

South Walker Elementary School

Parent/Student Handbook

2018-2019

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SWE

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www.southwalkerelementary.com

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South Walker

Positive Behavior Color Chart



Above and Beyond

(Cardinal Cash Worthy)



Ready to Learn

(Great Day)



Warning



Consequence 1



Consequence 2

South Walker Elementary
Expectations and Rules



South Walker Elementary School
2018-2019

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

Dear Parents and Students,

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

In preparation for the 2018-2019 school year at South Walker Elementary, we have prepared this Student/Parent Handbook to foster a good working relationship between the school, families, and students. This handbook outlines our expectations by clearly defining our rules, procedures, and other school information. Please read it carefully and refer to it as needed.

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

Belinda Avant
Principal

Office Staff:

Belinda Avant – Principal
Nathan Foster – Principal Designee
Raechel Becnel-Instructional Coach
Stacey Lyons – Financial Secretary
Johnell Welborn – Secretary
Nettie McMasters - Secretary

South Walker Elementary Mission Statement

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

School Hours

School begins at 8:25 A.M. and dismisses at 3:23 P.M.

2018-2019 SCHOOL CALENDAR

HOLIDAYS	DATES
Labor Day	Monday, September 3, 2018 (1 day)
Parent/Teacher Conference Day	Thursday, September 6, 2018 (1 day)
Livingston Parish Fair	Friday, October 12, 2018 (1 day)
Convention and Thanksgiving	Monday-Friday, November 19-23, 2018 (5 days)
Federal Election Day	Tuesday, November 6, 2018 (1 day)
Christmas and New Year's	Friday, Dec. 21, 2018-Monday, Jan. 7, 2019 (12 days)
Classwork resumes	Tuesday, January 8, 2019
Martin Luther King Day	Monday, January 21, 2019 (1 day)
Parent/Teacher Conference Day	Thursday, February 7, 2019 (1 day)
Mardi Gras	Monday & Tuesday, March 4 & 5, 2019 (2 days)
Good Friday/Easter	Friday, April 19- Friday, April 26, 2019 (6 days)

STUDENT HALF DAYS FOR TEACHER PROFESSIONAL DEVELOPMENT

Wednesday, September 26, 2018

Thursday, March 21, 2019

STATE ASSESSMENTS (TENTATIVE)

April 1-May 3, 2019	LEAP 2025 Computer Based Testing Window (Grades 4-5)
April 29-May 3, 2019	LEAP 2025 Paper-Based Testing Window (Grades 3-4)

LEAP 2025 will test ELA, Math, Social Studies, and Science.

INTERIM PROGRESS REPORTS TO BE ISSUED

Thursday, September 6, 2018	Thursday, February 7, 2019
Wednesday, November 14, 2018	Thursday, April 11, 2019

REPORT CARDS TO BE ISSUED

Wednesday, October 17, 2018	Thursday, March 21, 2019
Friday, January 11, 2019	Thursday, May 30, 2019

PARENT TEACHER CONFERENCE DAYS

Thursday, September 6, 2018

Thursday, February 7, 2019

SWPBS (School Walker Positive Behavior Support)

Parent Letter

Dear Parents,

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

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

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

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

Sincerely,
SWE Faculty and Staff

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

Homework Help

Free Online Tutoring

Whether you need help with math homework, an English paper, or preparing for a test, HomeworkLouisiana can help!

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

www.HomeworkLa.org

School Attendance

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

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

Please try to schedule all appointments (doctor, dentist, therapy, etc.) appointments afterschool and on holiday breaks.

Excuses

Absences require an excuse from the doctor or an obituary. If faxed, the doctor's excuse must come directly from the doctor's office. Excuses must be turned in within a week for the absences. Family vacations are considered unexcused absences. Suspensions are unexcused absences.

Students who are habitually absent or tardy will be reported to the FINS Department and the 21st Judicial Court System.

