

2011-2012

Student/Parent Handbook



South Fork Elementary
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Office (225)664-2281 Fax (225) 664-2282

South Fork Elementary School

2011 – 2012

Dear Parents and Students,

Welcome to South Fork Elementary! We are looking forward to a great year full of wonderful learning experiences.

This Student/Parent Handbook has been prepared to foster a good working relationship between the school, students and parents. This handbook outlines our expectations by clearly explaining rules, procedures and other school information. Please read it carefully and refer to it as needed.

We look forward to a successful school year with the continued support of our parents and the Walker community.

Please do not hesitate to contact the school at 664-2281 if we can be of assistance to you.

Allison Raborn
Principal

Office Staff:

Allison Raborn – Principal
Misti Thomason – Principal Designee
Eton Vicknair – Financial Secretary
Robin Vucinovich – Secretary

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South Fork Elementary Beliefs

The faculty and staff of South Fork Elementary believe all children:

- *can learn
- *need someone to believe in them
- *must be taught to believe in themselves
- *need to be challenged
- *will perform to the expectations we set for them
- *need a safe and nurturing learning environment
- *learn respect when it is modeled for them
- *must be taught good character and molded to become good adults

We believe that we teach children not subjects. We believe that educating children is a team effort between the school, families and the community.

South Fork Elementary Mission Statement

South Fork Elementary, in partnership with its parents and the community, will provide a safe, nurturing, and positive learning environment where students are challenged to achieve their personal best.

School Hours

School begins at 8:25 a.m. and dismisses at 3:25 p.m.

School Attendance Policy

School attendance is very important. 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 will reduce the number of days that a student can be absent during the school year. This policy states that students must be in attendance 167 out of 177 days during the school year unless there is an extenuating circumstance. These extenuating circumstances may include:

- Extended leave from school for physical illness
- A hospital stay
- Recuperation from an accident
- A contagious disease in the family
- Death in the family (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. We will only accept excuses up to 5 days after the student has been out. If an excuse is faxed, it must come straight from the doctor's office, nowhere else. Also, there must be NO alterations on the excuse to be accepted. Suspensions are considered unexcused absences. There is also a provision that would allow athletes to miss school time for an athletic event sanctioned by the Louisiana High School Athletic Association. All other activities will be considered unexcused absences.

Students who are habitually absent or tardy will be reported to the FINS Department and the 21st Judicial Court System. Students who are not present the minimum of 167 days are automatically retained unless absences are excused and assignments are made-up satisfactorily.

EXCUSES

All absences require a written excuse, to be turned in to the child's teacher on the day he/she returns. All excuses are kept on file. This note must contain the student's name, the date(s) of absences, the reason for the absence, and the signature of the parent or guardian. We will only accept excuses up to 5 days after the student has been out. If an excuse is faxed, it must come straight from the doctor's office, nowhere else. Also, there must be NO alterations on the excuse to be accepted. Suspensions are considered unexcused absences

MISSED ASSIGNMENTS

Parents must call before 10:00 a.m. for assignments when a student has been absent for two or more days. These may be picked up in the office after 1:00 p.m. Students will make up all work missed when absent. It is the student's responsibility to check with their teacher(s) to receive missed work. Students will have the same number of days to complete missed work that they were absent.

ARRIVAL

Students must not arrive before 7:55 a.m. as there will be no teacher on duty before that time. Upon arrival, students are to report to their assigned area for each grade level. Students who eat breakfast at school are to eat breakfast first and then report to their assigned areas. Carpool students may not be dropped off if a teacher is not on duty. Please do not drop off any children in the bus loading area.

TARDY, CHECK-IN AND CHECK-OUT PROCEDURES

Students are tardy if they arrive to school after 8:25 a.m. Students arriving late to school must be accompanied by an adult and signed in through the office. Any student not reported tardy by the office will be counted absent. Students will be responsible for completing missed assignments because of tardiness.

Five un-excused tardies, five unexcused early check-outs, or a combination of both, per semester constitutes sufficient grounds for suspension from school. This is School Board policy.

