

Back to School Principal's Message

Welcome to Albany Upper Elementary! A wonderful year is on its way! We are pleased to have you as partners in this educational year. One of our goals is to ensure that family members and students feel at home at Albany Upper Elementary. This handbook provides general information about school programs, procedures and policies. By reading it, you will have a better idea of what to expect. Please keep this information handy for future reference. Also, feel free to visit our website by going to the school's tab on www.lpsb.org.

Please join us on Facebook @AUEhornets and on Twitter @AlbanyUpper to keep up with the latest news and events at Albany Upper Elementary. Remember, we are here for YOU! Call anytime 225-567-5030

Mission Statement

AUE, in partnership with families and the community, is committed to develop resourceful, responsible learners.

School Calendar 2020/2021

August 7----- 1st day for students
September 7----- Labor Day Holiday
September 23-----LPPS Professional Development Day(no school for students)
October 9-----Livingston Parish Fair Holiday
November 3----- Election Day
November 23-27-----Thanksgiving Holidays
December 21 - January 4-----Christmas and New Year's Holidays
January 18-----Martin Luther King Day Holiday
February 12-16-----Mardi Gras Holidays
March 10-----LPPS Professional Development Day(no school for students)
April 2-9-----Easter Holidays
May 21-----Last day for students

STUDENT INFORMATION SHEETS

Student information sheets are sent home the first day of school. **Only the person(s) listed on this sheet will be allowed to check your child out of school. Please keep phone numbers and information updated if changes occur throughout the year.** Please make the school aware of any custody issues by providing a copy of the up to date custody papers to keep on file. **Any changes to the information sheet must be made in person in the office, not by phone or written note.**

ATTENDANCE

Absenteeism

Livingston Parish Public School Policy states that students must attend a minimum of 167 school days per year in order to receive credit for a year's work. Since the LPPS calendar includes 177 days of attendance, students may miss no more than 10 unexcused days of school. Exception can be made only in the event of an extenuating circumstance, which must be approved by the principal and Supervisor of Child Welfare and Attendance. The death of an immediate family member will be excused with proof such as an obituary. Computer generated absentee letters will be mailed home upon the student's 3, 6 and 9 unexcused absence.

Excused Absence

To be excused, a student must present to the office/teacher a signed doctor's excuse **within 5 school days** of the student's return to school.

Checking In and Out

Students arriving to school after 8:20 **must** report to the office with a Guardian to sign in and receive a tardy slip. Students leaving school early must be signed out by a parent, guardian or designated person on their information sheet. Students checking in before 10:20 will be considered present all day. Students checking in between 10:20-12:20 will be considered present $\frac{1}{2}$ day. Students checking out between 10:20-12:20 will be considered absent for $\frac{1}{2}$ a day. Students checking out after 12:20 will be considered present all day, but it does count as a checkout.

****Students checking in late or checking out early interrupts learning. Therefore, on the 5th unexcused tardy or checkout the student will be assigned early morning detention.****

REPORT CARDS, INTERIMS AND WEEKLY COMMUNICATION

Report Cards

Report cards are issued approximately five days after the end of each nine weeks grading period. The report card itself should be kept, but the holder should be signed and returned to school the next school day.

Interims

Interim reports are sent home each mid-nine week period (4 $\frac{1}{2}$ weeks) which show the student's progress up to that point.

Weekly Folders

Each student will receive a folder every **Wednesday** for weekly papers and tests. Please take time each week to review your child's work. The folder should be signed and returned to school on **Thursday**.

Interim Reports Issued

September 8
November 11
February 4
April 21

Report Cards Issued

October 16
January 15
March 19
May 28

Grading Scale

The following grading scale is used state wide in all public schools.

93-100%-----A
85-92%-----B
75-84%-----C
67-74%-----D
0-66%-----F

Power School Parent Portal

Power School Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, and lunch menus. If you already have a parent portal login you will continue to use the same login. If you need a log in, please send a note to the principal.

Visitors

All visitors to the school campus must come through the office and sign in.

