

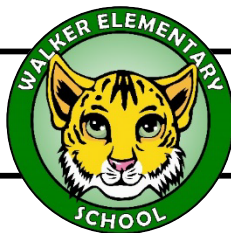
23-24

# Student Handbook

Walker  
Elementary



**ROARING**  
AND  
**SOARING**  
TO EXCELLENCE



**Walker Elementary School**  
**13327 Wildcat Drive**  
**P. O. Box 188**  
**Walker, Louisiana 70785**

**Student Handbook**  
**2023-2024**

Principal..... Kerma Luzier  
Principal Designee..... Aimee Spearman  
  
Instructional Coach..... Ashley Cook  
  
Counselor ..... Kevia Green  
Secretary..... Megan Harrell  
Financial Secretary..... Evelyn Wheat  
Librarian/Tech Coordinator..... Leah Stewart  
Cafeteria Manager ..... Terrie Carboni

Walker Elementary - (225) 665-5534  
Fax- (225) 665-9951  
Cafeteria - (225) 664-4208  
ELL Center (For help in Spanish) (225) 686-4396  
[www.theWESwildcats.com](http://www.theWESwildcats.com)  
[facebook.com/WESWildcats](https://facebook.com/WESWildcats)  
Livingston Parish School Board  
[www.lpsb.org](http://www.lpsb.org)

## FAQ'S

### **What are the school hours?**

Gates open at 7:45 a.m.

Class begins at 8:15 a.m.

Class ends at 3:20 p.m.

### **Tardies**

Students are expected to be at school on time. They are tardy if they arrive at school after 8:15 a.m. A parent is required to sign-in the student in the office and the student will receive a tardy slip. 10 unexcused tardies will result in a referral. To avoid a truancy referral, we recommend placing your child on the bus to help with this matter.

### **Checking a Student Out of School**

**ONLY INDIVIDUALS LISTED ON THE CHECK-OUT CARD MAY CHECK-OUT A STUDENT**

The individual checking out the student needs to appear in person in the office, and then the student will be called from class. **Every check-out requires a valid picture I.D. from the parent, guardian, or individual listed on the check-out card.**

<p><b>***REMINDERS: CHECK OUTS - Students who CHECK IN at/after 12:30 will be counted absent for the <u>1/2 DAY</u>.</b></p>
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**NO CHECK-OUTS after 2:45 p.m.**

### **Procedures for Make-Up Work**

If a student is absent 2 or more days, the student's make-up work should be requested. Requests for make-up work should be made by 10:00 a.m. and picked up by 2:30 p.m. The number of days allowed to make up assignments will correspond with the number of days absent. (i.e., 3 days absent = 3 days to turn in make-up work to the teacher or take missed tests). The student should check with their teacher(s) to receive make up work when they have been absent.

### **How do I schedule a conference?**

You can call the office at (225) 665-5534 to schedule a conference. Conferences will be scheduled according to teacher availability and around their planning times. (Planning times vary.) You can also contact your child's teacher and arrange a time to meet with them to discuss your child's progress or any concerns.

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

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

**SCHOOL HOLIDAYS (STUDENTS)**

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

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

**PROGRESS REPORTS TO BE ISSUED**

<b>ELEMENTARY &amp; JUNIOR HIGH</b>		<b>SECONDARY</b>	
Thursday	September 14, 2023	Thursday	September 14, 2023
Thursday	November 16, 2023	Wednesday	October 18, 2023
Friday	February 9, 2024	Thursday	November 16, 2023
Friday	April 26, 2024	Friday	February 9, 2024
		Tuesday	March 19, 2024
		Friday	April 26, 2024

<b>GRADING PERIOD ENDS/ELEM. &amp; JUNIOR HIGH</b>				<b>GRADING PERIOD ENDS/SECONDARY</b>	
Wednesday	October 12, 2023	-	44 days	Thursday	December 21, 2023- 88 days
Thursday	December 21, 2023	-	44 days	Friday	May 24, 2024- 89 days
Friday	March 15, 2024	-	44 days		
Friday	May 24, 2024	-	45 days		

**REPORT CARDS TO BE ISSUED**

<b>ELEMENTARY AND JUNIOR HIGH</b>		<b>SECONDARY</b>	
Friday	October 20, 2023	Friday	January 12, 2024
Friday	January 12, 2024	Thursday	May 30, 2024
Friday	March 22, 2024		
Thursday	May 30, 2024		

Dear Parents,

Welcome to Walker Elementary School! We are looking forward to the new school year! We are excited that our office was renovated this summer, and we are growing! We added a second Pre-K class and additional classes in 2<sup>nd</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grades! As the year progresses, we hope to continue to make campus improvements. Our big project this year is to replace the gym flooring! We want to create a campus that promotes learning and provides a safe place where all students can learn and grow.

As you read this handbook, please discuss each section of information with your child. Our WES handbook provides general information that will help your child be a successful student and will help you both become more familiar with our policies and procedures.

We are looking forward to the 2023-2024 school year and appreciate your support in helping our students reach their fullest potential. We hope to make this a rewarding experience for both you and your child.

Walker Elementary, Roaring & Soaring to Excellence!

*Kerma J. Luzier*  
Principal

Contact Information:  
[Kerma.Luzier@lpsb.org](mailto:Kerma.Luzier@lpsb.org)  
Phone: 225-665-5534

## **Mission Statement**

*Together we learn, lead, and succeed*

## **Vision**

Walker Elementary envisions students reaching their highest potential through the utilization of communication, assessments, and a variety of instructional methods. Our expectation is that all students be fully prepared for a successful future. Our vision is to keep families, staff, and students informed and to promote engaging educational learning opportunities for all students. It is essential that our school environment is a safe place for children to learn and grow.

## **Character Motto:**

Wildcats ROAR! We must be **Respectful, Optimistic, Attentive,**  
and  
**Responsible.**

## **Principal's Philosophy**

The primary purpose of Walker Elementary School is to provide our students with the opportunities to learn and grow into respectful, responsible, successful citizens. Our focus is to provide a positive learning culture so our students can succeed. To educate our students is to empower them.

Quality education starts with a positive school environment and should be **student-centered**. A major emphasis is placed on the fact that each child is an individual with specific strengths, weaknesses, interests, and abilities. Engaging in student activity is required as an integral part of the learning process. All platforms utilized in the classroom for learning should be practiced and used wisely to enhance learning. Just remember, NOTHING can replace an outstanding teacher!

We are **teacher-centered**! EVERY educator has the power and ability to help students! Our school strives to make a difference for our students. Maintaining a safe, engaging school and classroom environment is vital to student growth. Classroom management should be fair and consistent for all students. When making all decisions, we should always put our students first. If we do this, our choices will always be sound and in the best interest of our school.

We recognize community and parental involvement as vital components in the educational process. It is our objective to keep our parents informed of student progress, aware of ways to help their children at home, and involved in the school environment as much as possible.

Our children are our future. While at school, it is our responsibility to give them the confidence, values, and educational background they require to make the future bright!

As the principal of Walker Elementary, I am committed to building a trusting culture in which all stakeholders are encouraged to make a positive difference in our student population. We, at WES, have an amazing opportunity to positively influence our students' lives. I am excited to work collaboratively with all staff, students, and community members to provide a safe and encouraging environment where students may experience success. I invite each of you to join in this partnership to provide a quality education for our students.

1. **Every student has a right to a positive, safe environment.**
2. **Every student will be treated fairly and work to follow all expectations as outlined in our SWPBIS system.**
3. **Students who receive an Office Behavior Referral will be required to have an adult accompany him/her on any school-sponsored trip.**
4. **Students who are suspended at any time will NOT be allowed to participate in any extracurricular activities (example: sports, clubs, dance, etc.)**

### **Code of Conduct:**

**\*Treat others with respect.**

**\*Work to the best of your ability.**

**\*Keep our campus beautiful and clean.**

**\*Represent our school in an outstanding manner.**

**If you follow this code, you will make all of us immensely proud.**

**Students who apply themselves and meet these expectations will be rewarded with incentives and special duties throughout the school year.**

## **ADMISSION TO SCHOOL**

Kindergarten students entering Walker Elementary School **must be 5 years old on or before September 30<sup>th</sup>** of the school year in which they are enrolling. School readiness assessments are administered to Kindergarten students before they enter school.

