



Gators Are Together On Reaching Success!

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westsidegators.org

Brian Gunter, Principal

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WELCOME

Dear Students and Parents,

Welcome to Westside Jr. High, home of the Gators. You can expect a superior, quality education that will develop and enhance the academic, social, emotional, and physical characteristics of each student. The purpose of this planner is to increase communication between the school and home, promote student organizational skills, and make available information pertaining to Westside Jr. High's rules, policies, programs, and procedures.

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information is carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of Westside Jr. High. We urge all parents to carefully review and discuss the written assignments, teacher messages, and printed contents of this planner with your student throughout the year.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope you will participate in our varied activities and find those things within our school which will prepare you to live a better life. Remember your success in this school will be directly proportional to your efforts.

Finally, we encourage and look forward to parental involvement. In developing a productive educational partnership where the student is primary beneficiary, your support is essential. We hope you will always be conscious of our school's standards and requirements. This school will be whatever you make it. Students, parents, faculty, and administration working together with a common spirit will make Westside Jr. High an outstanding school of excellence.

HAVE A GREAT YEAR!

School Hours

- Students may enter campus at 6:55 A.M.
- Upon arriving to school, students are allowed to eat breakfast and report immediately to their homeroom.
- Students should arrive to school no later than 7:20 A.M.
- All students are dismissed at 2:30.

***All visitors must check in with the main office to receive a visitor pass. This pass must be visible at all times while on campus and returned to the office before leaving campus.**

Student Check in/Check out Procedures

1. All students who arrive at school late must sign the check in sheet in the office and pick up an admit slip.
2. Students who leave school before the dismissal bell should be signed out in the office by a parent or guardian. The parent or guardian must show a picture ID before a student can be checked out. In case of an emergency, a parent or guardian must notify the office before anyone else will be allowed to check out the student.
3. When a student is checked out, they must bring an excuse (parental note or doctor's excuse) in order to be eligible to make up missed assignments.

Tardy Procedure

Students must be inside the classroom when the tardy bell rings. Failure to do so will result in a tardy infraction. On the 5th tardy, a student will receive an After School Detention. Accumulation of additional tardy infractions will result in an After School Detentions and a Friday Afternoon Clinic will be issued for the 8th infraction. Additional tardy infractions may result in an additional clinic or suspension.

Conferences

Conferences with teachers will be scheduled by telephoning the main office by calling (225-665-8259)

Student Fees

1. Payments made to Westside Jr. High can be completed online at <https://lpps.schoolcashonline.com>
2. Any fees or charges due from the previous school year must be paid before the student will be allowed access to that book or facility for the current school year.
3. \$30 student fee that goes towards daily instructional materials.
4. P.E. uniforms are \$20.00. The uniform includes one t-shirt and one pair of shorts.
5. Students will be required to pay for lost or damaged textbooks, library books, and laptop devices.

Lunchroom Procedure

1. Breakfast is served between 6:55 A.M. and 7:20 A.M. Only students arriving on late buses will be allowed to eat after these times.
2. Students are allowed to purchase extra sales as they enter the cafeteria. Students must have a plate or bag lunch to purchase extra sale items.
3. Soft drinks are not allowed in the cafeteria.

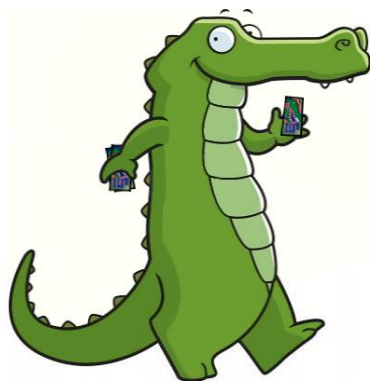
Attendance Requirements

Regular attendance is the responsibility and obligation of each student enrolled at Westside Junior High. Students are allowed 10 unexcused absences from each class. Absences beyond the 10 day limit are permissible for the following extenuating circumstances: Court appearance, death in the family, natural catastrophe and/or disaster, extended personal or emotional illness, extended hospital stay, extended recuperation from an accident, or extended contagious disease within a family as verified by a physician. On the day when a student returns to school, the child should bring a note from the parent/guardian or an excuse from a physician or documentation of the extenuating circumstance. The excuse should be taken to the main office in the morning between 6:55 and 7:20. Excuses may be faxed to Westside Junior High at (225) 665-8283.

