

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 at www.albanyupper.org. Remember, we are here for YOU! Call anytime 225-567-5030.



Please join us on Facebook @AUEhornets and on our school app to keep up with the latest news and events at Albany Upper Elementary. To download our app, take a picture of this QR code on your phone for the link or search for Albany Upper Elementary in your smartphone's app store.

Mission Statement

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

School Calendar 2024/2025

August 8----- 1st day for students
September 2----- Labor Day Holiday
September 18----- LPPS Professional Development (NO school for students)
October 10-11----- Livingston Parish Fair Holidays
October 23----- LPPS Professional Development Day (early dismissal for students)
November 5----- National Election Day (NO school for students)
November 25-29----- Thanksgiving Holidays
December 23 - January 7----- Christmas and New Year's Holidays
January 20----- Martin Luther King Day Holiday
February 11----- LPPS Professional Development (NO school for students)
March 3-5----- Mardi Gras Holidays
March 19----- LPPS Professional Development Day (early dismissal for students)
April 14-18----- Easter Holidays
May 23----- Last day for students and teachers

STUDENT INFORMATION:

Only the person(s) listed will be allowed to check your child out of school. Please inform the school 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 after the enrollment period 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 the Principal and Supervisor of Child Welfare and Attendance must approve. 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 absences.

Excused Absence

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

Checking In and Out

Students arriving at school after 8:20 **must** report to the office with a guardian to sign in. 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 and 12:20 will be considered present $\frac{1}{2}$ day. Students checking out between 10:20 and 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 may not be checked out after 2:50 due to dismissal procedures. ****Students checking in late or checking out early interrupts learning. Therefore, on the 5th unexcused tardy or checkout, a mandatory counseling session with the counselor will be conducted with the parent and student.****

REPORT CARDS, INTERIMS AND WEEKLY COMMUNICATION

Report Cards

Report cards are issued approximately five days after each nine-week grading period ends. The report card 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), showing 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 11
November 15
February 11
April 25

Report Cards Issued

October 18
January 14
March 21
May 29

Grading Scale

The following grading scale is used statewide 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 attendance and grades. If you already have a parent portal login you will continue to use the same login. Parents must have an email for Power School and school communication.

Visitors

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

Conferences

We encourage conferences with teachers any time you would like to discuss your child's learning and progress. Please call the office to make arrangements for conferences in advance to be sure the teacher is available.

Clubs

Info on clubs will come later during the beginning of the school year.

SCHOOL DISCIPLINE POLICY

Discipline Overview

The Albany Upper Elementary administrative, instructional, and support staff are committed to assuring a positive and safe school climate that 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 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)

***** **Repeated discipline referrals may result in students not being 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 maintaining 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 the 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 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.

Infraction Order:

1st incident- Behavior journal completed and 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 each semester will participate in a Positive Celebration 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 a 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.
- Students are under the direct supervision of the bus driver and are subject to all rules of safety 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

To establish a fair and consistent method of disciplining our students, we implement a school-wide disciplinary system of consequences along with each 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 and Parent Conferences Infractions Detention Timeout Suspension/Expulsion No field trips

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-shirts, if worn, must be white, gray, or black and can only be worn underneath the standard uniform shirt
- Undershirts **MUST** be tucked in

Pants/Skirts/Shorts/Skortts/Jumpers:

- Solid color: khaki
- No jean, jegging, stretch, cargo, capri, or cropped styles.
- Appropriate fit: not too loose, not too tight, no sagging, must be worn at waistline
- Elementary students may have elastic waist pants with or without belt loops
- Skirts and Jumpers should be to the top of kneecap
- Shorts/Skortts: Top of knee to four inches above knee; length cannot be below the knees; length can be cuffed or not cuffed
- The only logos allowed should be the manufacturer's label.
- All bottoms must be hemmed.

Belts:

- Belts are not required but encouraged
- Any color, no inappropriate logos or slogans
- Belts are to be worn correctly and buckles are not to be excessive size or offensive in design
- Appropriate length for waist size

Socks:

- Any color
- May not have inappropriate or offensive wording or images
- Socks above the knee are prohibited

Tights/leggings:

- Solid color: white, navy blue, gray, or black
- May only be worn under skirts, dresses, or jumpers
- Must be full length reaching the ankle

Pullovers:

- Solid color: navy blue, maroon, or white(3/4 zip, crew, hoodies, sweaters) are allowed.
- Must be worn over uniform shirt and not so large/long that it covers bottom garment.
- Designs, emblems, insignias, monograms, and logos are prohibited
- Any spirit pullover purchased from the school or a vendor with school name or logo is acceptable.

Shoes:

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

Coats:

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

Additional Personal Care/Attire Policy:

- Fancy headbands with ears, unicorn horns, etc., Caps, hats, kerchiefs, sweatbands/armbands, and nonprescription glasses are prohibited. (If bracelets are worn, no more than one on each arm is allowed)
- Patches, decorations (including tattoos, and body art), slogans, symbols, tags, marks, or advertisements are prohibited.
- Earring(s) are allowed for students provided they are not a safety concern or a distraction on campus.
- Piercings other than the ears are not permitted.
- Artificial nails are not permitted.
- Hair should be neat, clean, and out of the student's eyes. Students should have natural hair color. Extreme coloring and extreme hairstyles are not acceptable. Sculptured hair styles that include pictures, symbols, letters, numbers, or hair curlers, rollers or excessively teased will not be permitted.
- The Principal has discretion if a hairstyle including accessories interferes with learning.

- Foundation garments must be worn, if applicable.
- Personal hygiene must be maintained.

