

Lewis Vincent Elementary



**Student Handbook
2025-2026**

Livingston Parish Public Schools

SCHOOL CALENDAR 2025-2026

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

SCHOOL HOLIDAYS (STUDENTS)

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

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

ELEMENTARY & JR. HIGH

Tuesday, September 9, 2025

Wednesday, November 12, 2025

Friday, February 6, 2026

Tuesday, April 21, 2026

SECONDARY

Tuesday, September 9, 2025

Monday, October 13, 2025

Wednesday, November 12, 2025

Friday, February 6, 2026

Friday, March 13, 2026

Tuesday, April 21, 2026

GRADING PERIOD ENDS/ELEM. & JR. HIGH

Monday, October 13, 2025 - 44 days

Friday, December 19, 2025 - 44 days

Friday, March 13, 2026 - 44 days

Friday, May 22, 2026 - 45 days

GRADING PERIOD END/SECONDARY

Friday, December 19, 2025 - 88 days

Friday, May 22, 2026 - 89 days



REPORT CARDS TO BE ISSUED

ELEMENTARY & JR HIGH

Tuesday, October 21, 2025

Tuesday, January 13, 2026

Friday, March 20, 2026

Thursday, May 28, 2026

SECONDARY

Tuesday, January 13, 2026

Thursday, May 28, 2026

Grading Scale:
 90% - 100% A
 80% - 89% B
 70% - 79% C
 60% - 69% D
 0% - 59% F

System for grading ELA - Weighted Grades

Livingston Parish has elected to issue one grade for ELA rather than giving a grade for each of the following subjects: Reading, English and Spelling. Therefore, the following formula will be implemented for determining the ELA grade for each grading period. Each of the subject areas will receive a specific weight: **Reading 60% and English/Spelling 40%.**



Welcome to Lewis Vincent Elementary!

Our dedicated staff members are ready for the new school year! Our teachers and faculty desire to build relationships and help students develop great strategies for learning. We strive to motivate students and give them confidence as we become partners in learning. Our vision at Lewis Vincent Elementary is to become an exemplary school in which every student achieves academic success and personal growth.

We know that parents play an important role as each child's first teacher. Let's work together to make this the best year for your child.

In developing this handbook, we hope to provide helpful information to acquaint you and your family with the rules, guidelines, and policies that govern **Lewis Vincent Elementary**.

Our Mission Statement

Learning together for a Very bright future Every single day.

School Day: 8:20 a.m.-3:20 p.m.

School Mascot: Indian

School Colors: **Burgundy** and Gray

School Address: 7686 Vincent Rd. Denham Springs, LA 70726

School Phone #: (225)665-8198 (Office)

(225)665-8646 (Cafeteria)

(225)665-9713 (Fax)

Social Media: Facebook- Lewis Vincent Elementary (Go like our page)

School App for IOS and Android: Lewis Vincent Elementary (This will be our main source of communication)

Turn on notifications for the app to receive alerts for upcoming events!



Daily School Schedule

Bell to Assemble	8:20 a.m.
Tardy Bell	8:25 a.m.
Lunchtime	10:55 a.m.-12:20 p.m.
Dismissal Bell	3:20 p.m.
No check-outs after 3:00 p.m.	

Lewis Vincent Elementary is a **smoke free and hands-free campus.**

Smoking on campus is prohibited (this includes carpool line).

Carpool line is **always** a hands-free zone.

Our staff is looking forward to getting to know each student and creating a school where your child has a wonderful experience.

Code of Conduct:

- **Work to the best of your ability.**
- **Treat others with respect, dignity, and worth.**
 - **Keep our campus clean and beautiful.**
- **Represent our school in an outstanding manner.**

Students who apply themselves and meet the expectations will be rewarded with incentives and special duties throughout the school year.

GENERAL SCHOOL RULES FOR LEWIS VINCENT ELEMENTARY

- No personal possessions other than required items for classroom use will be allowed in school. This includes valuable jewelry, toys, trading cards, games, electronic devices such as phones, smart watches, I-pods, radios, or headphones. The school is NOT responsible for any damaged or lost items brought to school. Any such items will be taken and kept in the office and may not be returned. A parent may come to school to pick up possessions.
- Students are not allowed to be pulled from class to meet with visitors. This includes brothers, sisters, and cousins. Classroom instruction will not be interrupted.
- No gum allowed on the buses or at school.
- No running in the hallways or on any concrete areas at any time.
- NO birthday parties will be held at school. Balloons, flowers, or edible bouquets are not allowed. Invitations may be passed out to ALL boys, ALL girls, or the whole class for off-campus birthday



celebrations. Teachers are not allowed to give out student addresses, phone numbers, or parent contact information.

- Students are NOT allowed to sell items at school.
- If you know in advance that your child will be out, please contact the teacher(s) for assignments by written note or an email.
- Field trips are planned by each grade level for educational purposes. Chaperones are not allowed to bring any siblings on a field trip. All chaperones must be at least 21 years old. Student's supply fee must be paid in full prior to the 1st field trip of the year. *See Field Trip Policy.*
- Parents are not allowed to attend class parties to alleviate safety issues. Food and drinks for parties may be dropped off in the office and must be in the **sealed, original container**.
- CHECK OUTS may affect academics. We have instruction in our classes each day from 8:30 a.m.-3:20 p.m. CHECK OUTS are not allowed after 3:00 p.m.

School Wide Positive Discipline

During the first week of school, each teacher will establish classroom rules within the conduct guidelines set forth by the Livingston Parish School Board and have them posted in the classroom. Each teacher/grade level will send home information about their classroom discipline plan and expectations.

Please review these pages with your child. Below is our standard discipline chart for infractions.

Standard Discipline Chart of Infractions

	Consequences
No marks	Start fresh each day! 😊 (Great job!)
1 mark	Warning-No Consequences
2 marks	Red Zone - Miss part of recess (Once the time has expired, the student may join in at recess.) A red zone paper will be forwarded to the student's homeroom teacher and placed in the daily communication folder. <u><i>This form must be signed and returned to school.</i></u>
3 marks	Detention: Served at recess- Paper will be forwarded to the student's homeroom teacher and placed in the daily communication folder. <u><i>This form must be signed and returned to school.</i></u>
4 marks	Homeroom teacher contacts parent

- If a student receives 3 marks in one day, a formal detention is written.
- If a student receives a red zone three times in one week, a formal detention will be given.
- Teachers and staff reserve the right to assign automatic red zones or detentions depending on the severity of the students' behavior.
- Students with 3 or more red zones, 2 or more recess detentions, 1 detention and 1 red zone, a before/after school detention, and/or a suspension in a nine-week period will not earn the nine-week PBIS reward.
- Students will earn 30 minutes towards Water Day for every PBIS party they attend. Students can earn up to 120 minutes for Water Day. Students who transfer to LVE will earn PBIS time based upon their enrollment at LVE.
- Parents MUST complete the online permission slip for PBIS water day by the deadline in order to participate.