Students will have one day to make up work for each day they are absent. The grade(s) will be counted only when the student presents an excused checkout or absence of the days missed to their teachers. If a student is absent 3 or more days, the parent/guardian may call the office and request homework assignments. All requests must be made by 8:00 AM in order for the assignments to be gathered by 2:30 PM.

**To be eligible for Meritorious Attendance award, a student must attend all classes every day for each period with no check out days, check in days, or tardy infractions.

Gators Are Together On Reaching Success!



Give Your All
Act Responsibly
Total Control
Open Mind
Respect Everyone
Student Success

School-Wide Positive Behavior Support

What is SW-PBIS?

SW-PBIS stands for School-Wide Positive Behavior Support.

It is a parish wide, research proven, program to help maintain an effective learning environment, by proactively addressing undesirable behaviors while rewarding the positive efforts.

Here at Westside Junior High we believe that the number one reward for positive behavior is a positive self-image. It is our hope that all students will realize the importance of education and citizenship. We understand that challenging course work at school will result in a richer education and better future opportunities. Furthermore, we feel that having good character is every bit as important as a good education. As we feel obligated to correct bad behavior, we also feel compelled to further reward good behavior. For this reason we have implemented the WJH Positive Behavior program.

Gators Are Together On Reaching Success!

	G GIVE YOUR ALL	A ACT RESPONSIBLY	T TOTAL CONTROL	O OPEN MIND	R RESPECT EVERYONE	S STUDENT SUCCESS
Classroom Expectations	<ul style="list-style-type: none"> ●Get ready to work. ●Enter quietly and begin working. 	<ul style="list-style-type: none"> ●Raise hand and wait for permission to speak. 	<ul style="list-style-type: none"> ●Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> ●Make every experience a learning one. ●Choose to have a “Positive” attitude! 	<ul style="list-style-type: none"> ●Treat others the way you WANT and DESERVE to be treated. 	<ul style="list-style-type: none"> ●Stay prepared. Bring ALL materials to class daily. ●Stay focused on the lesson.
Hall Expectations	<ul style="list-style-type: none"> ●Keep traffic flowing, Maintain “low” noise level ●Stay to the right. 	<ul style="list-style-type: none"> ●Use your time wisely, be prompt ●Help others ●Respect the property of others ●Dispose of litter properly ●Move directly to the next class. 	<ul style="list-style-type: none"> ●Keep your hands and feet to yourself ●Watch where you are going. Stay to the right ●Throw trash away properly. 	<ul style="list-style-type: none"> ●Choose to have a “Positive” attitude 	<ul style="list-style-type: none"> ●Greet people ●Help others ●Smile! 	<ul style="list-style-type: none"> ●Stay focused on your destination.
Commons Area Expectations	<ul style="list-style-type: none"> ●Maintain self control 	<ul style="list-style-type: none"> ●Dispose of litter properly. ●Stay in your designated area. ●Respect the property of others ●Do not sit on the window sills. 	<ul style="list-style-type: none"> ●Keep your hands to yourself. ●Walk and watch where you’re going. 	<ul style="list-style-type: none"> ●Choose to have a “Positive” attitude! 	<ul style="list-style-type: none"> ● Be courteous to everyone. 	<ul style="list-style-type: none"> ●Smile! ●Stay focused on keeping your area safe.
Restroom Expectations	<ul style="list-style-type: none"> ●Use your time wisely. ●Respect the property of others. 	<ul style="list-style-type: none"> ●Keep the restroom clean. ●Report any problems. ●Turn off the water. 	<ul style="list-style-type: none"> ●Use bathroom supplies appropriately. ●Dispose of trash in the appropriate receptacle. 	<ul style="list-style-type: none"> ●Choose to have a “Positive” attitude! 	<ul style="list-style-type: none"> ● Respect the privacy of others 	<ul style="list-style-type: none"> ●Stay focused on keeping the restrooms clean.
Cafeteria Expectations	<ul style="list-style-type: none"> ●Stay in line. Keep food on your plate. ●Keep hands to yourself. ●Keep your feet under the table. ●Remain at your table until dismissed. 	<ul style="list-style-type: none"> ●Use utensils appropriately. ●Know what meal choice you want. ●Have your money and cards ready. ●Get everything you need before you sit down. ●Help others. 	<ul style="list-style-type: none"> ●Keep the cafeteria clean. ●Maintain a “low” noise level. ●Hold tray with both hands. ●Clean up after you are finished eating. 	<ul style="list-style-type: none"> ●Choose to have a “Positive” attitude! ●Be thankful for the food you have. 	<ul style="list-style-type: none"> ●Say “Please” and “Thank you”. 	<ul style="list-style-type: none"> ●Smile! ●Stay focused on keeping the lunchroom clean.
Bus Expectations	<ul style="list-style-type: none"> ●Remain in your seat. ●Maintain a low noise level. ●Keep the aisle clear. 	<ul style="list-style-type: none"> ●Report to load the bus promptly. ●Collect your belongings when exiting the bus. ●Stay safe at the bus stop. 	<ul style="list-style-type: none"> ●Keep your hands, feet, and other objects to yourself. ●Help keep the bus clean. 	<ul style="list-style-type: none"> ●Choose to have a “Positive” attitude ●Be kind and helpful to others. 	<ul style="list-style-type: none"> ●Greet and show appreciation to your driver. ●Respect your fellow riders. 	<ul style="list-style-type: none"> ●Stay focused on being safe.

