

North Corbin Elementary Student Handbook 2025 – 2026



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 2025-2026 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 sign below and return to your child's homeroom teacher.

Sincerely,

Ashley Smith
Principal
ashley.smith@lpsb.org

I have received and read all parts of the 2025-2026 Student Handbook.

Student's Name

Parent's Signature



SCHOOL INFORMATION

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

PRINCIPAL:
Ashley Smith

ASSISTANT PRINCIPAL:
Brandy Autrey

OFFICE PHONE: 686-9169

INSTRUCTIONAL COACH:
Jennifer McGee

FAX: 686-9170

SECRETARIES:
Briauna Granger
Christian Hotard
Natalie Davis (part-time)

COUNSELOR:
Allison Kenan

SCHOOL COLORS: Carolina Blue & Black

SCHOOL MASCOT: Cubs

STARTING TIME: 7:55 am

DISMISSAL TIME: 3:05 pm

Students are not to arrive on campus before 7:30 am.

Livingston Parish Public Schools

SCHOOL CALENDAR 2025-2026

Planning/Preparation (TEACHERS and PRINCIPALS)*	Mon./Tue./Wed. August 5,6,7, 2025 (Full Days)
Planning Dedicated to School Site	Monday, August 5, 2025
First Semester Begins (STUDENTS)	Friday, August 8, 2025
LPPS Professional Development*	Wednesday, September 17, 2025 (Full Day)
LPPS Professional Development*	Wednesday, October 22, 2025 (early dismissal)
First Semester Ends (STUDENTS/TEACHERS)	Friday, December 19, 2025
Planning/Preparation (TEACHERS/PRINCIPALS)*	Monday-Tuesday, January 5,6, 2026
Second Semester Begins (STUDENTS)	Wednesday, January 7, 2026
LPPS Prof. Dev. different areas of district will be closed)	February 3,4,5 2026 (Full Day)
LPPS Professional Development	Wednesday, March 11, 2026 (early dismissal)
Second Semester Ends (STUDENTS)	Friday, May 22, 2026
Second Semester Ends (TEACHERS and PRINCIPALS)*	Friday, May 22, 2026

SCHOOL HOLIDAYS (STUDENTS)

Labor Day	Monday, September 1, 2025
LPPS Fall Break	Thursday-Friday, October 9-10, 2025
LPPS Professional Development	Wednesday, September 17, 2025 (full day)
LPPS Professional Development	Wednesday, October 22, 2025 (early dismissal)
Convention and Thanksgiving	Monday-Friday, November 24-28, 2025
Christmas and New Year's	Mon., Dec. 22, 2025 – Tues., January 6, 2026
Martin Luther King Day	Monday, January 19, 2026
Mardi Gras	Monday – Wednesday, February 16-18, 2026
LPPS Professional Development	Wednesday, March 11, 2026 (early dismissal)
Easter	Monday, March 30, 2026 – Friday, April 3, 2026

- School staff will observe all holidays with the exception of those designated as for planning and in-services
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PROGRESS REPORTS TO BE ISSUED

ELEMENTARY & JR. HIGH

Tuesday, September 9, 2025

Wednesday, November 12, 2025

Friday, February 6, 2026

Tuesday, April 21, 2026

SECONDARY

Tuesday, September 9, 2025

Monday, October 13, 2025

Wednesday, November 12, 2025

Friday, February 6, 2026

Friday, March 13, 2026

Tuesday, April 21, 2026

GRADING PERIOD ENDS/ELEM. & JR. HIGH

Monday, October 13, 2025 - 44 days

Friday, December 19, 2025 - 44 days

Friday, March 13, 2026 - 44 days

Friday, May 22, 2026 - 45 days

GRADING PERIOD END/SECONDARY

Friday, December 19, 2025 - 88 days

Friday, May 22, 2026 - 89 days

REPORT CARDS TO BE ISSUED

ELEMENTARY & JR HIGH

Tuesday, October 21, 2025

Tuesday, January 13, 2026

Friday, March 20, 2026

Thursday, May 28, 2026

SECONDARY

Tuesday, January 13, 2026

Thursday, May 28, 2026

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 7:55 AM. All students **MUST** be accompanied by an adult and signed in through the office if they arrive at school after the 8:00 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 8:01 and 8:30. A half-day absence will be marked for check-in or out between 8:31 and 1:30. If a student is tardy in the morning and on the same day checks out in the afternoon, it will be considered a half-day absence if the sign in time and the check-out time adds up to a half-day absence.

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

In person conferences are encouraged. Conferences with teachers must be scheduled through e-mail with the teacher. Conferences start at 7:30 AM sharp.

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 is 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 a text messaging system to send alerts to parents. 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 \$35.00 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 system 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 1st**.

