the bus to school is strongly encouraged because it decreases the possibility of accumulating unexcused tardies, as well as traffic jams.

Children should remain seated while on the bus and follow the rules of safe bus riding. Hands, feet, etc., must be kept inside of the bus. The children are allowed to talk quietly and not distract the driver. Emergency exits are to be used only for emergencies.

When crossing the road, students must do so at the front of the bus when given directions by the driver.

Please have your child standing at the bus stop 10 minutes prior to their pick-up time.

The bus cannot be stopped by any parent to load or unload a child. **Parents are not permitted to enter the bus while the bus is picking up or dropping off students.**

Any project, visual aid, or food item that is being brought to school must be small enough to fit in your child's lap.

## Consequences for Misbehavior on Bus

All disciplinary problems which develop on any school bus traveling to and from school will be handled by an administrator.

**\*Any major infraction will result in immediate suspension from the bus.**

GRADES/  
ATTEND  
ICE/FOOD/  
MONEY  
HEALTH/  
MEDICINE  
DRESS  
CODE  
BUS/  
CARPOOL  
S/P  
ACTIVITIES  
DISCIPLINE  
LPPS  
POLICIES

# Transportation

A student can be removed immediately from a bus if he or she is disrespectful to the driver, fights, curses, or causes any kind of disturbance on the bus that will endanger the safety and health of others. When a student is removed from the bus, the parent will assume the responsibility of getting the student to and from school. In addition, students suspended from the bus must be picked up in a timely manner through the carpool line.

## **Students may be subject to the following consequences for bus offenses:**

1<sup>st</sup> Offense: The student will be warned and counseled by the bus driver. Parents and administration will be contacted.

2<sup>nd</sup> Offense: Students will be reprimanded by the administration.

3<sup>rd</sup> -5<sup>th</sup> Offense: Student will receive morning detention.

6<sup>th</sup>-8<sup>th</sup> Offense: A Student will be suspended from the bus.

9<sup>th</sup> Offense: A student will be recommended for permanent removal from bus transportation.

\*All serious offenses, such as fighting, for example, will result in an immediate referral to the office. **Serious offenses on the bus could lead to a possible suspension from school.**

# Transportation

## Car Riders

**Parents may drop their child off from 7:35 A.M. – 8:05 A.M. Pick-up begins at 3:10 P.M.** Please allow enough time to go through the car rider line in a timely manner. No one will be on duty to take students from carpool after 8:05. At 8:05, you must park in the front parking lot near the office and bring students into the office. Students must be signed in at the front desk in the office by an adult. **If it is necessary to check a child out, you must do so before 2:40 P.M. This is for the safety of both students and parents.**

## Transportation Changes

Please decide if your child will be a bus rider or a car rider. Students will be sent home in this manner daily.

- **Transportation changes will not be allowed on a day-to-day basis. Transportation changes will be allowed for emergencies only and approved by the office.**
- **A request note must be sent with your child or delivered to the office by 9:00 A.M. Otherwise, your child will be sent home in the by the usual way. Faxing is not a reliable way to request such changes.**
- Bus drivers are instructed to require notes from the students. All parties involved in transportation changes must send a change request to the office for approval. Requests will be granted based on bus capacity. All arrangements must be made through the office and not through the bus driver.

# Student Activities and Parent/Guardian Involvement

# Student Activities and Parent/Guardian Involvement

## Student Activities

Third, fourth, or fifth-grade students can participate in the 4-H club, SADD Club, STEAM Club, SSE athletic teams, and other clubs. Eligibility requirements, such as student's grades and/ or behavior, will be announced and distributed by the sponsor prior to the selection of club or team members.

\*Parents will be required to sign a permission slip that 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's rules.

\*Student Operational Fee must be paid in order to participate in any school clubs.

## Parent/Teacher Conferences

Prearranged conferences can be scheduled with your child's teacher by calling the office or contacting the teacher directly through e-mail. **Please call the school at 225-665-5500.** Conferences during instructional time will not be scheduled, and parents will not be allowed to conference with a teacher if a conference was not scheduled.