Campus Rules

1. Before school and during class, all students must stay in their authorized areas.
2. Gum is not allowed on campus. Students will receive a classroom remedial assignment or office referral.
3. Students are not allowed in the classroom without a teacher present.
4. Food, candy, drink is not to be brought to school for consumption, except for special projects that have been scheduled by the teacher and approved by the principal.
5. Students may not loiter in the restrooms, halls, or between classes.
6. Students may not use smart devices including cellular devices, smartwatches, or any other smart device to send or receive messages during the school day.
7. School officials are not responsible for recovery of any item traded or borrowed such as clothing, shoes, jewelry, CD's, cell phones, mp3/IPODs, other electronic communication devices, etc.
8. Chains, large rings, and jewelry that may be used as weapons are not allowed on campus.
9. Any writing, marking on the body (markers, pens, pencils, or any other objects) or playing games that could mark or hurt your body is not permitted.
10. Skateboards, skates, or any shoes with skates are not allowed on campus.
11. All punish work must be handwritten by the student to whom the punish work was given.
12. AFTER SCHOOL DETENTIONS will take place from 2:30 P.M. – 4:00 P.M. on an assigned day and an AFTER SCHOOL CLINIC will take place from 2:30 P.M. - 5:00 P.M. on the assigned day.
13. A student must have a note or a phone call from a parent in order to be rescheduled for an assigned detention or clinic. A doctor's excuse is necessary for any other reschedules. Students who fail to attend a detention are subject to additional consequences including, but not limited to an after school clinic or an out of school suspension.

Bus Rules

The Department of Education recommends each parish adopt the following rules for riding the school bus:

1. The driver should select a safe stopping point, even though pupils may have to walk a distance. (If traveling a multi-lane road, always load on right outside lane.)
2. The driver is in full charge of the bus and the students. Students shall obey the driver cheerfully and promptly.
3. Students shall obey and respect the order of monitors of patrols on duty.
4. Students shall occupy the space designated for them by the driver.
5. Students shall be at their bus stop five minutes before bus arrives; the bus cannot wait for those who are not on time.
6. Students who must cross the road after alighting from the bus should pass in front of the bus and not behind it. The driver should see that the way is clear before the child is permitted to cross the road.
7. Student disruptions on the bus may result in a student losing privileges to ride the bus.
8. Should the conduct of a student on the bus endanger the lives or morals of other people and the offending pupil fail to cease such conduct when requested by the bus driver to do so, it shall be the duty of the driver to put the offender off the bus and report his/her action to the principal immediately. This should be done only in extreme cases and as a last resort to protect the safety of our pupils.
9. Students shall observe the following:
 - Never stand in the road while waiting for the bus
 - Do not throw waste paper or other items on the floor of the bus or out of the window
 - Do not mark or otherwise deface the bus and report any damages to the bus driver
 - Follow the driver's instructions
 - Have written permission and authorized by the principal to get off at an alternative destination
 - Respect persons whom they pass on the route
 - Do not extend hand(s), arm(s), or other objects out of the windows or doors
 - Do not use emergency door except in the case of an emergency
 - Do not eat or drink on the bus
 - Alcohol, drugs, pets, glass objects, weapons, and objects too large to be held in your lap will not be permitted on the bus
 - Abstain from the use of tobacco and profane language
 - Remain seated while the bus is in motion