At the time of registration, a parent or guardian of all **new** students must complete the enrollment process through PowerSchool Online Registration which went live on 5/29/23.

## **ATTENDANCE**

The school year consists of 177 days. Students must be in attendance 167 days to receive credit for the year's work. **Students are allowed no more than 10 unexcused absences for the year.** Students will be marked a ½ day absent if they miss 50% of the day and will be marked a full day absent if they miss 51-100% of the day.

In accordance with state law, only the following absences will be considered excused provided the parent or guardian sends **the appropriate excuse as noted below** to school confirming the reason for the absence the day the student returns:

- Personal illness (physical or emotional illness) – (Doctor's Excuse)
- Serious illness or death in the immediate family - (Please provide copy of Obit.)
- Emergency medical or dental attention. – (Doctor's Excuse)
- Observance of religious holidays of the child's own faith. - (Religious excuse or parent note.)

Please remember that it is especially important to get an excuse from your doctor for **each visit**. The excuse must contain the child's name, date, days of the absence, and reason for the absence. The original doctor's excuse must be sent to school. Faxed excuses will only be accepted from the doctor's office. Excuses should be presented when the student returns to school.

Students should present the excuse to the teacher and request make-up work. The number of days allowed to make up assignments will correspond with the number of days absent. (i.e., 3 days absent = 3 days to turn in make-up work to the teacher or take missed tests).

## **ARRIVAL AND DISMISSAL**

School is in session from 8:15 a.m. to 3:20 p.m. Parents who transport students to school must go around the school to \*Forest Drive. **THE FRONT DRIVE IS RESERVED FOR BUS TRAFFIC ONLY. Students should not arrive at school before 7:45 a.m. and may not check out after 2:45 p.m. (For viewing, a transportation map is at the back of the handbook.)**

## **AUDIO/VISUAL TAPING VIOLATION**

Audio and video recordings are not allowed at Walker Elementary due to 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 Walker 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 Walker Elementary.



## **BUS OPERATING POLICIES**

Students can only be assigned to **one** bus route and on **one** bus roster. Example: A student can be a car rider in the morning and then ride a bus in the afternoon, but they cannot ride one bus in the morning and a different bus in the afternoon. In the event a bus should break down, buddy drivers will assist in transporting students home. Discuss any concerns occurring on the bus with the bus driver **first**. Continued abuse of bus privileges by a student may result in the denial of transportation. Due to overcrowding on our buses, no student may ride the bus home with another student. Students will receive a colored bus tag that must remain on their book sack, and it is the parent/student's responsibility to let teachers/staff know if they need a new one. Parents or guardians are responsible for contacting the bus driver and keeping the teacher informed, by written correspondence, of any changes in transportation. Parents must fill out a transportation change form in the office if a student's transportation to and from school is needed.

**\*\*\*All transportation changes must be submitted to the office before **12:00****

**noon in writing (hand-written, email, or fax) for a student to change their regular mode of transportation. We will not make changes via phone calls.**

**\*\* NO NOTE---NO CARPOOL or CHANGE OF TRANSPORTATION HOME! In the event of an emergency, you may email [Megan.Harrell@lpsb.org](mailto:Megan.Harrell@lpsb.org), [Megan.Tovar@lpsb.org](mailto:Megan.Tovar@lpsb.org), [Aimee.Spearman@lpsb.org](mailto:Aimee.Spearman@lpsb.org), [Ashley.Cook@lpsb.org](mailto:Ashley.Cook@lpsb.org), or [Kerma.Luzier@lpsb.org](mailto:Kerma.Luzier@lpsb.org) with your request. You need to include all parties' contact information in the note. This is for the safety of our students. Please, do not ask us to violate this procedure.**

## **CAR RIDER PROCEDURES**

Car riders are to enter at the back gate. The back gate will open for arrivals at 7:45 a.m. and close at 8:15 a.m. If your child wishes to eat breakfast, please make sure they arrive by 8:05 a.m. Students may NOT be dropped off at the office; the front is for bus traffic only – from 7:45 to 8:15 a.m. For dismissal, the back gate will be open 3:20 p.m. until 3:40 p.m. (Transportation map is located at the back of our handbook.)

- A numbered car tag will be given to car riders - please be sure that the tag is displayed on the front windshield.
- 1<sup>st</sup> -5<sup>th</sup> graders will be expected to open the car door and exit the vehicle.
- All students must exit and enter the vehicle on the right side.
- Parents are not to get out of vehicles.
- Parents can pull into the church parking lot to buckle in little ones.

## **CELL PHONES, SMARTWATCHES AND/OR iPADS**

Student use of personal -cell phones, Smartwatches, iPads, or any other electronic devices is prohibited on campus during the school day and on the bus. If a student brings one of these devices to school or on the bus it could result in disciplinary action. If you require your student to bring a cell phone for safety reasons for after school use, please call the office to work out a plan with administration.

## **CHANGE OF ADDRESS/TELEPHONE**

It is important that we have a current physical address, mailing address, email address, and telephone number on record in the school office for each student. Please notify the office if you have a change of address, email address, or telephone number at any time during the school year. Our messenger systems send out important information throughout the school year. The systems use the main contact's cell phone number and email address. Please make sure these are up to date in the office.

### **CHECK-OUTS**

Instructional time for all classes is from 8:15 – 3:20 p.m. Check-outs can affect academics, so students need to be in attendance as much as possible. There will be NO CHECK – OUTS after 2:45 p.m.

### **CHILD SEARCH**

Livingston Parish Public Schools assures that all children, 3 through 21, residing within the jurisdiction of the school system who have a disability and are in need of special education, related, and/or special services are identified, located, and evaluated. LPPS through the Child Search Coordinator will document that annual and ongoing activities are conducted to identify and locate children suspected of being exceptional and needing special education services.

In accordance with the State 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. The Livingston Parish child search designee is Heather Thibodeaux. She may be contacted at Child Search.

Phone: 225-686-7600 ext. 146 Fax: 225-686-7609

### **CONFERENCES**

Call the office at (225) 665-5534 to schedule a conference. Conferences can be scheduled Monday through Friday. Days/times may vary depending on the teachers' schedules.

**DAYCARE** – Parents are expected to let the daycare provider know if your child checks out early from school. Our daycare providers are: A Lil Ones, Leaps and Bounds, PARDS, Life Church, A Childs World, and Three Steps.

**DROPS/TRANSFERS** – The enrolling parent or guardian must come to the office in person, present their picture ID, and sign a drop/transfer form. All fees must be paid in full, and all books & materials must be returned to the student's account to be cleared. An obligation will be placed on the student's account if there are any outstanding fees or books or materials owed to the school.

### **DRUG FREE ZONE**

The possession, sale, or use of alcohol, drugs, tobacco products, Vape pens, or any other controlled substance on or near the school campus or buses is forbidden. Violation of this rule will cause immediate expulsion and will be reported to the proper law enforcement agencies.

### **EARLY CHECK-OUT**

To check a student out of school, a parent or guardian must first go to the office and sign the check-out form (Be prepared to show picture ID). Check-out notes should be given to the teacher as soon as school begins. The office will call the student's parent to verify the note **All check-outs must take place before 2:45 p.m., due to the arrival of buses in the parking lot.** Refer to the attendance section for those absences which are excused.  
**CHECK OUTS - Students who CHECK IN at/after 12:30 will be counted absent 1/2 DAY.**

### **EMERGENCY DISMISSAL**

Emergency dismissal takes place only during extreme circumstances such as unpredictable weather, equipment failure, or public crisis. During inclement weather, we sometimes must dismiss because of loss of electricity. You will be notified if school is dismissed early. School will not be dismissed early unless a significant safety risk has been established. The following emergency dismissal procedures will be followed:

1. The District Superintendent will notify the school to dismiss.
2. Bus drivers will be called to pick up their students.
3. We will then follow the regular dismissal procedure.

It is important for students to be aware of an alternative plan so that the students will know what to do and where to go in case school dismisses early.

### **EMERGENCY DRILLS**

Emergency Drills are conducted monthly. Detailed escape routes are posted inside the door of each classroom.