## Telephone Use

Students are not allowed to call home for homework, money, books, or other items left at home after 8:05 A.M. In case of extreme emergencies, office personnel will call the parent.

GRADES/  
ATTEND

ICE/FOOD/  
MONEY

HEALTH/  
MEDICINE

DRESS  
CODE

BUS/  
CARPOOL

S/P  
ACTIVITIES

DISCIPLINE

LPPS  
POLICIES

# Student Activities and Parent/Guardian Involvement

## Parental Involvement/Homework

Homework will be given on a limited basis. Homework is given for students to practice and study for tests and should be something the students can work on independently. It is recommended that students read every night or that parents read to their children. Students also have access to several web-based programs, including Moby Max and Reflex Math. Students are encouraged to log in and work on these programs from home. Links to these programs are located on our Southside Elementary Website:

[ssebuccaneers.com](http://ssebuccaneers.com)

All graded papers will be sent home in a red folder on Wednesday of each week. Please check for the folders on Wednesday. Important communications will be sent home in these folders as well. The weekly Homework/Classwork page will go home every Monday in a blue folder.

## Class Parties

Classes will have parties throughout the year, and teachers will send home information regarding the parties. The number of parties will vary from each grade level. **Due to the increase of students with food allergies, please send only treats that store-bought or made items with the ingredient label.** We thank you for your cooperation in this manner as it is for the safety of our students. Parents may bring siblings to parties. Parents/guardians who bring siblings to parties must understand that they may not be able to receive refreshments.

## Deliveries

The school will not accept deliveries of any kind for students.

GRADES/  
ATTEND

ICE/FOOD/  
MONEY

HEALTH/  
MEDICINE

DRESS  
CODE

BUS/  
CARPOOL

S/P  
ACTIVITIES

DISCIPLINE

LPSS  
POLICIES

# Student Activities and Parent/Guardian Involvement

## Birthdays

Parents may send store-bought cupcakes or a pre-sliced cake (with plates and forks) for students to share for student birthdays. We will not hold classroom "parties" for birthdays.

## Field Trips

Field trips are a valuable educational experience. School uniforms must be worn on field trips unless otherwise indicated on the field trip note. All students must adhere to the LPPS dress code. 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 may be required to report to school prior to the field trip to receive a pass that identifies you as a chaperone on the trip.** Directions will be given as needed by the teachers for this procedure.

Written permission from the parent/ 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.

GRADES/  
ATTEND.

ICE/FOOD/  
MONEY

HEALTH/  
MEDICINE

DRESS  
CODE

BUS/  
CARPOOL

S/P  
ACTIVITIES

DISCIPLINE

LPPS  
POLICIES

# Behavior and Discipline



# Behavior and Discipline

## Harassment

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

THREATS OF ANY KIND, INCLUDING BULLYING AND CYBERBULLYING, WILL BE TAKEN SERIOUSLY AND ADDRESSED ACCORDINGLY.

## Discipline Plan

Students are expected to conduct themselves in a manner that allows both the student and his/her classmates the opportunity to learn. Southside has adopted a discipline plan designed to set clear expectations and consequences. The plan also includes rewards for those students who do an exemplary job of following school rules.

## 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.

# Behavior and Discipline

## General Discipline Information

- Southside Elementary does not tolerate bullying (cyberbullying), 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 hallways, classrooms, bathrooms, cafeteria, carpool area, or bus area.
- Students may not play fight or wrestle.
- No balls are to be brought to school.
- Students are not to bring any items to school other than those items the teacher has given specific permission for them to bring. Radios, makeup, headphones, electronic games, trading cards, toys, etc., are not to be brought to school. Students may bring such items only if the teacher has given special permission.
- Students are not to trade or sell items at school.
- Students are not to chew gum at school or bring gum to school unless they have special permission from their teacher.

