

# South Fork Elementary School

2016 – 2017

Dear Parents and Students,

Welcome to South Fork Elementary! We are looking forward to a great year full of wonderful learning experiences.

This Student/Parent Handbook has been prepared to foster a good working relationship between the school, students and parents. This handbook outlines our expectations by clearly explaining rules, procedures and other school information. Please read it carefully and refer to it as needed.

We look forward to a successful school year with the continued support of our parents and the Walker community.

Please do not hesitate to contact the school at 664-2281 if we can be of assistance to you.

*Allison Raborn*

Allison Raborn  
Principal

**Office Staff:**

Allison Raborn – Principal  
Misti Thomason – Principal Designee  
Becky Forbes- Instructional Coach  
Jamie Veguilla – Financial Secretary  
Krystal Harrell – Secretary

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## **South Fork Elementary Beliefs**

The faculty and staff of South Fork Elementary believe all children:

- \* can learn
- \* need someone to believe in them
- \* must be taught to believe in themselves
- \* need to be challenged
- \* will perform to the expectations we set for them
- \* need a safe and nurturing learning environment
- \* learn respect when it is modeled for them
- \* must be taught good character and molded to become good adults

We believe that we teach children not subjects. We believe that educating children is a team effort between the school, families and the community.

### **South Fork Elementary Mission Statement**

South Fork Elementary, in partnership with its parents and the community, will provide a safe, nurturing, and positive learning environment where students are challenged to achieve their personal best.

### **School Hours**

School begins at 8:23 a.m. and dismisses at 3:25 p.m.

### **School Attendance Policy**

School attendance is very important. The Louisiana State Legislature, the Louisiana Department of Education and the Louisiana State Board of Elementary and Secondary Education have recently approved both state law and policy changes that will reduce the number of days that a student can be absent during the school year. This policy states that students must be in attendance 167 out of 177 days during the school year unless there is an extenuating circumstance. These extenuating circumstances may include:

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

**Missing any days for these reasons would require verification from a physician, dentist, or nurse practitioner licensed in the state. We will only accept excuses up to 5 days after the student has been out.** If an excuse is faxed, it must come straight from the doctor's office, nowhere else. Also, there must be NO alterations on the excuse to be accepted. Suspensions are considered unexcused absences. There is also a provision that would allow athletes to miss school time for an athletic event sanctioned by the Louisiana High School Athletic Association. All other activities will be considered unexcused absences.

Students who are habitually absent or tardy will be reported to the FINS Department and the 21<sup>st</sup> Judicial Court System. Students who are not present the minimum of 167 days are automatically retained unless absences are excused and assignments are made-up satisfactorily.

### EXCUSES

All absences require a written excuse, to be turned in to the child's teacher on the day he/she returns. All excuses are kept on file. This note must contain the student's name, the date(s) of absences, the reason for the absence, and the signature of the parent or guardian. **We will only accept excuses up to 5 days after the student has been out.** If an excuse is faxed, it must come straight from the doctor's office, nowhere else. Also, there must be NO alterations on the excuse to be accepted. Suspensions are considered unexcused absences.

### MISSED ASSIGNMENTS

Parents must call before 10:00 a.m. for assignments when a student has been absent for two or more days. These may be picked up in the office after 1:00 p.m. Students will make up all work missed when absent. It is the student's responsibility to check with their teacher(s) to receive missed work. Students will have the same number of days to complete missed work that they were absent.

### ARRIVAL

Students must not arrive before 7:55 a.m. as there will be no teacher on duty before that time. Upon arrival, students are to report to their assigned area for each grade level. **Students who eat breakfast at school are to eat breakfast first** and then report to their assigned areas. Students who will be eating breakfast are to arrive no later than 8:15 AM. Carpool students may not be dropped off if a teacher is not on duty. Please do not drop off any children in the bus loading area.

### TARDY, CHECK-IN AND CHECK-OUT PROCEDURES

Students are tardy if they arrive to school after 8:23 a.m. Students arriving late to school must be accompanied by an adult and signed in through the office. Any student not reported tardy by the office will be counted absent. Students will be responsible for completing missed assignments because of tardiness. **Nine un-excused tardies, nine unexcused early check-outs, or a combination of both, per semester constitutes sufficient grounds for suspension from school.** This will result in an automatic referral to FINS (Families In Need of Services). A parent conference will be required.

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

Students leaving campus before dismissal must be signed out in the office by a parent, guardian or person named on the check-out card. All changes to the card must be done in person. No changes can be made over the phone. **Students will not be allowed to check out after 3:00 p.m.** Please try to schedule all appointments (doctor, dentist, etc.) accordingly. We appreciate your consideration and cooperation.