Student Harassment/Bullying

Westside Jr. High disapproves of and does not tolerate harassment nor bullying by employee to student, by student to employee, or by one student to another student. No employee or student, either male or female, should be subject to unsolicited and unwelcome overtures or conduct either verbal or physical. Harassment or bullying refers to behavior that is not welcome, that is personally offensive, and therefore interferes with the purpose of the employee and/or student in the academic, extracurricular, and co-curricular atmosphere. Student harassment includes any type of cohesive or oppressive conduct, including, but not limited to, threats, comments, jokes, or overtures of any nature.

I Respect You - You Respect Me

We expect every staff member to be treated with respect and dignity, just as the student should receive the respect of the staff. It is imperative for the teacher be in charge of the class. Anything less would lead to poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated.

Possession, Use, or Distribution of Drugs

The student shall be recommended for expulsion following the provisions and guidelines set forth by state law. Possession of, intent to distribute, intentional distribution and/or manufacture of illegal narcotics, drugs, or controlled dangerous substances: when a student has possession of, intent to distribute, distributed, manufactured, or possessed with intent to distribute narcotics, drugs or any other substances governed by the Controlled Dangerous Substances Law on a school bus, or school property, or at any school sponsored activity, he/she will be recommended for expulsion.

1. Any student, sixteen years of age or older, shall be expelled from school for a minimum of twenty-four calendar months.
2. Any student, under sixteen years of age, shall be expelled from school for a minimum of twelve calendar months

Transportation

1. Students who provide their own transportation may not arrive on school campus until 6:55 A.M.
2. Students will be required to leave school in the afternoon by the same method of transportation used to arrive at school. Any changes in the method of transportation in leaving campus will require written permission from a parent or guardian and must be approved by the principal or assistant principal.
3. Students may only ride the bus assigned to them and must exit the bus at their assigned stop.
4. Students who arrive at school via private automobile must be dropped off in the carpool line in front of the gym.
5. High school students must get in the Westside Junior High car riders' line to pick up junior high students.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES

No student shall use (must be in the off position), make visible, or operate any personal electronic device including any device in a student's possession that electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data on any elementary, middle, or secondary school grounds or any bus while being transported to and from school or any school functions. The devices shall include, but are not limited to, cellular phones, smart phones, e-Readers, iPods, SPY Pens, Pocket Audio Key Chains, audio flash drives, smart watches, cameras, video recorders and personal GPS tracking devices with audio features. Neither the Livingston Parish School Board nor any individual schools under the jurisdiction of the School Board shall be held responsible for lost, stolen, confiscated, or damaged electronic devices.

Students in Grades 6 – 12

No student shall possess, on his/her person, an electronic telecommunication device throughout the instructional day. If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day. Electronic telecommunication devices shall include, but not be limited to, cellular

telephones, personal computers, laptops, electronic instruments, iPads, iPods, tablet devices, e-readers, or similar devices. These provisions shall not be applicable to a student whose Individualized Education Program, Individualized Accommodation Plan, Section 504 plan, or Individualized Health Plan requires the student's use of an electronic telecommunication device. Any cellular telephones and/or other personal electronic devices in possession, use or operation during the regular academic day shall be confiscated by a faculty or staff member at the time of the infraction. A student's refusal to relinquish the device shall be disciplined in accordance with the Student/Parent Handbook. The confiscated device shall be held in the administrative office, and the student's parents or guardian will be contacted. Parents or a designated adult may retrieve the device before, or at the end of, the regular academic day, or other designated time determined by the principal. When a student's device is confiscated pursuant to this policy, he/she shall be disciplined in accordance with the progressive discipline policy as listed in the school's Student/Parent Handbook.

