

# Walker Junior High School

## 2022 - 2023 Student Handbook



Walker Junior High School  
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**Livingston Parish Public School System**  
**Title I Family Engagement Policy**  
**2022-2023**

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

Under the direction and technical assistance of the Local Education Agency (LEA), each Title I school will have family members serve on the School Wide Committee, which will function to review the school wide 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 the Every Student Succeeds Act (ESSA) of 2015, the State of Louisiana Accountability Law, the curriculum used at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

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

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

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

**Livingston Parish Public School System**  
**Title I Family Engagement Policy**  
**(Política de Participación Familia)**  
**2022-2023**

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

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 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 comunicarse y trabajar con familias en condiciones de igualdad en las escuelas.

## CLASS SCHEDULE

HOUR	ROOM NUMBER	CLASS	TEACHER	Remind Code: Text the following code to 81010: ALL STUDENTS MUST SIGN UP FOR REMIND.

## USERNAME AND PASSWORD INFORMATION

	USERNAME	PASSWORD
School Computer		
School Email		
Google Classroom		
PowerSchool		
AR		
Clever		

## Parish wide Student Login Formats (also found on LPSB website)

<b>Computer</b>	<b>Username</b> -1st initial, last name (may have to add a number) Ex. Lkennedy2 <b>Password</b> -First 3 letters of first name (Cap. 1 <sup>st</sup> letter), last 4 digits of SS, Exclamation point Ex. Lyn1234!
<b>PLATO</b>	<b>Username</b> -Same as Computer Login <b>Password</b> -Same as Computer Login
<b>OnCourse</b>	<b>Username</b> - Same as Computer Login <b>Password</b> -Same as Computer Login
<b>Discovery Education</b>	<b>Username</b> - Student ID.lpsb <b>Password</b> -Student ID
<b>O365</b>	<b>Username</b> -LPSB email address (Computer Username@stu.lpsb.org) <b>Password</b> -Same as Computer Login
<b>AR</b>	<b>Username</b> -Student ID <b>Password</b> -1 <sup>st</sup> initial, last initial
<b>Type to Learn</b>	<b>Username</b> -Student ID <b>Password</b> -Student ID
<b>ThinkCentral (Go Math)</b>	<b>Username</b> -LPSB email address <b>Password</b> -Computer login password
<b>Rosetta Stone</b>	<b>Username</b> -Same as Computer Login <b>Password</b> -Same as Computer Login
<b>SpringBoard</b>	<b>Found in Clever</b>
<b>MindPlay</b>	<b>Username</b> -Same as Computer Login <b>Password</b> -Same as Computer Login
<b>Clever</b>	<b>Username</b> -Same as Computer Login <b>Password</b> -Same as Computer Login
<b>Google</b>	<b>Username</b> -Computer login username @livingstonschools.net (lkennedy2@livingstonschools.net) <b>Password</b> -Computer login password
<b>CommonLit</b>	<b>Found in Clever</b>

### Student Guide: Google Classroom

<b>Joining a Class</b>	<p><b>Option #1:</b>                      -Select the "+" sign on the top right corner                      -Select "Join Class"                      -type in the class code (provided by your teacher)</p> <p><b>Option #2:</b>                      -check your email for an invitation sent by your teacher</p> <p><b>Option #3</b>                      -go to classroom.google.com and log in with school google username and password.  <b>Username:</b> school login (first initial last name)@livingstonschools.net  <b>Password:</b> school password (you chose this)</p>
<b>Stream</b>	This is the main page in your Classroom. Teachers will post announcements and important information on this page.
<b>Classwork</b>	<p>This is where your assignments will be posted. Be sure to read the directions and complete all assignments by selecting the posted Classwork.</p> <p><b>Private Comments</b>                      Each Classwork has a place to ask a private question. Only your teacher can see this question. Their response will show up under your question.</p> <p><b>Types of Classwork</b>  <b>*View Material:</b> This just means that material is being shared for you to read or watch. You do not need to submit any work for this type of Classwork.  <b>*View Assignment:</b> You will either complete the assignment using the attached document or you will create your own based on the given directions. If you create your own, be sure to add the assignment so it is uploaded for your teacher to see. Once completed, do not forget to select "Turn In" OR "Mark as Done" Many students forget this part and the teacher does not know if you are finished or not.  <b>*View Question:</b> Sometimes a teacher is just asking a question. Be sure to fully answer the question and post your answer.</p> <p><b>Grades and Teacher Comments</b>                      As teachers grade and comment on your completed work, you will receive an email OR you can go to your assignment and open it up under Classwork to see your grade and any comments.</p>
<b>People</b>	<p>This allows you to quickly email your teacher by using the mail icon next to their name.</p> <p>You are also able to see the other students that are in the same Classroom.</p>
<b>Settings</b>	<p>To access your settings, select the three lines on the top left corner. The settings gear is at the bottom.</p> <p>This is where you can change your profile picture. You can also change your notification settings by clicking the icon from blue to gray. Many students like to change their email settings. Everytime a post is made in any of your assigned Classrooms, you will receive an email which can become overwhelming. You can change the blue to gray next to "receive email notifications" to stop these emails. Just make sure you are still checking your Classrooms daily for announcements and assignments.</p>
<b>Google Apps</b>	You can download Google Classroom, Docs, Slides, Drive, Sheets, etc. to your phone for free. This is a great way to keep up with assignments.
<b>Proper Etiquette</b>	<p>*This is not social media or texting your friends. All comments should use proper grammar and be related to the topic.                      *Classwork should be fully completed and turned in on time.                      *Classrooms should be checked daily for new announcements and Classwork.</p>