Each student must have a check-in/check-out card completed by the parent or guardian. A student can only be checked-out by a person named on the card. If the person's name does not appear on the card, your child will NOT be allowed to leave the campus. **We apologize for any inconvenience, but there will be NO EXCEPTIONS to this rule! We have your child's safety in mind. Persons checking out a student will be requested to show identification. Please notify the office in person of any special check-out instructions or custody arrangements.**

Students leaving campus before dismissal must be signed out in the office by a parent, guardian or person named on the check-out card. All changes to the card must be done in person. No changes can be made over the phone. **Students will not be allowed to check out after 3:00 p.m.** Please try to schedule all appointments (doctor, dentist, etc.) accordingly. We appreciate your consideration and cooperation.

DEPARTURE PROCEDURES

The procedures for dismissal must be adhered to for the safety and protection of all students. Parents who pick their children up in the afternoon will pick them up through the carpool line. Car riders may not be picked up by walk-up parents. Please remain in your car. Car tags will be issued to all car riders. Please keep your tag in your car at all times. **If a car tag is not present, students will not be released until they are signed out through the office. Please be prepared to present your ID at this time.** Additional tags will be issued through the office.

Students will not be allowed to switch modes of transportation home in the afternoon. If your child is a car rider, he/she will be a car rider every day. If he/she rides a bus, he/she will ride the same bus every day. In the event of an emergency that would alter this daily procedure, please contact the school immediately, so arrangements can be made on a transportation change for your child. For permanent transportation changes, such as a change of address or daycare, please send a letter so that the necessary corrections can be made.

EMERGENCY CHECK-OUT CARDS

All students must turn in an emergency card at the beginning of each school year. It is imperative that the school be able to reach the parent or guardian at anytime during school hours in case of an emergency and/or a discipline situation. Contact the school office with change of address and new proofs of residence, new telephone numbers, persons authorized to pick up your child, etc. Please keep your child's Emergency Card current. Persistent problems in reaching parents will result in referral to the Office of Child Welfare and Attendance.

BUS PRIVILEGE

The privilege of riding a bus is conditional on proper behavior and observance of rules and regulations. Behavior on the school bus that is detrimental to health and safety of passengers may result in bus privileges being denied.

All disciplinary problems which develop on a school bus traveling to and from school will be handled by an administrator. A student can be removed immediately from a bus if he or she is disrespectful to the driver, fights, curses, or causes any kind of disturbance on the bus that will endanger the safety and health of others. When a student is removed from the bus, the parent will assume the responsibility of getting the student to and from school. In addition, students suspended from the bus must be picked up in a timely manner through the car pool line. Late pick-ups will result in a suspension from school for the remainder of the bus suspension.

Students may be subject to the following consequences for minor offenses:

- 1st Offense: Student will be warned and counseled by the bus driver and/or an administrator.
- 2nd Offense: A conference with the student and the parent/guardian will be held.
- 3rd Offense: Student will be denied bus transportation for 3-5 days.
- 4th Offense: Permanent suspension for the school year from all bus transportation.

SCHOOL MESSENGER

Livingston Parish Public Schools has implemented a parent notification system called ***School Messenger*** that will allow the district or school to contact parents quickly with up-to-date information. The system will notify parents of student absences, campus events, parent meetings, early dismissal of school, school closings and school emergencies.

EMERGENCIES

In the event a child becomes seriously ill and parents or the designated person cannot be reached, EMS will be called at the parent's expense. In the event of an emergency school closure, radio, TV and our School Messenger system will keep you informed. In order to keep communication lines open, we ask that you please refrain from calling the school. We will dismiss school only when notified by the Livingston Parish School Board. An emergency crisis plan is available in our office. Drills are practiced monthly. In the event of an emergency, you will be required to have a picture ID when picking up your child.

CAFETERIA

Both breakfast and lunch are served each day. The cost of breakfast will be \$1.00 for full price and \$.30 for reduced price for all grades. Lunch is served at a cost of \$1.75 per day for full price and \$.40 per day for reduced lunches. Adult meal prices are \$4.00 for lunch.