Missed Assignments

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

Absences and Extra Curricular Events

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

Attendance Incentives

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

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

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

Homework

Homework promotes the development of self-discipline, good study habits, a sense of responsibility, mastery of skills, and comprehension of subject content. It is assigned on a regular basis and will vary according to the grade, subject, and instructional needs of the student. Providing a place and time for study and letting your child know that homework is his/her job and you expect it to be done are important ways for parents to be involved in school.

School Messenger

Livingston Parish Public Schools uses the parent notification system called *School Messenger*. This system allows the district or school to contact parents quickly with up-to-date information. The system will notify parents of student absences, campus events, parent meetings, early dismissal of school, school closings, and school emergencies.

School Website, Facebook, and Instagram

Our school website is another form of communication. It can be accessed at <http://www.southwalkerelementary.com>. We use Facebook as another form of communication. Instagram will be used as an electronic yearbook of happenings at SWE.

PowerSchool Parent Portal

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

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

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

How to create an account:

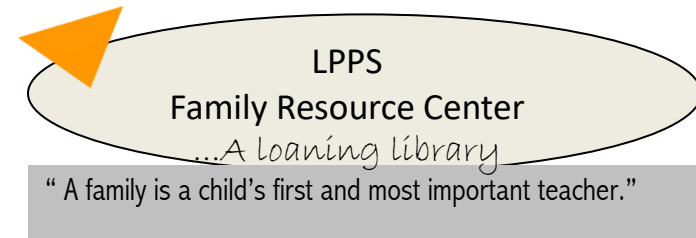
1. Click on the "Create Account" tab and then on the "Create Account" button.
2. Enter the following information under the "Create Parent Account" section:
3. First Name
4. Email (must be unique)
5. Desired Username (must be unique)
6. Password

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

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

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

LPPS Family Resource Center



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

Services Offered:

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



Hours of Operation

.....
Phone: (225)667-1098
The Literacy and Technology Center
9261 Florida Blvd. Room 142 B
Walker, LA 70785

www.lpsb.org click on Parent link
visit our website for monthly workshop announcements

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

Published Photographs and Work

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

Child Find

In accordance with the State of Louisiana Child Search Program, annual and ongoing activities are conducted to identify and locate children (ages 3 through 21) suspected of being exceptional and 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.

Grading Scale

The following is the state-wide grading scale:

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

Academic Incentives

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

Combined Reading and English (ELA) Grade in PowerSchool

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

In compliance with our state's course mandates, English Language Arts grades will be "blocked" into one grade.

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

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

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

Audio and Video Recordings

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

Fees

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

Field Trips

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

School Fees and Field Trips

1st Semester: Minimum of half of school fees must be paid to attend school field trips.

2nd Semester: All school fees must be paid in full to attend school field trips.

Lost and Found

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

Personal Possessions

Electronic devices (including smart watches, and fitness trackers), trading cards, spinners, toys, etc. are not allowed at school or on the bus. These items will be confiscated by the administration. Additionally, students are not allowed to sell, trade, or buy anything from other students.

LPPS Acceptable Use Summary

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

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

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

Penalties:

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

Procedures that have been adopted to enforce the policies include:

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

Shoes

Shoes may tie, buckle, or Velcro. They must be closed-toe and closed-heel (tennis shoes, boots, dress shoes, casual shoes, or slip-on). Shoes shall be properly tied, if applicable.

P.E. Shoes

Students must have tennis shoes for P.E. If dress shoes or some other type of shoes are worn on a P. E. day, then tennis shoes need to be brought in their book sack or in a gym bag. Points will be taken off if proper shoes are not worn and students are not able to participate.

Spirit Shirts

Students may wear spirit shirts on Fridays and on field trips throughout the year.

Pullovers of Any Kind

Pullovers are defined as sweaters, sweatshirts, or vests; any garment which is pulled over the head which does not snap, button or zip from top to bottom. **They must be solid navy blue or white.** Pullover v-neck or pullover crew sweatshirts are acceptable, but **HOODS ARE PROHIBITED.** Turtlenecks are prohibited. Designs, emblems, insignias, monograms, and logos are prohibited.