### **Vision:**

Walker Junior High School is a community developing lifelong, responsible learners with the knowledge and skills required for productive citizenship in a changing world, through rigor, relevance, and relationships.

### **Mascot:**

Wildcats

### **School Colors:**

Green and White

The faculty and staff of Walker Junior High School welcome you! We expect all students to become familiar with all aspects of this handbook. The following list of procedures, policies, and expectations will help you succeed at Walker Junior High School.

Walker Junior High School does not tolerate bullying, harassment, or intimidation of any kind on its campus. Students should report such behavior to a teacher or administrator and it will be investigated and appropriate action will be taken.

**Any situation not covered in this handbook will be dealt with by a member of the administrative team.**

### **Bell Schedule**

**6:55** Students may arrive on campus

**7:24 – 8:19** 1st Hour

**8:22 – 9:14** 2nd Hour

**9:17 – 10:09** 3rd Hour

**10:12 – 11:04** 4th Hour

**11:07 – 12:34** 5th Hour (Lunch)

**12:37 – 1:29** 6th Hour

**1:32 – 2:24** 7th Hour

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The Livingston Parish School Board does not discriminate on the basis of age, race, religion, national origin, disability or gender in its educational programs and activities (including employment and application for employment), and it is prohibited from discriminating on the basis of gender by Title IX (20 USC 168) and on the basis of disability by Section 504 (42 USC 794).

The Title IX Coordinator is Bruce Chaffin ([bruce.chaffin@lpsb.org](mailto:bruce.chaffin@lpsb.org)),  
Assistant Superintendent

The Special Education Director is Dr. Eric Penalber  
([eric.penalber@lpsb.org](mailto:eric.penalber@lpsb.org))

The LPPS 504 Coordinator is Marcia McKnight  
([marcia.mcknight@lpsb.org](mailto:marcia.mcknight@lpsb.org))

Any individual having a question about this policy or concern that the policy is not being followed should immediately contact the Superintendent at 13909 Florida Blvd., Livingston LA 70754, or by calling (225)686-7044.

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## School Calendar 2022-2023

All Students Tuesday, August 9, 2022  
First Semester Ends Tuesday, December 20, 2022  
Second Semester Begins Friday, January 6, 2023  
Second Semester Ends Friday, May 26, 2023

### School Holidays:

Labor Day	September 5, 2022
LPPS PD Day	September 21, 2022 (Full Day)
Livingston Parish Fair	October 7, 2022
Federal Election Day	November 8, 2022
Thanksgiving	November 21 – 25, 2022
Christmas and New Year's	Dec. 21, 2022 - Jan. 5, 2023
Martin Luther King Day	January 16, 2023
Mardi Gras	February 12-16, 2023
LPPS PD Day	March 1, 2023 (Full Day)
LPPS PD Day	March 29, 2023 (Half Day)
Easter	April 7 – April 14, 2023

### Student Rights and Responsibilities:

Right: Students have the right to pursue, through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program.

Responsibility: In order to obtain a quality education, students must (1) be **on time** when time is involved, (2) do **whatever is asked** by school personnel the very first time it is requested, and (3) **obey** at all times school and school board policies.

It is the goal of this administration, faculty, and staff to provide each student with a quality education and to see that these students grow in a mature and responsible fashion.

# General Information

## **Fees: Paid Online**

WJHS assesses each student an instructional fee that covers class fees, student ID and planner, copy paper and machine maintenance, postage, scantrons, medical and sanitary supplies, etc. Some elective courses may require additional fees.

Payments should be made online through the “Online School Payments” link found on our site at [www.walkerjuniorhigh.org](http://www.walkerjuniorhigh.org). If you are unable to pay online, please contact the school at 664-0243 to discuss other payment options.