GRADES/  
ATTEND

ICE/FOOD/  
MONEY

HEALTH/  
MEDICINE

DRESS  
CODE

BUS/  
CARPOOL

S/P  
ACTIVITIES

DISCIPLINE

LPSS  
POLICIES

# Behavior and Discipline

## General Discipline Information

- Students are not to bring cell phones to school. If brought, they will be taken away and returned to the parent.
- Students who habitually violate school or classroom rules may be suspended.
- Disciplinary measures include conferences with the student and/or the parent, removal of the student from activities, written punish-work, loss of recess (es), morning detention, suspension and/or expulsion.

The Livingston Parish School Board Policy Manual provides more information concerning student discipline and students' rights to a hearing and appeal when suspension or expulsion has occurred.

## Southside Elementary School Expectations and Rules

| Expectations                        | Lunchroom Rules  | Hall Rules   | Restroom Rules   | Bus Rules   |
|-------------------------------------|--|--|--|---|
| <b>Be Respectful</b>                | 1. Keep your hands and feet to yourself.<br>2. Use good manners.                 | 1. Keep your hands, feet, and objects to yourself.<br>2. Use good manners.<br>3. Think before you act.                       | 1. Give other students privacy.<br>2. Keep your hands and feet to yourself.            | 1. Keep hands and feet to yourself.<br>2. Treat others as you would want to be treated.                                 |
| <b>Uphold Your Responsibilities</b> | 1. Get all needed items while in line<br>2. Stay in your designated area.        | 1. Stay in your assigned area.<br>2. Use good manners.<br>3. Think before you act.   | 1. Turn off water after washing your hands.<br>2. Clean up after yourself.             | 1. Be on time at your stop.<br>2. Keep all personal items inside your booksack.   |
| <b>Cooperate</b>                    | 1. Do your part to keep your area clean.<br>2. Use an inside voice at all times. | 1. Do your part to keep your area clean.<br>2. Help others when needed.<br>3. Report serious problems to an adult on campus. | 1. Report serious problems to an adult on campus.<br>2. Be patient and wait your turn. | 1. Do your part to keep the bus clean.<br>2. Report serious problems to the bus driver.                                 |
| <b>Stay Safe</b>                    | 1. Hold your tray with two hands.<br>3. Use utensils, napkins, etc. properly.    | 1. Stay in line and face forward when walking<br>2. Use equipment and supplies appropriately.<br>3. Maintain personal space. | 1. Use equipment and supplies appropriately.<br>2. Use caution if the floors are wet.  | 1. Always cross in front of the bus, never behind it.<br>2. Stay in your seat, facing forward, until your time to exit. |

# Behavior and Discipline

## Discipline

**Parents can monitor student behavior by checking behavior charts daily for K-2 and weekly for 3-5 in the student folders OR by checking Class DOJO.** This is an excellent source of daily communication between parents and teachers. Please contact your teacher to inquire about signing the behavior charts daily/weekly.

Minor infractions will be handled in the classroom until they become excessive. A parent conference will be required after continuous minor infractions such as off-task behavior, talking out, disruptive behavior, not following directions, not completing work, and touching others.

Major infractions will be written up immediately as a discipline referral to the office. Parents will be contacted for major infractions.

Examples of Major infractions include but are not limited to fighting, blatant disrespect, willful disobedience, inappropriate language, stealing, and vandalism.

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

## Students Behavior Rewards

Students may be rewarded for good behavior in many ways, including positive Dojo's and celebration days for upholding our BUCS expectations.

GRADES/  
ATTEND

ICE/FOOD/  
MONEY

HEALTH/  
MEDICINE

DRESS  
CODE

BUS/  
CARPOOL

S/P  
ACTIVITIES

DISCIPLINE

LPPS  
POLICIES

# Behavior and Discipline

Each classroom teacher will also have a positive incentive program. Students can also be selected for Buccaneers of the Month for upholding SSE character expectations. Students may also earn their way to the Buccaneer Bash each nine weeks.

## Positive Pirate

-Students may be declared a positive pirate for the day if they exceed the classroom expectations and serve as a role model for other students.

## Ready To Learn

-All students start the day on this color.  
-If a student follows the classroom expectations with only minor redirections/reminders, they stay on this color.

## Slow Down

-This serves as a warning to students to watch their behavior.  
-Remind students what expectation they should be following or have them tell it to you.