### **EMERGENCY INFORMATION**

In case of an emergency, each student is required to have the following information on file in the school office:

- Name of parent or guardian
- Complete and up-to-date address
- Cell and work telephone numbers of parent or guardian
- Four emergency telephone numbers of relatives or friends
- Physician's name and telephone number
- Medical alert information

If a student becomes ill at school, and the parent or guardian cannot be contacted to check the student out personally, one of the four emergency phone numbers listed in the student's file will be called.

At the beginning of the new school year, please inform the teacher, in writing, if a student should not be picked up by an individual. This information will become part of the student's confidential school record.

## **FEES – STUDENT OPERATIONAL FEE**

**Pre-K \$35.00**

**Kindergarten through 5<sup>th</sup> - \$50.00**

The operational fee will cover students' supplies, materials, and to offset copy expenses. WES will purchase the bulk of student supplies. The student operational fee supplements state and district funding and provides for many instructional needs of students. We are requesting that the fee be paid in **full by October 1, 2023**. Students will not be able to attend field trips, participate in clubs, or sports until their operational fee has been paid.

If a family has a financial circumstance which affects the payment of school fees, please contact our final secretary, Evelyn Wheat, to discuss payment options. A monthly/weekly payment plan is available.

## **FIELD TRIPS**

Field trips to points of interest in the area are scheduled at various times during the school year. These trips are scheduled to supplement units of study undertaken by the students and to introduce them to the resources of our state and community. Parents will receive notice of field trips in advance. Students are required to ride the bus and **must** return to school on the bus. Other children, including siblings, may not attend field trips with parent chaperones. Not all field trips require parent chaperones. Each grade level will communicate field trip details in a timely manner to families.

**\*At least ½ of the student's operational fee must be paid prior to the Fall field trip, and the full amount must be paid before a student will be permitted to attend the Spring field trip.**

**\*Students who have received an Office Behavior Referral (this is not recess detention) will be required to have an adult accompany him/her on any school-sponsored trip, or the student may lose the privilege of attending. \***

## **FUNDRAISERS**

By saving Community Coffee UPC labels, Coca-Cola product caps, and BoxTops for Education, we have been able to purchase the teaching aids needed for our students. Parents will be notified of additional fundraisers.

## **GENERAL INFORMATION**

- Students will be held responsible for any loss or damage to school property.
- End of Year Report Cards will not be issued to students who owe money or have lost books, nor will they be placed in a homeroom class for the upcoming school year.
- Students should go to the restroom during scheduled breaks. Students should only go to the restroom during class if it is an emergency.
- Hats should not be worn at school. (Exception- SWPBIS rewards)
- Students should only be in classrooms or labs when there is staff supervision.

- Personal possessions should be left at home other than required items for the classroom. Examples: toys, stuffed animals, trading cards, stress pop-its, electronics, etc. should be left at home.
- Students should come to school prepared for class.
- Students must follow school and classroom expectations to participate in extracurricular activities.
- A student may not participate in any school activities while suspended.
- There will be no selling or exchanging of any item at school.
- Personal cell phones, Smartwatches, recording devices or any technology devices are not allowed at school. **If a student needs a cell phone for safety reasons for after school, please call the office to work out a plan with administration.**

### **IMMUNIZATIONS**

Louisiana requires that every student who is admitted to public school have evidence of successful vaccinations for diphtheria, tetanus, whooping cough, polio, rubella/rubeola/mumps, varicella, Tdap, and Hepatitis B. If you have questions, please call the office and ask for the school nurse.

### **INSURANCE**

School insurance will be offered at the beginning of each school year. The cost is minimum, and parents are encouraged to take advantage of this service. You may visit <https://www.bollingerschools.com/site/> for more information.

## **Livingston Parish Public School System Title I Family Engagement Policy 2023-2024**

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

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

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

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**  
**(Politica de Participación Familia)**  
**2023-2024**

Un Consejo Asesor Familia ha sido establecido por el distrito con el fin de revisar la actual política de Livingston Parish Title I Family Engagement (Participación de la Familia) y ampliar el plan de conformidad con el *Every Student Succeeds Act (ESSA) of 2015*. Este Consejo se reunirá periódicamente con el fin de coordinar e integrar la participación de la familia y para evaluar la eficacia de la política. Esta política se pondrá a disposición de la comunidad local y será actualizada periódicamente para satisfacer las necesidades cambiantes de los padres y la escuela. El objetivo final es garantizar que todas las familias dentro del distrito sean proveídas de las mismas oportunidades de participación en la educación de sus hijos. El consejo asesor también será informado del proceso de los fondos del 1% del Título I, Parte A, Los Fondos Reservados para la Participación de los Padres-Familia. La LEA incorporará estas ideas dentro de la política de todo el distrito. Si hay algunos comentarios no satisfactorios en el plan, éstos se remitirán a la Agencia Estatal de Educación (State Education Agency/SEA, por sus siglas en ingles).

Bajo la dirección y la asistencia técnica de la Agencia Local de Educación, cada escuela Título I tendrá miembros de la familia sirviendo/ejerciendo en el Comité de la Escuela, que funcionará para revisar el plan de toda la escuela y las actividades de los padres de esa escuela. Este plan será específico a la escuela de Título I y proporcionará un medio para que padres-familia se involucren más en la educación de sus hijos.

Una reunión anual se llevará a cabo en cada escuela en la que se les dará a los padres información sobre la participación de su escuela en el programa Título I y los servicios relacionados, y una explicación de los requisitos de esta participación. Los miembros de la familia también serán informados de su derecho a las conferencias entre padres y maestros, informes periódicos sobre el progreso de sus hijos, el acceso razonable al personal, oportunidades para ser voluntario y participar en la clase de su hijo, y para solicitar información sobre los títulos profesionales de los maestros de sus hijos. En la medida de lo práctico, las reuniones de padres brindarán oportunidades para la participación de los miembros de la familia con inglés limitado, miembros de la familia con discapacidades y padres migrantes. La información será comprensible y uniforme.

Uno de los objetivos de este plan será el de mejorar la comunicación entre el hogar y la escuela mediante acuerdos entre padres-familia/escuela, boletines informativos, conferencias entre padres y maestros, manuales, agendas, encuestas, mensajes vía School Messenger Phone System, comunicaciones electrónicas tales como: llamadas telefónicas, mensajes de texto y correos electrónicos y otros tipos de intercambio de información. Es importante que los padres respondan a las comunicaciones de la escuela de una manera oportuna y que hablen con sus hijos sobre sus actividades en el aula.

Otro objetivo será proporcionar información acerca del *Every Student Succeeds Act (ESSA) of 2015*, la Ley de Responsabilidad del Estado de Louisiana (State of Louisiana Accountability Law), el currículo usado en la escuela, las formas de evaluación académica utilizadas para medir el progreso del estudiante, y los niveles de competencia que se

espera que los estudiantes cumplan.

Las escuelas Título I asistirán a las familias con las habilidades de crianza, habilidades tecnológicas, y darán asistencia para ayudar con las tareas, proyectos y otras actividades en el hogar. Los padres serán animados a tomar ventaja de las conferencias entre padres y maestros como una forma de monitorear el progreso de los estudiantes. Las escuelas también proporcionarán oportunidades para la comunidad local al involucrarse más con las familias y con la escuela.

La participación de familia es esencial para el éxito de los estudiantes. Al monitorear el progreso del niño/a y trabajar con los educadores para mejorar los logros de los estudiantes, los padres proporcionan un vínculo vital entre la escuela y el estudiante. Los estudiantes deben saber que sus de familia valoran la educación y los logros y están disponibles para ayudarles a alcanzar sus objetivos. Anualmente, cada escuela difundirá y recogerá encuestas de familia para aumentar la participación de la familia. Los resultados de la encuesta, si es necesario, se utilizarán para revisar las políticas de participación de familia en el ámbito escolar.

Es la meta del Sistema de Escuelas Públicas del Condado de Livingston (Livingston Parish Public School System) lograr comunicarse y trabajar con familias en condiciones de igualdad en las escuelas.

### **LOST AND FOUND**

Clothing items found on the school campus will be placed in the lost and found in the gym. Money, jewelry, and other items of value are turned into the office. Students may claim lost items after giving proper identification.