**Students who are tardy, check-in late, or check-out early WILL NOT be eligible for a perfect attendance award. Perfect attendance = ALL DAY, EVERY DAY.**

### **DEPARTURE PROCEDURES**

The procedures for dismissal must be adhered to for the safety and protection of all students. Parents who pick their children up in the afternoon will pick them up through the carpool line. Car riders may not be picked up by walk-up parents. Please remain in your car. Three car tags will be issued to all car riders. Please keep your tag in your car at all times. If you misplace your car tag, a fee of \$1 will be charged to you for a replacement to be printed. **If a car tag is not present, students will not be released until they are signed out through the office. Please be prepared to present your ID at this time.** Also, parents may begin to form the carpool line no earlier than 3 p.m. Students are dismissed at 3:25 p.m. **If you are late picking up your child more than 3 times from the carpool line, you will be notified that your child's transportation has been moved permanently to a bus rider.**

Students will not be allowed to switch modes of transportation home in the afternoon. If your child is a car rider, he/she will be a car rider every day. If he/she rides a bus, he/she will ride the same bus every day. In the event of an emergency that would alter this daily procedure, please contact the school immediately, so arrangements can be made on a transportation change for your child. For permanent transportation changes, such as a change of address or daycare, please send a letter so that the necessary corrections can be made.

### **EMERGENCY CHECK-OUT CARDS**

**All students must turn in an emergency card at the beginning of each school year.** It is imperative that the school be able to reach the parent or guardian at anytime during school hours in case of an emergency and/or a discipline situation. Contact the school office with change of address and new proofs of residence, new telephone numbers, persons authorized to pick up your child, etc. Please keep your child's Emergency Card current. **Persistent problems in reaching parents will result in referral to the Office of Child Welfare and Attendance.**

### **BUS PRIVILEGE**

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

1. The driver is in full charge of the bus and the students. Students shall obey the driver courteously and promptly.
2. Eating or drinking without the bus driver's permission is not allowed.
3. Students shall occupy the seat assigned to them by the driver.
4. Students should stay seated with their back against the back of the seat while the bus is moving.
5. Aggressive behavior such as fighting, slapping, hitting, or kicking will not be tolerated, and may result in a bus suspension.
6. Students shall be at the bus stop five minutes before the bus is due to arrive. The bus cannot wait for those who are not on time. If it is raining or foggy, the bus may be a few minutes early in the morning.
7. Students are to be supervised by their parents while waiting for the bus in the morning and after being dropped off by their bus in the afternoon.

Due to unforeseen circumstances, the bus may be delayed.

All disciplinary problems which develop on a school bus traveling to and from school will be handled by an administrator. A student can be removed immediately from a bus if he or she is disrespectful to the driver, fights, curses, or causes any kind of disturbance on the bus that will endanger the safety and health of others. When a student is removed from the bus, the parent will assume the responsibility of getting the student to and from school. In addition, students suspended from the bus must be picked up in a timely manner through the car pool line. Late pick-ups will result in a suspension from school for the remainder of the bus suspension.

Students may be subject to the following consequences for minor offenses:

- 1<sup>st</sup> Offense: Student will be warned and counseled by the bus driver and/or an administrator.
- 2<sup>nd</sup> Offense: A conference with the student and the parent/guardian will be held.
- 3<sup>rd</sup> Offense: Student will be denied bus transportation for 3-5 days.
- 4<sup>th</sup> Offense: Permanent suspension for the school year from all bus transportation.

Students are not allowed to bring iPods, MP3's, electronics, or cell phones to school or on the school bus.

#### **AM CARPOOL PROCEDURES**

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

- Students may be dropped off for school only **after the bell rings at 7:55 AM.**
- Students are to be dropped off under the covered driveway in front of the school.
- Students should only be dropped off when there is a duty teacher present between 7:55 and 8:23. If there is no duty teacher present you are either too early or too late. **DO NOT DROP STUDENTS OFF IF THERE IS NO DUTY TEACHER OUTSIDE!!!**
- Please pull up to the designated area as directed by the duty teachers.
- Teachers will open the door for students to get out of the car. **Student's must wait for a duty teacher to open the door.**
- Parents must remain in their cars in the car rider line. Remember our entire campus is smoke free and that includes our parking lot.
- Please do not get out line to pass a vehicle unless directed to do so by the duty teacher.
- **After 8:23, you must park in the parking lot and come into the office to check your child into school.** This is for safety reasons and we have to have a fire lane accessible for emergency vehicles.

#### **PM CARPOOL PROCEDURES**

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

- Afternoon pickup begins at 3:20.
- Students are to be picked up under the covered driveway in front of the school.
- Students will sit in designated areas according to grade. When called, students will stand by one of the duty teachers and the teacher will open the door and let the student get into the car.
- Please pull up to the designated area as directed by the duty teacher. We will load 2 vehicles at a time, a front and a back vehicle. **Students may not go to a vehicle without a teacher!**
- Parents/guardians MUST have their car tag displayed to pick up their child. **If you do not have the car tag, you will not be able to pick up the child.** This is to protect our students and there will be no exceptions.
- You may not park and walk to pick up your child from the car rider area.
- Parents are to remain in their cars in the car rider line. Remember that our entire campus is smoke free and that includes our parking lot.
- **Students who are picked up late from will lose the privilege to be a car rider. We will document late pick-ups and after 3 your child will be moved to their assigned bus for afternoon dismissal.**
- **Parents/guardians will not be allowed on campus before 3:00 to park in the car rider line.** This is for safety reasons and we have to have a fire lane accessible for emergency vehicles. At 3:00, the car line will be available for parents to begin lining up.

