



# **Student Handbook 2023 – 2024**

North Corbin Elementary, a community committed to learning and working together to become respectful and responsible citizens.

# **NORTH CORBIN ELEMENTARY**

**Ashley Smith, Principal**

**32645 North Corbin Road Walker, LA 70785**

Dear Parents,

Welcome to North Corbin Elementary for the 2023-2024 school year. We are looking forward to a great year!

The faculty and staff at North Corbin are excited to meet you and work with you in the best interest of your child. Together we can ensure our students become the best they can be.

Please read the handbook thoroughly and carefully with your child. Once you have read the information, **please click the link below to confirm that you have read all parts of this year's Student Handbook.**

Link: <https://forms.gle/KXNgxFrd9o8pLcpQ9>

(Click the link or copy and paste the link into your browser.)

Sincerely,

Ashley Smith

Principal

ashley.smith@lpsb.org

# IMPORTANT INFORMATION

**ADDRESS:** North Corbin Elementary  
32645 North Corbin Road  
Walker, LA 70785

**OFFICE PHONE:** 686-9169

**FAX:** 686-9170

**PRINCIPAL:** Ashley Smith

**PRINCIPAL  
DESIGNEE:** Brandy Autrey

**SECRETARIES:**  
Briauna Granger  
Christian Hotard

**SCHOOL COLORS:** Carolina Blue & Black

**SCHOOL MASCOT:** Cubs

**STARTING TIME:** 8:00 am  
**Students are not to arrive on campus  
before 7:30 am.**

**DISMISSAL TIME:** 3:05 pm

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## 2023-2024 SCHOOL CALENDAR

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

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

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## INTERIM REPORTS TO BE ISSUED

Thursday September 14, 2023  
Friday February 9, 2024

Thursday November 16, 2023  
Tuesday April 26, 2024

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## REPORT CARDS TO BE ISSUED

Tuesday October 20, 2023  
Friday March 22, 2024

Friday January 12, 2024  
Thursday May 30, 2024

## **Important Things to Know**

To acquaint you with the school rules and regulations and parish policies, the faculty and staff have compiled the following list. Please keep this booklet for future reference.

## **TARDY, CHECK-IN & CHECK-OUT PROCEDURES**

Each student will need to have an up-to-date information sheet on file in the office. It is very important that we have correct addresses, home phone numbers and parent's work numbers, emergency numbers, and a list of people who have permission to check a student out.

Person(s) checking out a student will be required to show identification. Please notify the office in person of any special check-out instructions. Transportation needs to be consistent. Any extenuating circumstances need to go through Mrs. Smith.

School begins at 8:00 AM. All students **MUST** be accompanied by an adult and signed in through the office if they arrive at school after the bell rings. Any student not reported tardy by the office will be counted absent. Should a parent or guardian need to take his/her child out of school during the day, the parent or guardian must come to the office and officially sign the child out of school. **STUDENTS WILL NOT BE ALLOWED TO CHECK-OUT AFTER 2:30. Reasons** for removal, other than those involving emergencies, sickness or death, are not excused.

Your child will be marked tardy if they arrive between 8:00 and 9:30. A half day absence will be marked for check-in or out between 9:31 and 1:30.

## **EXCUSES**

An original excuse from the doctor or dentist is required for students who are absent or tardy, to be turned in to the child's teacher on the day he/she returns. All excuses are kept on file.

Please do not call for assignments unless your child is absent for more than one day. Parents must call **before 10:00 AM** to allow the teacher time to get the assignments together and send them to the office. Homework may be picked up in the office after 2:00 PM.

## **ATTENDANCE**

A student must be in attendance for at least 167 days during the school year in order to be promoted to the next grade. **Students cannot miss more than 10 unexcused days of school.**

Students will not be promoted to the next grade if they miss more than 10 unexcused days. Handwritten excuses are not accepted. Illness must be verified by a physician in writing.