## Pause and Ponder

-If a student moves to this color, they need to be conferenced with one on one.  
- Tell, model, and have the student demonstrate the expectation they should be following.  
-Have the student explain why it's important to follow this expectation.

## Recess Refocus

-Students may be given walking time during recess.  
-Students may also work on a reflection for the expectation they did not follow.

## Think Time Form

-Students will receive a written reflection to be completed.  
-It is recommended that you call the parent and let them know about the written reflection.  
-If the student does not complete the reflection form, the student will be written up and sent to the office.  
-If a student receives a 4th written reflection form in a semester, a parent conference must be held.

## Parent Conference

-If a student is repeatedly demonstrating behavior not in line with expectations, a parent conference should be held as soon as possible.  
-Parent conferences must be held in person unless the parent states they are unable to attend in which case a phone conference will then be acceptable.  
-All conferences must be documented on the parent/teacher conference form.  
-A parent conference must be held before a student receives an office referral for minor behaviors.

# Behavior and Discipline

## School-Wide Discipline Contract

**Putting Research into Practice**: Dealing with disruptive behavior has become one of the most pressing issues in schools across the nation. Educators know of the well-established relationship between weak academic achievement and poor social adjustment. The faculty of Southside Elementary is committed to developing a school environment that is both preventative and instructional when it comes to dealing with disruptive behavior. SSE has designed a school-wide positive behavior plan to increase the instructional capacity of students. The plan focuses on a proactive approach to solving problem behaviors. The students will be taught appropriate school behavior, and the faculty and staff will reinforce those desired behaviors.

All students will be taught to be **Respectful, Cooperate with others, and Be Safe on Campus**. The children will be taught how these behaviors look and sound in all school settings, i.e., in the classroom, hallway, cafeteria, playground, bathroom, and bus. Teachers will spend much time teaching and modeling the appropriate behaviors during the first few weeks of school. The faculty and staff will reinforce these appropriate behaviors by giving DOJO Points to students who will be able to redeem them for specific privileges.

GRADES/  
ATTEND

ICE/FOOD/  
MONEY

HEALTH/  
MEDICINE

DRESS  
CODE

BUS/  
CARPPOOL

S/P  
ACTIVITIES

DISCIPLINE

LPSS  
POLICIES

# Behavior and Discipline

## School-Wide Discipline Contract

This proactive approach has documented benefits: less student frustration, fewer suspensions, less violent behavior, less disruptive classroom behavior, less vandalism, improved morale among students and staff, improved attendance and achievement, development of students' social skills, and responsible behavior. Most importantly, students will learn to take responsibility for their own behavior.

**Think Time:** In combination with the above, a technique called "Think Time" will be used when any student exhibits behavior that disrupts the classroom environment. The technique emphasizes the seriousness of education, respectfulness of the classroom environment, and the importance of students taking responsibility for their own behavior. "Think Time" has two parts. The first part is designed to allow students to focus and gain control by taking time to think about the behavior they are exhibiting that is disruptive or hinders the learning in the classroom. The second part is designed to provide the student feedback about his/her inappropriate behavior and an opportunity to plan for future success in the classroom. Parents will be notified when their child has been directed to "Think Time" and will be asked to sign documentation. Additionally, parents will be asked for assistance if problems persist or if a problem is unusually challenging.

# Behavior and Discipline

## School-Wide Discipline Contract

**Parental Support:** The faculty and staff of Southside Elementary encourage you to join us in a cooperative and supportive effort to provide a safe school and a classroom conducive to learning. Please sign the section below, along with your child, to indicate that you have read this policy and return it to school with your child tomorrow. We look forward to working with you to make this a productive school year for your child.

## School-Wide Discipline Contract

**Teacher Responsibilities:** I agree that discipline is not punishment, but an opportunity to teach. I agree to support the school-wide behavior plan by rewarding students who are respectful, responsible scholars. I agree that DOJO Points are earned for positive behavior and NOJOs are given for inappropriate behavior.