Red Zone Form

Name: _____ Duty Teacher Initial _____

Grade: _____ Homeroom Teacher: _____

Date of Infraction: _____ Date Served: _____

Reason: _____

Parent Signature: _____

Lewis Vincent Elementary

RECESS DETENTION NOTICE

Name: _____ Homeroom: _____

Date of Infraction: _____ NINE WEEKS 1 2 3 4

Date Served/Initial: _____ Detention #: _____

After the 5th detention, a before or after school detention will also be served. After the 10th detention, a full day suspension will be served.

- Not following directions
- Disrespectful to a teacher, a student, or school property
- Fighting
- Obscenity/Profanity
- Threat toward students or staff
- Other: _____

Principal/Teacher Signature: _____

Student Signature: _____

Parent Signature: _____

RETURN TO SCHOOL

ATTENDANCE

LOUISIANA'S ATTENDANCE REQUIREMENT

The Louisiana State Legislature, the Louisiana Department of Education, and the Louisiana State Board of Elementary and Secondary Education have recently approved both state law and policy changes that determine the number of days that a student can be absent during the school year. The policy states that students must be in attendance 167 out of 177 days during the school year.

Students who are absent more than 10 days without a valid excuse will be retained in their current grade.

Extenuating circumstances may include: extended leave from school for physical illness, a hospital stay, recovery from an accident, a contagious disease in the family, funeral for a family member (not to exceed one



week). Missing any days for these reasons would require verification from a physician, dentist, or nurse practitioner licensed in the state.

It is our responsibility to ensure your children's consistent attendance. In so doing, we will contact the 21st Judicial Court when students have 5 or more unexcused excessive absences or tardies.

EXCUSES

- We will only accept excuses up to 10 days after the student's absence.
- If an excuse is faxed, it must come straight from the doctor's office. Excuses cannot be adjusted or altered in any way.
- For any other extenuating circumstances, parents must make a formal appeal to the principal.
- It is within the school's rights and responsibility to call the physician and verify an excuse.
- If no excuse is handed in, the absence will be considered unexcused.
- Only DOCTOR, DENTIST, PHYSICIAN ASSISTANT or NURSE PRACTITIONER excuses are EXCUSED absences.
- If a doctor's excuse is sent for a child NOT to participate in P.E., then a DOCTOR'S release is required for child to begin participating in P.E.
- If a student chooses not to attend a school-sponsored field trip, and does not attend school on this day, it will result in a one-day absence.

LIVINGSTON PARISH PUBLIC SCHOOLS—HEALTH RULES

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

Diarrhea/vomiting: Students who are vomiting or having diarrhea (2 or more watery stools) will be sent home from school. They will not be allowed to return until they are symptom free for 24 hours from the onset of symptoms. Children should be kept home if they were vomiting or experienced diarrhea during the night.

Fever: Students who have a fever of 100.0 F or higher will be sent home. Students will be readmitted after they have been fever-free for 24 hours without the use of fever reducing medications. (Ex: Tylenol, Motrin, or Advil).

Cold/flu: Students with severe colds, sore throats, cough or "flu like" symptoms will not be allowed to stay at school. They should stay home for rest and proper attention to their symptoms.

Pink Eye: Symptoms of pink eye such as eye drainage, crusty eyelids, redness on the white part of the eyes, swelling, and itching may indicate pink eye, which is a contagious disease. Children with these symptoms will be sent home and should be seen by a doctor for a diagnosis. A doctor's excuse will be required to return to school. If diagnosed with pink eye, the student must be on treatment for at least 24 hours before he can return to school. Some conjunctivitis may require the student remain at home until all symptoms are resolved.

Rash/Lesions: A student with an undiagnosed rash or lesion will not be allowed to stay at school. Skin rashes or lesions will be considered possibly contagious. Child may return to school after rash is determined to be non-contagious by a physician or to be no longer contagious after proper treatment. Students may return with a note from the Physician's office.

Boils: Students with boils must be seen by a physician. If it is a staph infection, they must remain home for 24 hours after starting antibiotics. A physician's note will be required for them to return to school. The boil must



be covered. If the boil is draining, extra clothes and bandages should be sent with the student in case the bandage becomes saturated or if the clothes get wet.

Lice: A student's hair must be free of nits and bugs in order to remain at school. The student will be readmitted to school after the parent has treated the child and all nits and bugs are removed. After successful treatment, the parent will need to bring the student to the office to be rechecked for lice by school personnel before being allowed to stay at school. It is recommended that parents check their child on a regular basis for signs of head lice.

Medication: If your child needs to take medications for chronic conditions at school, please contact your school nurse. State law requires a medication administration form to be completed by the physician and parent. This includes prescription and over-the-counter medications. If a student is prescribed a new medication, they must remain at home for 12 hours after the first dose to be observed for adverse reactions. Parents are allowed to bring medications to the school and administer them to their child. If Parents cannot come, they may send the medication with someone listed on the child's contact card. If the parent or someone on the contact card cannot come, then the parent may send an adult not listed on the contact card. The school will require a written or verbal consent from the parent if the adult is not on the contact card and an ID will be checked.

Immunizations: Louisiana State Law Statute LA R.S. 17; 170

Students entering school for the first time shall present a completed or up to date immunization record.

All students that are 11 years old must have a Tdap Booster, Meningitis vaccine, and a second varicella (chickenpox). Students that are 16 years of age must have a second meningitis immunization.

Parents of students that are unable to receive their immunizations due to medical, religious, or personal reasons must submit a written letter of dissent. This letter can be found on the LDOE and LPPS websites.

Students that have not received proper immunizations may not be allowed to come to school if there is an outbreak of a communicable disease at school (Chickenpox, Measles, Pertussis, etc.). State law must exclude these students from the school setting, for the incubation period of the disease. These absences may not be excused.

Vision/Hearing: Student's vision and hearing are screened by the school nurse in Pre-K, Kindergarten, 1st, 3rd, 5th, 7th & 9th grades and from parent or teacher referrals. If a problem is detected, notes will be sent home to the parent referring them to their physician for a more complete evaluation.

Scoliosis: Students are screened in 6th grade for curvature of the spine. If signs are seen, students will be sent home with a letter referring them to their physician for a more complete evaluation.

