

# 2024-2025 Student Handbook



<https://www.facebook.com/doyleelementaryschool/>



<https://www.doyleelementary.com/>



## Doyle Elementary School Mission Statement

**We are dedicated to developing well-educated, responsible students by providing for each child's needs.**

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

### School Procedures

#### I. ARRIVALS AND DISMISSALS

1. School hours are from 8:25 a.m. to 3:16 p.m.
2. Students may not arrive earlier than 7:55 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. In the event of a delayed start, you will be notified through the school app and/or school messenger.
4. Students arriving to school after 8:30 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. Please do not drop students off without coming in.**
5. **On the fifth (each semester) unexcused tardy, the parent or guardian must meet with the principal or assistant principal. \*Please note that 10 tardies will be reported to FINS.**
6. **More than 90 minutes of check-in/check-out time will prevent students from earning perfect attendance. Students miss valuable class time each time they check in late. Please check-in students late only when necessary.**
7. Parents must provide the school with a note if your child has permission to walk or ride a bicycle to and from school.
8. 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. 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\*\*** 10:01 a.m. – 1:30 p.m. = ½ day present

**\*\*check out\*\*** 10:01 a.m. – 1:30 p.m. = ½ day absence

2. 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.
3. We will send home absence letters. These letters are to keep you informed of student absences.
4. Students who miss five (5) or more un-excused days within a reasonable period of time will be reported to the Child Welfare Supervisor and local FINS office unless a doctor's excuse is provided.
5. Students attending school less than 167 school days are **automatically retained** unless the absences are excused, and assignments are made up satisfactorily.

### 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 check out card must sign the student out through the office.
2. **The latest time for checkout will be 2:45 p.m.** No student may be checked out after this time except for cases of emergency. This is for the safety of the child as busses are arriving and positioning for dismissal.
3. Only persons listed on the official check out card or a birth parent will be allowed to check a student out of school. Only the birth parent or legal guardian will be allowed to make changes to the card, and all changes must be made in person in the office. We cannot make changes to the checkout card over the phone.
4. **Excessive unexcused checkouts will count toward absences. More than 90 minutes of check-in/check-out time for the year will prevent students from earning perfect attendance. Students miss valuable class time each time they check out early. Please check out students only when necessary.**
5. Students are rewarded each nine weeks for perfect attendance during that nine-week period. More than 90 minutes of check-in or check-out time will forfeit a child receiving their reward.

### IV. REQUESTING ASSIGNMENTS DURING AN ABSENCE

1. When a student is absent, parents must call before 10:00 a.m. for assignments. These may be picked up in the office after 2:00 p.m.
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. Please have a plan that you and your child discuss regarding severe weather or emergency situations. If a situation occurs, such as severe weather, high water, or unplanned early dismissal, your student should be aware of where they should go in the event, we cannot reach anyone on the student's emergency list.
3. We at Doyle Elementary do have 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. If we do have a crisis, a plan is in place that will require you to have a photo ID to pick up your child.

## VI. VISITORS TO SCHOOL

1. **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. Please be respectful of staff and students while on campus.**

## 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 nurse 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. LUNCHESES