## **PERSONAL INFORMATION**

Personal student information will not be given over the telephone. Personal information includes but is not limited to things such as Student ID #, number of days absent, PowerSchool username, etc.

## **STUDENT RECORDS**

Student records will be provided by written request and appointment only.

## **CONFERENCES**

Conferences with teachers must be scheduled through e-mail with the teacher.

## **VISITORS**

We encourage parents to visit our school during special activities. However, all visitors must check in through the office and receive a visitor's pass. When leaving campus, visitors must return the pass to the office. **NO ONE MAY ENTER ANY CLASSROOM WITHOUT PRIOR APPROVAL FROM THE OFFICE.**

## **MEDICATIONS**

The school is not responsible for giving medication. Parents must either schedule doses around school hours or come to the school and give the medication themselves. If a student needs to take prescribed medication, an official medication form must be completed by the student's physician and parent. No medication will be given at school unless this form is completed and medication brought to the office by an

adult. Forms may be picked up at the office. The initial dose of any new medication must be given at home at least 24 hours before returning to school. **Do not send medication of any kind to school with students (including nasal spray, aspirin, cough syrup, cough drops, etc.). Students who bring medication to school will be suspended.**

## **TELEPHONE**

Students are allowed to use the telephone only in the case of illness or an emergency. Students will not be called to the office to take personal calls. Students will not be allowed to call home for forgotten assignments.

**No cell phones, watches, or any devices with texting, calling, or picture taking capabilities are allowed at school.**

## **TRANSPORTATION**

**Car riders may not arrive before 7:30 AM and must be picked up no later than 3:05 PM, as there is no adult supervision at this time. Parents should be in the afternoon car line after 2:40 PM.**

Bus drivers utilize the Remind app. Please check with your child's bus driver for more information. If you are needing your bus driver's phone number, please call the office.

## **LOST TEXTBOOKS**

If a student loses or damages a textbook, he/she will not be issued another book until payment is received for the lost book.

## **FEES**

A \$30.00 fee is required of all students for instructional materials. A \$40.00 fee is required of kindergarten students for daily snacks. Please pay fees online at <https://lpps.schoolcashonline.com/> .

The school board may reduce or waive certain fees for economically disadvantaged students and students whose families are experiencing economic hardships and are financially unable to pay them. Fees are due in full by **November 1<sup>st</sup>**.

## **STUDENT SNACKS/TREATS**

Snacks/treats to share with the class must be store bought and individually wrapped.

## **CAFETERIA**

Breakfast and lunch is offered daily and will be free this school year. Breakfast will be served from 7:40 – 8:04 am. **Car riders arriving after 8:04 will not be allowed to eat breakfast.**

Students may not bring soft drinks from home in their lunch boxes.

We are happy to accommodate students with special dietary needs. Federal and state regulations require a completed diet prescription form for any type of change or substitution to the student's diet. A 2022-2023 Diet Prescription should be completed and signed by the proper medical authority. Diet prescriptions must be updated each school year. If you have questions regarding the form, please contact Sommer Purvis at 225-686-4240. Please note the LPSB uses the LDOE diet prescription prototype and **NO** other forms will be accepted.

## **CAFETERIA RULES**

1. Students should talk softly at the lunch table.
2. All students are expected to display good manners.
3. Students are expected to keep food and other debris off the floor.
4. Students are to line up quietly to wash hands and to exit the cafeteria.

## **FIELD TRIPS**

Classes will attend two field trips per year. Field trips are a student privilege. If a student is consistently not following school rules, he/she may be excluded from school field trips. If classroom/school behavior has been a frequent problem, parents may be required to attend the field trip or the student will be excluded. Students who are suspended on the day of a field trip will not be allowed to attend the field trip. **NO**

pre-school or other children will be allowed on field trips. **Students must ride a parish bus to and from school sponsored field trips. No check-outs from the field trip will be allowed. Field trip money is non-refundable. Payments will not be accepted after the deadline. Pay fees and field trips online.**

## **CLUBS/EVENTS**

North Corbin has an established 4-H Club, Beta Club, and Physical Fitness Team. Parent involvement is welcomed in supporting these clubs/events.