**Remember that our car line is short and moves quickly if we all abide by these expectations.**

### **SCHOOL MESSENGER**

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

### **EMERGENCIES**

In the event a child becomes seriously ill and parents or the designated person cannot be reached, EMS will be called at the parent's expense. In the event of an emergency school closure, radio, TV and our School Messenger system will keep you informed. In order to keep communication lines open, we ask that you please refrain from calling the school. We will dismiss school only when notified by the Livingston Parish School Board. An emergency crisis plan is available in our office. Drills are practiced monthly. In the event of an emergency, you will be required to have a picture ID when picking up your child.

### **CAFETERIA Direct Phone # (225) 667-7436**

Both breakfast and lunch are served each day. The cost of breakfast will be \$1.25 for full price and \$.30 for reduced price for all grades. Lunch is served at a cost of \$2.00 per day for full price and \$.40 per day for reduced lunches. Adult meal prices are \$4.00 for lunch.

Children may bring their lunch to school with the understanding that it must be eaten in the cafeteria. Lunches from commercial establishments (McDonald's, etc.) **are not allowed in the cafeteria**. Soft drinks in bottles or cans are not allowed in the cafeteria.

**\*\*\*Monthly pricing guide for 2016-17 to follow in student packet\*\*\***

### **METHOD OF PAYMENT**

We will accept cash or check payments (preferably checks). Checks should be made payable to South Fork Elementary. Write one check per child. **In the memo section of the check, write the student's name, and the purpose for which the money is intended.** Please include **2 phone numbers** at the top of each check. Prepayment for meals by the week, month, or year is recommended. We cannot accept counter checks. We now accept payment online at [www.schoolpaymentsolutions.com](http://www.schoolpaymentsolutions.com)

### **FREE/REDUCED PRICE MEAL APPLICATIONS**

Parents are to fill out one application per family. The completed application form should be returned to the cafeteria manager at the school where your youngest child is enrolled, or you can apply online at [www.applyforluch.com](http://www.applyforluch.com). Those students who received free or reduced price benefits last year will begin the new school year on the same status. However, a new application must be submitted and processed for the 2016-2017 school year, in order for benefits to continue. **You will be charged for all meals in the cafeteria until paperwork is submitted.**

## HOME/SCHOOL COMMUNICATIONS

One of the most important things we can do to help children grow academically is to keep in touch. There are several ways we do this:

1. Students' graded papers will be sent home every **Wednesday**. Be sure to sign the folder and return it to school within two days. We encourage you to add your comments to the cover sheet in each packet.

### \*These are the dates papers will be sent home\*

August 17, 24, 31	December 7, 14	March 1, 8, 15, 22, 29
September 7, 14, 21, 28	January 11, 18, 25	April 5, 12, 26
October 5, 12, 19, 26	February 1, 8, 15, 22	May 3, 10, 17
November 4, 11, 18		

2. Report cards will be sent home at the end of each nine weeks' period.
3. Newsletters will be sent home monthly.

## INTERIMS/REPORT CARDS

Our Parent/Teacher Conference Day is scheduled for October 20, 2016. Interims are sent home once during the nine-week period in grades first through fifth keeping you abreast of your child's academic progress. Please know that you can also review your child's grades, absences, discipline record, etc. on a daily basis through the parent portal. The parent portal is located on the parish website at <http://powerschool.lpsb.org>. The 2016-2017 interim and report card dates are as follows:

### Interims

September 2, 2016  
November 9, 2016  
February 7, 2017  
April 12, 2017

### Report Cards

October 13, 2016  
January 10, 2017  
March 21, 2017  
May 30, 2017

## GRADING SCALE

A = 93-100% Outstanding Achievement

B=85-92% Good Achievement

C=75-84% Satisfactory Achievement

D=67-74% Minimum Acceptable Achievement for passing

F=below 67% does not meet minimum course requirements

**\*\*\*Please see attached addendum at the back of the handbook\*\*\***

## SCHOOL WEBSITE AND POWERSCHOOL PARENT PORTAL

Our school website is another form of communication. It can be accessed at [www.southforkelem.org](http://www.southforkelem.org). The parent portal can be accessed at any time to review the following: attendance, grades, and discipline referrals. The site can be accessed at <http://powerschool.lpsb.org>.



### **PARENTAL INVOLVEMENT/HOMEWORK**

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

If your child is absent two or more consecutive days, you can call the office for assignments. Please call before 10:00 a.m. You may pick up assignments between 2:00 p.m. and 2:30 p.m. This allows time to gather all materials and books needed to complete assignments.