****** DETENTION WILL BE GIVEN ON THE 4TH DRESS CODE VIOLATION. 5 OR MORE WILL RESULT IN SUSPENSION.**

MEDICATION

MEDICINE SHOULD NEVER BE SENT TO SCHOOL WITH A STUDENT. PARENTS MUST BRING THE MEDICATION TO SCHOOL

- **Medication:** If your child needs to take medicine at school, please contact our school nurse. State law requires the Physician and parent complete an LPPS medication administration form. 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.**
- 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 school nurse or 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.

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 to rest and receive proper attention for 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 to 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.
- **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:** Student's 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 the 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 to cover the cost of workbooks and instructional materials not provided by the parish. **School fees must be paid in order to attend field trips or any extracurricular activities.** Teachers will also provide you with a list of other needed materials (papers, pencils, crayons, etc.)

Payments Online

Online Payments for Albany Upper Elementary

Go to our website at www.albanyupper.org

Once on our website, click on the link to make payments for all of the activities that are available to pay online. 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 24/25 SCHOOL YEAR. Students are allowed to bring a 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.

Fundraising 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

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 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 who regularly ride a bus but need to be a car rider on occasion may do so with written permission. The parent must send a new written note **each day** that such an occasion occurs. One note with several days listed will not be accepted. If permanent transportation changes need to be made, parents/guardians must come into the office and complete a change of transportation form.

Students That Walk

After school is dismissed, students who 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. If raining, students must be picked up in the car pick-up area.

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 front of the gym. The driver must ensure the student has safely reached the sidewalk before exiting the car drop-off zone. **Only students enrolled at Albany Upper can be dropped off here.** 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 barcode.

LIBRARY BOOKS

Students may check out library 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. Photographs may be submitted to local newspapers and posted on the school's Facebook page throughout the year. A media release form should be completed during enrollment.

****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.**

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**

LPPS TECHNOLOGY ACCEPTABLE 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, Cyberbullying, Intimidation along with other district policies are available to the public at the school or district administrative office.

Acceptable use of the internet and other network resources include but not limited to:

- A. No access by minors of inappropriate matter
- B. No use of outside electronic mail, chat rooms, and any other forms of direct communication by students
- C. No inappropriate online behavior including cyber-bullying.
- D. No revealing personal information.
- E. No illegal activities such as:
 - a. Hacking, Vandalism, and unauthorized access.
 - b. Password abuse
 - c. Inappropriate Language
 - d. Trespassing in others' folders
 - e. Damaging computers or networks
 - f. Disabling or modifying LPPS security settings in order to bypass filtering/monitoring to gain unauthorized access to sites or files
 - g. Violating Copyright laws
 - h. Interacting with other individuals on social networking sites and in chat rooms.
 - i. Spreading viruses
 - j. Using the network for commercial, illegal or violent purposes

Penalties:

A. Any user violating these provisions, applicable state and federal laws, and 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 keywords and identifiers. The district reviews filtering reports and internet use regularly to ensure protection for students and appropriate use by staff.**

- D. All photos of students on school websites will be unidentified unless a permission form has been completed.
- E. It is the responsibility of the parent to go to the school in person and sign a form if you want to:
 - a. Deny your student access to the internet.
 - b. Deny permission for your student's work to be published on classroom websites.
 - c. Deny permission for your student's unidentified photos to be published on classroom websites.

For access to the full version of LPPS Policy IFBGA: Student Computer Access and Use, visit bit.ly/IFBGA
LPPS Internet Safety, Digital Citizenship, and Cybersecurity information can be found at bit.ly/LPPSsafety

Directrices de uso aceptables en LPPS

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

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

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

Sanciones:

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

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

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

E. Es responsabilidad del padre ir a la escuela en persona y firmar un formulario si desea:

- a. Negarle a su estudiante el acceso a Internet.
- b. Negarle el permiso para que el trabajo de su estudiante se publique en los sitios web del aula.
- c. Negarle el permiso para que las fotos no identificadas de su estudiante se publiquen en los sitios web del aula.

Para acceder a la versión completa de la Política IFBGA de LPPS: Acceso y uso de computadoras por parte de los estudiantes, visite bit.ly/IFBGA La información de seguridad en Internet, ciudadanía digital y ciberseguridad de LPPS se puede encontrar en bit.ly/LPPSsafety

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 to coordinate and integrate family involvement and evaluate the effectiveness of the policy. This policy will be made available to the local community and updated periodically to meet the changing needs of the families and the school. The ultimate goal is to ensure that all families within the district are provided the same opportunities for involvement in their child's education. The advisory council will also be informed of the process of the 1% of Title I, Part A funds reserved for family engagement. The Local Education Agency (LEA) will incorporate these ideas into the district-wide policy. If there are any unsatisfactory comments on the plan, these will be forwarded to the State Education Agency (SEA).

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

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

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

Another goal will be to provide information concerning the Every Student Succeeds Act (ESSA) of 2015, the State of Louisiana Accountability Law, the curriculum used at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

Title I schools will assist families with parenting skills, technology skills, and give assistance in helping with homework, projects, and other at-home activities. Families will be encouraged to take advantage of teacher conferences as a way of monitoring the progress of students. Schools will also provide opportunities for the local community to become more involved with families and with the school.

Family participation is essential to the success of the students. By monitoring the child's progress and working with educators to improve students' achievement, families provide a vital link between the school and the student. Students should know that their family values education and achievement and are available to help them to

achieve their goals. Annually, each school will disseminate and collect family surveys to improve engagement. Results from the survey, if needed, will be used to revise family engagement policies at the school level.

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

(Politica de Participación Familia) 2022-2023

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

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

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

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

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

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

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

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