REGULATIONS

- Each student shall be responsible for personal electronic devices at all times. The school is not responsible for storing or keeping the device(s) secure at any time. A student brings such device at his/her own risk. The school will not be responsible for searching for lost or stolen devices..
- Devices shall be in the off position (not left on vibrate) while on school campuses.
- Students shall not use devices to record, transmit, or post photographic images, sound, or video of a person or persons on campus during school activities and/or hours at any time, unless otherwise directed by a teacher for specific educational purposes that have been approved by the principal.
- Unless specifically directed by a teacher, a student turning on or activating a personal electronic device during testing or assignments, except in the case of emergency shall be subject to discipline and confiscation of the device in accordance with policy.
 - Improper use of devices may result in disciplinary action. Examples of improper use include, but are not limited to, the following: interference, disruption or obstruction of the educational environment, academic dishonesty, plagiarism, or violation of intellectual property laws, accessing files or sites not relevant to the curriculum, sending or displaying offensive messages, texting, sending pictures, or using inappropriate language (e.g. sexting or use in a manner that is profane, indecent, obscene, or vulgar), cyberbullying, harassing, intimidating, coercing, threatening, or attacking others, making public private information without consent, damaging computers, networks, or other electronic devices.
- Student devices with camera and video capability shall not be used in any way to infringe upon the privacy of students and staff.
- Students shall comply with all teacher or administrator requests regarding technology, such as shutting down, handing the device(s) to school personnel, closing screen, storing, etc.

*Any violation of these guidelines may result in the loss of privileges as well as other disciplinary action.

*Nothing in this policy shall prohibit the use or operation by any person, including students, of any cellular telephone or other personal electronic device in the event of an emergency as defined below.

DEFINITIONS An emergency means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage. Use or operation of a cellular telephone or other electronic telecommunication device means the device is being held by a student, or is turned on, makes an audible sound, or is in a mode capable of receiving or transmitting signals. The regular academic day shall begin at the time students enter the school bus or arrive on campus prior to the take-in bell and conclude upon the dismissal bell or exiting the bus at the end of the day

First Offense- After School Clinic.

Subsequent Offenses- After School Clinic or 1 day suspension from school, Parent/Guardian must pick up the device.

Discipline

Westside Junior High School's philosophy on discipline is based on these principles:

1. NO student has the right to disrupt the education of any other student.
2. NO student has the right to interfere with the mental, physical, or emotional well-being of other students.
3. Students are expected to show respect and obedience to all school personnel.

Discipline Procedures

Action to be administered by the office for discipline problems shall be one of the following:

- Conference – Conferences may be used at the discretion of the Administrator. It can be used on the occurrence of a minor discipline problem or to avoid the occurrence of a more serious, major offense.
- Detention – After School Detention on an assigned day from 2:30-4:00.
- Referrals - Any referral may result in a suspension.
- Thursday Clinic- Thursday Clinic is an option primarily for minor offenses and will be used as an alternative to regular school suspension at the discretion of the administration. Any violation of rules governing the center will result in an automatic suspension from school. **If a student fails to attend the Friday Clinic, this may result in a suspension from school.**
- Suspension - Suspension is used for major offenses or an excessive amount of minor offenses. Short term suspension will range from 1 to 2 days. Long term suspension will range from 3 to 9 days. An indefinite suspension will be left up to the discretion of the Administration. The severity of the offense will determine the length of the suspension.
- Expulsion - Upon receiving the 4th suspension, the student may be recommended for expulsion. At the discretion of the Administration, if the offense is severe enough, a student may be recommended for expulsion prior to receiving a 4th suspension.