#### **Free Online Tutoring**

[www.HomeworkLa.org](http://www.HomeworkLa.org)

Whether you need help with Math Homework, an English Paper, finding a Job or Preparing for a Test, HomeworkLouisiana can help! HomeworkLouisiana offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from Kindergarten students through adult learners. Get help in math, science, social studies or English from a live tutor. The services can be accessed from a Louisiana public library, from your home computer, or from your mobile device. Receive one to one, real time, assistance with your job search. Online tutors are available to help navigate online job sites, complete applications, write/review resumes and cover letters and even practice for an interview.

### **PARENTAL INVOLVEMENT POLICY**

It is our firm belief at South Fork Elementary that a partnership between parents and the school is an essential element in providing the best education possible for each student. To this end, we have developed an extensive parental involvement program and sincerely encourage parents to become actively engaged in the education of their child. The SFE Parental Involvement Program includes opportunities for communication, participation in school activities, volunteering, and participation in decision-making processes.

#### **Communication with Parents**

SFE Student Handbook  
SFE Stampede  
Volunteer Sign-up Sheets  
SFE Web Site  
Open House – FALL  
Administrator Conference (upon request)  
Parent/Teacher Conference (Oct. 20<sup>th</sup> and upon request)

#### **Volunteer Opportunities**

Math Tutor  
Reading Tutor  
Library Helper  
Office Helper  
Hospitality Helper  
Room Mother/Father  
Community Helper Volunteer  
Publicity  
Fund Raising  
Technology Helper  
Guest Speaker

#### **School Activities Open to Parents**

Literacy Night – 1 night per year  
Family Math/Science Night – 1 night per year  
Field Trips – 3 days per year  
Book Fairs  
Class of the Week Luncheons

#### **Decision Making Opportunities**

School Building Level Committee  
Parent/Teacher Conferences  
School Improvement Team  
Parental Involvement Committee

These are examples of volunteer opportunities. Contact your child's teacher to sign up to help.

### PARENT/TEACHER CONFERENCES

Communication is an essential part of the educational program. To request a conference please call the office at (225) 664-2281. A specific appointment will be established at this time. A convenient time (before school or after school) that is agreeable to both teacher and parent can be arranged for a conference. However, conferences may not take place during instructional periods. The parent must check-in at the office to secure a pass to meet with the teacher on the day of the conference. Due to confidentiality please use discretion when discussing your child's situation in front of other students and parents.

### MEDICATION AND IMMUNIZATION

School Board policy permits us to use only soap and water and an ice pack on cuts and bruises. Only long-term medications for chronic conditions will be given at school. Possible exceptions to this policy are medication for behavior modification (ADD, ADHD), insect sting allergy, seizure medications, and asthmatic medication. Parents and physicians of children with the above-mentioned exceptions will be required to complete consent and doctor's order forms, which are available in the school office.

Louisiana Statute 17:170 makes it mandatory that every child attending the Livingston Parish Public Schools be properly immunized against diphtheria, tetanus, whooping cough (pertussis) poliomyelitis, measles, and rubella, or shall present supportive evidence if immunization records are incomplete. Immunizations may be obtained from your local physician or the local health unit. No student can be given medicine at school unless a consent form is completed by the parent and signed by the physician allowing medication to be administered at school. Please note the following:

- We must have a written consent from the doctor that the medicine has to be given during school hours or kept there for emergencies.
- The medicine must be brought to school by the parent/guardian. Do not send medicine with the student on the bus.
- Medicine must be in its original container, labeled by a pharmacist.
- Any time there is a change in medication, a new consent form must be filled out. Students shall not be allowed to have medication of any kind in their possession.
- Over-the-counter medications will be not administered to student. **NO EXCEPTIONS!**
- **In order to ensure that a student does not have an adverse reaction to medication being taken at school, we ask that the initial dose of medication be given at home at least 12 hours before student returns to school.**
- No topical medication shall be applied to the student's skin in any forms, such as peroxide, Neosporin or similar medication.

### HEAD LICE POLICY

Students found to have head lice by a school employee will be sent home immediately. **Upon returning to school, a parent/guardian must escort the student to the office where office personnel or the school nurse must check the child before the child may return to class. The student may be allowed to return to school if the hair is free of nits and lice.** Students with head lice will be excused up to **three (3) days during the school year**. Thereafter, absences due to head lice will be considered truancy.

### SCHOOL HEALTH RULES

**Please see the attached addendum at the back of the handbook** regarding Livingston Parish Public Schools guidelines on fever, diarrhea/vomiting, cold/flu, rash/lesions, and pink eye. Additional information on immunizations, head lice, and screenings is also provided.

### TEXTBOOKS

Textbooks are furnished by the State of Louisiana for the student's use at the beginning of the school year. Each teacher must account for each book issued to a student. The student must either return issued book(s) in a usable form or pay the full price for replacing the book(s).