****Messages****

We do **NOT** give messages to students. Please make all arrangements for your child before he/she leaves for school in the mornings.

Conferences

We encourage a conference to be scheduled any time there is a concern about a student's progress. Parents are asked to make arrangements for conferences in advance to be sure the teacher is available. Conference times available include 7:45-8:15. There are additional times that teachers may have available throughout the day.

Clubs

Various clubs will be offered to students including NDurance Club, Math and Science Club, Garden Club, Library/Media Club, Art Club, Helpful Hornets, Spanish and 4-H Club (4th grade only). Meetings are held monthly during the school day. **Students are allowed to join only one club.**

SCHOOL DISCIPLINE POLICY

Discipline Overview

The Albany Upper Elementary administrative, instructional and support staff are committed to assuring a positive and safe school climate which is appropriate for all students to learn and ensures the welfare of everyone who works in the school environment.

Because education is vital to the lifelong success of students and to the growth and development of the society, all members of the school community, parents/legal guardians, all school staff (teachers, administrators, custodial workers, bus drivers) and students must be a part of this effort.

Disciplinary measures are intended to help students and parents/guardians understand their obligations to others in the school setting and the role of law, rules and school district policies in meeting these obligations. Discipline shall be directed toward developing skills necessary for youth to:

1. Solve problems effectively.
2. Develop positive relationships with others.
3. Become productive.
4. Recognize when personal actions are interfering with the rights of others.
5. Respect the property rights of others.
6. Develop a sense of responsibility for their actions and an awareness of possible consequences.
7. Succeed in school.
8. Develop self-discipline.

STUDENT RIGHTS:

1. Right to a public education

Students have a right to a public education and the equal opportunities associated with this right which includes school programs and activities.

2. Right to freedom of expression

Students have the right to express their opinions verbally or written as long as it does not disrupt the learning process.

3. Right to dress appropriately

Students are expected to choose appropriate dress and be neatly groomed to abide by school policies and regulations.

4. Right to privacy

Students' academic and personal records are confidential and can only be inspected by eligible students, parents/guardians, school officials and Louisiana State Department Staff.

5. Right to due process

Students have a right to due process and to disciplinary hearings as outlined by district policy.

6. Right to be free from unreasonable search and seizure

Students have a right to be free from an unreasonable search and/or seizure unless there is reasonable suspicion.

STUDENT RESPONSIBILITIES

1. Attend all classes and be punctual in attendance.
2. Come to class prepared and have appropriate working materials.
3. Be respectful of all individuals and property.
4. Refrain from profane and unacceptable language.
5. Report any threat and/or harassment whether verbal, written, or implied to a faculty member immediately.
6. Be responsible for his/her work and behavior.
7. Abide by the rules and regulations of the school and each classroom teacher.

VIOLATIONS OF THE STUDENT CODE OF CONDUCT

Violations of the Student Code of Conduct are:

- Profane or obscene language---written, spoken, or indicated
- Verbal or physical harassment of other students or faculty members
- Disruption on the school bus
- Excessive absences, tardiness or checkouts
- Failure to bring to class materials, home learning assignments or other required items
- Excessive distraction of other students
- Violating the dress code
- Creating a disturbance in the class or on the school campus
- Trespassing-entering or remaining on campus without permission or while on suspension.
- Leaving the campus or assigned area without permission
- No buying, selling, or trading of any items at school or on the bus
- Using or possessing drugs, alcohol, tobacco products, matches or lighter
- Instigating/participating in fights
- Possession of stolen property
- Inappropriate behavior on field trips
- Vandalism of school or personal property, textbooks, or other articles of value
- Possessions of firearms, knives, weapons, (real or toy)

***** Students with discipline referrals may not be allowed to attend field trips.

Harassment Policy

The Livingston Parish School Board and Albany Upper Elementary are committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels threatened while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, cyberbullying, intimidating, threatening, harassing, hazing, or any other violent nature made on campus, at school-sponsored activities, on school buses, at school bus stops, and in route from home to the bus stop and from the bus stop home shall not be tolerated. Even if made in a joking manner, these statements or actions threatening other students, school personnel, or school property shall be unacceptable.