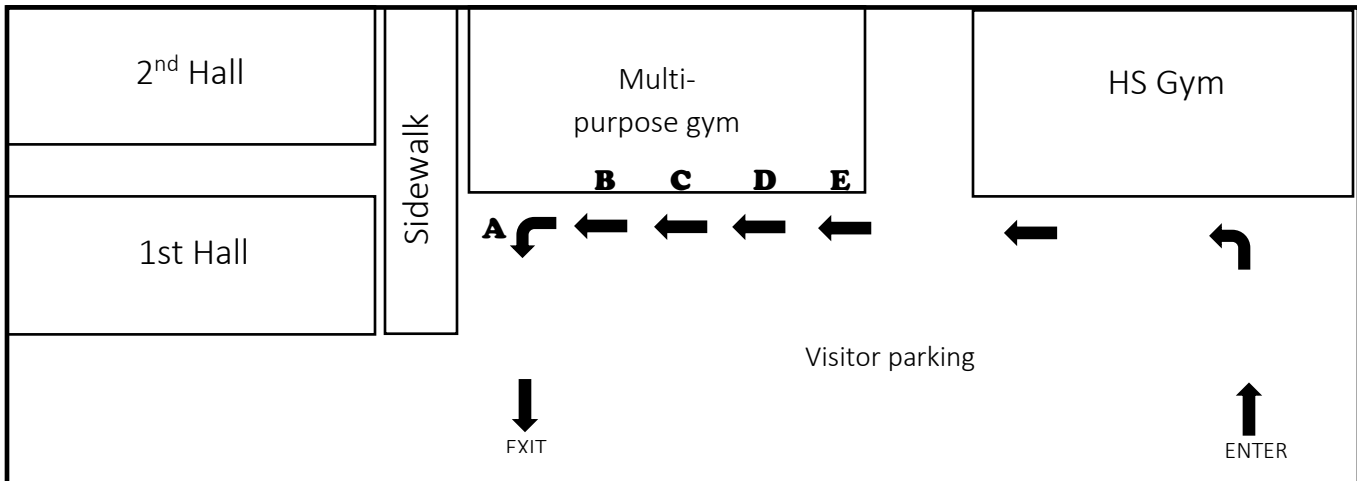
**For the 2024-2025 school year, breakfast and lunch will be provided free of charge to all students. For menu and other school food service information, please see the [www.lpsb.org](http://www.lpsb.org) website "Parents" tab or our school app.**

## IX. TRANSPORTATION

*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. If a phone is needed for safety reasons (ex. Student is home alone or has practice after school), a contract must be requested and signed both the parent and student. Once this is returned to the office, the student may bring the phone to school. It will need to be turned in to the teacher in the morning to hold until dismissal.
4. Parents bringing students to school each morning before 8:25 a.m. and picking them up after 2:45 p.m. in the afternoon will use the carpool lane on the north side of the school. Only school busses will be allowed to use the front, cemented walkway during these specified times. For safety reasons, no check-outs will be allowed after 2:45 p.m. Students will not be removed from the bus once the bus has been loaded.
5. Dismissal will be as follows:
  - Dismissal begins at 3:16 p.m.
  - Car riders will be called to the carpool area when their car arrives.
  - Bus riders will be called by bus color as each bus arrives.
  - After the campus has been cleared of carpool and bus traffic, walkers, and bike riders (with approved permission) will be allowed to leave campus.
6. Students leaving campus in a manner different from the approved dismissal procedure will be disciplined.
7. We ask that parents do not exit their vehicles in the carpool area.
8. When students are dropped off and picked up in the carpool area, **students should exit or enter the vehicle from the passenger side only.** Please move all car seats or other obstructions to the other side of the vehicle so students may comply with this rule. This is for the safety of your child. If a student cannot access the back passenger door, they will be placed in the front passenger side. You can pull forward into a parking spot to move your child to the backseat. **Please do not ask to make an exception. Your child's safety is our number one priority.**
9. For safety reasons, do not call out to your child or motion for your child to leave the concrete area to get to your vehicle. The duty teachers will release students to their cars in a safe and appropriate manner.

10. Please pull all the way forward at the drop off/pick up area. Please do not leave gaps in the line. We will move students to the correct loading area.
11. Please display the carpool hang tag from your rearview mirror throughout the carpool process. **Students will not be released to vehicles that do not have the current year's hang tag displayed.** Requests for additional hang tags must be made through the office for \$2.00.
12. **Please do not attempt to pass any cars in carpool. This may cause an injury or accident.**
13. Morning and afternoon carpool consists of three lanes. Once you are in the correct lane, do not merge at any point.