If a book has been damaged beyond normal wear the student must pay damages as follows:

- a. A fine will be assessed for slightly damaged books, based on the years of service of the textbooks.
- b. For fairly severe damage such as writing that cannot be removed or nonessential pages being torn out, the student pays full cost and may keep the books.
- c. For severe damage such as essential pages torn out and/or spine is broken; the student pays full cost of the book and may keep the book.
- d. If the student fails to return the textbook assigned, full replacement cost must be paid for the book(s).

### LIBRARY BOOKS

Students are allowed to check out books through our school library. Students are required to care for their library books just as they do their textbooks. \*See above for rules on damaged books. If you **do not** want your child to check out books through our library, you must send a note to the school with your request.

### PARTIES AND HOLIDAYS

Each class will be allowed two parties school-wide that involve refreshments and are held during school time. These parties are Christmas and End of the Year. Treats may be given at other times at the discretion of the teacher. **NO OTHER CHILDREN, PRESCHOOL OR OTHERWISE, ARE TO ATTEND CLASS PARTIES.** Birthday invitations may be issued to the entire class. If you are only inviting select students, please do not send them to school, mail them.

#### School holidays are as follows:

Labor Day.....	Monday, September 5, 2016
Livingston Parish Fair Holiday.....	Friday, October 7, 2016
Parent/Teacher Conference .....	Thursday, October 20, 2016
Presidential/Congressional Election .....	Tuesday, November 8, 2016
Thanksgiving Holidays.....	Monday, November 21, 2016 thru Friday, November 25, 2016
Christmas Holidays.....	Monday, December 19, 2016 thru Thursday, January 5, 2017
Martin Luther King Day.....	Monday, January 16, 2017
Mardi Gras Holidays.....	Monday, February 27, 2017 and Tuesday, February 28, 2017
Good Friday/Easter Holidays.....	Friday, April 14, 2017 thru Friday, April 21, 2017

#### Professional Development ½ Days are as follows:

Thursday, September 15, 2016	Thursday, February 16, 2017
Wednesday, November 16, 2016	Thursday, March 16, 2017

### **FIELD TRIPS**

Field trips are valuable experiences. School uniforms must be worn on field trips. All schools must adhere to the dress code adopted by the Livingston Parish School System. **All field trips are pre-paid. No refunds will be given in the event that your child pays for a field trip and does not attend. Lunch fees, library fines, and fundraiser money, before any student can participate in a field trip. A minimum of half of school supply fees must be paid to attend a field trip in the 1<sup>st</sup> semester. The entire school supply fee must be paid to attend the field trip in the 2<sup>nd</sup> semester.** We cannot accept counter checks. Teachers will request for parental assistance for the trip. **Chaperones and/or other adults attending the field trip will not be allowed to bring additional children or siblings on the field trip.** Written permission from the parent or guardian is necessary for the student to be allowed to participate on these trips. If a permission slip with the signature of the parent or guardian is NOT returned to school prior to the planned outing, the student will not be allowed to go with his/her classmates. Please adhere to all deadlines. Additionally, if a student has frequent behavior referrals, a parent may be requested to accompany the student on the field trip. Students who are suspended on the day of a field trip, will not be allowed to attend the field trip. If a parent wants to check out a student after a field trip, the student must return to school on the bus, and then he/she may be checked out from school. Students will ride the bus to and from all field trips. Parents chaperoning field trips are requested to wear mid-thigh or longer shorts, no tank tops, and no clothing with slogans pertaining to alcohol, tobacco, drugs, or obscene language.

### **STUDENT EXPECTATIONS**

Please see the attached addendums at the back of this handbook for a guide regarding our student expectations at school.

### **DISCIPLINE**

Discipline is of vital importance to the educational structure. It is the training that develops self-control, character, order and efficiency. It is the key to good conduct and proper consideration for other people.

In order to guarantee all students at South Fork Elementary an excellent learning climate, students are expected to follow school and class rules. The following general classroom rules and school expectations have been adopted by the faculty. Specific classroom rules and consequences (both positive and negative) will be sent home by each classroom teacher.

1. Listen and follow directions.
2. Keep hands, feet, and other objects to yourself.
3. Remain in your seat unless you have permission to do otherwise.
4. Bring necessary materials to class.
5. Be respectful and courteous of/to others.
6. Be a problem solver.
7. Have respect for authority.

South Fork 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. Please review the PBIS handbook provided with your student.

The following items are not allowed on campus. Any student in possession of these items will receive a form of discipline, and the item(s) will be confiscated. A parent will be required to pick them up from the school.

- chewing gum
- toys
- card collections
- electronics

- cell phones and iPods
- cd and MP3 players
- toys resembling a gun or knife
- handheld gaming devices

### **SUSPENSIONS**

Any student committing major infractions are subject to receiving an in-school or out-of-school suspension. When a student is suspended for a second time within one school year, a meeting with the principal or designee, school counselor, parents and student will be held. Any student, after being suspended on three (3) occasions for committing any suspendable offense during the same school year, shall on committing the fourth offense, be recommended for expulsion. A student who is expelled is not allowed to attend any school functions for the remainder of the school year.