## **Address Change:**

Students must inform the office and present documentation of a change of address or phone number. For security reasons, only persons listed with phone numbers on file in the office will be allowed to check out students.

## **Insurance:**

The school is not responsible for hospital or doctor bills due to accidents that happen on the school premises. However, students are given an opportunity to enroll in one of several accident benefit plans, which cover accidents at school and school-sponsored events. It is the student athlete’s responsibility to maintain adequate insurance coverage when participating in any extra-curricular activities. Insurance brochures are given to all students on the first day of school, and to all new students when registering.

## **Library:**

The function of the library is to assist the students and teachers with resources and media to enhance the learning process. The library is open to student use every morning from 6:55-7:20.

## **Textbooks:**

Textbooks are loaned to students at the beginning of each school term.

Books that are damaged, lost, or destroyed must be paid for by the student before a replacement can be issued.

If a student returns a book that belongs to another student, he/she is still responsible for the original textbook checked-out to him/her.

Once the textbooks are issued, students need to make sure that their textbooks are free from water damage, mold, excessive writing, binding issues, and any other defect because the student will be held responsible for any unreported damage.

### **Stairway Procedures:**

When using the main building, each student will walk up the east stairs, which are located outside the office. Each student will walk down the west stairs, nearest the cafeteria. **Noise should be kept to a minimum in the main building.**

### **Lunchroom procedures:**

Follow directions the first time they are given.

Walk in a quiet, orderly manner.

Speak in a soft voice when seated.

Clean your lunch area.

Remain seated until dismissed by the person in charge.

Drinks purchased in the cafeteria (other than water) must be discarded in the cafeteria.

### **Students will not be allowed to charge breakfast or lunch in the cafeteria.**

Sack lunches should be properly stored at all times. State and federal school food guidelines prohibit sodas as part of a student's lunch. Any student who brings items from off campus or who fails to keep "sack" lunch items properly stored will have those items confiscated. Repeated offenses may result in further disciplinary action.

### **Candy and Gum:**

Candy and gum should not be brought to school or consumed on campus.

### **Telephone:**

Cell phone use is not allowed on campus. School telephones are to be used for official business only. However, students will always be called to the phone in case of an emergency. The office phone is also available for students to use in case of a personal emergency.

### **Visitors:**

All visitors must report immediately to the office upon arriving on campus. Students are not allowed to bring guests on campus.

### **Medication Policy:**

The Livingston Parish School Board states that students cannot take, have in their possession, or be given any prescription or non-prescription medication (Ex. Tylenol, aspirin, cold medication, ointments, etc.). These can only be administered by a designated school official during school hours for students who have a completed medical authorization form on file in the office. A parent or guardian must bring medicine to school. All medication must be picked up by parent/guardian at the end of the school year, or it will be discarded.

Any violation of this policy will result in disciplinary action.

Students in possession of any medication (prescription or over-the-counter) will be subject to disciplinary action.

On the “Parents” page of the school system’s website, there is a link to Livingston Parish’s school health rules.

## **Academics**

### **Progress Reports Issued:**

September 8, 2022  
November 11, 2022  
February 7, 2023  
April 25, 2023

### **Report Cards Issued:**

October 18, 2022  
January 13, 2023  
March 22, 2023  
June 2, 2023

### **Grading Scale:**

#### **Regular classes**

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

#### **Honors**

90 – 100 A  
80 – 89 B  
70 – 79 C  
60 – 69 D  
0 – 59 F

### **Cheating/Plagiarism:**

Each student is expected to do his or her own work unless specified by the teacher. Any student who cheats, copies another's work, or allows another student to copy their work may receive a **zero** for that assignment or test.

### **Due Dates:**

*Reminder – If an assignment has a due date, then that is the day it is due. If it is late, you may not receive full credit. You need to become accustomed to meeting deadlines; do not wait or procrastinate!*

### **Homebound:**

Homebound students will not be permitted to attend field trips, school dances, etc. Classes for homebound students will be determined by the administration and will have the student's best academic interest in mind when determining homebound courses assigned. Performance courses such as band, choir, PE, etc. will not be offered as homebound courses.

### **Homework/Classwork:**

Any assignment given by a teacher must be completed by each student. Work assigned should be considered an extension of the current lesson. Learning does not occur in isolation, rather in collaboration with many things. Each teacher is held accountable for providing each student with the opportunity to learn; each student must take responsibility to learn.