## X. GRADING AND CONFERENCES

1. The grading scale for the 2024-2025 school year is as follows:

### Kindergarten-Fifth Grade

- A – 100% - 93%
  - B – 92% - 85%
  - C – 84% - 75%
  - D – 74% - 67%
  - F – 66% - 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. Beginning the 2<sup>nd</sup> nine weeks, report cards are not given to students who owe money to the school until the debt is paid.
  3. Students will bring home graded papers each Wednesday. Please follow the directions in your child's folder for signatures and papers.
  4. Powerschool is a website where parents can keep up with their student's grade. 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](http://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. 7:55 a.m. – 8:25 a.m. is available for parent conferences.

## XI. NEW STUDENT REGISTRATION

1. Register online at <https://www.doyleelementary.com/online-registration>
2. All students entering must present:
  - Original birth certificate
  - Updated record of immunization signed by a doctor or health unit
  - Original social security card
  - Withdrawal form from prior school or the student's last report card (if entering during summer)
  - Two (2) proofs of residence (call the office for a list of acceptable documents)
3. Students will be dropped from the school roster unless all the required documents are presented by the 10<sup>th</sup> day after enrollment.
4. It is the responsibility of the parent to secure information needed if the school from which the student is transferring does not provide Doyle Elementary with the proper records.
5. Letters of warning will be sent to parents of those students not in compliance with requirements.

## XII. 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 Doyle Elementary, a student's account must be cleared before any records will be forwarded to another school. Please make payments in cash if you are transferring.
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.

## XIII. CUSTODY ISSUES

**Please inform the office of any custody situations of which we should be aware. Current custody documents must be available for us to keep on file if we are to follow the details of the custody agreement. These documents are kept confidential.**

## XIV. HEAD LICE POLICY

1. Please regularly check your child's head for lice.
2. It is the policy of the Livingston Parish School Board and this school that **NO student shall be allowed to remain in the classroom once head lice OR nits (eggs) have been found.**
3. The parent/guardian shall be called to pick up the student, and the student may not return until hair has been treated (shampooed) with a lice shampoo and ALL nits have been removed from hair strands.
4. **Parent/Guardian must accompany student into the office upon returning to school, and the student must be cleared by the office before returning to the classroom or going to breakfast.** Please do not send your child to school on the bus without first being cleared through the office.

## XV. 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.

## XVI. SCHOOL DRESS CODE

**Doyle Elementary follows the dress code established by the Livingston Parish School Board. You may also refer to the parish website for updated uniform information and the complete [Dress Code](#).**

1. 5<sup>th</sup> grade students will be required to tuck in their shirts and wear a belt.
2. Fridays are Spirit shirt days! Students may wear a Doyle Elementary School Spirit Shirt (any year) with uniform bottoms. Spirit shirts are sold through the office.
3. Once a month students will have the opportunity to participate in a Free Dress Day. On this day, students may wear regular clothes for \$2. Dress code policy still applies on these days. No tank tops or spaghetti straps are allowed. Shorts may not be any shorter than 4 inches above the knee. Dresses and skirts must be no shorter than the top of the knee. No leggings will be worn without shorts over them. Each month the money earned from Free Dress Day will be designated to a specific fund. The monthly calendar and school app will inform parents of the fund for the month.

## XVII. PARTIES

1. Birthday invitations may be distributed by students provided each student in the class receives one. **Please note that Doyle Elementary School is not responsible for the content of party invitations or the party itself.**
2. If you choose to bring treats to school for your child's birthday, please bring **individual treats—no homemade treats, cookie cakes, or cakes.** This allows us to know the exact ingredients to ensure the safety of students with dietary or allergy issues. Individually wrapped treats are easier to distribute and students can choose to save theirs for later. We will not accept any food that needs to be sliced/served for student birthdays.
3. For special events, teachers may request specific items to be sent.
4. Students are not allowed to receive flower and/or balloon bouquet deliveries during the school day.