Teacher's Signature: \_\_\_\_\_  
Date \_\_\_\_\_

**Parent/Guardian Responsibilities:** I have read the school-wide behavior plan and will join you in this effort to make Southside Elementary a safe and respectful learning environment for my child and others. I agree to support my child's teacher and assist her should problems arise.

Parent's Signature: \_\_\_\_\_  
Date \_\_\_\_\_

**Student Responsibilities:** I agree to follow the school-wide discipline plan and be a respectful, responsible scholar. I will earn DOJO Points at school in order to trade them for rewards. I will display positive behaviors in order to earn attendance to the Buc Bash each 9 weeks. When needed, I will use "Think Time" to calm myself so I can continue to learn.

Students Signature: \_\_\_\_\_  
Date \_\_\_\_\_

GRADES/  
ATTEND

ICE/FOOD/  
MONEY

HEALTH/  
MEDICINE

DRESS  
CODE

BUS/  
CARPOOL

S/P  
ACTIVITIES

DISCIPLINE

LPPS  
POLICIES



# Behavior and Discipline

## 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.

## Audio/Visual Policy

Audio and visual recordings are not allowed at Southside Elementary due to possible violations of FERPA and HIPPA laws, both of which regulate and protect the right to privacy for adults and minors. Any audio or video recordings at Southside 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 Southside Elementary.

GRADES/  
ATTEND.

ICE/FOOD/  
MONEY

HEALTH/  
MEDICINE

DRESS  
CODE

BUS/  
CARPOOL

S/P  
ACTIVITIES

DISCIPLINE

LPPS  
POLICIES

# LPPS Policies and Procedures

# LPPS Policies and Procedures

## 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 website, and Permission to have unidentified photos of students published to classroom websites.

# LPPS Policies and Procedures

## 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:**

- No access by minors of inappropriate matter
- No use of outside electronic mail, chat rooms, and any other forms of direct communication by students
- No inappropriate online behavior including cyber-bullying
- No revealing personal information.
- No illegal activities such as:
  - Hacking, Vandalism and unauthorized access.
  - Password abuse
  - Inappropriate Language
  - Trespassing in others' folders
  - Damaging computers or networks
  - Disabling or modifying LPPS security settings in order to bypass filtering/monitoring to gain unauthorized access to sites or files
  - Violating Copyright laws
  - Interacting with other individuals on social networking sites and in chat rooms.
  - Spreading viruses
  - Using the network for commercial, illegal or violent purposes

### **Penalties:**

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

### **Procedures that have been adopted to enforce the policies include:**

- 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.
- 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.

# LPPS Policies and Procedures

## LPPS Acceptable Use Guidelines

- **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.**
- All photos of students on school websites will be unidentified unless a permission form has been completed.
- It is the responsibility of the parent go to the school in person and sign a form if you want to:
  - o Deny your student access to the internet.
  - o Deny permission for your student's work to be published on classroom web sites.

## Livingston Parish Public School System

### Title I Family Engagement Policy 2023-2024

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

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

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

# LPPS Policies and Procedures

## Livingston Parish Public School System

### Title I Family Engagement Policy 2023-2024

One goal of this plan will be to improve communication between home and school through family/school compacts, newsletters, family-teacher conferences, handbooks, agendas, surveys, School Messenger recordings. Electronic communications, such as: telephone calls, texts/emails, and various school social media formats of sharing information; such as Twitter, Facebook, Instagram and My School App. 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.

### (Política de Participación Familia) 2023-2024

Se ha establecido un Consejo asesor de familias en todo el distrito para revisar la política actual de participación de padres y familias del Título I de la parroquia de Livingston y expandir el plan de acuerdo con la ley *cada estudiante triunfa (Every Student Succeeds Act (ESSA, por sus siglas en inglés) of 2015*, sección 1112 de la ley de primaria y secundaria (ESEA, por sus siglas en inglés). Este consejo se reunirá periódicamente para coordinar e integrar la participación de las familias y evaluar la eficacia de la política. Esta política se pondrá a disposición de la comunidad local y se actualizará periódicamente para satisfacer las necesidades cambiantes de las familias y la escuela. El objetivo final es garantizar que todas las familias dentro del distrito tengan las mismas oportunidades para participar en la educación de sus hijos. El consejo asesor también será informado del proceso del 1% de los fondos del Título I, parte A reservados para la participación familiar. La agencia de educación local (LEA, por sus siglas en inglés) incorporará estas ideas en la política del distrito. Si hay comentarios insatisfactorios sobre el plan, estos se enviarán a la agencia estatal de educación (SEA, por sus siglas en inglés).