The following behaviors are considered suspendable offenses:

- Provoking fights or fighting
- Rude or disrespectful behavior toward principals, teachers, or other staff members.
- Destroying any school property (damage MUST be paid for BEFORE the student will be allowed to return to school)
- Selling items to other students
- Possession of, distributing, selling, giving or loaning of any controlled dangerous substance, matches, lighters, tobacco, drugs or alcohol
- Use of profane language, immoral or vicious practices, obscene paintings, drawings, or writings
- Possession of knives and other sharp objects, or firearms
- Possession of any toys resembling a gun or knife
- Disrupting the classroom and the school and/or habitually violates the school rules.
- Leaving the school premises without permission, his/her classroom or detention area without permission.
- Making threats to school employees, visitors, or students.

### **BEFORE & AFTER SCHOOL DETENTIONS**

Before and after-school detention is an alternative to suspension program. We will hold weekly before/after school detentions from either 7:25-8:23 a.m. or 3:25-4:25 p.m. **Failure to attend on the assigned day and time will result in an automatic suspension.** The student will work on assignments issued by the detention monitor during the entire one hour he/she is assigned to detention. Failure to cooperate in working on assignments will result in another day of detention or a suspension. Please make arrangements for students to be picked up on time.

### **DISCIPLINE REFERRALS**

Discipline referrals will be sent home with your child. These forms are sent home with your child on the day of the classroom incident or the day following the classroom incident, depending on the time the incident occurred. When possible, a phone contact will be made detailing the incident prior to sending the referral home with the child.

### **REGULAR INSTRUCTIONAL PROGRAM COURSES**

Classroom teachers provide instruction in the following areas: English Language Arts, Social Studies, Science, and Mathematics.

### **ANCILLARY SERVICES**

Ancillary teachers provide instruction in the following areas: Library, Computer Labs, Music, Counseling, Speech, Physical Education and Art.

### **SCHOOL FEES**

Teachers will make a collection at the beginning of each school year and upon the registration of new students to cover the cost of consumable supplies and workbooks used during the school year. The fees are \$50.00 for all grades. Other charges may be assessed for special projects or programs. Half of the school supply (\$30.00) must be paid to be able to attend a field trip in the 1<sup>st</sup> semester. The supply fee must be paid in full (\$50.00) to be able to attend a field trip in the 2<sup>nd</sup> semester.

We cannot accept counter checks. **Students who owe fees will not receive their report card or be allowed to attend any field trips until the balance is paid.**

### **SNACK SALES**

Snacks will be sold on a daily basis. They will range from \$.50 to \$1.00. Water will also be sold for \$1.00.

### **DELIVERIES**

The school **will not** accept deliveries of any kind for students (balloons, flowers, candy, cookie bouquets, etc.).

### **TELEPHONE USE**

Students **are not** allowed to use the school phones. In the case of extreme emergencies, office personnel will call the parent. The school phone **will not** be used to call for homework, money, books, etc. left at home. Classrooms will not be interrupted to deliver messages as this is a waste of valuable instructional time.

### **PRE-K AND Kindergarten STUDENTS**

All Pre-K and Kindergarten students must keep a change of clothing (undies & socks too) in their book sacks at all time.

### **SPIRIT SHIRTS**

Students can wear their spirit shirts on Fridays and on field trips.

### **STUDENT DRESS CODE AND UNIFORM POLICY**

All Livingston Parish Public school students are required to wear a standard school uniform for the 2015-2016 school year. The uniform will consist of the following items:

#### **Uniform Shirts**

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

#### **Skirts/Shorts/Slacks/Skorts**

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

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

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

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

### **Jumpers**

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

### **Belts**

Belts must be solid black, navy blue, khaki or brown and of a solid material. Belt buckles must be plain with a standard buckle and an appropriate length for waist size. Designs, emblems, insignias, monograms, logos, holes, studs etc. are prohibited.

### **Hose/Tights**

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

### **Socks**

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

### **Shoes**

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

### **Pullovers of Any Kind**

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

### **Coats**

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

Any student in violation of the dress code policy will be issued a "Student Dress Code Violation Form". Offenses and consequences are as follows:

1 <sup>st</sup> Offense	Verbal warning and violation form issued by teacher
2 <sup>nd</sup> Offense	Parent contacted by teacher; violation form issued
3 <sup>rd</sup> Offense	Parent contacted by administrator; after-school detention issued
4 <sup>th</sup> Offense	One day out of school suspension

## **DRESS AND GROOMING CODE**

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 the his/her faculty and staff aware of the exception.

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

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

### **Extra-Curricular Activities**

#### **4-H Club**

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

#### **BETA Club**

1. The student must be a 5<sup>th</sup> grade student.
2. The student must maintain all A's and B's each grading period.

### **Physical Fitness, Track, and Cross Country**

1. The student must be a 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> grade student.
2. The student cannot be 12 years old before September 1<sup>st</sup> of the current school year in progress.
3. The student cannot have any F's during the present grading period including interim grade reports.