****It should be noted that the accumulation of Detentions, Friday Clinic assignments, Suspensions, and Expulsions for the first semester will be carried over to the second semester. These are not erased from a student's record until the conclusion of the school year.**

****The Administration reserves the right to change the DISCIPLINE POLICY according to requirements by the Central Office and recognizable need for the smooth operation of the school. It may be deemed necessary to add other offenses and punishments if needed.**

OFFENSE	CORPORAL PUNISHMENT/ DETENTION	SHORT TERM SUSPENSION	LONG TERM SUSPENSION	EXPULSION
Alteration of grade reporting or medical excuses	X	X	X	
Assault and battery of school personnel				X
Breaking and entering school property			X	X
Chewing gum	X	X		
Disrespect for authority	X	X	X	X
Disruptive/uncooperative behavior	X	X	X	X
Failure to participate/sleeping in class	X	X		
Possession/writing/passing personal notes	X	X		
Failure to bring required materials	X	X		
Extortion (Reimbursement)			X	X
Failure to attend Detention (unexcused absence)		X		
Failure to comply with Detention Rules		X		
Failure to do/complete punish work	X	X		
Fighting			X	
Forgery of administrator, teacher, or parent's signature		X	X	
Gambling		X		
Grooming & dress violations	X	X		
Inciting a major disturbance		X	X	X
Leaving campus -unauthorized checkout		X	X	
Minor disturbance	X	X		
Possession any type of pornographic material		X	X	
Possession of fireworks		X	X	
Possession of inappropriate personal items (CD players, playing/baseball cards, etc.)	X			
Possession/Use/Distribution of drugs (Law enforcement officials notified)				X
Possession/Use of alcohol			X	X
Profane Language	X	X	X	X
Public Display of Affection	X	X		
Skiping School	X	X		
Smoking, dipping, possession			X	
Stealing (Reimbursement)	X	X	X	
Student trespassing/unauthorized area	X	X	X	
Threatening school personnel			X	X
Throwing food in the cafeteria	X	X	X	X
Unacceptable/unauthorized use of computers	X	X	X	X
Unexcused tardiness	X	X		
Use of any object as a weapon			X	X
Vandalism (suspension until reimbursement is made)	X	X	X	
Willful Disobedience	X	X	X	

STUDENT DRESS CODE

No student's appearance, including but not limited to his/her attire, shall be considered proper and acceptable for school if it distracts from, or in any way disrupts, the educational process. The Livingston Parish School Board is responsible for achieving a system wide dress code for appearance and dress among students that will promote the best atmosphere for teaching and learning.

DRESS AND PERSONAL GROOMING

It is the responsibility of each student to use good judgment regarding appearance and attire. Cleanliness shall be a basic consideration. Any complaint concerning a student's dress and appearance shall be addressed by the particular school's administration. The principal of the particular school shall make the final decision as to what is considered proper attire and appearance. In the event that health and medical considerations for a particular student require an exception to the Dress Code, the principal of the particular school shall determine that exception and make his/her faculty and staff aware of the exception.

The following guidelines have been established regarding all student's dress and appearance:

1. Styles of dress and grooming never should be such that they represent a collective or individual protest.
2. Appropriate footwear must be worn to school (no shower shoes, flip-flops).
3. Caps, hats, unprescribed glasses are not permitted.
4. Patches, decorations, slogans, symbols, tags, marks, or advertisements are prohibited. (Examples: beer, cigarettes, drugs, obscene suggestions, sexual connotations, political, etc.)
5. Earrings are allowed for students provided they are not a safety concern or a distraction on campus.
6. Piercings, other than ears, are not permitted. Clear (concise stud only) pierce hole fillers are allowed for nose rings.
7. Jewelry, including earrings, worn during the school day should be a size and dimension that is not a safety concern or a distraction on campus.
8. Hair should be neat, clean, and out of the student's eyes. Students should have natural hair color. Extreme unnatural colors are not allowed. Sculptured hair styles that include pictures, symbols, letters, numbers, or hair curlers, rollers or excessively teased will not be permitted. Principals have discretion if a hairstyle including accessories interferes with learning.
9. Neatly groomed facial hair is acceptable, including mustaches, beards and goatees.
10. Tattoos that are vulgar, obscene, political, offensive or otherwise disruptive to the school environment are not permitted and must be covered at all times.
11. Foundation garments must be worn.
12. Dress during any period where uniforms are not required, such as special event days, or for transferring students, shall be consistent with the intent and spirit of the *School Uniform Dress Code*.