GRADES/  
ATTEND

ICE/FOOD/  
MONEY

HEALTH/  
MEDICINE

DRESS  
CODE

BUS/  
CARRPOOL

S/P  
ACTIVITIES

DISCIPLINE

LPPS  
POLICIES

# LPPS Policies and Procedures

## (Politica de Participación Familia) 2023-2024

Bajo la dirección y la asistencia técnica de la agencia de educación local (LEA, por sus siglas en ingles), cada escuela de Título I tendrá miembros de la familia en el comité escolar, que funcionará para revisar el plan escolar y las actividades familiares para esa escuela. Este plan será específico para la escuela Título I y proporcionará un medio para que tanto los padres y las familias se involucren aún más en la educación de sus hijos.

De acuerdo con la sección 1118 de la ESEA, se llevará a cabo una reunión anual en cada escuela en la que los miembros de la familia recibirán información sobre su participación escolar en el programa Título I y los servicios relacionados, una explicación de los requisitos de esta participación y una escuela/ pacto familiar como lo exige la sección 1118(d) de la ESEA. Los miembros de la familia también serán informados de su derecho a conferencias de padres y maestros, informes regulares sobre el progreso de sus hijos, acceso razonable al personal, oportunidades para ser voluntario en el campus y solicitar información sobre las certificaciones profesionales de las/los maestras(os) de clase de sus estudiantes. En la medida en que sea práctico, las reuniones brindarán todas las oportunidades para la participación de los miembros de la familia de los estudiantes aprendiendo el idioma inglés (*English Learners*), los estudiantes con discapacidades y los padres inmigrantes siguiendo la sección 1111 de la ESEA. La información será comprensible y uniforme.

Uno de los objetivos de este plan será mejorar la comunicación entre el padre/ hogar /escuela a través de convenios entre la familia y la escuela, boletines, conferencias entre la familia y la/el maestra(o), manuales, agendas, encuestas, grabaciones por la mensajería escolar (School Messenger). Comunicaciones electrónicas como: llamadas telefónicas, mensajes de texto/correos electrónicos y varios formatos de redes sociales escolares para compartir información; como Twitter, Facebook, Instagram y la aplicación My School. Es importante que los miembros de la familia respondan a las comunicaciones de la escuela de manera oportuna y hablen con sus hijos sobre sus actividades y comportamiento en el salón de clases.

Otro objetivo será proporcionar información sobre la ley *Every Student Succeeds Act (ESSA) of 2015*, la ley de responsabilidad del estado de Louisiana, el plan de estudios utilizado en la escuela, las formas de evaluación académica utilizadas para medir el progreso de los estudiantes y los niveles de competencia que se espera ellos alcancen y cumplan.

Las escuelas de Título I ayudarán a las familias con habilidades de crianza, habilidades tecnológicas y brindarán asistencia para ayudar con la tarea, proyectos y otras actividades en el hogar. Se alentará a las familias de aprovechar las conferencias con las/los maestros(os) como una forma de monitorear el progreso de los estudiantes. Las escuelas también brindarán oportunidades para que la comunidad local se involucre más con las familias y con la escuela.

La participación familiar es esencial para el éxito de los estudiantes. Al monitorear el progreso del estudiante y trabajar con los educadores para mejorar su rendimiento y sus logros, las familias brindan un vínculo vital entre la escuela y el estudiante. Los estudiantes deben saber que su familia valora la educación y sus logros y que están disponibles para ayudarlos a alcanzar sus metas. Anualmente, cada escuela difundirá y recopilará encuestas familiares para mejorar la participación. Los resultados de la encuesta, si es necesario, se utilizarán para revisar las políticas de participación familiar a nivel escolar.