Medical Conditions: If your child has a chronic medical condition, contact the school nurse annually. Some examples of chronic medical conditions are: seizures/epilepsy, diabetes, asthma, celiac disease, severe allergic reactions to insects or food that require use of an Epi-pen or Benadryl during the school day.

A **SPECIAL DIET ORDER** form is required annually from a physician if your child has specific food allergies.

Post- Surgery or Hospitalization: If your child is hospitalized or has surgery, he/she must return with a note from the Physician allowing him/her to return to school. Any restrictions must be noted on the return to school form.



If you have any questions or concerns, you may call Jennifer Wilkinson, RN School Nurse Coordinator at (225)686-4368 or contact the school nurse at your child's school.

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

LIVINGSTON PARISH PUBLIC SCHOOLS HEALTH RULES

Las siguientes pautas se ofrecen para ayudarlo a determinar cuándo su hijo(a) no debe asistir a la escuela. Por favor considere cuidadosamente la declaración de su hijo(a) al sentirse enfermo.

Diarrea/vómitos: Los estudiantes que estén vomitando o tengan diarrea (2 o más heces acuosas) serán enviados a casa desde la escuela. No se les permitirá regresar hasta que estén libres de síntomas durante 24 horas desde el inicio de los síntomas. Los niños deben mantenerse en casa si vomitan o experimentan diarrea durante la noche.

Fiebre: Los estudiantes que tengan temperaturas de 100.0 °F (38 °C) o más serán enviados a casa por fiebre. Los estudiantes serán readmitidos después de que hayan estado sin fiebre durante 24 horas sin el uso de medicamentos para reducir la fiebre. (Ejemplo: Tylenol, Motrin o Advil).

Resfriado/Gripe (Cold/flu): Los estudiantes con resfriados severos, dolor de garganta, tos o síntomas similares a los de la gripe no podrán quedarse ni asistir a la escuela. Deben quedarse en casa para descansar y prestar atención adecuada a sus síntomas.

Conjuntivitis (Pink Eye): Los síntomas de conjuntivitis, como drenaje ocular, párpados y lagañas en los ojos, enrojecimiento en la parte blanca de los ojos, hinchazón y picazón pueden indicar conjuntivitis, que es una enfermedad contagiosa. Los niños con estos síntomas serán enviados a casa y deben ser vistos por un médico para un diagnóstico. Se requerirá una excusa del médico para regresar a la escuela. Si se le diagnostica la conjuntivitis, el estudiante debe estar en tratamiento durante al menos 24 horas antes de poder regresar a la escuela. Algunas conjuntivitis pueden requerir que el estudiante permanezca en casa hasta que se resuelvan todos los síntomas.

Sarpullido/Lesiones (Rash/Lesions): Un estudiante con una erupción o lesión no diagnosticada no podrá quedarse en la escuela. Las erupciones o lesiones cutáneas se considerarán posiblemente contagiosas. El estudiante puede regresar a la escuela después de que un médico determine que la erupción no es contagiosa o que ya no es contagiosa después del tratamiento adecuado. Los estudiantes pueden regresar con una nota de la oficina del médico.

Forúnculos (Boils): Los estudiantes con forúnculos o nacidos deben ser vistos por un médico. Si se trata de una infección por estafilococos, deben permanecer en casa durante 24 horas después de comenzar a tomar antibióticos. Se requerirá una nota del médico para que puedan regresar a la escuela. La ebullición debe estar cubierta. Si el hervor está drenando, se debe enviar ropa y vendas adicionales con el estudiante en caso de que la venda se sature o si la ropa se moja.

Piojos (Lice): EL cabello de un estudiante debe estar libre de liendres y bichos para poder permanecer en la escuela. El estudiante será readmitido a la escuela después de que el padre haya tratado a su hijo(a) y se hayan eliminado todas las liendres y bichos. Después de un tratamiento exitoso, el padre deberá traer al estudiante a la oficina para que el personal de la escuela lo revise nuevamente en busca de piojos antes de que se le permita quedarse en la escuela. Se recomienda que los padres revisen regularmente a sus hijos para detectar signos de piojos



Tratamiento y Medicamentos (Medication): Si su hijo(a) necesita tomar medicamentos para enfermedades crónicas en la escuela, comuníquese con la enfermera de la escuela. La ley estatal requiere que el médico y los padres completen un formulario de administración de medicamentos. Esto incluye medicamentos recetados y de venta libre. Si a un estudiante se le receta un medicamento nuevo, debe permanecer en casa durante 12 horas después de la primera dosis que se debe observar para detectar reacciones adversas. Los padres se les permite venir con los medicamentos a la escuela y administrarlos a sus hijos. Si los padres no pueden venir, pueden enviar el medicamento con alguien que se encuentre en la tarjeta de contacto de su hijo(a). Si el padre o alguien en la tarjeta de contacto no puede venir, entonces el padre puede enviar a un adulto que no se encuentre en la tarjeta de contacto. La escuela requerirá un consentimiento escrito o verbal del padre si el adulto no está en la tarjeta de contacto y se verificará con una identificación (ID).

Inmunizaciones: Estatuto de la Ley del Estado de Louisiana LA R.S. 17: 170

Los estudiantes que ingresen a la escuela por primera vez deberán presentar un registro de vacunación completo y actualizado.

Todos los estudiantes que tienen 11 años deben recibir un refuerzo Tdap, la vacuna contra la meningitis y una segunda varicela (Chickenpox). Los estudiantes que tienen 16 años de edad deben tener una segunda vacuna contra la meningitis. Los padres de estudiantes que no pueden recibir sus vacunas debido a razones médicas, religiosas o personales deben presentar una carta de desacuerdo por escrito. Esta carta se puede encontrar en los sitios web LDOE y LPPS.

Los estudiantes que no hayan recibido las vacunas adecuadas no podrán asistir a la escuela si hay un brote de una enfermedad contagiosa en la escuela (varicela, sarampión (Measles), tosferina (Pertussis), etc.). La ley estatal debe excluir a estos estudiantes del entorno escolar durante el período de incubación de la enfermedad. Estas ausencias no pueden ser excusadas.

Visión / audición: la visión y la audición del estudiante son evaluadas por la enfermera de la escuela en Pre-K, Kindergarten, 1 °, 3 °, 5 °, 7 ° y 9 ° grado y da los resultados a los padres y maestros. Si se detecta un problema, se enviarán notas a los padres para remitirlas a su médico para una evaluación más completa.

Escoliosis: los estudiantes son evaluados en sexto grado para determinar la curvatura de la columna. Si se ven signos, los estudiantes serán enviados a casa con una carta que los refiera a su médico para una evaluación más completa.