Please write the student's first and last name on all jackets, book sacks, and other personal items. It is recommended that students leave toys, trading cards, stress pop its, electronics, i.e., at home.

### **LOST OR DAMAGED TEXTBOOKS/LIBRARY BOOKS**

Students are responsible for paying for replacement textbooks/library books if a textbook/library book is lost or damaged.



## **Lunchroom Procedures**

The following actions help our cafeteria run smoothly:

1. Students will use good manners and be respectful to their classmates and all adults assisting with lunch procedures.
2. Students are responsible for leaving their lunch area neat and clean.
3. Canned or bottled soft drinks are NOT allowed. Water and fruit juices are allowed in the cafeteria. This is a state policy.
4. Food packaging with printed names/logos from commercial food establishments (McDonald's, Burger King, Sonic, Raising Canes, etc.) are prohibited during meal service. This is a state policy.
5. If your child brings a lunch box, please send items that are easy to open, especially for younger students.
6. Kindergarten may purchase extra snacks in the lunchroom but only when they have money uploaded in their SchoolBucks account. Sending cash with our younger students causes many issues.
7. Each grade level will be assigned a time for a family picnic at school. All guests will enter our campus through the bus gate. Lunch will be picnic style outside, and families may bring lunch for their student. However, if guests want to buy a school lunch, they will need exact change, (\$5.00). Please be respectful to all visitors, staff, and students while on campus. Any guest who violates these expectations will be asked to leave immediately. We want this to be a positive experience for our students. If we experience inclement weather, lunch will be rescheduled to another day.



### **23-24 Picnic Lunch Schedule**

Pre-K – October 3<sup>rd</sup>

Kindergarten- October 10

1<sup>st</sup> Grade – October 17

2<sup>nd</sup> Grade -October 24

3<sup>rd</sup> Grade – March 5

4<sup>th</sup> Grade - March 12

5<sup>th</sup> Grade – March 19

## **MEDICATION**

If a student requires oral medication to be given by school personnel at school, the parent or guardian must bring the medication to school **(never the student)**. A form must accompany the medication, giving directions for its administration. The form must be filled out and signed by the doctor and parent/guardian.

The medication must be in the original container. It must carry a current prescription label with the child's name, drug identity, dosage instructions, doctor's name, and date. No more than one month's supply of medicine may be sent to school at one time. School personnel cannot break tablets in half.

No "over the counter" medication such as Tylenol, aspirin, cough medicine, cough drops, etc., can be given at school without a doctor's order and a prescription label. No topical medication shall be applied to the student's skin in any form. In addition, no ear, nose, or eye drops can be administered even though it is a prescription. Never send these items with students to self-administer.

## **PARENT EXPECTATIONS**

As a parent or guardian, I agree to abide by the rules and regulations of the school as set forth by Walker Elementary and the Livingston Parish School Board. I understand that the school believes that a positive and constructive working relationship between the school and the parent or guardian is essential to the fulfillment of the school's mission.

### **Code of Conduct for Parents:**

- Adult visitors should exhibit a good example for students in their conduct, manner of dress/appropriate attire, language, and behavior while on campus or at any school-sponsored activity.
- Parents will use courteous and acceptable written and spoken language in all communications with students, staff, and other parents and members of the school community. No profane, insulting, harassing, aggressive or otherwise offensive language may be used.
- Parents will act in the best interests of students, their families, and staff members.
- We value our diverse community and respect the rights, religious beliefs and practices of individuals and their families. We respect points of view that are different from our own and all members of our community must refrain from actions and behavior that constitutes harassment, discrimination or vilification.
- Respect the privacy of all students.

**\*\*At any time, a parent or adult visitor violates these expectations they may be removed from the school campus by local authorities. \*\***

## **PARENT VOLUNTEERS**

Parent and grandparent volunteers are special resources at our school. If you would like to volunteer, please contact the Wildcat Pack @ [wildcatpackwes@gmail.com](mailto:wildcatpackwes@gmail.com)

## **PARTIES/BIRTHDAY TREATS**

Parents will not be allowed to attend class parties due to our *SAFE PLAN* and to alleviate safety issues with check-outs. Please clear food and drink for parties or for birthdays with the teacher. Items need to be dropped off in the office **before 1:00**. (No homemade items allowed.) Food items must be store bought and individually wrapped. Please do not send balloons or gifts to the school.

## **POLICY STATEMENT**

It is the policy of the Livingston Parish School Board to provide a free and appropriate public education to each handicapped student within jurisdiction, regardless of nature of the handicap.

*It is the intent of the Livingston Parish School System to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation*

*Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).*

*Due process rights of handicapped students and their parents under Section 504 will be enforced.*

Livingston Parish Public Schools has a coordinator of Section 504 activities. The coordinator is responsible for assuring that the district complies with Section 504 and may be reached at (225) 686-7044.

Grievance Procedure for 504:

First Level: Any parent who has a complaint shall discuss it first with their child's teacher.

Second Level: If, as a result of the informal discussion, the matter is not resolved, the grievant shall initiate a grievance with the principal of the school. (The principal shall refer all cases to the School Building Level Committee, if this has not been done.)

Third Level: If the matter remains unresolved, the grievant shall initiate a grievance in writing to Alan "Joe" Murphy, Superintendent of Livingston Parish Public Schools, or Marcia McKnight, the 504 Coordinator at the Livingston Parish Public Schools office, P.O. Box 1130, Livingston, LA 70754.

### **PUPIL PROGRESSION**

The Livingston Parish School Board's Pupil Progression Plan was developed according to the Louisiana State Department of Education's guidelines. Listed below are the grading procedures for elementary schools:

Interim reports are issued at 4 ½ week intervals between report card periods. Report cards are issued at the end of each nine-week period. The following parish-wide grading scale will be used for grades K-5:

#### **Grading scale**

100-93 = A

92-85 = B

84-75 = C

74-67 = D

66-60 = F

### **RECESS**

Students enjoy a 15-minute recess each day, weather permitting. Any student who is ill or injured will be allowed to remain in the office with a note from their physician.

## **SCHOOL NEWS AND INFORMATION**

School events and information of interest to students and families will be communicated through the following avenues:

- ❖ The Walker Elementary School APP
- ❖ Our Facebook Page
- ❖ Our WESWildcat Website

## **SCHOOL HEALTH RULES (LPPS)**

The following guidelines are offered to help you determine when your child should not attend school. Please consider carefully a child's statement of feeling ill.

- Diarrhea/vomiting: Students who are vomiting or having diarrhea (2 or more watery stools) will be sent home from school. They will not be allowed to return until they are symptom free for 24 hours from the onset of symptoms. Children should be kept home if they were vomiting or experienced diarrhea during the night.
- Fever: Students who have a fever of 100.0 F or higher will be sent home. Students will be readmitted after they have been fever free for 24 hours without the use of fever reducing medications. (Ex: Tylenol, Motrin, or Advil).
- Cold/flu: Students with severe colds, sore throats, cough or "flu like" symptoms will not be allowed to stay at school. They should stay home for rest and proper attention to their symptoms.
- Pink Eye: Symptoms of pink eye such as eye drainage, crusty eyelids, redness on the white part of the eyes, swelling, and itching may indicate pink eye, which is a contagious disease. Children with these symptoms will be sent home and should be seen by a doctor for a diagnosis. A doctor's excuse will be required to return to school. If diagnosed with pink eye, the student must be on treatment for at least 24 hours before he can return to school. Some conjunctivitis may require the student remain at home until all symptoms are resolved.
- Rash/Lesions: A student with an undiagnosed rash or lesion will not be allowed to stay at school. Skin rashes or lesions will be considered possibly contagious. Child may return to school after rash is determined to be non-contagious by a physician or to be no longer contagious after proper treatment. Students may return with a note from the Physician's office.
- Boils: Students with boils must be seen by a physician. If it is a staph infection, they must remain home for 24 hours after starting antibiotics. A physician's note will be required for them to return to school. The boil must be covered. If the boil is draining, extra clothes and bandages should be sent with the student in case the bandage becomes saturated or if the clothes get wet.
- Lice: A student's hair must be free of nits and bugs in order to remain at school. The student will be readmitted to school after the parent has treated the child and all nits and bugs are removed. After successful treatment, the parent will need to bring the student to the office to be rechecked for lice by school personnel before being allowed to stay at school. It is recommended that parents check their child on a regular basis for signs of head lice.
- Medication: If your child needs to take medications for chronic conditions at school

please contact your school nurse. State law requires a medication administration form to be completed by the physician and parent. This includes prescription and over-the-counter medications. If a student is prescribed a new medication, they must remain at home for 12 hours after the first dose to be observed for adverse reactions. Parents are allowed to bring medications to the school and administer them to their child. If Parents cannot come, they may send the medication with someone listed on the child's contact card. If the parent or someone on the contact card cannot come then the parent may send an adult not listed on the contact card. The school will require a written or verbal consent from the parent if the adult is not on the contact card and an ID will be checked.