El objetivo del sistema de las escuelas públicas de la parroquia de Livingston (Livingston Parish Public School System) es lograr comunicarse y trabajar con las familias en condiciones de igualdad en nuestras escuelas.

# LPPS Policies and Procedures

## [District Link to Emergency Guide for Parents](#)



### Livingston Parish Public Schools

*Excellence in Education!*

13909 Florida Boulevard

P.O. Box 1130

Livingston, Louisiana 70754-1130

Phone: (225) 686-7044 Fax: (225) 686-3052 Website: [www.lpsb.org](http://www.lpsb.org)



### EMERGENCY PLANNING A Guide for Parents

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

#### **What type of drills/training will students participate in?**

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

#### *Fire/Building Evacuation*

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

#### *Restricted Flow*

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

#### *Lockdown*

*Used when there is a probable threat to the campus.*

When Lockdown is initiated; teachers and staff will gather students to the closest lockable area and lock all outer doors to that room, turn the lights out and students are instructed to stay quiet. The teacher/staff member stays with the students the entire time. There is no movement by students outside the lockable area until the lockdown has been lifted.

**Parents and Visitors are not allowed to enter a school while it is in lockdown.**

#### **Who reviews LPPS Emergency Plans?**

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

#### **If there is an evacuation, where will students go?**

Each school has identified numerous possible alternate locations. Law enforcement, fire and other parish authorities have been advised of these locations, but for security reasons it would be counterproductive 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.

GRADES/  
ATTEND  
ICE/FOOD/  
MONEY  
HEALTH/  
MEDICINE  
DRESS  
CODE  
BUS/  
CARPOOL  
ACTIVITIES  
S/P  
DISCIPLINE  
LPPS  
POLICIES



# LPPS Policies and Procedures

## District Link to Emergency Guide for Parents



### Livingston Parish Public Schools

*Excellence in Education!*

13909 Florida Boulevard  
P.O. Box 1130

Livingston, Louisiana 70754-1130

Phone: (225) 686-7044 Fax: (225) 686-3052 Website: [www.lpsb.org](http://www.lpsb.org)



#### 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.

**LPPS**  
**P.O. BOX 1130**  
**LIVINGSTON, LA 70754**  
**(225) 686-7044**

GRADES/  
ATTEND  
ICE/FOOD/  
MONEY  
HEALTH/  
MEDICINE  
DRESS  
CODE  
BUS/  
CARPPOOL  
ACTIVITIES  
S/P  
DISCIPLINE  
LPPS  
POLICIES

## 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.*

## HEALTH RULES

· 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

# LIVINGSTON PARISH PUBLIC SCHOOLS

## HEALTH RULES

- **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.
-

# LIVINGSTON parish public schools

## REGLAS DE SALUD

- 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.

GRADES/  
ATTEND  
ICE/FOOD/  
MONEY  
HEALTH/  
MEDICINE  
DRESS  
CODE  
BUS/  
CARPPOOL  
S/P  
ACTIVITIES  
DISCIPLINE  
LPPS  
POLICIES

# LIVINGSTON parish public schools

## REGLAS DE SALUD

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.

GRADES/  
ATTEND  
ICE/FOOD/  
MONEY  
HEALTH/  
MEDICINE  
DRESS  
CODE  
BUS/  
CARPPOOL  
S/P  
ACTIVITIES  
DISCIPLINE  
LPPS  
POLICIES

# LIVINGSTON parish public schools

## REGLAS DE SALUD

- 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.**

## LIVINGSTON PARISH STUDENT HEALTH RESOURCES

GRADES/  
ATTEND  
ICE/FOOD/  
MONEY  
HEALTH/  
MEDICINE  
DRESS  
CODE  
BUS/  
CARPPOOL  
S/P  
ACTIVITIES  
DISCIPLINE  
LPPS  
POLICIES

Once a Buccaneer,  
Always a Buccaneer!



#BucsLeadTheWay