Coats

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

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

Extra Clothing for PreK-K Students

Please include a full change of clothing (including undergarments and socks) in a plastic bag and leave it in your child's book sack.

Deliveries

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

Parties

Parties are allowed for Christmas, Easter, and the end of the year. Treats may be given at other times at the discretion of the teacher.

Telephone

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

Snacks

You are welcome to send a snack for your child to eat at second recess, but we do not sell concessions. We sell bottled water in the office for 50 cents.

Arrival

The earliest carpool drop off is at the 7:55 A.M. bell as there is no teacher on duty before that time. Upon arrival, students are to report to the assigned area for their grade level. Students who eat breakfast at school are to eat breakfast first, and then report to their assigned area.

Departure Procedures

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

Walkers and bike riders are to wait for the assigned duty teacher at the kindergarten exit door. Walkers and bike riders are to stay to the left of the driveway and watch for cars.

Changes in students' method of transportation will not be allowed unless there is an extenuating circumstance. Any changes in a student's method of transportation in leaving campus will require written permission from a parent or guardian and must be approved by the principal or principal designee before school begins.

Emergency Check-Out Cards

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

Tardy, Check-In and Check-Out Procedures

All students must be accompanied by an adult and signed in through the office if they arrive at school after the 8:25 bell rings. Any student not reported tardy by the office will be counted absent. Students will be responsible for completing missed assignments because of tardiness.

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

The consequence for this infraction will be:

3rd Offense-Warning

4th Offense-Warning

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

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

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

Students leaving school before dismissal must be signed out in the office by a parent, guardian, or person named on check-out card. No changes can be made over the phone. **Students will not be allowed to check-out after 2:55.**

Please try to schedule all appointments (doctor, dentist, etc.) after school or on school holidays and breaks.

Student Dress Code and Uniform Policy

All Livingston Parish Public school students are required to wear a standard school uniform for the 2018-2019 school year. The uniform policy is as follows:

Uniform Shirts

The uniform shirt should be navy blue or white, polo; two, three, or four buttons at the top with collar (long or short sleeve) or an oxford/dress shirt (long or short sleeve). Designs, emblems, insignias, monograms and logos are prohibited. Under-shirts and t-shirts, if worn, must be white in color and can only be worn underneath the standard uniform.

Skirts/Shorts/Slacks/Skorts

Uniform skirts, shorts, slacks, and skorts must be khaki. Style must be cotton twill or cotton blend (no jean style or materials) with no rivets. Sewn on outside pockets, flaps, and cargo pants are prohibited. They should be worn at the waist and have belt loops. They may not be rolled at the waist or ankle.

Skirts must be worn at waist line and should reach the top of the knee or longer. Skirts can be pleated, flat, or A-line. Cargo style pockets on any garment are prohibited. Shorts length should be to the top of knee to four (4) inches above knee (length cannot be below the knees) and can be pleated or flat front.

If skorts have belt loops, a belt must be worn and worn at the waist line. Skorts should come to the top of the knee to four (4) inches above knee (length cannot be below the knees) and can be pleated, flat, or A-line.

Slacks must be hemmed and length not to exceed top of shoe (hem can be cuffed). Slacks should be straight legged without elastic, gatherings, or slits. Slacks must be free of pockets on lower legs and must be worn at waist line. Cropped, stirrup, parachute, wind, stretch/warm-up, Capri, and jean style pants are prohibited.

Jumpers

Jumpers must be a solid khaki color. Styles must be cotton twill or cotton blend (no jean style/material). Designs, emblems, insignias, monograms, and logos, are prohibited. Uniform shirts must be worn under jumpers and should be worn to the top of the knee or longer.