## **DELIVERIES**

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

## **NEWS FROM SCHOOL**

Always check your child's book sack or folder when they get home. Our primary means of communication with parents of the entire student body will be notes from the teacher(s) or administration, monthly newsletters, e-mail, phone, and social media.

Every **Tuesday** the student will bring home a blue Parent Communicator folder containing graded work and notes from the teacher. The folder will need to be returned each Wednesday signed by the parent or guardian.

The school will send e-mails listing any school news and upcoming events, so please make sure we have your correct e-mail address.

The school and the district utilizes the School Messenger System for important and/or urgent information. If you would like to receive this information by text, please opt in by sending "Yes" or "Y" to 67587.

NCE maintains a school website [www.northcorbinelementary.org](http://www.northcorbinelementary.org) The official NCE Facebook page is [www.facebook.com/northcorbinelem/](http://www.facebook.com/northcorbinelem/)



## **DISCIPLINE**

Each teacher has a behavior management plan in place in the classroom. This will be explained to the students at the beginning of the school year. Each bus driver will also have a set of rules that will need to be followed to ensure a safe ride to and from school. At times it will be necessary for students to be referred to the principal because of misbehavior. When a student is referred to the office, one of several things may occur –

- Recess Detention
- In School Detention
- Out of School Suspension
- Bus Suspension
- Expulsion

### School Wide Expectations:

- C**ourteous
- U**se Good Judgment
- B**e Positive
- S**elf-Control

It is the shared responsibility of the home and school to teach students to make good choices. Students are expected to put forth their best effort and conduct themselves at all times in a manner that promotes a safe and orderly learning environment. Any behavior or inappropriate language that causes learning to be disrupted, or that infringes upon the rights of others in school, will not be tolerated.

Parents will be notified by phone call or written notice of student misbehavior. Open and immediate communication between parents, teachers, and school administration is mandatory to correct the child's behavior. Please return any school phone calls as soon as possible to formulate a plan to correct the behavior and ensure your child's school success.

Appropriate behavior is rewarded and celebrated at NCE!

Behavior Incentive Programs/Awards:

Weekly Champion Cub Winners

Monthly Character Winners

STAR student weekly Award Winners

## **Respect Room/In-School Detention**

A student is removed from the student's daily class schedule but his or her work will be provided to him or her in a school setting during school hours. Students will be supervised on campus in in-school suspension. For in-school detentions, should school be cancelled for any reason, any unserved days will automatically be assigned to the first day school is again in session. Students will be removed from daily privileges and incentives for the days they are in in-school detention.

### **RULES OF CONDUCT (BEHAVIOR EXPECTATIONS)**

FAILURE TO COMPLY WITH ALL CAMPUS RULES WILL RESULT IN THE STUDENT BEING DISCIPLINED. CONTINUED INFRACTIONS OF THE RULES WILL RESULT IN A REFERRAL TO THE OFFICE.

1. Weapons are not allowed on the school campus and will result in expulsion.
2. Aggressive behavior, such as fighting, slapping, kicking, hitting, etc., will not be tolerated. Affectionate contact is not allowed.
3. Use of profanity or vulgarity (verbally or in writing) will not be allowed.
4. Students may not have tape players, CD or DVD players, game systems, iPods, cell phones, radios, toys, trading cards, beepers, sports equipment, etc. on the school campus. These items will be confiscated and sent to the office to be picked up by the parent.
5. Fireworks are not permitted on the school campus.
6. Students are to remain in their assigned areas at recess and before school.
7. No beverage bottles, cans, or any other drinking containers may be brought on campus other than water.