Condiciones Médicas: si su hijo(a) tiene una condición médica crónica, comuníquese con la enfermera de la escuela anualmente. Algunos ejemplos de afecciones médicas crónicas son convulsiones / epilepsia, diabetes, asma, enfermedad celíaca, reacciones alérgicas graves a insectos o alimentos que requieren el uso de un Epi-pen o Benadryl durante el día escolar. Se requiere un formulario de ORDEN DE DIETA ESPECIAL anualmente de un médico si su hijo(a) tiene alergias alimentarias específicas.

Post-Cirugía u Hospitalización: Si su hijo(a) está hospitalizado o se somete a una cirugía, debe regresar con una nota del médico que le permita regresar a la escuela. Cualquier restricción debe anotarse en el formulario de regreso a la escuela.

Si tiene alguna pregunta o inquietud, puede llamar a Jennifer Wilkinson, coordinadora de enfermería de la escuela RN al (225) 686-4368 o comunicarse con la enfermera de la escuela de su hijo(a).

Para que se brinde la atención adecuada en la escuela, es responsabilidad de los padres notificar a la enfermera de la escuela sobre cualquier condición médica o necesidad que pueda tener su hijo(a); incluyendo cualquier cambio en sus condiciones médicas durante el año escolar.



ACCIDENTS AND ILLNESS

Parents will be notified as soon as possible in the event of an accident or illness. It is **EXTREMELY IMPORTANT** that we have the student's current information on file and a working phone number. Please update any changes as needed throughout the year.

AUDIO AND VIDEO RECORDING

Audio and video recording are not allowed due to possible violations of HIPPA and FERPA. Any audio or video recording at Lewis Vincent requires prior approval from administration. This does not apply to school events, assemblies, and programs sponsored by Lewis Vincent Elementary.

BOOKSACKS

No rolling book sacks are permitted.

BREAKFAST AND LUNCH

Cafeteria Phone # (225) 664-8645

1. For the 25 - 26 school year, breakfast and lunch will be served at no charge to the students. The cafeteria has extra items for sale daily, but students must have money in their account to purchase these items. Online payments may be made at www.myschoolbucks.com
2. Breakfast will be served daily beginning at 7:50 a.m. on the first day of school. Breakfast will NOT be served after 8:10 a.m. for those students arriving by carpool.
3. Children are not allowed to bring FAST FOOD restaurant (e.g., McDonald's) meals into the cafeteria. They are not allowed to bring soft drinks into the cafeteria (bottles or cans). Teachers are not responsible for heating or refrigerating food brought by the children for lunch.
4. BAG LUNCHESES must be at school ON TIME (8:30 a.m.). Students should be able to open lunch items for themselves. Students should not recap drinks in a lunch box.
5. If your child does not have a bag lunch at school, your child is required to take a plate from the cafeteria (STATE LAW).
6. Extra milk may be purchased at lunch for **\$.60** by students.
7. **Students with food or dairy allergies must obtain a SPECIAL DIET FORM available from the school nurse. This form must be completed by your child's physician and returned to the cafeteria manager before any dietary changes are implemented at school.**

BULLYING AND HAZING

The Livingston Parish School Board is committed to maintaining a safe, orderly, civil, and positive learning environment so that no student is subject to bullying, hazing, or similar behavior 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, hazing, or similar behavior made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students or



school personnel shall be unacceptable. All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

Ref: 20 USC 1232(g-i) (Family Educational Rights and Privacy Act); La. Rev. Stat. Ann. "14:40.3, 14:40.7, 14:40.8, 14:403, 17:105, 17:105.1, 17:183, 17:416, 17:416.1, 17:416.13; La. Children's Code, Art. 609, 730, 731; Davis v. Monroe County Board of Education, 119 S. Ct. 1661 (1991); Board minutes, 9-16-04, 11-18-10, 1-10-13, 10-3-13.

COMPLAINT PROCEDURES

Complaint of harassment, which takes place at school or at a school-related function or arising out of the school setting, should be made to the principal of the school. After notification of the complaint, a confidential investigation will immediately be initiated to gather all facts about the complaint. After the investigation has been completed, a determination will be made regarding the resolution of the case. If warranted, disciplinary action will be taken. Any disciplinary action taken in regard to a student will be maintained as any other student disciplinary violation. Due to privacy, we are not able to disclose any information on disciplinary action taken regarding other students.

PUNISHMENT FOR HARASSMENT OF OTHERS

The penalty for harassment can result in suspension/and, or expulsion depending on the severity and complexity of such harassment. Reasonable measure will be used to deter harassment. However, disregarding warning and reasonable measure will result in suspension/and, or expulsion.

CELL PHONES

Per state law, students are not allowed to have cell phones at school or on the bus. If a student is found with a cell phone, the phone will be kept in the office until a parent picks it up. Students will receive a formal recess detention for the first offense, receive a before school detention for the second offense, and will be suspended for the third offense.

CHANGE OF ADDRESS OR PHONE NUMBER

If at any time during the school year, it becomes necessary for parents to change their home address, phone number, or cell number, you may do so through the PowerSchool Parent Portal. Please let the school office know too so we can update the check in/out cards too. Three current proofs of residence are required for a change of address. This information is needed so that school records can be kept up to date. It is very important to have a current phone number and email for parents. This is our information highway to keep parents informed of different activities going on at LVE. If it is necessary for a student to be picked up at school for any reason (illness, emergency, discipline, etc.) the people listed on the student information card will be contacted.

COMMUNICATION AND SOCIAL MEDIA

Please download our LVE app. This is a great way to receive current and up-to-date information. You will find our school calendar, school events, directory and much more on our new app. We also have a school-wide Facebook page. The LVE app, Facebook, and School-Wide Messenger are our main forms of communication.



COMPUTER ACCESS AND INTERNET USE

LPPS Acceptable Use Guidelines

In our continued efforts to comply with the Children's Internet Protection Act, Livingston Parish Public Schools has adopted and will enforce policies and procedures to protect our students. The policies: IFBGA Computer Access and Use and JCDAF - Bullying, Cyber bullying, Intimidation along with other district policies are available to the public at the school or district administrative office.

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

- A. No access by minors of inappropriate matter
- B. No 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/or 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. This software scans internet sites for key words and identifiers. The district reviews filtering reports and internet use regularly to insure protection for students and appropriate use by staff.
- D. All photos of students on school websites will be unidentified unless a permission form has been completed.
- E. It is the responsibility of the parent go to the school in person and sign a form if you want to:
 - a. Deny your student access to the internet.
 - b. Deny permission for your student's work to be published on classroom web sites.
 - c. Deny permission for your student's unidentified photos to be published on classroom web sites.