Belts

Belts must be solid black, navy blue, khaki or brown and of a solid material. Belt buckles must be plain with a standard buckle and an appropriate length for waist size.

Hose/Tights

Hose and tights must be solid white, navy blue or skin tone.

Socks

Socks must be solid white, navy blue or khaki and must be a matching pair. Designs, emblems, insignias, monograms, and logos are prohibited. They must be visible and no higher than the knee. Socks are mandatory.

Dress and Personal Grooming

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

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

1. Appropriate footwear (closed toe and heel) must be worn to school.
2. Caps, hats, unprescribed glasses are not permitted.
3. Patches, decorations, slogans, symbols, tags, marks, or advertisements are prohibited. (Examples: Beer, cigarettes, drugs, obscene suggestions, sexual connotations, etc.)
4. No emblems, insignias, or monograms shall appear on any uniform item. Earring (s) are not allowed for males as wearing apparel. (Ears or other body parts, shirt, pants, etc.)
5. Male hair length must be of even distribution. The hair may not extend below the plane of the shoulder nor down upon the eyebrow in front, nor below the earlobes. Hair must be clean, well-groomed and neat at all times. (Lines cut in the hair, shaven hair, "Mohawk" cuts, extreme coloring of hair, "tails" or any other hairstyle which interferes with student's performance or that of his classmates is prohibited.)
6. Sideburns can extend to the lobe of the ear. Beards are unacceptable. Mustaches neatly trimmed are acceptable.
7. Female hair must be clean, neat and well-groomed. Extreme coloring and extreme hairstyles are not acceptable. Hair in rollers is not acceptable.
8. Foundation garments must be worn.
9. Dress during any period where uniforms are not required, such as special event days, or for transferring students shall be consistent with the intent and spirit of the *School Uniform Dress Code*.

P.E. Shoes

Students must have tennis shoes for P.E. If dress shoes or some other type of shoes are worn on a P. E. day, then tennis shoes need to be brought in their book sack or in a gym bag. Points will be taken off if proper shoes are not worn and students are not able to participate.

Bus Privilege

The privilege of riding a bus is conditional on proper behavior and observance of rules and regulations. Behavior on the bus that is detrimental to the health and safety of passengers may result in bus privileges being denied. For the safe operation of the school bus, students should be aware of and obey the following safety rules:

- Cooperate with the driver, as they are in full charge of the bus
- Be on time, the bus will not wait
- Use your inside voice so as not to distract the driver
- Stay in your assigned seat and keep the aisle and rear emergency exit clear
- Sit facing forward with your back against the seat while keeping belongings in your lap or under the seat in front of you, including approved musical instruments, and remain seated while the bus is in motion
- No food, drink or breakable items are allowed on the bus; water is acceptable in appropriate container
- All dress code regulations will be followed
- The use or possession of: tobacco products, drugs, alcohol, weapons (knives and guns), obscene material, or extreme profanity could lead to immediate discipline and the loss of ridership privileges
- Any damage (torn seats, etc.) or vandalism to the bus could lead to discipline and restitution
- At no time should any item be thrown on the bus or off the bus through an open window

Due to unforeseen circumstances, the bus may be delayed.

The school bus ride is considered an extension of the school day and as such, is subject to all school policies and procedures. Riding the school bus is a privilege not a right, and as such may be revoked for safety and disciplinary infractions.

Changes in students' method of transportation will not be allowed unless there is an extenuating circumstance. Any changes in a student's method of transportation in leaving campus will require written permission from a parent or guardian and must be approved by the principal or principal designee before school begins.

AM Carpool Procedures

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

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

PM Carpool Procedures

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

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

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

Walkers and bike riders are to wait for the assigned duty teacher at the kindergarten exit door. Walkers and bike riders are to stay to the left of the driveway and watch for cars.