8. Students are not allowed in the classroom without a teacher present.
9. Students are not allowed to talk in the halls during class changes.
10. Gum chewing is not permitted on the school campus.
11. Students will not run in the halls or on the concrete.
12. All students are required to bring textbooks and materials to class, and to participate in **all** class activities.
13. All students are expected to show respect to **all** school personnel.
14. After recess, all students are to line up in their assigned area.
15. During recess, no student will be allowed to exit and re-enter the building without permission.

## **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. (Damage must be paid before returning to school).
5. Guilty of stealing.
6. Repeat offense for the same behavior.

## **PERSONAL HARASSMENT POLICY**

THE LIVINGSTON PARISH SCHOOL BOARD DISAPPROVES OF AND DOES NOT TOLERATE PERSONAL HARASSMENT BY EMPLOYEES TO

STUDENTS, BY STUDENTS TO EMPLOYEES, OR BY ONE STUDENT TO ANOTHER STUDENT. THIS BEHAVIOR REFERS TO THE USE OF UNACCEPTABLE WORDS, PHRASES, EXPRESSIONS, OR DEROGATORY STATEMENTS BY ANY PERSON, MALE OR FEMALE, WHICH CREATES AN INTIMIDATING, HOSTILE, OR OFFENSIVE ENVIRONMENT.

COMPLAINTS OF PERSONAL HARASSMENT WHICH TAKE PLACE AT SCHOOL OR ARISING OUT OF THE SCHOOL SETTING SHOULD BE MADE TO THE PRINCIPAL, PRINCIPAL DESIGNEE, GUIDANCE COUNSELOR, OR TEACHER.

THE PRINCIPAL WILL CONDUCT AN INVESTIGATION TO GATHER ALL FACTS ABOUT THE COMPLAINT FROM ALL KNOWN PARTIES AND TAKE APPROPRIATE ACTION. AFTER THE INVESTIGATION, APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN, IF WARRANTED.

RETALIATION AGAINST ANY STUDENT WHO FILES A COMPLAINT OR ASSISTS IN THE INVESTIGATION OF A COMPLAINT IS PROHIBITED.

## **BULLYING**

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

## **LICE**

**If a student is found to have lice, the following procedures will be followed:**

1. The student will be sent home, and not allowed to ride the bus.
2. The student's hair should be treated for lice, and have **all** nits removed.
3. The student should return to school in one (1) day. This day will be considered an excused absence.
4. The student will not be allowed to return to class, or ride the bus until cleared through the office.

## **MONEY**

***Please make all payments online through School Cash***

***Online.*** <https://lpps.schoolcashonline.com/>

**Please do not send cash or checks to school.** Paying online is the best way. Cash will only be accepted for things less than \$5.00 (for example Smoothie King, Free Dress days, etc.) If you must send a check, a separate check for supply fee is necessary for each child, as each account must be kept separately. You should write separate checks for each child you have attending. Checks or money orders should be made payable to North Corbin Elementary, **unless** stated otherwise. Please put two phone numbers on all checks. Payments will not be accepted in any form after the payment deadline.

## **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-age, contact your home-based school district regarding these concerns.

## **AUDIO AND VIDEO RECORDINGS**

Audio and video recordings are not allowed at North Corbin Elementary School due to possible violations and FERPA and HIPAA, both of which regulate and protect the right to privacy for adults and minors. Any audio or video recordings at North Corbin Elementary require the prior approval of the Principal. Please note that this policy does to apply to general assemblies, award ceremonies, and other school sponsored events at North Corbin Elementary.

## **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. Spreading viruses

i. 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.