### **Athletics**

1. Students must have a 1.5 GPA, and may not have more than one F for a nine-weeks grading period in order to be eligible to participate in athletics.
2. Students 15 years old before September 1 of the current school year cannot participate in 8<sup>th</sup> grade athletics.
3. Students 14 years old before September 1 of the current school year cannot participate in 7<sup>th</sup> grade athletics.
4. Students 13 years old before September 1 of the current school year cannot participate in 6<sup>th</sup> grade athletics.
5. All participants in athletics must have proof of insurance coverage.

## Attendance

The Livingston Parish School Board lists personal illness with a doctor's note, death in the immediate family with a copy of the obituary, religious holidays, and extreme emergencies as legitimate excused absences.

Students who are returning from an unexcused absence should bring a note written by a parent or guardian upon returning to school. Notes written by parents or guardians should be turned in to 1<sup>st</sup> Period teachers and are due the day the student returns to school after an absence. **Notes written by a parent or guardian allow a student to make up missed work, but the absence will still be unexcused for attendance purposes.**

Absences are recorded **each period**. Due to check-in/outs, a student may be over the limit of absences and receive no credit in one period while remaining eligible to receive credit in others. Any student missing 30 or more minutes of a period will be considered absent for that class.

***Perfect attendance is subject to attendance in every period. No check out or check in days.***

### **ABSENCES/EXCUSES:**

Any student with more than 10 unexcused absences in any class will receive no credit for that class. **A student who is returning from an excused absence must turn in the excuse to the office within 5 days of returning to school from the excused absence.**

When turning in a doctor's excuse, it should be an original excuse or it must be faxed directly from a doctor's office and include a verifiable phone number. Make sure your name and the date(s) you were excused is provided. **Do not alter excuse information in any way (name, date, etc.) or turn in forged excuses. This action will result in suspension.** All excuses are subject to verification.

**\*\*\* Any assignments/tests missed during an absence will have a grade of 0 recorded in the gradebook until they are made up and graded.\*\*\***

### **Check-In:**

If you are late for school and do not have a doctor's excuse you will receive a tardy. All students who *check-in* to school must be **signed** in by a **parent or guardian** in the office.

### **Check-Outs:**

If you are sick we will call home for you, but please try to stay in school because you may fall behind when you are not here. If it is necessary for a student to leave school during school hours because of illness or some other emergency, he/she should follow these rules:

1. Ask the teacher for permission to go to the office.
2. The student should go to the main office, complete the checkout board completely, and return to class.
3. The office will call the student's parent/guardian and will call the student to the office when someone arrives to check them out. **\*Only adults on the approved form with proper identification will be allowed to check the student out.** Students are not allowed to walk home for check outs.

**Students should never call home to check out using a cell phone.**

If a student checks out of school and returns that day, he/she must present a doctor's excuse when checking back in.

### **Tardies:**

If a student enters a class after the tardy bell has begun to ring, he/she is considered tardy. The following actions will be taken for students with any combination of excessive tardies:

- 5<sup>th</sup> & 6<sup>th</sup> tardy – After school detention
- 7<sup>th</sup> & 8<sup>th</sup> tardy – Monday clinic
- 9<sup>th</sup> tardy – Saturday clinic
- 10<sup>th</sup> and thereafter – suspension

## **Discipline**

### **Disciplinary Code:**

It should be understood by all students that all teachers are obliged to carry out any and all policies of this school and that the students are obliged to take instructions from any teacher or school personnel. This includes bus drivers, custodial staff, lunchroom workers, and paraprofessionals. The administration reserves the right to change the Discipline Policy according to the requirements of the Central Office and recognizable need for the smooth operation of the school. Offenses involving illegal activities may result in police action in addition to school disciplinary measures.

## **Behavior Expectations:**

1. Students should keep their hands and feet to themselves.
2. Students are to walk on campus at all times.
3. Students will show respect toward all school personnel. Disrespect towards school personnel will not be tolerated.
4. Profanity, written or verbal, vulgarity, written or verbal, will result in a suspension. For example, if you write a note or are in possession of a note that has profanity/ vulgarity, you will be suspended.
5. School rules apply on the bus. The safety of other students will not be compromised for any behavior. You will be dismissed from riding the bus.