### **FIRE DRILLS, WEATHER DRILLS, EVACUATION AND LOCK DOWN DRILLS**

Fire, weather, evacuation, and lock down drills are held regularly at unannounced periods throughout the year. These drills are to instruct the students about proper behavior and self control in times of emergency. Parents should stress to their child the importance of cooperating with teachers during these drills. An emergency evacuation map is posted in each classroom. Students should study the plan and become familiar with it. When the fire alarm is sounded, students are to walk quickly and quietly while leaving the building. Students are to stay with their teachers and they should exit and stay with that teacher.



**Livingston Parish Public School System**  
**Title I Parent/Family Involvement Policy 2016-2017**

A Districtwide Parent/ Family Advisory Council has been established in order to revise the current Livingston Parish Title I Family Involvement policy and expand the plan in accordance with the Every Student Succeeds Act (ESSA) of 2015. 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 parents 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 parental involvement. 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 parents serve on the Schoolwide Committee, which will function to review the schoolwide plan and parent activities for that school. This plan will be specific to the Title I school and will provide a means for parents to become more involved in the student's education.

An annual meeting will be held in each school in which parents will be given information about their school participation in the Title I program and related services and an explanation of the requirements of this participation. Parents 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 qualifications of their student's classroom teachers. To the extent which is practical, parent meetings will provide full opportunities for the participation of parents with limited English, parents with disabilities and migrant parents. Information will be understandable and uniform.

One goal of this plan will be to improve communication between home and school through parent/ school compacts, newsletters, parent-teacher conferences, handbooks, agendas, surveys, School Messenger recordings, electronic communications, such as: telephone calls, texts and emails, and other types of sharing information. It is important that parents 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 to parents 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. Parents will be encouraged to take advantage of parent 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.

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

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

### **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.

### **LOST AND FOUND**

Students are required to properly mark all their belongings so that ownership can be easily established. The lost and found department will be located in a centralized location on the school campus.

### **VISITATION POLICY**

We welcome visitors to our school! To guarantee the safety of our students, all visitors (including volunteers) must first sign in at the office and receive a Visitor's Pass before proceeding on campus. Parents and Volunteers may not disrupt classroom instruction time or attempt to conference with the teacher. Unauthorized visitors are not allowed on campus at any time. Students from other schools are not allowed to visit the campus.

### **STUDENT COMPUTER ACCESS AND USE POLICY**

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 or prohibited behavior or access of prohibited sites must be reported immediately
- F. Students are not allowed to install any software of 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 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.

## Cafeteria Red Cup/Yellow Cup Policy

Part of our PBIS Policy includes Cafeteria Expectations and Rules. Please reinforce these rules and lead by example. The procedures will be as follows:

1. Yellow cup = Quietly talking to neighbors is permitted.  
Red cup = No talking
2. Anytime that students are standing, is considered a **Red Cup** time – no talking! (While in line waiting to be scanned, washing hands, getting food, emptying tray and dismissal time)
3. Once students are seated, the first 10 minutes will be **Red Cup** time – no talking. This is time allotted for students to eat.
4. After ten minutes, **Yellow Cup** time will begin. This is the time when students can talk quietly to their neighbors.
5. When the class is preparing for dismissal, **Red Cup** time will be initiated once again. This will allow students to quietly clean up the table and prepare to empty their trays.
6. Students will quietly empty their trays and line up in designated spots.

## Welcome to a new school year

The purpose of grading is to measure a student's mastery of the Louisiana adopted Common Core State Standards (CCSS), as it applies to the grade in which the student is enrolled. Our students are given standardized tests that are designed to reflect mastery of these standards. Along with the standardized tests, we feel as a district that student's grades should show progress in achieving the standards.

In compliance with our state's course mandates, our new English Language Arts grades will be "blocked" into one grade. In the past, our child's report card reflected several grades each nine weeks including a separate reading grade, an English grade, and often a spelling grade. This year most students will have these grades combined into one grade on their report card.

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

In a 100% grading system, our reading grades will carry a weight of 60% of the total grade. Our English grades will carry a weight of 30% of the total grade, and our spelling grades will carry a weight of 10% of the total grade.

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

R=Reading		E=English			Sp=Spelling			Total 86/100 "B"	<u>If</u> <u>Using</u> <u>%</u> <u>ONLY</u>
R=3/5	E=9/10	R=18/20	E=8/10	Sp=10/10	R=12/15	R=11/15	Sp=1S/1S		

With weighting:

Reading = $44/55 = 80\% \times 60\% = 48$ (weighted)	48
English = $17/20 = 85\% \times 30\% = 25.5$ (weighted)	25.5
Spelling = $25/25 = 100\% \times 10\% = 10$ (weighted)	10
	83.5% "C" (out of 100)

If these were reported as individual grades rather than a single grade:

Reading would be an 80% "C"

English would be an 85% "B"

Spelling would be a 100% "A"

**...But when multiplied by their weights, it totals an 83.5% "C"**



#### Available Coverage Options

Depending on which program your school provides, some or all of the following voluntary insurance products are available for purchase on a voluntary basis:

☑ \$500,000 School Time Only Student Accident Insurance

\$500,000 'Round The Clock – 24 Hour Accident Coverage

\$10,000 Student Life Insurance

\$5,000 Student Dental Accident Insurance

Kids will be Kids!