STUDENT SNACKS/TREATS

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

CAFETERIA

Breakfast and lunch are offered daily and will be free this school year. Breakfast will be served from 7:30 – 8:20 am. **Car riders arriving after 8:20 will not be allowed to eat breakfast.**

Students may not bring soft drinks or energy drinks from home. Students are allowed to have plain water throughout the day in water bottles. Please label student water bottles with first and last name.

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 2025-2026 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. Students are expected to display good manners.
3. Students are expected to keep food and other debris off the floor.
4. Students are not allowed to share food with one another.
5. 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 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 at <https://lpps.schoolcashonline.com/>.**

CLUBS/EVENTS

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

DELIVERIES

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

NEWS FROM SCHOOL

NCE communicates in a variety of ways:

- Notes
- Flyers
- Monthly Calendars
- E-mail
- Texts
- Phone Calls
- Social Media

Your child's teacher(s) will communicate weekly on skills being taught in class and upcoming tests.

Every **Tuesday**, your child 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.

A student's grades can be viewed at any time using the PowerSchool Parent Portal.

The school will send e-mails and texts on an ongoing basis with school news and upcoming events, so please make sure we have your correct e-mail address and cell phone number.

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 The official NCE Facebook page is www.facebook.com/northcorbinelementary/

MONEY

Please make all payments online through School Cash Online at:
<https://lpps.schoolcashonline.com/>

Please do not send cash or checks to school.

DISCIPLINE

The best form of discipline comes from within each of us. However, we are all human and make mistakes and sometimes have to experience consequences for our actions. 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 office because of misbehavior. When a student is referred to the office, one of several things may occur –

- Recess Detention
- In School Suspension
- 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:

- Cub Cash
- PBIS Days
- Monthly Champion Cub Winners
- Monthly Character Winners

In-School Suspension

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. An administrator may assign one to 10 school days as an in-school suspension. Students will be supervised on campus in in-school suspension. For in-school suspensions, should school be cancelled for any reason, any unserved suspension 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 suspension.

RULES OF CONDUCT (BEHAVIOR EXPECTATIONS)

Failure to comply with campus rules will result in the student being disciplined/referred 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 CD or DVD players, game systems, music players, cell phones, radios, toys, trading cards, perfume, cologne, 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 and after school.
7. No caffeinated drinks and/or carbonated beverages. Students are permitted to bring water bottles with plain water to drink throughout the day. Please label water bottle with student's first and last name.
8. Students are not allowed in the classroom without a teacher present.
9. Transitions should be quiet to respect the learning in all areas of campus.
10. Gum chewing is not permitted on the school campus.

11. Students will not run in the halls or on the concrete.
12. Students are required to bring textbooks and materials to class, and to participate in all class activities.
13. Students are expected to show respect to all school personnel.
14. Students are expected to respect the school campus.
15. During recess, no student will be allowed to exit and re-enter the building without permission.
16. After recess, all students are to line up in their assigned area.

SUSPENSION

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

1. The use or possession of vapes, 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.

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.

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, 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.

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 not 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.

CHILD FIND

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

If you have a child or know of a child between the ages of 3 and 5 years old who seems to have difficulty learning, help is available. Contact Heather Thibodeaux, the Livingston Parish Public Schools Preschool Child Search Designee at (225) 667-2080. If your child is school-aged, contact your home-based school district regarding these concerns.

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.

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, 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 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

Parent/Guardian Signature

Student Name

Date

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*.

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 (trenchcoats are prohibited)
- Vests/jackets/sweaters/coats that zip/button/snap from top to bottom may be any color and with hood.

In schools with multiple grade levels, the principal shall be given the opportunity to determine where the breaks would be allowed on these issues (Example: K-12 Maurepas – the principal would have the opportunity to decide where the break would be to determine elementary, middle/junior high, and high school to best adapt to that school's structure.)

By purchasing from an approved vendor, parents will be certain the uniform will be in compliance. 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, check with your school or visit an approved vendor.

APPROVED VENDORS FOR LIVINGSTON PARISH SCHOOL UNIFORMS:

https://www.lpsb.org/parent_resources/parent_information/student_dress_code

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.

Progressive Disciplinary Action:

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

1st – 3rd Offense: Notification sent home to parents via student or message to the parent via phone, email, OR automated call.

4th – 6th Offense: After School Detention / Extended Detention (ex. Saturday Clinic) and direct verbal parent/guardian notification per incident.

7th or more offenses: One (1) day out school suspension for each offense due to willful disobedience.

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.

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.

Livingston Parish Public School System
Title I Family Engagement Policy
2025-2026

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 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 with limited English, members with disabilities and migrant parents following section 1111 of the ESEA. Information will be understandable and uniform.

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

Another goal will be to provide information concerning 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 Familia)
2024-2025

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 Luisiana (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.



Livingston Parish Public Schools

Excellence in Education!

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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.



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

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

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

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

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

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

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

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

Bus Accidents

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

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

What can I do to plan ahead?

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

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

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

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

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

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