## **Offenses:**

- Leaving campus or class without permission
- Profanity or obscenity (verbal/written)
- Forging/altering school documents
- Dress code violations
- Consistent failure to bring materials to class
- Sleeping in class
- Physical contact/physical display of affection (hugging, kissing, etc.)
- Gum/ Candy/ Other object in mouth
- Shirt not tucked in
- Possession of electronic devices such as cell phones, etc.
- Skipping school
- Gambling
- Destruction of school property
- Failure to complete punish work
- Blatant disrespect or willful disobedience towards any school employee
- Failure to report to an after school clinic (alternative to suspension)
- Fighting
- Possession/use of tobacco
- Indecent behavior
- Attending a school function during a suspension
- Harassment (sexual or otherwise)
- Committing other serious offenses as determined by the administration
- Any behavior that endangers others
- Being under the influence of/using/possession/distribution/intent to distribute alcoholic beverages, prescription medication or "LOOK ALIKE" drugs
- Any violation of the medication policy
- Any violation of the state and parish guidelines on student discipline
- Any behavior that is unbecoming of a WJHS student

**Students failing to cooperate in investigations involving school personnel are subject to disciplinary action.**

### **Disciplinary Actions:**

Students may be subject to the following disciplinary actions for various offenses:

1. Conference
2. Detention- After school (1hr), Monday (2hr) Saturday (3hr)
3. Suspension
4. Recommendation for expulsion

### **Detention:**

After school clinic will be assigned for minor offenses. Any violation of the rules governing the detention may result in a suspension. Detentions begin promptly at the end of school and end at 3:30.

Monday/Saturday clinic will be assigned primarily for more serious or repetitive offenses and will be used as an alternative to suspension at the discretion of the administration. Failure to attend or any violation of rules governing the clinic may result in suspension from school. Monday Clinic begins promptly at the end of school and ends at 4:30. Saturday Clinic is 8:00 to 11:00.

### **Suspensions/Expulsions:**

- The student may not return to WJHS campus.
- The student may not attend or participate in any school activity on or off campus.
- The student may make up any grades missed during the period of the suspension for partial credit.
- The suspension begins at the end of the school day the student receives the suspension form.

Walker Junior High School will attempt to notify a suspended student's parents by telephone as well as by written notices. For infractions that do not involve suspensions (clinics/detentions), written notification will be sent home with the student. A parent/guardian signature is requested on written notification applicable to clinics or detentions. Please be aware of dismissal times for clinics and detentions and make arrangements for someone to pick you up on time.

### **Personal Electronic 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.

Unless authorized by the school principal or his/her designee, any cellular telephones and/or other personal electronic devices in use (Must be in OFF POSITION) 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. Parents or a designated adult may retrieve the device no earlier than the end of the academic day on the date of the offense 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

1<sup>st</sup> Offense: Monday Clinic

2<sup>nd</sup> Offense: Suspension

Any subsequent offense: Suspension

**Students caught taking or participating in videos, pictures, talking on cell phones, or texting on campus can be subject to immediate suspension at the administration's discretion and bypass progressive disciplinary actions for cell phone possession.**

Refusal to relinquish the device will be a minimum 1 day suspension. Depending on the location of the offense and the reasonable suspicion generated by the nature of the offense, a recommendation for expulsion may be made.

The earliest a phone may be returned will be the end of the academic day on the date of the offense.

**No Smartwatches** (including Apple Watches, Samsung, or Fitbits, etc.)

**Watches may not:**

- a. have internet connectivity
- b. take images
- c. send or receive texts or images

**Drugs and Alcohol:**

Both are prohibited on school grounds and school sponsored activities including football games and dances. This includes being under the influence of any drug or alcoholic beverages.

- Any students in possession of alcohol or under the influence will be suspended from school and will be required to get an assessment from an approved agency; this is for first offense only.
- State Law and parish policy will be followed. A copy of the parish policy will be sent home for parents to review, sign, and return to school.

**Consequences:** Students sixteen (16) years or older will receive a 4 semester expulsion; those under 16 will receive a 2 semester expulsion.

**Search and Seizure:**

You or your belongings can be searched and your property can be taken if it violates school board policy. Be very careful if you take something from another student because it becomes yours if you are caught with it.

Any evidence confiscated by school personnel may be subject to being turned over to the authorities. Any student and their belongings are subject to being searched if school personnel have reasonable suspicions of any material that may violate school policy.

**Weapons on Campus:**

Weapons are prohibited on campus and district policy will be followed. Please report anyone carrying a weapon on campus to your teacher or the office. It will be confidential and could possibly save lives.

## Dress and Grooming

All students are expected to adhere to the LPPS uniform and grooming policies found on the **LPPS website**. The policy of the Livingston Parish School Board shall be that no mode of attire shall be considered proper for school wear that disrupts the classroom and/or the school's positive learning environment. In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision based on this policy as to what is considered proper or improper dress according to the guidelines provided.