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

Students entering school for the first time shall present a completed or up to date immunization record.

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

All students that are 11 years old must have a Tdap Booster, Meningitis vaccine, and a second varicella (chickenpox). Students that are 16 years of age must have a second meningitis immunization.

Parents of students that are unable to receive their immunizations due to medical, religious, or personal reasons must submit a written letter of dissent. This letter can be found on the LDOE and LPPS websites.

Students that have not received proper immunizations may not be allowed to come to school if there is an outbreak of a communicable disease at school (Chickenpox, Measles, Pertussis, etc.). State law must exclude these students from the school setting, for the incubation period of the disease. These absences may not be excused.

- Vision/Hearing: Student's vision and hearing are screened by the school nurse in Pre-K, Kindergarten, 1st, 3rd, 5th, 7th & 9th grades and from parent or teacher referrals. If a problem is detected, notes will be sent home to the parent referring them to their physician for a more complete evaluation.

- Scoliosis: Students are screened in 6th grade for curvature of the spine. If signs are seen, students will be sent home with a letter referring them to their physician for a more complete evaluation.

- Medical Conditions: If your child has a chronic medical condition, contact the school nurse annually. Some examples of chronic medical conditions are Seizures/Epilepsy, diabetes, asthma, celiac disease, severe allergic reactions to insects or food that require use of an Epi-pen or Benadryl during the school day. A SPECIAL DIET ORDER form is required annually from a physician if your child has specific food allergies.

- Post- Surgery or Hospitalization: If your child is hospitalized or has surgery, he/she must return with a note from the Physician allowing him/her to return to school. Any restrictions must be noted on the return to school form.

If you have any questions or concerns, you may call Jennifer Wilkinson, RN School Nurse Coordinator at (225)686-4368 or contact the school nurse at your child's school.

In order for proper care to be provided at school, it is the parent's responsibility to notify

the school nurse with any medical conditions or needs your child may have; including any changes to their medical conditions during the school year.

### **LIVINGSTON parish public schools REGLAS DE SALU**

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

- **Diarrea/vómitos (Diarrhea/Vomiting):** Los estudiantes que estén vomitando o tengan diarrea (2 o más heces acuosas) serán enviados a casa desde la escuela. No se les permitirá regresar hasta que estén libres de síntomas durante 24 horas desde el inicio de los síntomas. Los niños deben mantenerse en casa si vomitan o experimentan diarrea durante la noche.
- **Fiebre (Fever):** Los estudiantes que tengan temperaturas de 100.0 °F (38 °C) o más serán enviados a casa por fiebre. Los estudiantes serán readmitidos después de que hayan estado sin fiebre durante 24 horas sin el uso de medicamentos para reducir la fiebre. (Ejemplo: Tylenol, Motrin o Advil).
- **Resfriado/Gripe (Cold/flu):** Los estudiantes con resfriados severos, dolor de garganta, tos o síntomas similares a los de la gripe no podrán quedarse ni asistir a la escuela. Deben quedarse en casa para descansar y prestar atención adecuada a sus síntomas.
- **Conjuntivitis (Pink Eye):** Los síntomas de conjuntivitis, como drenaje ocular, párpados y lagañas en los ojos, enrojecimiento en la parte blanca de los ojos, hinchazón y picazón pueden indicar conjuntivitis, que es una enfermedad contagiosa. Los niños con estos síntomas serán enviados a casa y deben ser vistos por un médico para un diagnóstico. Se requerirá una excusa del médico para regresar a la escuela. Si se le diagnostica conjuntivitis, el estudiante debe estar en tratamiento durante al menos 24 horas antes de poder regresar a la escuela. Algunas conjuntivitis pueden requerir que el estudiante se quede en casa hasta que desaparezcan todos los síntomas.
- **Sarpullido/Lesiones (Rash/Lesions):** Un estudiante con una erupción o lesión no diagnosticada no podrá quedarse en la escuela. Las erupciones o lesiones cutáneas se considerarán posiblemente contagiosas. El estudiante puede regresar a la escuela después de que un médico determine que la erupción no es contagiosa o que ya no es contagiosa después del tratamiento adecuado. Los estudiantes pueden regresar con una nota de la oficina del médico.
- **Forúnculos (Boils):** Los estudiantes con forúnculos o nacidos deben ser vistos por un médico. Si se trata de una infección por estafilococos, deben permanecer en casa

durante 24 horas después de comenzar a tomar antibióticos. Se requerirá una nota del médico para que puedan regresar a la escuela. El forúnculo debe estar cubierto y si está drenando, se debe enviar ropa y vendas adicionales con el estudiante en caso de que la venda se sature o si la ropa se moja.

- Piojos (Lice): EL cabello de un estudiante debe estar libre de liendres y bichos para poder permanecer en la escuela. El estudiante será readmitido a la escuela después de que el padre haya tratado a su hijo(a) y se hayan eliminado todas las liendres y bichos. Después de un tratamiento exitoso, el padre deberá traer al estudiante a la oficina para que el personal de la escuela lo revise nuevamente en busca de piojos antes de que se le permita quedarse en la escuela. Se recomienda que los padres revisen regularmente a sus hijos para detectar signos de piojos.

- Tratamiento y Medicamentos (Medication): Si su hijo(a) necesita tomar medicamentos para enfermedades crónicas en la escuela, comuníquese con la enfermera de la escuela. La ley estatal requiere que el médico y los padres completen un formulario de administración de medicamentos. Esto incluye medicamentos recetados y de venta libre. Si a un estudiante se le receta un medicamento nuevo, debe permanecer en casa durante 12 horas después de la primera dosis que se debe observar para detectar reacciones adversas. Los padres se les permite venir con los medicamentos a la escuela y administrarlos a sus hijos. Si los padres no pueden venir, pueden enviar el medicamento con alguien que se encuentre en la tarjeta de contacto de su hijo(a). Si el padre o alguien en la tarjeta de contacto no puede venir, entonces el padre puede enviar a un adulto que no se encuentre en la tarjeta de

contacto. La escuela requerirá un consentimiento escrito o verbal del padre si el adulto no está en la tarjeta de contacto y se verificará con una identificación (ID).

- Inmunizaciones (Immunizations): Estatuto de la ley del estado de Louisiana LA R.S. 17; 170

Los estudiantes que ingresen a la escuela por primera vez deberán presentar un registro de vacunación completo y actualizado.

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

Todos los estudiantes que tienen 11 años deben recibir un refuerzo Tdap, la vacuna contra la meningitis y una segunda varicela (Chickenpox). Los estudiantes que tienen 16 años de edad deben tener una segunda vacuna contra la meningitis. Los padres de estudiantes que no pueden recibir sus vacunas debido a razones médicas,

religiosas o personales deben presentar una carta de desacuerdo por escrito. Esta carta se puede encontrar en los sitios web LDOE y LPPS.

Los estudiantes que no hayan recibido las vacunas adecuadas no podrán asistir a la escuela si hay un brote de una enfermedad contagiosa en la escuela (varicela, sarampión (Measles), tosferina (Pertussis), etc.). La ley estatal debe excluir a estos estudiantes del entorno escolar durante el período de incubación de la enfermedad. Estas ausencias no pueden ser excusadas.