# LIVINGSTON PARISH PUBLIC SCHOOLS

## HEALTH RULES

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

- **Diarrhea/vomiting:** Students who are vomiting or having diarrhea (2 or more watery stools) will be sent home from school. They will not be allowed to return until they are symptom free for 24 hours from the onset of symptoms. Children should be kept home if they were vomiting or experienced diarrhea during the night.
- **Fever:** Students who have a fever of 100.0 F or higher will be sent home. Students will be readmitted after they have been fever free for 24 hours without the use of fever reducing medications. (Ex: Tylenol, Motrin, or Advil).
- **Cold/flu:** Students with severe colds, sore throats, cough or "flu like" symptoms will not be allowed to stay at school. They should stay home for rest and proper attention to their symptoms.
- **Pink Eye:** Symptoms of pink eye such as eye drainage, crusty eyelids, redness on the white part of the eyes, swelling, and itching may indicate pink eye, which is a contagious disease. Children with these symptoms will be sent home and should be seen by a doctor for a diagnosis. A doctor's excuse will be required to return to school. If diagnosed with pink eye, the student must be on treatment for at least 24 hours before he can return to school. Some conjunctivitis may require the student remain at home until all symptoms are resolved.
- **Rash/Lesions:** A student with an undiagnosed rash or lesion will not be allowed to stay at school. Skin rashes or lesions will be considered possibly contagious. Child may return to school after rash is determined to be non-contagious by a physician or to be no longer contagious after proper treatment. Students may return with a note from the Physician's office.
- **Boils:** Students with boils must be seen by a physician. If it is a staph infection, they must remain home for 24 hours after starting antibiotics. A physician's note will be required for them to return to school. The boil must be covered. If the boil is draining, extra clothes and bandages should be sent with the student in case the bandage becomes saturated or if the clothes get wet.
- **Lice:** A student's hair must be free of nits and bugs in order to remain at school. The student will be readmitted to school after the parent has treated the child and *all nits and bugs* are removed. After successful treatment, **the parent will need to bring the student to the office to be rechecked for lice by school personnel before being allowed to stay at school.** *It is recommended that parents check their child on a regular basis for signs of head lice.*
- **Medication:** If your child needs to take medications for chronic conditions at school please contact your **school nurse**. State law requires a *medication administration form* to be completed by the physician and parent. This includes prescription and over-the-counter medications. If a student is prescribed a new medication, they must remain at home for 12 hours after the first dose to be observed for adverse reactions. Parents are allowed to bring medications to the school and administer them to their child. If Parents cannot come, they may send the medication with



someone listed on the child's contact card. If the parent or someone on the contact card cannot come then the parent may send an adult not listed on the contact card. The school will require a written or verbal consent from the parent if the adult is not on the contact card and an ID will be checked.

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

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

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

All students that are 11 years old must have a Tdap Booster, Meningitis vaccine, and a second varicella (chickenpox). Students that are 16 years of age must have a **second** meningitis immunization. Parents of students that are unable to receive their immunizations due to medical, religious, or personal reasons must submit a written *letter of dissent*. This letter can be found on the LDOE and LPPS websites. Students that have not received proper immunizations may not be allowed to come to school if there is an outbreak of a communicable disease at school (Chickenpox, Measles, Pertussis, etc.). State law must exclude these students from the school setting, for the incubation period of the disease. These absences may not be excused.

- **Vision/Hearing:** Student's vision and hearing are screened by the school nurse in Pre-K, Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> & 9<sup>th</sup> grades and from parent or teacher referrals. If a problem is detected, notes will be sent home to the parent referring them to their physician for a more complete evaluation.
- **Scoliosis:** Students are screened in 6<sup>th</sup> grade for curvature of the spine. If signs are seen, students will be sent home with a letter referring them to their physician for a more complete evaluation.
- **Medical Conditions:** If your child has a chronic medical condition, contact the school nurse ***annually***. Some examples of chronic medical conditions are Seizures/Epilepsy, diabetes, asthma, celiac disease, severe allergic reactions to insects or food that require use of an Epi-pen or Benadryl during the school day. A **SPECIAL DIET ORDER** form is required ***annually*** from a physician if your child has specific food allergies.
- **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 BUS RIDERSHIP REGULATIONS

Parents: The Livingston Parish Bus Transportation Department needs your assistance to ensure that all children have the opportunity for a safe bus ride to and from school. Livingston Parish has an enrollment of over 26,000 students, of which averages of 20,000 are transported via the 300 buses on routes. Over the years, we have maintained an outstanding safety record, and through cooperative efforts, will make every effort to continue doing so.