### Dress Code/Personal appearance:

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

- Appropriate footwear must be worn to school (no shower shoes, flip-flops).
- Caps, hats, unprescribed glasses are not permitted.
- Patches, decorations, slogans, symbols, tags, marks, or advertisements are prohibited. (Examples: beer, cigarettes, drugs, obscene suggestions, sexual connotations, political, etc.)
- Earrings are allowed for students provided they are not a safety concern or a distraction on campus.
- Piercings, other than ears, are not permitted. Clear (concise stud only) pierce hole fillers are allowed for nose rings.
- 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.
- 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.
- Neatly groomed facial hair is acceptable, including mustaches, beards and goatees.
- Tattoos that are vulgar, obscene, political, offensive or otherwise disruptive to the school environment are not permitted and must be covered at all times.
- Foundation garments must be worn.

- Styles of dress and grooming never should be such that they represent a collective or individual protest.
- 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.

### **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) - Middle/Junior High and High school students shall be required to tuck in shirts.
- Oxford/dress shirt (short or long sleeves) 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. No long sleeve under-shirts.
- If applicable, school issued spirit shirt may be worn in place of the uniform polo on designated day set by the principal.

### **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.
- 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- No tatters.

### **Belts:**

- 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:**

- **Hoods are not allowed to be worn on campus.**
- Solid Navy blue or White (¾ 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 (Walker Jr or Walker Wildcats) 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 (trench coats are prohibited)
- Vests/jackets/sweaters/coats that zip/button/snap from top to bottom may be any color and with hood.

### **Dress Code Infractions:**

- |   |            |
|---|------------|
| ▪ 1 <sup>st</sup> – 3 <sup>rd</sup> Offense | Warning    |
| ▪ 4 <sup>th</sup> – 6 <sup>th</sup> Offense | Detention  |
| ▪ 7 <sup>th</sup> and additional Offenses   | Suspension |

## **Livingston Parish Public Schools Health Rules** **(Covid Guidance will preempt the normal guidelines)**

Guidelines to help determine when children should not attend school:

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

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

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

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

**Rash/Lesions:** A student with an undiagnosed rash or lesion will not be allowed to stay at school. Skin rashes or lesions will be considered possibly contagious until a student has seen his physician and has a note that it is ok to return to school.

**Medication:** If your child needs to take medications for chronic conditions at school please contact your school nurse. State law requires a *medication administration form* be completed by the Physician and parent. This includes prescription and over-the-counter medications. If a student is prescribed a new medication, they must remain at home for 12 hours after the first dose to be observed for adverse reactions.

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

## Livingston Parish Public Schools Health Rules (con't)

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

Students entering school for the first time shall present a completed or up to date immunization record. All students entering 6th grade AND 11 years old or any student that is 11 years old (regardless of grade) shall present evidence of age appropriate vaccinations including a Tdap Booster, Meningitis vaccine, and a second varicella (chickenpox). Students that have not received proper immunizations may not be allowed to come to school if there is an outbreak of a communicable disease at school (Chickenpox, Measles, Pertussis, etc.). By state law, these students must be excluded from the school setting. These absences may not be excused. Parents of students that are unable to receive their immunizations due to medical, religious, or personal reasons must submit a written letter of dissent that has been notarized. If this dissent is due to a medical reason, a written statement from the doctor must be received.

**Vision/Hearing:** Students vision and hearing are screened by the school nurse in Pre-K, Kindergarten, 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 EpiPen or Benadryl during the school day. A SPECIAL DIET ORDER form is required annually from a physician if your child has specific food allergies.

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

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

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

## School Counselor

Our School Counselor is concerned about each student's emotional well-being, academic progress, and personal and social development and wishes to assist students in making the most of their educational experience. Students will participate in the school counseling program on a regular basis. Students wishing to schedule an individual meeting with the counselor should do so by having one of their teachers send an e-mail with their name and, if necessary, the nature of the request. The school counselor will schedule an appointment at the earliest available time.

The following specific activities are offered:

- Periodic classroom presentations related to positive, personal growth and development
- Individual and group counseling
- Facilitation of Parent/Teacher/Student conferences
- Provide appropriate information on education planning and careers
- Consultation services concerning the growth and development of students

Parents/Guardians may be contacted regarding students for, but not limited to, the following:

- Excessive absences
- Assistance needed in specific areas to help child achieve success in school
- Concern regarding your students emotional well-being or behavioral issues
- Schedule parent/teacher conferences

School Counselors are not able to provide the following services to students or to the parent/guardian:

- Testifying in court in child-custody matters
- Providing intensive long-term counseling services when they are needed by the child

## Scheduling

It is the position of the Walker Junior High School Comprehensive School Counseling Program to promote academic success for all students. The following factors do not prevent a student from being scheduled in courses during scheduling: *race, color, national origin, sex or disability*. Student schedules are determined solely by academic performance, course availability/conflict, student interest and Individual Education Plans. Access to facilities will also not prevent a student from being scheduled or participating in a course. Instead, sections will be offered to accommodate any concerns regarding accessibility.