## XVIII. MISCELLANEOUS

1. Only school board and principal approved flyers will be distributed to students.
2. **NO toys should be brought on school property, including the school bus.** Toys include fidget spinners and trading cards.
3. **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. If a phone is needed for safety reasons (ex. Student is home alone or has practice after school), a contract must be requested and signed both the parent and student. Once this is returned to the office, the student may bring the phone to school. It will need to be turned in to the teacher in the morning to hold until dismissal.
4. Audio and video recordings are not allowed at Doyle 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 Doyle 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 Doyle Elementary.

## **XIX. SCHOOL WIDE PBIS PROGRAM (POSITIVE BEHAVIOR INTERVENTION SUPPORT)**

**Doyle Elementary follows a schoolwide positive behavior discipline program. We will use a positive and proactive plan that will establish behavioral support and social culture for all students in our school to achieve social, emotional, and academic success. We are committed to positively reinforcing all students when they are meeting and exceeding the explicitly taught behavioral expectations.**

### **A. Expectations**

All students are expected to demonstrate the behaviors below. The only exception is for students who have mandated Behavior Intervention Plans. Students will be taught what these expectations look like in all areas of the school. We will have P.R.I.D.E. in our behavior!

Students will be:

- Prepared
- Respectful
- In Control
- Dependable
- Engaged in Learning

**\*\*\*During the first week of school, our 1-5 students will receive two PBIS lessons from the counselor. Kindergarten students will receive lessons the second and third week of school.**

### **B. Discipline**

In the event of inability to follow behavioral expectations, the following procedure will be followed.

#### **Classroom Minor Infractions:**

Definition-Disobeying classroom rules and school expectations

Examples- Classroom disruptions and uncooperative behavior

#### **Procedures:**

1. First Offense-
  - Private conference with student and restate the expectation
2. Second Offense-
  - Grades K-2: Recess detention and parent contact by email, call or Powerschool message
  - Grades 3-5: Recess detention with restorative assignment to be signed by parent/guardian.
3. Third Offense-
  - Assign additional restorative assignments that must be signed by parent/guardian (All grades). If the minor infraction assignment is not completed

and turned in the following day, the minor infraction becomes a major infraction and the student will be referred to the office.

4. Fourth Offense (and those following)- Student will be referred to the office

**Major Infractions:**

Definition-4<sup>th</sup> (and above) minor classroom infraction or any major offense

Examples- Fighting, Threats

**Procedures:**

1. Student will be referred to the office.
2. Administration will handle offense.
3. Consequences may be after school detention or suspension/expulsion.

**C. Rewards**

- Tiger Bucks-Student can receive tiger bucks each Friday for following rules and demonstrating outstanding character. Tiger Bucks will be spent the first Monday of each month.
- Nine Week Celebration- Student who do NOT receive a third offense or an office referral may attend a school wide celebration event. Each nine weeks, student will start over for a chance to earn this reward the next nine weeks.
- Tiger Bucks will be spent the first Monday of each month.
- Students earn a certificate for each nine weeks that they do not receive an office referral or third offense. If they receive all four corticates, they will receive an award at our end of the year Awards Ceremony.
- Birthday recognition: Students will be recognized monthly.
- Attendance: Monthly awards will be given (jean day, free dress day, hat day, etc...) for students in the 95% club (present 95% of the time). Students with perfect attendance for the entire school year will receive a gift and certificate at the end of the year.

**D. AFTER SCHOOL DETENTION**

After school detention is an alternative to suspension program. Failure to attend on the assigned day and time will result in an automatic suspension.

1. The student will report to the detention classroom at 3:15 p.m.
2. The student must be picked up by 4:15 p.m. in the front of the school. **Failure to be picked up by 4:15 p.m. may result in an additional day of detention.** Please make arrangements for students to be picked up on time.
3. Failure to comply with the after school detention rules will result in an additional day of detention.

**RULES**

1. Report directly to detention when called
2. No talking during detention
3. Complete the required detention assignment, working diligently throughout the entire time.