### The following are some parental guidelines and transportation regulations to adhere to:

- \*All children should be out at the bus stop 10 minutes prior to assigned time
- \*Never board the school bus: if you have an issue with the driver, please follow protocol and seek assistance through the school or transportation department
- \*If your child misses the bus, do not chase the bus down in a vehicle and expect the bus to stop and transport your child
- \*All routes are designated to be door-side on major highways when possible, please don't ask for exceptions, this is a safeguard in place
- \*In the afternoon, drivers will drop Pre-K, Kindergarten, and First grade students only when a responsible person is visible to accept them. If no one is present, the child will be returned to their home-based school.
- \*The acceptable walking distances are 2/10's of a mile for elementary students and 3/10's for middle and high school students
- \*All major routing adjustments and decisions are completed during the summer. Any request for a routing adjustment after school begins would have to be justified as being a safety concern and not merely a matter of convenience.
- \*Some schools allow students to ride an alternate bus on occasion; this will be allowed only through written request from the parent, signed by an administrator and if the bus in question is not overcrowded.
- \*Children are not to be dropped off at places of business

**STUDENTS:** 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.

### Please be aware of the following:

- 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 belongings in your lap or under your seat, including approved musical instruments, and remain seated while the bus is in motion
- No food or drink is allowed with the exception of water
- 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

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Parent/Guardian Signature

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Date

**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**  
**(Política de participación familiar del Título I)**  
**2023-2024**

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

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

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

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

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

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

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

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

## **LIVINGSTON PARISH SCHOOLS MANDATORY DRUG POLICY**

The Livingston Parish School System is dedicated to providing a safe, drug-free environment for students and employees. The use of illicit drugs is unlawful and harmful. Adherence to these standards is mandatory.

The Board directs that each student shall be specifically prohibited from being under the influence of, bringing, consuming, or having in his/her possession or possessing with intent to distribute or distributing on a school bus, on school premises, or at any school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit of a controlled substance, or other controlled substance as defined by state statutes unless dispensed by a licensed physician as allowed by law.

A. When a student is found to be under the influence of and/or in possession of alcoholic beverages, or possession of a counterfeit of a controlled substance or look alike drugs, or in possession of related drug paraphernalia, the principal/designee shall follow these steps:

1. **FIRST OFFENSE:** The student shall be suspended for a minimum of three days and the legal guardian is contacted.
2. **SUBSEQUENT OFFENSES:** The student shall be recommended for expulsion following the provisions and guidelines set forth in state law.

B. When a student is found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school sponsored event, the principal/designee shall follow these steps:

1. A student sixteen (16) years of age or older shall be recommended for expulsion for a minimum of four complete school semesters.
2. Any student in grades six (6) through twelve (12) and under the age of sixteen (16) shall be recommended for expulsion for a minimum of two complete school semesters.
3. Notify the parent/guardian by phone. If the parent/guardian cannot be reached by phone, notify by sending a letter within twenty-four (24) hours.
4. Notify the proper law enforcement agency.
5. Any case involving a student in kindergarten through grade five shall be referred to the local board through a recommendation for action from the superintendent.

At all times, the student's rights to due process and confidentiality shall be maintained in compliance with all state and federal laws

## SCHOOL UNIFORM DRESS CODE

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

Grades Pre-Kindergarten - 12:

Note: A color chart for skirts/shorts/slacks/skorts will be displayed to clarify the color range of Khaki.