- Visión / audición (Vision/Hearing): la visión y la audición del estudiante son evaluadas por la enfermera de la escuela en Pre-K, Kinder, 1er, 3er, 5to, 7mo y 9no grado y da los resultados a los padres y maestros. Si se detecta un problema, se enviarán notas a los padres para remitirlas a su médico para una evaluación más completa.
- Escoliosis (Scoliosis): los estudiantes son evaluados en sexto grado para determinar la curvatura de la columna. Si se ven signos, los estudiantes serán enviados a casa con una carta que los refiera a su médico para una evaluación más completa.
- Condiciones Médicas (Medical Conditions): si su hijo(a) tiene una condición médica crónica, comuníquese con la enfermera de la escuela anualmente. Algunos ejemplos de afecciones médicas crónicas son convulsiones / epilepsia, diabetes, asma, enfermedad celíaca, reacciones alérgicas graves a insectos o alimentos que requieren el uso de un Epi-pen o Benadryl durante el día escolar. Se requiere un formulario de ORDEN DE DIETA ESPECIAL anualmente de un médico si su hijo(a) tiene alergias alimentarias específicas.
- Post-Cirugía u Hospitalización (Post-Surgery or Hospitalization): Si su hijo(a) está hospitalizado o se somete a una cirugía, debe regresar con una nota del médico que le permita regresar a la escuela. Cualquier restricción debe anotarse en el formulario de regreso a la escuela.

Si tiene alguna pregunta o inquietud, puede llamar a Jennifer Wilkinson, coordinadora de enfermería de la escuela RN al (225) 686-4368 o comunicarse con la enfermera de la escuela de su hijo(a).

Para que se brinde la atención adecuada en la escuela, es responsabilidad de los padres notificar a la enfermera de la escuela sobre cualquier condición médica o necesidad que pueda tener su hijo(a); incluyendo cualquier cambio en sus condiciones médicas durante el año escolar.



## **SCHOOL NURSE**

The school nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, vision and hearing screening, and assistance in health teaching. Please contact the school nurse if your child is absent from school due to communicable diseases.

## **School Wide Positive Behavior Incentive Plan (SWPBIS)**

During the first week of school, each class will establish expectations within the conduct guidelines set forth by the Livingston Parish School Board and will post these expectations where they are visible to all students and staff. Parents will be notified of the guidelines.

The administration and faculty are constantly looking for evidence of good citizenship among our students. When a student is “caught being good,” he or she is presented with WILDCAT CASH which can be redeemed throughout the year.

To handle situations that arise, the teacher may hold a conference with the student, call a conference with the parent or guardian, use classroom disciplinary procedures, or refer the situation to administration or to the counselor. To ensure consistency in discipline throughout the school, the following guidelines will be used.

5/green- start the day/ good day

Warning-no consequence.

4/blue- loss of 1 behavior point.

Consequence: loss of half of recess.

3/purple- loss of 1 additional behavior point.

Consequence: loss of entire recess.

2/yellow- loss of 1 additional behavior point.

Consequence: recess detention.

1/orange- loss of 1 additional behavior point.

Consequence: parent contact.

0/red- loss of 1 additional behavior point – no points remaining.

Consequence: Office Referral. Parents will be contacted by the administration.

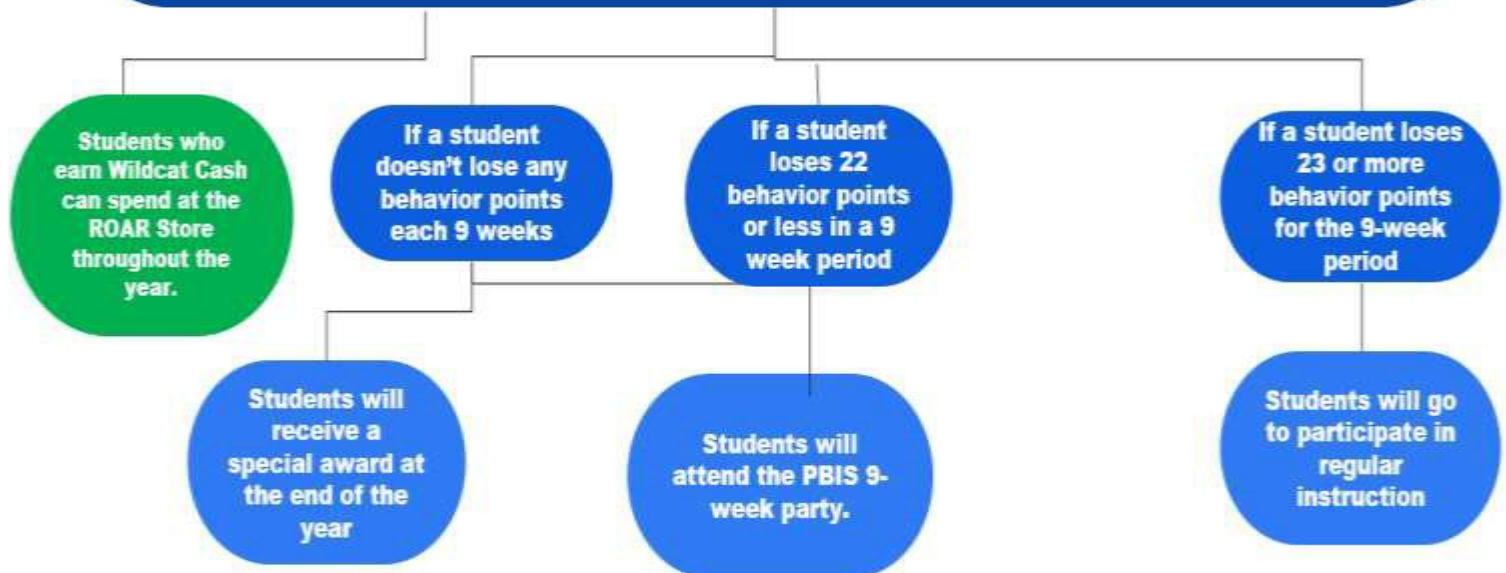
When a student breaks a classroom rule, he/she will lose a behavior point. Behavior points are used for record-keeping to track attendance for SWPBIS rewards. These guidelines are for most discipline situations. In certain circumstances, students can be sent directly to the office. On the 5th recess detention, the detention teacher will notify the office, and the administration will automatically contact the parent and inform them that their child is at the halfway point to receiving a suspension. 10 detention write-ups in one 9-week period will result in a suspension.

Fighting, harassment, bullying, defiance of school staff, use of profanity, refusal to follow directions, refusal to prepare assignments or to participate in class, inappropriate restroom/hallway behavior, possession of firearms, weapons, or other dangerous objects, possession or use of tobacco, possession or use of any controlled substance, gambling, and vandalism are not acceptable school-appropriate behaviors and will not be tolerated.

If a student receives any type of office referral, including bus referrals, he/she will not participate in 9-week Activity/SWPBIS rewards or incentives. Students who do not lose more than 22 points will participate, and students who do not lose any points for the entire year will receive a special award at the end of the year. Marks reset every nine-week period. See flow chart.

## Walker Elementary's PBIS Process

**Teachers at Walker Elementary will observe student behaviors throughout the nine weeks. The teacher will document the behavior and will give behavior points when those behaviors are observed.**



## SAMPLE RECESS DETENTION FORM

### Recess Detention Form

<b>Walker Elementary</b>					
RECESS DETENTION NOTICE	NINE WEEKS	1	2	3	4

STUDENT: \_\_\_\_\_ GRADE: \_\_\_\_\_ REFERRING EMPLOYEE \_\_\_\_\_

Date of Infraction: \_\_\_\_\_ Date served: \_\_\_\_\_

\_\_\_ 1<sup>st</sup> Detention \_\_\_ 2<sup>nd</sup> Detention \_\_\_ 3<sup>rd</sup> Detention \_\_\_ 4<sup>th</sup> Detention \_\_\_ 5<sup>th</sup> Detention

\_\_\_ 6<sup>th</sup> Detention \_\_\_ 7<sup>th</sup> Detention \_\_\_ 8<sup>th</sup> Detention \_\_\_ 9<sup>th</sup> Detention \_\_\_ 10<sup>th</sup> Detention

Check main category & add any additional notes to explain infraction in box

- ☐ Self-Control Needs improving
- ☐ Disrespectful to adult or peer
- ☐ Disrupting class – talks out, makes noise, i.e.
- ☐ Inappropriate language, pictures, or gestures
- ☐ Poor cafeteria manners
- ☐ Pushed, shoved or kicked
- ☐ Running in concrete areas
- ☐ Classroom Habits need improving
- ☐ Other: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_

(Please sign and return to school.)