ALL LIVINGSTON PARISH STUDENTS TO RECEIVE FREE BREAKFAST AND LUNCH THROUGH 2020-2021 SCHOOL YEAR



A U.S. Department of Agriculture initiative called the Community Eligibility Provision, or CEP, is bringing some much needed relief to Livingston Parish families after the devastating flooding in August. The CEP will allow all Livingston Parish students to receive free meals – breakfast and lunch — regardless of income, through the 2020-2021 school year.

According to federal requirements, a school or school district is eligible to take advantage of CEP if at least 40 percent of its children qualify for free lunches. If 62.5 percent or more do, then the federal government picks up the entire tab. Prior to the storm, only one of out of 42 schools in Livingston Parish crossed the 40 percent threshold. Since the flooding, which has left thousands of children homeless, the number of directly certified children has doubled.

Superintendent Rick Wentzel noted that Livingston Parish has been offering free school meals to all of its more than 25,000 students since the flooding. In October, the district adopted CEP for the remainder of the school year and intends to reapply for the program for four more years.

Leah Smith, supervisor of child nutrition, said breakfast participation has increased significantly, up from 160 students a day in December to 600 per day in March.

Extra Curricular Activities

4-H Club

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

BETA Club

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

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

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

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

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

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

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

Art Club

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

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

Livingston Parish Public School System Title I Parent/Family Involvement Policy 2018-2019

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 school wide Committee, which will function to review the school wide plan and family activities for that school. This plan will be specific to the Title I school and will provide a means for families to become more involved in their child's education.

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

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

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

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

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

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

(Spanish version available on request.)

Lost Textbooks and Workbooks

Parents,

Textbooks and workbooks are becoming more expensive every year. Please encourage your child to take care of textbooks and workbooks. It is the student's responsibility to keep textbooks and student workbooks in good shape and not lose them.

Students will have to pay for any lost textbooks and workbooks. A new textbook or workbook will not be issued until payment is made.



Livingston Parish Public Schools

Excellence in Education!

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Superintendent

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STUDENT ACCIDENT INSURANCE COVERAGE

Dear Parents,

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

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

Conferences

There will be two Parent/Teacher Conference Days this school year. The first semester conference day will be on Thursday, September 6th. The second semester conference day will be on Thursday, February 7th. All parents will have a scheduled time to meet with their child's teacher on those days.

Other conferences with teachers must be scheduled through the office. Conferences will be held from 7:55 AM to 8:20 AM. You may call the office at 665-0446 to schedule a conference.

Visitation Policy

We welcome visitors to our school. To guarantee the safety of our students, all visitors (including volunteers) must first sign in at the office and receive a Visitor's Pass before proceeding on campus. Visitors are not allowed in classrooms during instructional time.

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

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

Personal Harassment Policy

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

Discipline Referrals

Discipline referrals will be sent home with your child. These forms are sent home with your child on the day of the 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.

Suspension

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

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

Corporal Punishment

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

Livingston Parish Public Schools 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 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 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.
- **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. 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 truancy. *It is recommended that parents check their child on a regular basis for signs of head lice.*

- **Immunizations:** Louisiana State Law Statute LA R.S. 17; 170

All students entering school for the first time shall present evidence of completed immunization records.

All students entering 6th 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 will 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, 1st, 3rd, 5th, and 7th grades and from parent or teacher referrals. If a problem is detected, notes will be sent home to the parent referring them to their physician for a more complete evaluation.
- **Scoliosis:** Students are screened in 6th grade for curvature of the spine. If signs are seen, students will be sent home with a letter referring them to their physician for a more complete evaluation.
- **Medical Conditions:** If your child has a chronic medical condition, contact the school nurse **annually**. Some examples of chronic medical conditions are: Seizures/Epilepsy, diabetes, asthma, celiac disease, severe allergic reactions to insects or food that require use of an 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.

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, TV and our School Messenger system will keep you informed. In order to keep communication lines open, we ask that you please refrain from calling the school. An emergency crisis plan is available in our office. Drills are practiced monthly. In the event of an emergency, you will be required to have a picture ID when picking up your child.

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.