SCHOOL UNIFORM DRESS CODE

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

Grades Pre-Kindergarten - 12:

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

Shirt:

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

Pants, Skirts, Shorts, Skorts, Jumpers:

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

Belts:

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

Socks/ Hose/Tights:

If worn...

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

Pullovers:

- Solid Navy blue or White ($\frac{3}{4}$ zip, crew, hoodies, sweaters) are allowed. A pullover cannot be worn in place of shirt nor be so large that it conceals a student's bottom garment. Designs, emblems, insignias, monograms and logos are prohibited
- Any spirit pullover purchased from the school or a vendor with the school name or logo is acceptable.

Shoes:

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

Coats:

- Coat/jacket/sweater may be worn as long as the uniform shirt collar is revealed under the coat/jacket/sweater (trenchcoats are prohibited)
 - Vests/jackets/sweaters/coats that zip/button/snap from top to bottom may be any color and with hood.
- In schools with multiple grade levels, the principal shall be given the opportunity to determine where the breaks would be allowed on these issues (Example: K-12 Maurepas – the principal would have the opportunity to decide where the break would be to determine elementary, middle/junior high, and high school to best adapt to that school's structure.)

By purchasing from an approved vendor, parents will be certain the uniform will be in compliance. The acceptable color is the traditional khaki. The lighter stone color is not acceptable. The dark chocolate brown color and the dark green color are also not acceptable. If there is any doubt about a purchase regarding style and/or color, check with your school or visit an approved vendor.

APPROVED VENDORS FOR LIVINGSTON PARISH SCHOOL UNIFORMS

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

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

Student Compliance With the Uniform Dress Code:

The *School Uniform Dress Code* of Livingston Parish shall strive to achieve full compliance through use of incentives and positive reinforcement measures, and will resort to disciplinary action only when positive measures fail to ensure compliance. In addition, the policy's rationale and benefits of the *School Uniform Dress Code* will be explained and fully understood by the student and his or her family.

The intent of this policy is not to inhibit or prohibit any student who is not in uniform from receiving the education to which he or she is entitled. Also, the intent of this policy is not to suspend or expel a student from class or from school, or lower an academic grade as a result of not complying with the *School Uniform Dress Code*. However, non-compliance shall result in progressive disciplinary action being taken with the student.

No student shall be considered in violation of the School Uniform Dress Code in the following instances:

A. When administrators allow exceptions to the uniform code for special events.(Ex. Dress-up day, athletes on game days, band, cheer, academic teams, clubs, picture day, band on regular meeting days, etc.)

B. During the first ten (10) school days after transferring from out of the Parish to Livingston Parish Schools. During this ten (10) day period, appropriate dress (according to School Board Policy) shall be followed.

C. When a student is on campus outside of normal school hours.

Progressive Disciplinary Action:

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

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

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

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

DRESS FOR PHYSICAL EDUCATION:

All secondary students and other students where required by the local school, shall be required to dress out for physical education classes in a standard uniform. Exceptions can be made for religious reasons only, as hereinafter stated.

The standard uniform for physical education classes shall be as follows:

1. Plain tee shirt - school may require white, gray or school colors.
2. Gym shorts - school may require white, gray, black or school colors.
3. Gym shoes - any color.
4. Socks. Socks may not have inappropriate or offensive wording or images and socks above the knee are prohibited.

Schools may sell uniforms to students as a service, but students shall not be required to buy uniforms from the school. Students shall not be required to purchase new uniforms each year if their present uniforms are in acceptable condition and fit properly.

Students transferring from one school to another shall be permitted to use their present gym suits or other suitable uniforms for a reasonable period of time, until an appropriate uniform can be purchased.

Students shall be required to put their names on their uniforms for identification.

Proper dress in physical education class shall be a factor in determining a student's grade.