## **STUDENT – SEARCH OF STUDENT’S PERSON**

The Livingston Parish School Board authorizes any teacher, principal, school security guard, or administrator under the employ of the School Board to search a student's person or his/her personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a School Board policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense. Strip searches are specifically prohibited.

If a school administrator suspects the presence of firearms, weapons (defined as dangerous instrumentalities), illegal drugs, stolen goods, or other materials or objects the possession of which is a violation of parish School Board policy, random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student.

Any search of student's person shall be done privately by one of the persons above authorized and of the same sex as the student to be searched. At least one (1) witness who is a school administrator or teacher, also of the same sex as the student, shall be present during the search. Detailed documentation shall be made of all searches. Items which are specifically prohibited by law, School Board policy or school regulations shall be immediately seized. The school administrator/designee shall immediately contact the student's parent/guardian, appropriate law enforcement agency and the Superintendent.

Upon any such violations, the student(s) may be suspended or recommended for expulsion by the appropriate authorities, and investigative facts and/or seized items immediately turned over to the proper law enforcement officials, when appropriate. The school administrator/designee shall notify the appropriate school personnel of the suspension/expulsion within a reasonable time period.

Whenever any search is conducted pursuant to this policy, as soon as is reasonably practical, a written record shall be made thereof by the school administrator/designee conducting the search, and such record shall include the name of the student and/or person(s) involved, the circumstances leading to the search and the results of the search. This written, dated, and signed record shall be maintained in the school administrator's office. The student and parent(s)/guardian(s) shall be given a written receipt for any items seized and/or impounded by the school administrator/designee.

## **STUDENT SEXUAL HARASSMENT POLICY**

The Livingston Parish School Board disapproves of and does not tolerate sexual harassment by employees to students, by student to employee, or by one student to another student. No employee or student, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and therefore interferes with the purposes of the employee and/or student in the academic, extracurricular, and co-curricular atmosphere.

**Coverage** – This policy applies to all students, employees, and non-employee volunteers, to the elected members of the School District, and to all students of the Livingston Parish School District. It applies at school, and locations, events, or circumstances over which the School District has exercised substantial control over both the respondent and the context in which sexual harassment occurs.

**Complaint Procedure** – Complaints of sexual harassment which take place at a school related function or arising out of the school setting should be reported to the administration of the school.

### **STUDENT UNIFORM DRESS CODE (LPPS POLICY UPDATED MARCH 2021)**

The policy of the Livingston Parish School Board shall be that no mode of attire shall be considered proper for school wear that disrupts the classroom and/or the school's positive learning environment. In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision based on this policy as to what is considered proper or improper dress according to the guidelines provided. The Livingston Parish School Board is responsible for achieving a systemwide dress code for appearance and dress among students that will promote the best atmosphere for teaching and learning.

### **DRESS AND PERSONAL GROOMING**

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

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

1. Styles of dress and grooming should never be such that they represent a collective or individual protest.
2. Appropriate footwear must be worn to school (no shower shoes, flip-flops, or heels).
3. Caps, hats, unprescribed glasses are not permitted.
4. Patches, decorations, slogans, symbols, tags, marks, or advertisements are prohibited. (Examples: beer, cigarettes, drugs, obscene suggestions, sexual connotations, political, etc.)
5. Earrings are allowed for students provided they are not a safety concern or a distraction on campus.
6. Piercings, other than ears, are not permitted. Clear (concise stud only) pierce hole fillers are allowed for nose rings.
7. Jewelry, including earrings, worn during the school day should be a size and dimension that is not a safety concern or a distraction on campus.

8. Hair should be neat, clean, and out of the student's eyes. Students should have natural hair color. Extreme unnatural colors are not allowed. Sculptured hair styles that include pictures, symbols, letters, numbers, or hair curlers, rollers or excessively teased will not be permitted. Principals have discretion if a hairstyle including accessories interferes with learning.
9. Neatly groomed facial hair is acceptable, including mustaches, beards, and goatees.
10. Fingernails should be neat, clean, and kept short so that students can write and type without difficulty.
11. Tattoos that are vulgar, obscene, political, offensive or otherwise disruptive to the school environment are not permitted and must be covered at all times.
12. Foundation garments must be worn.
13. Dress during any period where uniforms are not required, such as special event days, or for transferring students, shall be consistent with the intent and spirit of the School Uniform Dress Code.

### **Dress Code in Special Classes**

Students must follow the rules of appropriate dress as directed by the needs of special classes (i.e., physical education, industrial arts, agriscience, etc.) due to safety concerns. It is important that student wear proper shoes for PE class. (Tennis shoes are required.)

### **SCHOOL UNIFORM DRESS CODE**

The School Board is permitted by state law to adopt dress codes mandating the use of school uniforms. The purpose of the School Uniform Dress Code shall be to provide additional opportunities for increased school safety; to encourage students to experience a greater sense of school identity and belonging; to encourage an improvement in student behavior; and to encourage a high level of program participation

### **Grades Pre-Kindergarten - 12:**

#### **Shirt:**

- Solid color: Navy blue or white.
- Polo: (golf-boxed, hemmed) two, three or four buttons at the top front with collar (Short or Long sleeves) - Elementary students shall be encouraged to tuck in shirts. Middle/Junior High and High school students shall be required to tuck in shirts.
- Oxford/dress shirt (short or long sleeves) Elementary students shall be encouraged to tuck in shirts. Middle/Junior High and High school students shall be required to tuck in shirts.
- Designs, emblems, insignias, monograms, and logos are prohibited.
- Undershirts and T-shirts, if worn, must be white, gray, or black and can only be worn underneath the standard uniform.
- If applicable, school issued spirit shirts may be worn in place of the uniform polo on designated day set by the principal. Shall not exceed one time per week.

#### **Pants, Skirts, Shorts, Skorts, Jumpers:**

- Solid color: Khaki • No jean, knit, jegging, stretch, cargo, capri, or cropped styles.
- Appropriate fit: not too loose, not too tight; no sagging.
- Elementary students may have elastic waist pants with or without belt loops (belts are optional but encouraged).

- Middle/junior/high school students' pants must have belt loops and a belt is mandatory.
- Must be worn at waistline.
- Skirts should be to top of kneecap.
- Jumpers should be to top of kneecap; not allowed for 9-12.
- Shorts/Skort: Top of knee to four (4) inches above knee; length cannot be below the knees; length can be cuffed or not cuffed.
- The only logos allowed should be the manufacturer's label.
- All bottoms must be hemmed.

#### **Belts:**

- PK-5: Belts are not required but encouraged.
- Grades 6-12: Belt required with clothing designed with belt loops, any color, no inappropriate logos, or slogans. Belts are to be worn correctly and buckles are not to be excessive size or offensive in design. Studs and spikes are prohibited.

#### **Socks/ Hose/Tights: If worn...**

- Socks may not have inappropriate or offensive wording or images. Socks above the knee are prohibited.
- Tights/Leggings solid color black, gray, navy blue or white (May only be worn under skirts/dresses/jumpers). Tights must be full length reaching the ankle.

#### **Pullovers:**

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



#### **Shoes:**

- Closed-toe and closed-heel shoes are mandatory (tennis shoes, dress shoes (no heels), casual shoes or slip-on shoes or boots).
- Footwear shall not extend above the knee.
- Shoes should be properly tied or strapped, if applicable.

#### **Coats:**

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

#### **Student Compliance with the Uniform Dress Code:**

The School Uniform Dress Code of Livingston Parish shall strive to achieve full compliance through use of incentives and positive reinforcement measures and will resort to disciplinary action only when positive measures fail to ensure compliance. In addition, the policy's rationale and benefits of the School Uniform Dress Code will be explained and

fully understood by the student and his or her family. The intent of this policy is not to inhibit or prohibit any student who is not in uniform from receiving the education to which he or she is entitled. Also, the intent of this policy is not to suspend or expel a student from class or from school or lower an academic grade as a result of not complying with the School Uniform Dress Code. However, non-compliance shall result in progressive disciplinary action being taken with the student.