It is the right of any AUE student to report immediately any form of harassment/bullying by anyone, to any employee on the campus. It is then the responsibility of the adult to report the harassment to the administration who will then investigate all reported instances of harassment and take appropriate, corrective measures.

Albany Upper Elementary School is committed to maintain a safe, orderly, civil and positive learning environment so that no students feel bullied, threatened, or harassed while in school or participating in school-related activities. The Louisiana Department of Education defines bullying/harassment as "UNWANTED and REPEATED written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student." If bullying occurs at Albany Upper Elementary School, we are committed to following Bullying and Hazing Policy JCDAF of the Livingston Parish Public School System.

ITEMS PROHIBITED AT SCHOOL AND ON SCHOOL BUS

- Electronic devices such as **cell phones**, smart watches, video games, etc.
- Weapons such as knives, guns (real or toy)
- Caps and/or hats
- Any other items (e.g. trading cards) that will be disruptive to the learning process
- Students **cannot** receive deliveries of any kind (this includes flower, balloon, candy/cookie arrangements)
- Invitations to private events (ex. *birthday parties or church parties*) cannot be handed out at school
- Gum is prohibited at school and on the school bus.
- **Buying, selling or trading of any item is prohibited.**

BEHAVIOR GUIDELINES

AUE implements a positive behavior program that rewards students for following the school wide expectations. Infractions are given for breaking school or classroom rules. Infractions can be given by anyone in the school (not just the teacher) for not following the expectations that have been presented to the students. Infractions are given for excessive tardies/checkouts and for dresscode violations.

Infraction Order:

1st incident-Behavior journal to work and have signed by the parent.

2nd incident-Behavior journal and parent phone call or conference.

3rd incident-Office referral (an office referral may be given, anytime there is a major infraction).

Students will be given rewards monthly for not receiving any infractions during that month.

Students who do not receive any infractions from Aug.- Dec. will participate in a Positive Field Day.

Students who do not receive any infractions from Jan.-May will participate in a Positive Field Day.

SCHOOL EXPECTATIONS

BE SAFE

- Keep hands and feet to yourself
- Sit properly in your chair
- Use materials and equipment appropriately
- Watch and walk where you are going
- Maintain quiet zone when necessary

BE RESPONSIBLE

- Always be prepared
- Be organized at all times
- Be respectful to the rights of others
- Dispose of litter properly

BE POSITIVE

- Never give up
- Encourage others
- Do your best
- Choose your positive attitude

LOADING AND UNLOADING SCHOOL BUSES

- When students are in progress to and returning from the bus, there should be no running, pushing, or shoving.
- Students are subject to school rules and regulations while riding a school bus.
- They are under the direct supervision of the bus driver and are subject to all rules of safety that are deemed necessary by the driver. Buses are equipped with video recorders and all students are subject to being filmed while riding school buses.

Consequences of breaking school and bus rules

In order to establish a fair and consistent method of disciplining our students, we implement a school wide disciplinary system of consequences along with each individual classroom teacher's discipline plan. The consequences of not adhering to school and classroom rules and regulations may include, but are not limited to the following:

Student conferences Infractions Detention Parent Conferences Timeout Suspension/Expulsion

LIVINGSTON PARISH SCHOOL BOARD ELEMENTARY DRESS CODE

Appropriate Parish Approved Uniform Allowed (Grades Pre-K through 12)

Shirt:

- Solid color: Navy blue or white
- Polo (golf boxed, hemmed) 2,3, or 4 buttons at the top front with collar (short or long sleeves)
- Oxford/dress shirt (short or long sleeves)

- Elementary students are encouraged to tuck in shirts
- Designs, emblems, insignias, monograms and logos are prohibited
- **Under shirts and t-shirt, if worn, must be white or navy in color and can only be worn underneath the standard uniform shirt**
- **Undershirts MUST be tucked in**

Skirts/Shorts/Slacks/Skorts:

- Solid color: khaki
- Style must be cotton twill or cotton blend (**no jean style or jean material**) **NO rivets**
- Elementary students may have elastic waist pants with or without belt loops
- Designs, emblems, insignias, monograms, and logos are prohibited

Jumpers:

- Solid color: khaki
- Uniform shirts must be worn under jumpers
- Styles must be cotton twill or cotton blend (no jean material)
- Length- top of knee or longer
- Designs, emblems, insignias, monograms, and logos are prohibited

Skirts:

- Length-top of knee or longer
- Must be worn at waistline
- Pleated, flat or A-line
- Cargo style pockets on any garments are prohibited

Shorts:

- Must be worn at waistline
- Pleated or flat front
- Length: Top of knee to four inches above knee (length cannot be below the knees—length can be cuffed or not cuffed)

Skorts:

- If skorts have belt loops, a belt must be worn
- Must be worn at waistline
- Length: Top of knee to 4 inches above knee (length cannot be below the knees—can be cuffed or not cuffed)
- Can be pleated, flat, or A-line

Slacks:

- Straight legs
- No sewn on outside pockets or flaps
- Cargo pants are prohibited
- No elastic or gathered at the ankles. No slits in pants legs
- Must be hemmed and length not to exceed the top of the shoe (hem can be cuffed)
- No pockets on lower legs
- Can be pleated or flat front
- Length can be cuffed or not cuffed
- Must be worn at waistline
- **Capri, cropped, stirrup, parachute, wind, stretch, warm-up, and jean style are NOT allowed**

Belts:

- Solid color and solid material: black, navy blue, brown, or khaki
- Elementary students are encouraged to wear belts
- Belt buckles must be plain; standard buckle
- Emblems, insignias, monograms, logos and initials are prohibited
- Appropriate length for waist size

Socks:

- Solid color: white, navy blue, khaki, black
- **Must be matching pairs**
- Mandatory wear

- Designs, emblems, insignias, monograms, and logos are prohibited
- Must be visible and no higher than the knee

Hose/Tights:

- Solid color: white, navy blue, black, skin tone
- Socks, hose, tights must be worn with shoes

Pullovers of any kind:

Sweaters/sweatshirts, vest: any garment which is pulled over the head which does not snap, button, or **zip from top to bottom**

- Solid color: navy blue or white
- Pullover v-neck, pullover crew (NO HOOD)
- Must be worn over uniform shirt
- No turtle necks
- Designs, emblems, insignias, monograms, and logos are prohibited

Shoes:

- Shoes may tie, buckle, or velcro
- Closed toe and closed heel shoes mandatory (tennis shoes, dress shoes, causal shoes, slip on shoes)
- Shoes should be properly tied and/or velcroed if applicable
- Shower shoes, flip flops, and open backed crocs are **prohibited**
- Boots may be worn **only** with pants

Coats:

- Coat/jacket/sweater may be worn as long as the uniform shirt is revealed under the coat/jacket/sweater
- TRENCHCOATS ARE PROHIBITED
- Jackets/sweaters/coats/vests that zip/button/snap **from top to bottom** may be any color and with a hood

Additional Personal Care/Attire Policy:

- Fancy headbands with ears, unicorn horns, etc., Caps, hats, kerchiefs, sweatbands/armbands, nonprescription glasses are prohibited. (**If bracelets are worn, no more than one on each arm is allowed**)
- Patches, decorations (including tattoos, body art), slogans, symbols, tags, marks, or advertisements are prohibited.
- Earring(s) are not allowed by males as wearing apparel (ear, other body parts, shirt, pants, etc).
- Females may wear earrings in ears only.
- Male hair length must be of even distribution. The hair may not extend below the plane of the shoulder nor down upon eyebrow in front; nor down the earlobes. Hair must be clean, well groomed, and neat at all times. Lines cut in the hair, shaven hair, "Mohawk" cuts or extreme coloring of hair, "tails" or any other hairstyle which interferes with a student's performance or his classmates is prohibited.
- Sideburns can extend to the lobe of the ear.
- Female hair must be clean, neat and well groomed. Extreme coloring and extreme hairstyles are not acceptable. Hair in rollers is not acceptable.
- Foundation garments must be worn, if applicable.
- Personal hygiene must be maintained.
- ANY item which interferes with a student's performance or his classmates is prohibited.