A student shall be allowed to dress for physical education class in accordance with his/her religious beliefs, provided that he or she has a written permission or excuse from his/her minister. Should physical education activities of the girls involve indecent exposure, the student shall be allowed to do alternative activities.

BODY ARMOR:

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

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

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

Revised: June, 2001

Revised: June, 2003

Revised: April, 2004

Revised: December, 2008

Revised: March, 2021

Livingston Parish Public School System

Title I Family Engagement Policy

2025-2026

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

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

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

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

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

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

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

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

Livingston Parish Public School System
Title I Family Engagement Policy
(Política de Participación Familia)
2025-2026

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

LIVINGSTON PARISH ESSA, TITLE I

Complaint Resolution Procedure

Any individual or organization may submit a complaint. A complaint is defined as a dated, written, signed allegation that the Local Educational Agency (LEA) or school has violated a federal or state law, rule or regulation. A complaint must include a statement that the LEA or school has violated a statute, rule or regulation applicable to a covered program and the fact in which the statement is based. The complaint must allege that the violation occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

1. Within seven days after receiving a written complaint concerning violations of Title I requirements, the principal will investigate and determine if a violation exists. If a violation does exist, he has seven days to resolve the complaint. A report of the investigation will be forwarded to the Title I Director and District Superintendent.
2. Parties involved may appeal in writing the decision of the principal to the Title I Director. The Title I Director has seven days to resolve the complaint. A report will be forwarded to the District Superintendent.
3. Parties involved may appeal in writing the decision of the Title I Director to the District Superintendent who has seven days to resolve the complaint.
4. Parties involved may appeal in writing the decision of the District Superintendent to the School Board. The School Board has seven days to resolve the complaint.
5. Parties involved may appeal in writing the decision of the School Board to the State Department of Education for final disposition.
6. The complainant and local education agency will be notified of the date, time and location of all hearings concerning written complaints.
7. An opportunity will be provided for complainant and the local education agency to present evidence, including the opportunity to question parties involved with the dispute.
8. The complaint resolution procedure will be given to Title I employees. Information concerning these procedures is available upon request, free of charge, to interested parties.

Livingston Parish ESSA, Título I
Procedimiento de Resolución de Quejas

Una queja puede ser presentada por cualquier persona u organización y se define como un escrito, fechado acusación, firmada de que una ley, norma o reglamento federal o estatal ha sido violado por la Agencia Local de Educación (LEA) o una escuela. La queja debe incluir una declaración de que la LEA o la escuela ha violado una ley, norma o reglamento aplicable a un programa cubierto y el hecho en que se basa la declaración. La queja debe alegar que la violación no se produjo más de un (1) año antes de la fecha en que se reciba la queja , a menos que un período más largo sea razonable porque la violación se considera sistémica o en curso.

1. Dentro de los siete días después de recibir una queja por escrito en relación con violaciones de los requisitos del Título I el director investigar y determinar si existe una violación. Si una violación existe que tiene siete días para resolver la queja. Un informe de la investigación se remitirá al Director del Título I y el Superintendente.
2. Partes involucradas pueden apelar por escrito la decisión del director de la Directora del Título I. El Director del Título I tiene siete días para resolver la queja. Un informe será remitido al Superintendente.
3. Partes involucradas pueden apelar por escrito la decisión del Director de Título I al Superintendente quien tiene siete días para resolver la queja.
4. Partes involucradas pueden apelar por escrito la decisión del Superintendente a la Junta Escolar. La Junta Escolar tiene siete días para resolver la queja.
5. Partes involucradas pueden apelar por escrito la decisión de la Junta Escolar del Departamento de Educación del Estado para su disposición final.
6. La agencia de educación local y denunciante será notificado de la fecha, hora y lugar de las audiencias relativas a las quejas por escrito.
7. Una oportunidad se dará por reclamante y la agencia de educación local para presentar pruebas, incluyendo la oportunidad de interrogar a las partes involucradas en la disputa.
8. El procedimiento de resolución de quejas se le dará a los empleados en el Título I. La información relativa a estos procedimientos está disponible bajo petición, de forma gratuita, a las partes interesadas.