No student shall be considered in violation of the School Uniform Dress Code in the following instances:

A. When administrators allow exceptions to the uniform code for special events. (Ex. Dress-up day, athletes on game days, band, cheer, academic teams, clubs, picture day, band on regular meeting days, etc.)

B. During the first ten (10) school days after transferring from out of the Parish to Livingston Parish Schools. During this ten (10) day period, appropriate dress (according to School Board Policy) shall be followed. C. When a student is on campus outside of normal school hours.

**Casual Dress Day: Sometimes, students will be allowed to participate in casual dress days.** On these days, dress shall be consistent with the intent and spirit of the *School Uniform Dress Code*.

***Spirit shirts may be purchased online through our Online Payment System. They may be worn every Friday, on field trips, SWPBIS days, and any other day as deemed by the principal.***

#### **BODY ARMOR**

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exception as enumerated in La. Rev. Stat. Ann. §14:95.9, which includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury. School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area within one thousand feet of any school campus and within a school bus, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2(C) and 14:95.6(B). Body armor shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

Revised March 2021



## **SUSPENSION FROM SCHOOL**

Maintaining a safe, learning environment for all students will be the foundation for all discipline decisions. Suspensions are given by an administrator only as a last resort.

### **SUSPENSIONS**

**Please review the following suspension offenses:**

1. Students are specifically prohibited from being under the influence of, bringing, consuming, or having in his/her possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, vapes, limitation or counterfeit controlled substances, or other controlled substance as defined by state statutes.
2. Students who leave campus without permission will receive immediate disciplinary action.
3. Fighting on the school bus or on the school grounds can result in a suspension.
4. A student caught vandalizing may be subject to suspension. If there is any damage from student vandalism, the student will be held responsible for any repairs needed to restore the campus.
5. Weapons of any type brought to school will be confiscated and may result in a day suspension.
6. Profane language, obscene paintings, or writing are prohibited. Violators are subject to being suspended.
7. Any form of gambling is prohibited. Violators are subject to being suspended.
8. Any student guilty of stealing is subject to being suspended.
  - ❖ Students will not be allowed to participate in extracurricular activities once they have been suspended.

### **TARDINESS**

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any student who arrives at school after 8:15 a.m. is considered tardy and **must be accompanied to the office by a parent or guardian**. Each tardy student must secure an admission slip before entering class. Excessive unexcused tardies will result in a truancy referral.

### **TELEPHONE**

Office telephones are for school business ONLY. Students will not be allowed to use the office phones for personal calls (i.e., calling home regarding a forgotten assignment, to get permission to go home with a friend, etc.). Please call the office only for messages crucial to your child's welfare. Send notes to avoid phone messages.

### **WEBSITE/ FACEBOOK/APP**

The school website is [www.theWESwildcats.com](http://www.theWESwildcats.com). The website contains many other usefullinks. Facebook: @WES Wildcats We also have the Walker Elementary APP. You can download the APP from your device's APP store. The APP is free and only an email address is required to sign up.

### **VISITORS**

Visitors who enter the school must first report to the office where they will be given a visitor's pass to wear. All visitors must return to the office to turn in their pass before exiting through the office and leaving campus.

### **YEARBOOK**

A yearbook will be available for purchase by students and parents. Photographs and articles are assembled throughout the school year and delivery is usually toward the end of May. Yearbooks must be ordered in advance.

## 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>

## Directrices de uso aceptables en LPPS

En nuestros continuos esfuerzos por cumplir con la Ley de protección de niños en internet, (CIPA, por sus siglas en inglés) las escuelas públicas de la parroquia de Livingston (LPPS, por sus siglas en inglés) han adoptado y aplicarán políticas y procedimientos para proteger a nuestros estudiantes. Las políticas: Acceso y uso de computadoras de la IFBGA y JCDAF - bullying, cyber bullying, intimidación junto con otras políticas del distrito están disponibles para el público en la escuela o en la oficina administrativa del distrito.

**El uso aceptable de internet y otros recursos de la red incluye, entre otros:**

- A. Prohibido el acceso de menores a material inapropiado
- B. No al uso de correo electrónico externo, salas de chat y cualquier otra forma de comunicación directa por parte de los estudiantes
- C. No al comportamiento inapropiado en línea, incluido el acoso cibernético
- D. No revelar información personal
- E. No a las actividades ilegales como:
  - a. Piratería, vandalismo y acceso no autorizado
  - b. Abuso de contraseña
  - c. Lenguaje inapropiado
  - d. Entrar sin autorización en las carpetas de otros
  - e. Dañar computadoras o redes
  - f. Deshabilitar o modificar la configuración de seguridad de LPPS para evitar el filtrado / monitoreo para obtener acceso no autorizado a sitios o archivos
  - g. Violación de las leyes de derechos de autor
  - h. Interactuar con otras personas en sitios de redes sociales y salas de chat.
  - i. Propagación de virus
  - j. Usar la red con fines comerciales, ilegales o violentos

**Sanciones:**

- A. Cualquier usuario que viole estas disposiciones, las leyes estatales y federales aplicables y las reglas del distrito estará sujeto a la pérdida de los privilegios de la red y cualquier otra opción disciplinaria del sistema, incluido el enjuiciamiento penal.

**Los procedimientos que se han adoptado para hacer cumplir las políticas incluyen:**

- A. Los directores discutirán CIPA y el uso aceptable con el personal para explicar sus responsabilidades. Los maestros firman un formulario con los temas discutidos y sus responsabilidades enumeradas.
- B. Los maestros difundirán la información a los estudiantes. Como documentación de la discusión, los estudiantes en los 3<sup>er</sup> grados y superiores deben firmar una declaración de que han sido informados y comprenden sus responsabilidades como usuarios de la red. Este formulario también contiene una lista de los elementos discutidos.
- C. LPPS también mantiene una sólida plataforma de software que filtra material inapropiado y bloquea su acceso para todos los usuarios. Este software escanea correos electrónicos y sitios de Internet en busca de palabras clave e identificadores. El distrito revisa los informes de filtrado y el uso de Internet con regularidad para asegurar la protección de los estudiantes y el uso apropiado por parte del personal.
- D. Todas las fotos de los estudiantes en los sitios web de la escuela no serán identificadas a menos que se haya completado un formulario de permiso.
- E. Es responsabilidad del padre ir a la escuela en persona y firmar un formulario si desea:
  - a. Negarle a su estudiante el acceso a Internet.
  - b. Negarle el permiso para que el trabajo de su estudiante se publique en los sitios web del aula.
  - c. Negarle el permiso para que las fotos no identificadas de su estudiante se publiquen en los sitios web del aula.

Para acceder a la versión completa de la Política IFBGA de LPPS: Acceso y uso de computadoras por parte de los estudiantes, visite [bit.ly/IFBGA](http://bit.ly/IFBGA)

La información de seguridad en Internet, ciudadanía digital y ciberseguridad de LPPS se puede encontrar en [bit.ly/LPPSseguridad](http://bit.ly/LPPSseguridad)



## Livingston Parish Public Schools Family Resource Center



### Hours of Operation

Tuesday 1:00 p.m.-7:00 p.m.  
Wednesday 9:00 a.m.-3:00 p.m.  
Thursday 9:00 a.m.-7:00 p.m.

The goal of the Family Resource Center is to provide resources that will assist, guide, support, and engage families with their children's education.

The LPPS Family Resource Center lending library is located in Room 165 at the Livingston Parish Literacy and Technology Center, 9261 Florida Boulevard, Walker, Louisiana. Please feel free to contact us at 225-667-1098.

## Livingston Parish Public Schools Excellence in Education!

13909 Florida Boulevard  
P.O. Box 1130  
Livingston, Louisiana 70754-1130  
Phone: (225) 686-7044 Fax: (225) 686-3052  
Website: [www.lpsb.org](http://www.lpsb.org)

**Alan "Joe" Murphy**  
*Superintendent*

**Jody Purvis**  
*Assistant Superintendent*

**Bruce Chaffin**  
*Assistant Superintendent*

### 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 suit your needs. Policy information is available at [https://www.hsri.com/K12\\_Enrollment/Main/default.asp](https://www.hsri.com/K12_Enrollment/Main/default.asp). 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 attachment could result in an absence of coverage for injuries sustained by your child.**

## TRANSPORTATION MAP