Please access the full version of *LPPS Policy IFBGA: Student Computer Access and Use* at <https://bit.ly/IFBGA>
LPPS Internet Safety, Digital Citizenship, and Cybersecurity information can be found at <https://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



CALLS FOR HOMEWORK/MAKEUP WORK

If a student will be absent for multiple days, please call or email your child's teacher in the morning to request your child's makeup work. Work may be picked up after 2:30 PM. The number of days allowed to make up assignments will correspond with the number of days absent. (Ex: 3 days absent = 3 days to turn in make-up work to the teacher and make-up test). The student should check with the teacher(s) to receive make-up work when they have been absent.

CHECKING A STUDENT OUT OF SCHOOL

Parents wishing to check their child out of school must do so through the office. Please come to the office first and your child will be called for you. Parents may not go directly to the classrooms as this interrupts valuable instruction time. NO CHECK OUTS AFTER 3:00 PM.

CHECK-INS/EARLY CHECK-OUTS & TARDIES

Students are expected to be at school on time. Students are considered tardy if they arrive at school after 8:25 AM. The sixth tardy will result in a ½ day UNEXCUSED absence. Students who check out for lunch and return later than twenty-five (25) minutes will receive an unexcused tardy.

A child should only check out for illness, doctor appointments and verifiable emergencies. A valid excuse for a late check-in or early check-out must be presented to the school administration. Students may not be checked out after 3:00 PM. After this time parents must pick them up in the carpool line.

Reminders:

- Check-ins between 8:25-10:00 will constitute a tardy.
- Check-ins between 10:00-12:00 will constitute as a ½ day absence.
- Check-outs between 10:00 a.m. and 2:15 p.m. will constitute as a ½ day absence.
- Check-outs before 10:00am will constitute as a FULL DAY absence.
- No check-outs after 3:00 p.m.

Please note that 7 unexcused absences and/or 10 unexcused tardies will be reported to FINS (Judicial Court).

CHILD SEARCH

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

If you have a child or know a child between the ages of 3 and 5 years old who seems to have difficulty learning, help is available. Contact Livingston Parish Public Schools Preschool child search at (225) 686-7600. If your child is school-aged, contact your home-based school district regarding these concerns.

CONFERENCES

Please be on time for your scheduled conference. Please contact your child's teacher to schedule a conference. If you have a question about your child's grade, please contact the teacher first. You may email the teacher or call the office and leave a message for the teacher to contact you.



CUSTODY ISSUES

If there is a custody issue involving your child, current custody papers on file in the office will be followed. Please present any updates by the court.

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

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:

The full dress code policy can be found online at www.lpsb.org.

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.
- **Undershirts 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.

Socks/ Hose/Tights:

- Socks may not have inappropriate or offensive wording or images. Socks above the knee are prohibited.

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's 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). **Crocs/slippers are not allowed.**
- 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 (trench coats are prohibited)
- Vests/jackets/sweaters/coats that zip/button/snap from top to bottom may be any color and with hood.

Students may not wear hats.

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, noncompliance 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.

Revised: March, 2021

Ref: Scott v. Board of Education, 304 N.Y.S. 2d 601 (1969); Karr v. Schmidt, 460 F.2d 609 (5th Cir.1972); La. Rev. Stat. Ann. '§14:95.9, 17:81, 17:416.7; Board minutes, 10-8-69, 10-29-70, 2-3-71, 8-24-72, 9-7-72, 9-21-72, 9-26-74, 9-77, 1-80, 5-89, 8-90, 2-3-00, 4-5-01, 4-17-03, 2-19-04.

Lewis Vincent Elementary SPIRIT SHIRTS may be worn on FRIDAYS with uniform shorts, pants & skirts. Sweatshirts may be worn with uniform shirt any day. Please make sure that your child's name is on all jackets/sweatshirts.



*Watch for announcements for other designated days for spirit shirts. *

Students will be given two warnings about dress code. The third dress code violation will result in a red zone. The fourth dress code violation, and all others, thereafter, will result in a detention.

ALTERNATIVE DRESS DAYS

Students must wear appropriate dress for school. This is not a day for costumes or inappropriate clothing. Students are still required to participate in PE, so please wear appropriate shoes.

Watch for notifications regarding ALTERNATIVE DRESS.

Notifications will outline the type of ALTERNATIVE DRESS DAY.

Examples:

SHIRTS only with uniform shorts, pants, or skirts

JEAN shorts, skirts, or pants only with uniform shirts

FREE DRESS from head to toe

The following rules still apply for alternative dress days:

NO sandals, flip flops, or open-toe shoes, etc.

NO caps, hats and non-prescribed glasses are permitted unless stated in the note.

Patches, decorations, slogans, that advertise inappropriate products such as beer, alcohol, or obscene suggestions are prohibited.

Shorts or dresses may not be more than 4 inches above the knee.

Socks must be worn with shoes.

NO CROP TOPS are permitted.

No extreme hair coloring or hairstyle that interferes with a student's performance or disrupts class.

Any student who comes to school dressed inappropriately will call home for a uniform.

ELECTRONIC TELECOMMUNICATION DEVICES

No student, unless authorized by the school principal or his/her designee, 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. 1. Students in Grades PK - 5 Personal electronic devices shall not be permitted on campus during regular school hours for any reason for students in PK – 5th grades.

A violation of these provisions shall be grounds for disciplinary action, including but not limited to, suspension from school.

Revised: May 2006 Ref: La. Rev. Stat. Ann. 17:239, 17:416, 17:416.1



EMERGENCY INFORMATION

Emergency information forms are completed in online enrollment/registration. If your information changes during the year, please contact the school immediately.

FAMILY ENGAGEMENT POLICY

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 Louisiana (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 proporcionaran 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

FAMILY INVOLVEMENT

At Lewis Vincent Elementary, we truly value family relationships. We will try and provide many opportunities for you to be involved (please see our Student/Family Compact). Siblings are not allowed to attend field trips. Students may not be checked out to attend special lunches or Spring Fling with other siblings attending LVE.

FIELD TRIPS

Field trip money must be paid by the due date. Permission slips must be signed and returned by the due date. All fees (i.e., supply, library, etc.) must be paid before field trip money will be accepted. Students must ride the bus to the field trip destination and return to school on the bus. No siblings will be allowed to accompany students on field trips. Field trips are NON-REFUNDABLE – NO EXCEPTIONS. In order to attend field trips, students must exhibit appropriate behavior while at school. Therefore, a parent or guardian must accompany students on all field trips who receive 1 out-of-school suspension or as deemed necessary by administration. Students who receive more than 1 out-of-school suspension will be excluded from all field trips.