If parents have questions about this program or need to schedule a parent conference, please call 664-0243.

## Transportation

**Any change in transportation must be in writing, signed by a parent/guardian, and authorized by the administrative staff. All notes should be turned in to the office at the beginning of the school day and they will be verified by phone.**

If a student chooses transportation other than the school bus, extenuating circumstances for tardiness will not be excused. This includes traffic, trains, etc.

### **Carpool:**

The **entrance** to carpool is located at the corner of Stump Street and Wildcat Drive (Corner by Walker Elementary). Please be mindful that **exiting carpool** is a left turn only.

### **Walkers:**

Walkers may not exit campus until all bus loads have departed.

## **Bus:**

The school bus is an extension of the school. The bus driver is an authorized school employee. All school rules apply on the bus, while students are waiting for the bus, or immediately upon exiting the bus. For the safety of all students, behavior unbecoming of a WJHS student will not be tolerated and disciplinary action will be taken.

## **Rules for Bus Riders:**

- Cooperate with the driver. (Your safety depends on it)
- Be on time, the bus will not wait.
- Follow the driver's instructions when loading and unloading.
- Be quiet and well behaved. Do not damage the bus in any way. You are responsible for your damages.
- Remain seated while the bus is in motion.
- Do not extend arms, head or objects out the windows or doors.
- Keep the center aisle clear of feet, books, or objects that may obstruct the walkway.
- Keep your hands, feet and possessions to yourself.
- Do not eat or drink on the bus. Food, drinks and gum are not allowed on the bus.
- Do not throw anything in the bus or out the bus windows or doors.
- All school rules apply on the bus and at the bus stop.
- The following items are not allowed on the bus:
- Alcohol, drugs, tobacco, tobacco products, matches or lighters , glass objects (except eye-glasses), pets (cats, dogs, etc.), weapons (including knives), objects too large to be held in your lap or placed under the seat.

## **Rules for Students at Bus Stops:**

- Be at your bus stop at least 10 minutes prior to the normal arrival time of your bus.
- Wait quietly on the sidewalk or if a sidewalk is not present, wait at least 3 giant steps (6 feet) off the roadway.
- Avoid pushing, shoving, fighting or rough play while waiting at the bus stop.
- Be careful of private property such as flowerbeds, shrubs, etc.
- Beware of moving vehicles and pedestrians exhibiting unusual behavior.
- When the bus arrives, board the bus according to your driver's instructions.
- Wait until the bus stops, the door opens, and the driver signals you to begin loading.
- Board the bus in single file and avoid pushing and shoving.
- Be careful when stepping up on slippery steps in wet weather.
- Use the bus handrails at all times when boarding the bus.
- If you have to cross the roadway to board the bus, cross in front of the bus. (At least five giant steps (10 feet). Wait for the bus driver to give you the universal crossing signal before you begin to cross.
- Always look in both directions for oncoming vehicles before crossing.
- Never cross the road behind the bus.
- Be sure that the bus driver can see you at all times.
- Once on the bus, go directly to your assigned seat, sit down, keep your hands, feet and possessions to yourself and remain seated and quiet.

## **Rules for Students Exiting the School Bus:**

- Remain seated in your assigned seat until the bus stops at your designated bus stop.
- Once the bus has stopped, proceed promptly and orderly to the front of the bus.
- Be careful when stepping down on slippery steps in wet weather.
- Use the bus handrails at all times when exiting the bus.
- Be careful that clothing with drawstrings and book bags with straps do not get caught in the handrails or doors.
- If you have to cross the roadway, cross in front of the bus. Walk at least three giant steps (6 feet) away from the side of the bus and at least five giant steps (10 feet) in front of the bus. Wait for the driver to give you the universal crossing signal before you begin to cross.
- Always look in both directions for oncoming vehicles before crossing.
- Never cross the roadway behind the bus.
- Be sure that the bus driver can see you at all times. Wait for the driver to give the universal signal before you begin to cross the roadway.
- If you drop something near the bus, tell the bus driver. Never try to pick it up without telling the driver because the driver may not be able to see you.
- Walk directly home by the safest route. Do not go to your mailbox or to a friend's house.
- Beware of moving vehicles and pedestrians exhibiting unusual behavior.
- Have written permission and have it authorized by the principal to get off at a stop other than your own.
- Never use the emergency doors unless in an emergency.

## **LPPS Acceptable Use Summary**

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 security settings to bypass filtering or 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:**

Any user violating these provisions, applicable state and federal laws, and district rules shall be subject to loss of network privileges and any other system disciplinary options, including criminal prosecution.