Shirt:

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

Pants, Skirts, Shorts, Skorts, Jumpers:

- Solid color: Khaki
- No jean, knit, jegging, stretch, cargo, capri, or cropped styles.
- Appropriate fit: not too loose, not too tight; no sagging.
- Elementary students may have elastic waist pants with or without belt loops (belts are optional, but encouraged).
- Middle/junior/high school students' pants must have belt loops and a belt is mandatory.
- Must be worn at waistline,
- Skirts should be to top of kneecap.
- Jumpers should be to top of kneecap; not allowed for 9-12.
- Shorts/Skorts: Top of knee to four (4) inches above knee; length cannot be below the knees; length can be cuffed or not cuffed,
- The only logos allowed should be the manufacturer's label.
- All bottoms must be hemmed.

Belts:

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

Socks/ Hose/Tights:

If worn...

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

Pullovers:

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

Shoes:

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

Coats:

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

**LIVINGSTON PARISH  
STUDENT DRESS CODE**

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.

**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 student's dress and appearance:

1. Styles of dress and grooming never should be such that they represent a collective or individual protest.
2. Appropriate footwear must be worn to school (no shower shoes, flip -flops).
3. Caps, hats, unprescribed glasses are not permitted.
4. Patches, decorations, slogans, symbols, tags, marks, or advertisements are prohibited. (Examples: beer, cigarettes, drugs, obscene suggestions, sexual connotations, political, etc.)

5. Earrings are allowed for students provided they are not a safety concern or a distraction on campus.
6. Piercings, other than ears, are not permitted. Clear (concise stud only) pierce hole fillers are allowed for nose rings.
7. Jewelry, including earrings, worn during the school day should be a size and dimension that is not a safety concern or a distraction on campus.
8. Hair should be neat, clean, and out of the student's eyes. Students should have natural hair color. Extreme unnatural colors are not allowed. Sculptured hair styles that include pictures, symbols, letters, numbers, or hair curlers, rollers or excessively teased will not be permitted. Principals have discretion if a hairstyle including accessories interferes with learning.
9. Neatly groomed facial hair is acceptable, including mustaches, beards and goatees.
10. Tattoos that are vulgar, obscene, political, offensive or otherwise disruptive to the school environment are not permitted and must be covered at all times.
11. Foundation garments must be worn.
12. Dress during any period where uniforms are not required, such as special event days, or for transferring students, shall be consistent with the intent and spirit of the *School Uniform Dress Code*.

#### **BODY ARMOR:**

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

A firearm-free zone means any area within one thousand feet of any school campus and within a school bus, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2(C) and 14:95.6(B).

Body armor shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

#### **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, academic teams, clubs, picture day, Boy Scouts or Girl Scouts 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.
- D. When a student has been authorized by the school principal to wear a school activity uniform such as those worn by members of the cheerleading squad, dance team, band or athletic teams.

Progressive Disciplinary Action:

Students violating the *School Uniform Dress Code* shall be disciplined as follows:

- \* 1st offense = Parent/Guardian Contact
- \* 2nd offense = Administrator/Parent, Verbal Contact
- \* 3rd offense = Detention
- \* 4th offense and subsequent = One (1) day out of school suspension for each offense.

By purchasing from an approved vendor, parents will be certain the uniform will be in compliance. In addition, a complete uniform (shirt, shorts, skirt, skorts, jumper, and belt) will be displayed in every school for parents to view. The acceptable color is the traditional khaki. The lighter stone color is not acceptable. The dark chocolate brown color and the dark green color are also not acceptable. If there is any doubt about a purchase regarding style and/or color, refer to the display at each school or visit an approved vendor.

**APPROVED VENDORS for Livingston Parish School Uniforms**

*\*\*This list will be updated periodically and posted on the School Board website at <http://lpsb.org>*