****** DETENTION WILL BE GIVEN ON THE THIRD DRESS CODE VIOLATION.**

MEDICINE

If a child is required to take oral medication or an injection during school hours, and the parent or guardian cannot come to the school to administer the medication, the principal or designee may do so in compliance with the following regulations: **(MEDICATION SHOULD NEVER BE SENT TO SCHOOL WITH A STUDENT. PARENTS MUST BRING THE MEDICATION TO SCHOOL)**

- A written request must be properly executed and delivered in person by the parent or guardian to the principal of the school in which the child is enrolled.
- ALL MEDICATION TO BE ADMINISTERED BY SCHOOL PERSONNEL MUST BE PRESCRIBED AND DIRECTIONS GIVEN BY A PHYSICIAN FOR ADMINISTERING THE MEDICINE.

- No internal medication, including aspirin, Tylenol, or any "across the counter" medication shall be administered unless it is a prescribed medication.
- No topical medication shall be applied to the student's skin in any form such as peroxide, Neosporin, or like medication.
- The appropriate school employee administering oral medication should require that the student ingest the medication in their presence. The principal, with the superintendent's approval, may reject any request for administration of medication and a written response will be given by the principal to the person making the request.
- **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.**

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
- All students entering school for the first time shall present evidence of completed immunization records.
- All students entering 6th grade AND **11 years old** or any student that is 11 years old (regardless of grade) shall present evidence of age appropriate vaccinations including a Tdap Booster, Meningitis vaccine, and a second varicella (chickenpox). Students that have not received proper immunizations may not be allowed to come to school if there is an outbreak of a communicable disease at school (Chickenpox, Measles, Pertussis,

etc.). By state law, these students must be excluded from the school setting. These absences will not be excused. Parents of students that are unable to receive their immunizations due to medical, religious, or personal reasons must submit a written *letter of dissent* that has been notarized. If this dissent is due to a medical reason, a written statement from the doctor must be received.

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

SCHOOL EXPENSES

Class fees and supplies

At the beginning of each year, students are required to pay a class fee of \$30 to cover the cost of workbooks and instructional materials not provided by the parish. At least half of the school fee must be paid in order to attend field trips. Teachers will also provide you a list of other needed materials (papers, pencils, crayons, etc.)

Payments Online

Online Payments for Albany Upper Elementary

Go to www.lpsb.org

Go to the school's tab

Find our school, click on us

Once on our website go to Online School Payment, it will bring you to all of the activities that are available to pay on line. Keep in mind, permission slips will still need to be submitted on time for field trips.

Cafeteria

ALL STUDENTS WILL RECEIVE FREE BREAKFAST AND LUNCH FOR THE 20/21 SCHOOL YEAR. Students are allowed to bring bag lunch on a day to day basis. Students may not charge any extra items, such as milk. They must bring money or have money in their account.

Fund Raising Drives

The school usually sponsors a drive to raise money to purchase materials not provided by the parish. We feel this is a necessary step to offer your child the best education possible. We appreciate your support and participation.

Charity Drives

The school also participates in raising money for special charities.

Miscellaneous

Throughout the year, students also pay a fee for field trips and parties. Inexpensive library books are available to students through various book clubs. School pictures and yearbooks will be made available.

TRANSPORTATION

Bus Zone

No cars are allowed in the bus loading zone on the south side of the Albany Lower Elementary campus.

Students are assigned to one bus only. Students are not allowed to ride a different bus from the one they are assigned. (Therefore, **students may not ride home with friends on a different bus, etc.**) Students that

regularly ride a bus and need to be a car rider on occasion may do so with written permission. The parent must send a written note. If permanent transportation changes need to be made, parents/guardians must come in to the office and complete a change of transportation form.

Students That Walk

After school is dismissed, students that walk home from school should immediately proceed to the designated exit gate and walk home. Students walking across in front of the school are to go to the crossing guard. They are not to remain on campus or return to campus. Students must be picked up in car pick up area if raining.