LOST AND FOUND

Please write your children's names inside the collar of all jackets, sweaters, etc. All lost items will be placed in the Lost and Found racks in the commons area. We will keep lost items for a reasonable length of time, but all unclaimed items will be donated to a charitable organization.



MEDICATION

All medication **MUST** be brought to school by an adult. **NO** over-the counter medication is permitted at school, including **cough drops, eye drops, and nose drops**. Doctor's orders and parental consent form **MUST** be presented to the school office before any medication can be administered at school. Only certified personnel (those attending a Workshop on Administering Medication) will administer medications. A prescription label must be on the container. State law requires that all medications be discarded at the end of the school year.

Please notify the teacher/office if your child has a special medical condition. This will enable us to take proper precautions for the welfare of your child.

Students may not attend school within 12 hours of starting a new medication.

PERFECT ATTENDANCE

In order for a student to be recognized for Perfect Attendance, he/she must be present at school all day long. This means that students may not be tardy, may not be checked out, or have any absences (excused or unexcused).

PERSONAL POSSESSIONS

Electronic devices, cell phones, trading cards, toys, Pop Its, stuffed animals, and such will not be allowed at school or on the bus – unless a teacher has requested a specific item for a lesson. These items will be confiscated by the administration and will be returned at administration's discretion.

POLICY STATEMENT

It is the policy of the Livingston Parish School Board to provide a free and appropriate public education to each handicapped student within jurisdiction, regardless of the nature of the handicap. It is the intent of the Livingston Parish School System to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Due process rights of handicapped students and their parents under Section 504 will be enforced. Livingston Parish Public Schools has a coordinator of Section 504 activities. The coordinator is responsible for assuring that the district complies with Section 504 and may be reached at (225)686-7044.

Grievance Procedure for 504:

1. **First Level:** *Any parent who has a complaint discusses it first with their child's teacher.*
2. **Second Level:** *If, as a result of the informal discussion, the matter is not resolved, the grievant shall initiate a grievance with the principal of the school. (The principal shall refer all cases to the School Building Level Committee, if this has not been done.)*
3. **Third Level:** *If the matter remains unresolved, the grievant shall initiate a grievance in writing to Jody Purvis, Superintendent of Livingston Parish Public Schools, or Marcia McKnight, the 504 Coordinator at the Livingston Parish Public Schools office, P.O. Box 1130, Livingston, LA 70754.*



PUBLISHED PHOTOGRAPHS & WORK

There are many opportunities for Lewis Vincent Elementary to publish student's pictures, interviews, and/or work in local newspapers, journals, on the school's social media sites, website and or local news stations. Parents must sign a "PII form". Parental permission will be assumed unless specifically denied in writing. Audio and video recordings are not allowed at Lewis Vincent Elementary due to possible violations of FERPA and HIPPA, both of which regulate and protect the right to privacy for everyone. Any audio or video recordings at Lewis Vincent 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 Lewis Vincent Elementary.

STUDENT ACCIDENT INSURANCE COVERAGE

The Livingston Parish School Board is pleased to inform you that optional Student Accident Insurance Coverage is available to you again this year. Multiple coverage options, plans, and rates are available to allow for a coverage plan that best suits your needs. Policy information is available at www.studentinsurance.com. If you already have coverage (personal healthcare coverage) for those injuries and/or claims contemplated by the plans offered under the Student Accident Insurance coverage policy noted above, your existing coverage will likely provide primary coverage for associated claims. The above noted Student Accident Insurance Coverage policy, if selected, would likely provide secondary coverage for associated claims, if you already have personal healthcare coverage. A failure to secure either personal coverage or the coverage outlined in the attached could result in an absence of coverage for injuries sustained by your child.

RELEASE FORM FOR EXTRACURRICULAR PARTICIPANTS

All students engaging in interscholastic activities shall be required to fill out a form which releases the school or Board from any liability for accidents or injury to students. This release form must be signed by parents before the student shall be permitted to participate in extracurricular activities.

Ref: La. Rev. Stat. Ann. §17:81.

STUDENT OPERATIONAL FEE:

Pre-K: \$35.00 Kindergarten: \$50.00 Grades 1-5: \$50.00

The operational fee will cover student's supplies, materials, and to pay for copy expenses. Lewis Vincent Elementary will purchase the bulk of student supplies. Student fee must be paid in FULL by October 2nd, 2023. Students will not be able to attend field trips, participate in fundraisers, clubs, sports, purchase smoothies or spirit shirts until the supply fee has been paid in full.

****Partial payments are gladly accepted in three installments****

Online Payments ONLY: All payments will be online ONLY. There is no additional cost for paying online. We have switched to a new program, so please make sure to register a new account at the website listed. Log into School Cash Online to pay all your child's fees (<https://lpps.schoolcashonline.com/>). You will need your child's student number (this is their lunchroom/computer #) to register. This number can be found on your child's report card.

Students who owe money to the school will not receive a final report card or have records forwarded to another school until fees are paid.



STUDENT ACTIVITIES

All student fees must be paid in full to participate in Clubs & Sports

Students MUST have an updated physical to be able to try out for sports and participate in sports.

4-H Club- 4th/5th grade students (during the school day)

All 4th and 5th graders are eligible to join 4-H if permission slips and dues are turned in on time. A record book must be completed to be eligible to attend 4-H Achievement Day.

SADD Club- 4th /5th grade students (during the school day)

Peer to peer education prevention & activism organization dedicated to preventing destructive decisions. Empowering young people to make great decisions.

Big Buddy – 5th grade students

Students (nominated by teachers) will assist Pre-K students with various tasks and help with Mardi Gras parade.

GARDEN CLUB – 1st/2nd/3rd grade students

Sports-Volleyball, Cross Country, Swim Team & Track- 4th/5th grade students

Students who wish to try out for any school sport must not be 12 years old before September 1st of the school year in progress. Students must not have any Fs on their present interim report or report card for the grading period in which the sport occurs. Students who receive a before/after school detention and/or a suspension are not eligible to participate. According to the Guidelines for Sports, a signed permission form must include insurance coverage and emergency numbers.

**** In addition, all school/school board policies are in effect for after-hours participation in all school sponsored activities.**

STUDENTS USE OF TELEPHONE

Students will be allowed to call home to ask for forgotten items if it is deemed important by the principal. Students will not be called out of class for a phone call. Students are not allowed to bring any type of communication device to school. (i.e., cell phone, smart watch etc.)