|   |  |
|---|--|
| <p><b>ACADEMY SPORTS (JUBAN)</b><br/>           9997 Crossing Way #800, Denham Springs, LA<br/>           70726<br/>           (225) 271-3600</p>     | <p><b>ACADEMY SPORTS</b><br/>           8464 Airline Hwy.<br/>           Baton Rouge, LA 70815<br/>           (225) 928-3131</p>                                   |
| <p><b>Academy Sports</b><br/>           10808 Industrplex Blvd<br/>           Baton Rouge, LA</p>   | <p><b>SCHOOL DAYS UNIFORMS<br/>           &amp; SUPPLIES</b><br/>           8490 Florida Blvd<br/>           Walker, LA 70785<br/>           (225) 665-7989</p>    |
| <p><b>Watson Walmart</b><br/>           34025 LA Hwy 16<br/>           Denham Springs, LA 70706</p>   | <p><b>SPORT-N-CENTER</b><br/>           205 South Range Avenue<br/>           Denham Springs, LA 70726<br/>           (225) 664-7386</p>                           |
| <p><b>WATSON AUTO &amp; HARDWARE</b><br/>           34972 Hwy. 16<br/>           Watson, LA 70706<br/>           (225) 664-4883 or (225) 664-5020</p> | <p><b>WAL-MART (Walker)</b><br/>           28270 Walker South<br/>           Walker, LA 70785<br/>           225-667-2335</p>                                      |
| <p><b>WAL-MART (Denham Springs)</b><br/>           904 South Range<br/>           Denham Springs, LA 70726<br/>           225-665-0270</p>            | <p><b>THE OLD SCHOOL OF HAMMOND</b><br/>           1809 W. Thomas<br/>           Hammond, LA 70401<br/>           985-419-1900<br/>           985-419-9505 fax</p> |
| <p><b>Students First School Uniforms</b><br/><br/>           910-868-4101<br/>           www.uniformsbys Sharon.com</p>                               | <p><b>UNIFORM MART</b><br/>           (near St. Theresa School)<br/>           910 Airline Hwy.<br/>           Gonzales, LA (225)644-2181</p>                      |
|   |  |
|   |  |



## Livingston Parish Public Schools

*Excellence in Education!*

13909 Florida Boulevard P.O. Box 1130

Livingston, Louisiana 70754-1130

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



### EMERGENCY PLANNING A Guide for Parents

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

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

##### *Fire/Building Evacuation*

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

##### *Restricted Flow*

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

##### *Lockdown*

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

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

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

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

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

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

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

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

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

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

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

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



## Livingston Parish Public Schools

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70754 - 1130 Phone: (225) 686-7044 Fax: (225) 686-3052 Website:

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

The school board will utilize the School Messenger System and the LPPS Facebook page to notify parents of where to go to get information on your student and to be reunited with your student. We will also utilize the media to get information out to our parents.

LPPS works in conjunction with LPSO, Livingston Office of Homeland Security and Municipalities during emergency situations. A good source of information from the school board can be found on the Livingston Parish Sheriff's Office Facebook page, the Livingston Parish School Board Facebook page. LPPS supplies LPSO with updated information for them to post. **Do not go off of comments posted on Facebook pages. Only the information posted directly by LPSO and LPPS is confirmed information.**

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

First, we hope that you feel comfortable enough to report any concerns/threats directly to your school's principal or administrative staff. If this is not a feasible option, we now offer reporting via on-line or phone.

The link to on-line reporting is available on the LPPS website, but is also listed below:

<https://Lpsb-la.safeschoolsalert.com> Or  
833-697-1589

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

### Bus Accidents

When a bus accident occurs, LPPS' first actions are to account and care for each student on board. When students are on the bus during an accident, it is a parish emergency response procedure that fire and ambulance services are sent to the scene.

Students will be checked out and parents will be notified, but this notification may take time. If your student reports an injury, you will be contacted immediately from the scene. It is not necessary to come to the accident scene as we will have a bus transport them from the scene to their destination.

### What can I do to plan ahead?

The two most important things you as a parent can do are to make certain your child's school and bus driver have up-to-date emergency contact and check out card information. Also, review with your child those that are allowed to check them out when you are unavailable.

Being prepared for emergencies is not only a requirement of the State, but is also taken very seriously by the staff and administration of Livingston Parish Public Schools.

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

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

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

LPPS  
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LIVINGSTON, LA 70754 (225)  
686-7044