Students In Car Drop Off (mornings)

No cars are allowed in the bus area. Students should be dropped off in the car drop off zone located in the front of the gym. **Only students enrolled at AUE can be dropped off here. Albany Lower students must be dropped off in their designated area.** No students are allowed on campus until 7:50 AM. No student should be dropped off in front of the school.

Students Picked Up In Car Pick Up (afternoons)

Students who participate in car pick up in the afternoons should go to the front of the gym and be seated when the dismissal bell rings. **Students may only be picked up in this area.**

TEXTBOOK CARE

Textbooks are issued in the student's name and must be returned at the end of the year. Books that are lost or not returned must be paid for in the office before a new one can be issued. All textbooks are issued with a barcode. If barcodes are damaged or destroyed in any way, students will need to purchase a new bar code.

ACCELERATED READER BOOKS

Students may check out Accelerated Reader books from the school library. These books should be returned in a timely manner or the student will be expected to pay for the book.

VIDEOING /PHOTOGRAPHS

Students may be videoed/photographed for educational purposes throughout the year. Only authorized professionals are allowed to videotape/photograph a student or classroom. Photographs may be submitted to local newspapers and posted on school Facebook and Twitter throughout the year.

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

COMMUNITY RELATIONS

Title I Family Engagement Policy:

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

At Albany Upper Elementary School, we believe that ongoing involvement of families is very important to the success of our students' education. To meet the Title I Schools requirements, our school must create and support a strong family-school partnership. In order to receive Title I funding for our school, programs that support family involvement must be in place and implemented. Because Albany Upper Elementary School is a school-wide Title I school, all students benefit from the funding and are considered participants. As a Title I school, we plan meaningful activities in which families may participate.

The school will focus its programs and activities on six types of involvement: parenting, communicating, volunteering, learning at home, decision making and collaborating with the community. Through active pursuit of these six areas, we will strive to create the best possible learning environment for our students. To create and support strong school/family partnership, this policy will be revised annually, if necessary, in consultation with the school improvement team (SIT). Through the SIT, parents will be asked to give input into the development and review of the instructional plan and school improvement plan when possible. This policy shall be distributed to family members through means of the Albany Upper Elementary Student Handbook each year. The policy will also be on display in the office.

Annually, Albany Upper Elementary School will convene a Title I Orientation, in conjunction with the Open House curriculum night at the beginning of each school year. All families will be invited and encouraged to attend. The purpose of the meeting will be to inform families of the school's participation under Title I and to explain Title I requirements and family members' rights to be involved. Teachers will also inform families regarding curriculum used in the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.

To eliminate any barriers, the school meetings will be scheduled at various times of the day, in order to make parental involvement in such meetings as convenient as possible.

To the extent possible, 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.

A parent representative, teachers, administrators and community leaders will be used to form the SIT, which will be responsible for the construction and revision of this School-wide Title I Plan. The SIT will meet twice per year, with additional meetings as deemed necessary for the improvement and benefit of the school.

Albany Upper Elementary School will provide families with timely and pertinent information regarding family involvement, student achievement and the school's performance. This will include, but is not limited to, the following:

- Open House
- Literacy Night
- Math Night
- "How to Help Your Child Succeed" and Pupil Progression Parent Meeting
- School performance records and proficiency level expectations distributed at the beginning of each school year through test results
- Written communication from teacher including:
 - Daily agenda notes
 - Weekly take-home folders
 - Nine-week report cards
 - Formal standardized test scores reports
 - Student Data Folders
- Oral communication from teacher, including:
 - Phone contacts
 - Conference opportunities
- Family Workshops
- Newsletters

- Posting upcoming events on outside marquee and school website and Facebook/Twitter
- Timely responses to parent suggestions through telephone calls, notes and conferences
- Satisfaction Surveys distributed to all parents at the end of each year

When appropriate, the school will work to build a partnership with organizations, churches, businesses and other schools in the community. These partnerships will be informed in order to improve the involvement of the community in the school, through volunteer work or the donation of gifts, and the involvement of the school in the community. These partnerships can include, but are not limited to, high school volunteers for childcare during family workshops, local restaurants and business donating incentives for reading programs or as door prizes for workshops, and employees of local businesses volunteering time to come into the school to tutor or help with test proctoring.