SUSPENSIONS:

1. Any student who fails to report to the office when told to do so will be given an automatic suspension.
2. Students who are caught with or using matches, lighters, tobacco, vapes, drugs, or alcohol will be suspended and subject to expulsion.
3. Students who leave campus without permission will be suspended.
4. Fighting on the school bus, school bus stop, or campus may result in a suspension.
5. Students caught vandalizing the school will be suspended and are subject to being expelled. Damages must be paid for by the parent.
6. DISRESPECT to an adult in authority may result in a suspension.
7. Weapons of any type brought to school will be confiscated and result in a suspension/expulsion.
8. Profane language, obscene drawings, threats, or writings are prohibited, and violators are



subject to suspension.

9. Students who make threats toward other students may be subject to suspension.

10. Gambling is prohibited. Violators are subject to suspension.

11. Students guilty of stealing will be subject to suspension.

12. Students may be suspended for not following the computer access and internet use policies.

13. Students who are not in adherence with the LVE school-wide discipline plan may be subject to suspension.

14. Students will not be allowed to participate in extra-curricular activities during their suspension period.

15. Any parent or legal guardian of a pupil suspended shall have the right to appeal to the Parish Superintendent of Schools, who shall conduct a hearing on the merits of suspension.

16. Students who have been suspended once must be accompanied by a parent/guardian on field trips. Students who have been suspended more than once will not be permitted on field trips.

17. Students who do not attend their scheduled Before School Detention will be suspended.

TECHNOLOGY FEE:

There is a \$10.00 technology fee that will be paid online.

TESTING INFORMATION

LPPS Benchmark tests and DIBELS will be scheduled throughout the year.

Our 3rd, 4th, and 5th grade students are required to take the LEAP test. A meeting will be held to give parents information about the LEAP test. Information about this meeting will be sent out in January.

The tentative dates for LEAP testing are April 1 – May 15, 2026.

TEXTBOOKS AND LIBRARY BOOKS

Students will be charged a \$5.00 fine for barcodes that are removed or damaged. Students are responsible for the replacement cost of a book if damaged, lost, or stolen.

TRANSPORTATION

It is important that students' method of transportation remain consistent each day. It is difficult for children to remember to attend day care one day and then ride the bus the next day. However, if there is a change in transportation, please send a note to the office with your child. No phone calls or email requests for transportation changes will be accepted. All transportation changes must go through the office. Do not send a Remind message to or email your child's teacher requesting transportation changes. There are many times that teachers do not check Remind or email until after dismissal.

LVE DRIVEWAY AND PARKING LOT ARE HANDS FREE ZONES! IT'S THE LAW!

*For the safety of our students, always stay off all cell phones & electronic devices during carpool. *

We urge you to let your child ride the school bus; however, students may ride only ONE bus. If you choose to carpool, please adhere to the following guidelines:

BEFORE SCHOOL CARPOOL 7:50-8:20



1. Stay to the right along the fence. Three buses are directed to pull up at one time. You may proceed cautiously around the buses once you have dropped your child off.
2. In the morning students are expected to exit the vehicle as directed. Encourage your child to exit and walk on the sidewalk to the front porch.
3. It is strictly prohibited to drop students off by the flagpole, walk them across the driveway, or put them out in the parking lot during intake & dismissal. THIS IS NOT SAFE! Cars and buses do not expect students to walk across from that direction.
4. Children will be unloaded on the passenger side only.
5. Park in a designated parking space before unloading snacks, projects, etc. Please do not stall or interrupt the carpool line.

AFTERNOON CARPOOL BEGINS AT 3:20

1. Please display the car tag with your child's name and grade in the front windshield.
2. Stay to the right along the fence in the afternoon.
3. If your car will be beyond the cone placed at the curve of our driveway, please proceed through the teacher parking lot, and stay on the inside curb behind the Lewis Vincent sign. As the cars move up, then proceed to the lane by the fence.
4. Children will be loaded on the passenger side ONLY. Parents are to stay in their car. We will NOT fasten seat belts. To keep the carpool line moving, pull up, and out of the way to fasten seat belts.

*Be courteous... stay in line and do NOT expect to walk across to get your child. You must wait your turn in line as we load 4 cars at a time.

- *All transportation changes must be submitted in writing to the office BEFORE 12:00 p.m. for a student to change their regular mode of transportation. We will not make changes via phone calls. ****NO NOTE — NO CHANGE OF TRANSPORTATION HOME!!!** ** If transportation needs to be changed, you may email Meghan.Marcotte@lpsb.org or Nicole.Mansur@lpsb.org with your request. You need to include all parties' contact information in the note. This is necessary to ensure the safety of our students.
- The bus driver must be given written permission (signed by the office) from the parents when a child is to deviate from his or her normal routine or regular bus stop.
- HABITUAL LATE PICKUPS OR BUS RETURNS WILL RESULT IN A REFFERAL TO TASC/FINS.
- DAYCARES: Parents are expected to let the daycare provider know if your child checks out because of an illness.

Afternoon Carpool/Daycare Rules

1. Keep your backpack closed at all times.
2. Sit in your grade level designated lines.
3. Sit quietly and listen for your name.
4. When you hear your name, walk to the designated number you are given.

Bus Rules

*****STUDENTS MAY RIDE ONLY ONE BUS*****

For a student to ride a bus home with a friend, we must have a note from both legal guardians. The bus driver needs to be notified in advance due to possible overcrowding. The note must be in the office BEFORE 12:00 p.m.

1. Stay seated when the bus is in motion. Follow driver's instructions when loading and unloading.
2. No food, drinks or gum should be brought on the bus.
3. Students are not allowed to make loud noises while riding the bus.
4. Students must have written permission authorized by the principal to get off at a stop other than their own.
5. Students are not allowed to put any body parts outside the bus.



6. Projects that are too large to hold in the lap should not be brought on the bus. Parents should bring and pick up these projects at the school.
7. Students are not allowed to bring glass containers on the bus.
8. Balloon bouquets will NOT be transported on the bus. Animals cannot be brought on the bus.
9. Do NOT throw objects on the bus or out of the windows.
10. Parents will NOT be allowed to remove or place a child on the bus except at the normal stop. Bus drivers have been given specific instructions not to load children at any point on the route other than the normal stop. Please do not expect to pull up behind the bus and load or unload your child.
11. Bus drivers are NOT allowed to blow their horns as a signal for students to come out for the bus. Students should be at the bus stop 10-15 minutes before the bus should arrive.
12. Students should NOT damage the bus in any way.
13. Students must be respectful to the bus driver.
14. All students in Grades Pre-K, Kindergarten, 1st, 2nd, and 3rd grade must have an adult present at the bus stop at all times. This is to ensure the safety and well-being of your child. Any student that doesn't have an adult present will be returned to LVE.