### **Procedures that have been adopted to enforce the policies include:**

- A. Principals will discuss CIPA and Acceptable Use with the staff to explain their responsibilities. Teachers sign a form with the items discussed and their responsibilities listed.
- B. Teachers will disseminate the information to students. As documentation of discussion, students in grades 3 and above must sign a statement that they have been informed of and understand their responsibilities as network users. This form also contains a list of items discussed.
- C. **LPPS also maintains a robust software platform that filters inappropriate material and blocks its access for all users. This software scans emails and internet sites for key words and identifiers. The district reviews filtering reports and internet use regularly to insure protection for students and appropriate use by staff.**
- D. All photos of students on school websites will be unidentified unless a permission form has been completed.
- E. It is the responsibility of the parent to go to the school in person and sign a form if you want to:
  - a. Deny your student access to the internet and email system.
  - 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.

### **Computer Access and Use**

The Livingston Parish School Board believes it is necessary for all persons to become aware of acceptable use of computers. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures.

## Electronic Communication

**LPPS policy** states that no student shall use or operate any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any elementary, middle or secondary school building, or on the grounds thereof or in any school bus used to transport public school students, unless in the event of an emergency as declared by the principal or his/her designee or after regular school hours as directed by a school official. A violation of these provisions shall be grounds for disciplinary action, including but not limited to, suspension from school. A properly authorized medical device worn by a student shall not be in violation of this policy.

Audio and video recordings are not allowed at Walker Junior High School due to possible violations of FERPA and HIPPA, both of which regulate and protect the right to privacy for adults and minors. Any audio or video recordings at WJHS require the prior approval of the Principal.

## PowerSchool Parent Portal

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades, and detailed assignment descriptions. Students are able to stay on top of assignments and parents are able to participate more fully in their student's progress.

### How to Log In to PowerSchool Parent Portal:

How to Create a Parent Account

1. **Navigate to the PowerSchool login page:** <https://powerschool.lpsb.org>
2. **Click on the "Create Account" tab and then on the "Create Account" button.**
3. **Enter the following information under the "Create Parent Account" section:** First Name, Last Name, Email (must be unique), Desired Username (must be unique), Password, Re-enter Password
4. **The second section shown on the page, "Link students to Account," requires that the information for at least one student be provided, and includes the following:** Student Name, Access ID -provided by your school, Access Password- Provided by your school, Relationship

## Helpful Websites

Walker Junior High School:	<a href="http://www.walkerjuniorhigh.org">www.walkerjuniorhigh.org</a>
Livingston Parish Public Schools:	<a href="http://www.lpsb.org">www.lpsb.org</a>
Online School Payments:	<a href="http://osp.osmsinc.com/LivingstonLa/">http://osp.osmsinc.com/LivingstonLa/</a>
Free Online Homework help:	<a href="http://www.homeworkla.org">www.homeworkla.org</a>
Louisiana Dept. of Education:	<a href="http://www.louisianaschools.net">www.louisianaschools.net</a>
Information on Dating Violence:	<a href="http://lcadv.org/teen-dating-violence/">http://lcadv.org/teen-dating-violence/</a>

## Child Find

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

If you have a child or know of a child between the ages of 3 and 5 years old who seems to have difficulty learning, help is available. Contact Heather Thibodeaux, the Livingston Parish Public Schools Preschool Child Search Designee at (225) 686-7600 ext 146. If your child is school-aged, contact your home-based school district regarding these concerns.

## EMERGENCY PLANNING A Guide for Parents

LPPS continues to strive to strengthen our emergency management plans on all of our campuses.

### **What type of drills/training will students participate in?**

This year, as in the past, each school will perform monthly drills that include: fire, restricted flow, lockdown, severe weather and bus evacuation.

#### *Fire/Building Evacuation*

A fire, gas leak or other chemical/biological hazard inside the building that requires building evacuation.

#### *Restricted Flow*

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.

#### *Lockdown*

*Used when there is a probable threat to the campus.*

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.

**Parents and Visitors are not allowed to enter a school while it is in lockdown.**

### **Who reviews LPPS Emergency Plans?**

Each school plan is reviewed by the school crisis team, the central office crisis leader, law enforcement, fire and other emergency responders.

### **If there is an evacuation, where will students go?**

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 counter-productive to advise of these locations until the actual 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.

### **Should I pick up my child at school during an Emergency?**

We strongly encourage parents **NOT** to come to the school during an emergency unless directed to do so.

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.

In addition, going to the school may interfere with police or other emergency workers whose sole purpose is to assure the safety and well being of 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 make the task of keeping track of all students more difficult.