1. Make sure your child is properly covered against unforeseen accidents.
2. Purchase coverage at your convenience from any computer.
3. Follow the easy step by step instructions and you're done in minutes!

These Voluntary Participation Student Accident Insurance Plans offered through your school can be purchased easily online at:

[www.BollingerSchools.com](http://www.BollingerSchools.com)

**Bollinger Specialty Group**  
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1 973.932.2876  
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# ONLINE ENROLLMENT VOLUNTARY STUDENT ACCIDENT INSURANCE

Access our website at your convenience 24 hours a day, 7 days a week!

## **Kids will be kids!**

Make sure your child is properly covered against unforeseen accidents. Purchase Student Accident coverage at your convenience from any computer. Follow the easy step by step instructions and you're done in minutes!

- Visit us on the web at **www.BollingerSchools.com**
- Under the *Parents* section click *Purchase Coverage*
- Simply enter the name of your District, Parish, Diocese or School Name and select your state.
- Click *View Insurance Products /Purchase Coverage*.
- From here you can either click on *Buy Online Now* to purchase coverage online with a credit / debit card or
- Click on *Print and Pay by Check* to submit the completed forms and payment by mail.

Visit us at:

[www.BollingerSchools.com](http://www.BollingerSchools.com)



# LIVINGSTON PARISH PUBLIC SCHOOLS

## HEALTH RULES

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

- **Diarrhea/vomiting:** Students who are vomiting or having diarrhea (2 or more watery stools) will be sent home from school. They will not be allowed to return until they are symptom free for 24 hours from the onset of symptoms.
- **Fever:** Students who have a fever of 100.0 F or higher will be sent home. Students will be readmitted after they have been fever free for 24 hours without the use of fever reducing medications. (ex: Tylenol, Motrin, or Advil).
- **Cold/flu:** Students with severe colds, sore throats, cough or "flu like" symptoms will not be allowed to stay at school. They should stay home for rest and proper attention to their symptoms.
- **Pink Eye:** Symptoms of pink eye such as eye drainage, crusty eyelids, redness on the white part of the eyes, swelling, and itching may indicate pink eye, which is a contagious disease. Children with these symptoms will be sent home and should be seen by a doctor for a diagnosis. A doctor's excuse will be required to return to school. If diagnosed with pink eye, the student must be on treatment for at least 24 hours before he can return to school. Some conjunctivitis may require the student remain at home until all symptoms are resolved.
- **Rash/Lesions:** A student with an undiagnosed rash or lesion will not be allowed to stay at school. Skin rashes or lesions will be considered possibly contagious until a student has seen his physician and has a note that it is ok to return to school.
- **Medication:** If your child needs to take medications for chronic conditions at school please contact your **school nurse**. State law requires a *medication administration form* be completed by the Physician and parent. This includes prescription and over-the-counter medications. If a student is prescribed a new medication, they must remain at home for 12 hours after the first dose to be observed for adverse reactions.
- **Lice:** A student's hair must be free of nits and bugs in order to remain at school. The student will be readmitted to school after the parent has treated the child and *all nits and bugs* are removed. After successful treatment, the parent will need to bring the student to the office to be rechecked for lice by

school personnel before being allowed to stay at school. *It is recommended that parents check their child on a regular basis for signs of head lice.*

- **Immunizations:** Louisiana State Law Statute LA R.S. 17; 170  
Students entering school for the first time shall present a completed or up to date immunization record.  
  
All students entering 6<sup>th</sup> grade AND **11 years old** or any student that is 11 years old (regardless of grade) shall present evidence of age appropriate vaccinations including a Tdap Booster, Meningitis vaccine, and a second varicella (chickenpox).  
  
Students that have not received proper immunizations may not be allowed to come to school if there is an outbreak of a communicable disease at school (Chickenpox, Measles, Pertussis, etc.). By state law, these students must be excluded from the school setting. These absences may not be excused.  
  
Parents of students that are unable to receive their immunizations due to medical, religious, or personal reasons must submit a written *letter of dissent* that has been notarized. If this dissent is due to a medical reason, a written statement from the doctor must be received.
- **Vision/Hearing:** Students vision and hearing are screened by the school nurse in Pre-K, Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> & 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 EpiPen or Benadryl during the school day. A SPECIAL DIET ORDER form is required **annually** from a physician if your child has specific food allergies.
- **Post Surgery or Hospitalization:** If your child is hospitalized or has surgery he/she must return with a note from the Physician allowing him/her to return to school. Any restrictions must be noted on the return to school 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.

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**In order for proper care to be provided at school, it is the parent's responsibility to notify the School Nurse with any medical conditions or needs your child may have or any changes to their medical conditions during the school year.**