Bus Consequences:

1st School Bus Behavior Report	WARNING
2nd School Bus Behavior Report	Formal Recess Detention
3rd School Bus Behavior Report	Before School Detention
4th School Bus Behavior Report	Bus Suspension (1 day)
5th School Bus Behavior Report	Bus Suspension (2 days)

- *Severe Clause-Principal or Designee may suspend on the 1st Report depending on the severity of bus behavior.

VIEWING STUDENTS' GRADES AND ATTENDANCE ONLINE

You can view your students' grades and attendance online by going to <http://powerschool.lpsb.org/public/> and typing in their unique user ID and passwords. This information will be provided to you through the homeroom teacher.

VISITORS' PASSES

All visitors must check in at the school office in order to obtain a visitor's pass. This pass **MUST** be worn and visible. No one will be allowed in classrooms unless employed by or authorized by the Livingston Parish School Board. This is Livingston Parish School Board Policy.

WATER BOTTLES

Only clear, plastic resealable/closeable water bottles are allowed on campus. NO Stanley type cups of any kind are allowed.



WITHDRAWALS/TRANSFERS

If a student must withdraw from this school, the parent must pick up a transfer slip in the office. Please call the school office at least 2 DAYS before the official last day of the student. All books (textbooks and library books) must be turned in and all fees must be paid before the records will be forwarded to another school.

EMERGENCY PLANNING A Guide for Parents		
<ul style="list-style-type: none"> LPPS continues to strive to strengthen our emergency management plans on all our campuses. We appreciate your cooperation in making Lewis Vincent Elementary a safe learning environment for our children. If we must evacuate from our school for any reason, a designated site will be announced once students are safe. 		
<p>What type of drills/training will students participate in?</p> <p>This year, as in the past, each school will perform monthly drills that include: fire, restricted flow, lockdown, severe weather and bus evacuation.</p> <p>Fire/Building Evacuation</p> <p>A fire, gas leak or other chemical/biological hazard inside the building that requires building evacuation.</p> <p>Restricted Flow</p> <p>This is used for various situations to prevent direct threats/exposures from occurring on our campuses. Examples of use are medical emergency (keeping students out of halls and away from situation) dogs on the playground, suspect search near campus, suspicious noise heard near campus, etc. This procedure allows students to continue learning, but prohibits outside activity and reduces and sometimes prohibits visitors on campus</p>	<p>Lockdown</p> <p>Used when there is a probable threat to the campus.</p> <p>When lockdown is initiated; teachers and staff will gather students to the closest lockable area and lock all outer doors to that room, turn the lights out and students are instructed to stay quiet. The teacher/staff member stays with the students the entire time. There is no movement by students outside the lockable area until the lockdown has been lifted.</p> <p>Parents and visitors are not allowed to enter a school while it is in lockdown.</p> <p>If there is an evacuation, where will students go?</p> <p>Each school has identified numerous possible alternate locations. Law enforcement, fire and other parish authorities have been advised of these locations, but for security reasons it would be counterproductive to advise of these actual locations until emergency occurs. In the event that students must be moved to an alternate location, the school board will use the School Messenger System and the LPPS Facebook account to notify parents.</p>	<p>Should I pick up my child at school during an Emergency?</p> <p>We strongly encourage parents NOT to come to the school during an emergency unless directed to do so.</p> <p>While every parent's natural instinct in an emergency is to go to the school to safeguard his/her child, please understand that doing so may significantly alter the school's ability to respond to the situation.</p> <p>In addition, going to the school may interfere with the police or other emergency workers whose sole purpose is to assure the safety of the students and staff. Vehicles driving to the school, for example, will restrict access of emergency vehicles or school buses that are loading children for evacuation or to take them home. While it may seem logical that every student taken home by a parent reduces the workload of the staff, in a fast-moving situation that requires careful coordination and communication, extra vehicles and visitors to the school actually makes the task of keeping track of all students more difficult.</p> <p>Who reviews LPPS Emergency plans?</p> <p>Each school plan is reviewed by the school crisis team, the central office crisis leader, law enforcement, fire and other emergency responders.</p>
<p>Where can I get ACCURATE information during an emergency?</p> <p>The school board will utilize the School Messenger System and the LPPS Facebook page to notify parents of where to go get information on your</p>	<p>The link to on-line reporting is available on the LPPS website, but is also listed below: https://Lpsb-la.safeschoolsalert.com or 833-697-1589</p>	<p>What can I do to plan ahead?</p> <p>The two most important things you as a parent can do are to make certain your child's school and bus driver has up-to-date emergency contact and check out card information. Also, review with your child</p>



<p>student and to be reunited with your student. We will also utilize the media to get information out to our parents.</p> <p>LPPS works in conjunction with LPSO, Livingston Office of Homeland Security and Municipalities during an emergency. A good source of information from the school board can be found on the Livingston Parish Sheriff's Office Facebook page, the Livingston Parish School Board Facebook page, LPPS supplies LPSO with updated information for them to post.</p> <p>Do not go off of comments posted on Facebook pages. Only information posted directly by LPSO and LPPS is confirmed information.</p> <p>Ways to report threats of violence made to students(s) and or school(s)</p> <p>First, we hope that you feel comfortable enough to report any concerns/threats directly to your school's principal or administrative staff. If this is not feasible option, we now offer reporting via on-line or phone.</p>	<p>When reporting via on-line or phone, the more information you can provide will help us effectively investigate this situation.</p> <p style="text-align: center;">Bus Accidents</p> <p>When a bus accident occurs, LPPS' first actions are to account and care for each student on board. When students are on the bus during an accident, it is parish emergency response procedure that fire and ambulance services are sent to the scene. Students will be checked out and parents will be notified, but this notification may take time. If your student reports injury, you will be contacted immediately from the scene. It is not necessary to come to the accident scene as we will have a bus transport them from the scene to their destination.</p>	<p>those that are allowed to check them out when you are unavailable.</p> <p>Being prepared for emergencies is not only a requirement of the State but is also taken very seriously by the staff and administration of Livingston Parish Public Schools.</p> <p>The purpose of this guide is to assist in answering some questions that parents frequently ask about crisis situations.</p> <p>When disaster strikes, the first consideration for every LPPS staff member is the safety of the children in our care.</p> <p>Questions about the information contained in this guide should be directed to your school's principal.</p> <p style="text-align: center;">LPPS P.O. Box 1130 Livingston, LA 70754 (225)686-7044</p>
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