**\*\*\*If a student has received 2 or more suspensions, a guardian must attend field trips with them.\*\*\***

**XX. 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 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 School Preschool Child Search Designee at 225-667-2080. If your child is school-aged, contact your home based school regarding your concerns.

# 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.
- **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 until a student has seen his/her physician and has a note that it is ok to return to school.
- **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 be completed by the prescribing physician and the 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.**
- **Lice:** A student's hair must be free of nits (eggs) and bugs 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.
- **Immunizations:** Louisiana State Law Statue LA R.S. 17; 170
  - Students entering school for the first time shall present a completed or up to date immunization record.
  - All students entering 6<sup>th</sup> grade and 11 years old or any student that is 11 years old (regardless of grade) shall present evidence of age-appropriate vaccinations including a Tdap Booster, Meningitis vaccine, and a second varicella (chickenpox).
  - 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.). By state law, these students must be excluded from the school setting. These absences may not be excused.

- Parents of students that are unable to receive their immunizations due to medical, religious, or personal reasons must submit a written letter of dissent that has been notarized. If this dissent is due to a medical reason, a written statement from the doctor must be received.
- **Vision/Hearing:** Students 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>, and 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 a 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 may require the use of an EpiPen 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 notice.

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 or any changes to their medical conditions during the year.**

## **Weighted Grades Policy –Livingston Parish Public Schools**

### **Grades 1-5**

The purpose of grading is to measure a student’s mastery of standards as it applies to the grade in which the student is enrolled. Our students are given standardized tests that are designed to reflect mastery of these standards. Along with the standardized tests, we feel as a district that student’s grades show progress in achieving the standards.

In compliance with our state’s course mandates, our English Language Arts grades will be “blocked” into one grade. Students will have these grades combined into one grade on their report card, reported under the category of ELA.

The state of Louisiana mandates the number of instructional minutes a student must have each day in various subject areas. Reading minutes are more than English minutes, and English minutes are more than spelling. It is because of this, and the fact that our grading system will now combine the three subjects into one grade for most students that you will see a difference in the PowerSchool parent portal grades.

In a 100% grading system, our reading grades will carry a weight of 60% of the total grade. Our English grades will carry a weight of 40% of the total grade.

What does that mean for you as a parent/guardian when reviewing your child’s ELA grade throughout the nine-week grading period? You will need to recognize that the total PowerSchool grade contains this weighting. When you review the points possible, a 10/10 grade in English will not weigh as heavily on the grade as a 10/10 in reading. The opposite is also true, in that a 2/10 grade in English will not negatively affect the grade as much as a 2/10 in reading.

If you have any questions regarding weighted grades in ELA, please contact your child’s ELA teacher.

## 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/or 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. This software scans 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.

Please access the full version of *LPPS Policy IFBGA: Student Computer Access and Use* at <https://bit.ly/IFBGA>  
*LPPS Internet Safety, Digital Citizenship, and Cybersecurity* information can be found at <https://bit.ly/LPPSsafety>

## Title I Family Engagement Policy 2024-2025

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

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

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

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



**Livingston Parish Public School System**  
**Title I Family Engagement Policy**  
**(Política de participación familiar del Título I)**  
**2024-2025**

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).

Bajo la dirección y la asistencia técnica de la agencia de educación local (LEA, por sus siglas en inglés), 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.



# Livingston Parish Public Schools

*Excellence in Education!*

13909 Florida Boulevard

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## EMERGENCY PLANNING A Guide for Parents

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

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

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

#### *Fire/Building Evacuation*

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

#### *Restricted Flow*

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

#### *Lockdown*

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

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

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

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

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

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

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

We strongly encourage parents **NOT** to come to the school during an emergency unless directed to do so.

While every parent's natural instinct in an emergency is to go to the school to safeguard his/her child, please understand that doing so may significantly alter the school's ability to respond to the situation.

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



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## 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**  
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