The School Improvement Team will develop a Student/Family Compact for Achievement. This compact will outline how families, the school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build a partnership to help students achieve the state's standards. The compact shall address the importance of communication between teachers and families on an ongoing basis. The compact will be distributed to all families through the Student Handbook, and will be sent home with each student. Translations in other languages will be available as needed and to the extent possible.

The school will collect suggestions and comments from families on an ongoing basis, through the beginning of the year Family Interest Surveys, ongoing Family Workshop Evaluations, and the end of year Family Satisfaction Survey. This information will be considered in the revision of the Family Involvement Policy and the Family Involvement Action Plan for the school. The school will provide timely responses to suggestions.

Livingston Parish Public Schools Family Resource Center

The LPPS Family resource Center is housed at the Livingston Parish Literacy and Technology Center in room 142B (Address: 9261 Florida Blvd. Room 142B Walker, LA 70785 phone number 225-667-1098).

Center Hours:

Tuesday-----9 AM- 7 PM

Wednesday---9 AM- 3 PM

Thursday-----9 AM- 7 PM

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

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

****Additional homework help is available at www.HOMEWORKLA.ORG**

TECHNOLOGY ACCEPTABLE USE POLICY

A. Program Development

In order to match electronic resources as closely as possible to the approved district curriculum, district personnel will continue to review and evaluate technology resources for compliance with Board guidelines listed in Board Policy IFA governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum.

Infractions will be dealt with according to the guidelines listed in Board Policy JD governing discipline. All students will be informed by staff of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

As much as possible, access to district information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Filtering software is in use to block access to materials

that are inappropriate, offensive, obscene, or contain pornography. However, no filtering system is capable of blocking 100% of the inappropriate material available on the Internet.

B. Network Usage

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.

Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research, complete assignments, and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

Risking personal safety and privacy such as:

- Sending or displaying offensive messages or pictures
- Giving personal information when using the system, such as complete name, address, phone number and identifiable photo without permission from teacher and parent or guardian.

Inappropriate use such as:

- Accessing, obscene, lewd, vulgar, inflammatory, or offensive material.
- Harassing, insulting or attacking others

Illegal activities such as:

- Using other's passwords or trying to gain unauthorized access to any computer system
- Trespassing in others' folders, work or files
- Damaging computers, computer systems or computer networks
- Hacking, vandalism and unauthorized access
- Intentionally attempting to disrupt or intentionally disrupting the computer system or destroying data by spreading computer viruses or by any other means
- Using the network for commercial purposes, financial gain, illegal acts, such as drug sales, engaging in criminal gang activity, threatening the safety of a person, or fraud

Violating security

- Giving others your password or access to your account
- Looking for security problems may be considered as an illegal attempt to gain access
- Intentionally wasting network resources

Violating copyright laws

- Unauthorized downloading and installation of software
- Taking the ideas or writings of others and present them as their own

SANCTIONS:

- Violations will result in a loss of network access. The range of sanctions is identified in the Discipline Policy.
- Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior
- When applicable, law enforcement agencies may be involved and may result in prosecution and/or restitution for damages

PERMISSIONS:

- The Acceptable Use Policy will be distributed to students and parents through the school handbook, and will be posted on the school board web site.
- **Parental permission will be assumed unless specifically denied. Parents must go to the school and sign a "Denial of Permission Form"**

Parental permissions that are assumed include:

- Access to the internet and email system
- Permission to publish students work to classroom web site
- Permission to have unidentified photos on classroom web sites, AUE Facebook, and Twitter

CHILD SEARCH

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 the Livingston Parish Public Schools Preschool Child Search Designee at (225) 686-7600 Ext. 135. If your child is school-aged, contact your home-based school district regarding these concerns.