Children may bring their lunch to school with the understanding that it must be eaten in the cafeteria. Lunches from commercial establishments (McDonald's, etc.) ***are not allowed in the cafeteria.*** Soft drinks in bottles or cans are not allowed in the cafeteria.

METHOD OF PAYMENT

We will accept on-line credit card, cash or check payments (preferably checks). Checks should be made payable to South Fork Elementary. Write one check per child. In the memo section of the check, write the student's name, and the purpose for which the money is intended. Prepayment for meals by the week, month, or year is recommended. We cannot accept counter checks.

In effort to make cafeteria payments as efficient and effective as possible, the Livingston Parish School Systems is now providing you with the ability to make on-line payments. Visit the following link for additional information:

http://www.lpsb.org/Cafeteria/cafeteria_online_payment_info.htm

FREE/REDUCED PRICE MEAL APPLICATIONS

Parents are to fill out one application per family. The completed application form should be returned to the cafeteria manager at the school where your youngest child is enrolled. Those students who received free or reduced price benefits last year will begin the new school year on the same status. However, a new application must be submitted and processed for the 2011-2012 school year, in order for benefits to continue.

HOME/SCHOOL COMMUNICATIONS

One of the most important things we can do to help children grow academically is to keep in touch. There are several ways we do this:

1. Students' graded papers will be sent home every Wednesday. Be sure to sign the folder and return it to school within two days. We encourage you to add your comments to the cover sheet in each packet.

These are the dates papers will be sent home

August 10, 17, 24, 31	December 7, 14	March 7, 14, 21, 28
September 7, 14, 21, 28	January 11, 18, 25	April 11, 18, 25
October 5, 12, 19, 26	February 1, 8, 15, 22, 29	May 2, 9, 16
November 2, 9, 16, 30		

2. Report cards will be given at our Parent/Teacher Conference or sent home at the end of each nine weeks period.
3. Newsletters will be sent home monthly.

INTERIMS/REPORT CARDS

Our Parent/Teacher Conference Day is scheduled for October 14, 2011. Interims are sent home once during the nine week period in grades first through fifth keeping you abreast of your child's academic progress. Please know that you can also review your child's grades, absences, discipline record, etc. on a daily basis through the parent portal. The parent portal is located on the parish website at <http://powerschool.lpsb.org>. The 2011-2012 interim and report card dates are as follows:

Interims

September 6, 2011
November 9, 2011
February 8, 2012
April 19, 2012

Report Cards

October 14, 2011
January 9, 2012
March 21, 2012
May 29, 2012

GRADING SCALE

A = 93-100% Outstanding Achievement
B=85-92% Good Achievement
C=75-84% Satisfactory Achievement
D=67-74% Minimum Acceptable Achievement for passing
F=below 67% does not meet minimum course requirements

SCHOOL WEBSITE AND POWERSCHOOL PARENT PORTAL

Our school website is another form of communication. It can be accessed at www.southforkelem.org. The parent portal can be accessed at any time to review the following: attendance, grades, and discipline referrals. The site can be accessed at <http://powerschool.lpsb.org>.

PARENTAL INVOLVEMENT/HOMEWORK

Homework promotes the development of self-discipline, good study habits, a sense of responsibility, mastery of skills, and comprehension of subject content. It is assigned on a regular basis and will vary according to the grade, subject, and instructional needs of the student. Providing a place and time for study and letting your child know that homework is his/her job and you expect it to be done is one of the most important ways for parents to be involved in school.

If your child is absent two or more consecutive days, you can call the office for assignments. Please call before 10:00 a.m. You may pick up assignments between 2:00 p.m. and 2:30 p.m. This allows time to gather all materials and books needed to complete assignments.

PARENTAL INVOLVEMENT POLICY

It is our firm belief at South Fork Elementary that a partnership between parents and the school is an essential element in providing the best education possible for each student. To this end, we have developed an extensive parental involvement program and sincerely encourage parents to become actively engaged in the education of their child. The SFE Parental Involvement Program includes opportunities for communication, participation in school activities, volunteering, and participation in decision-making processes.

Communication with Parents

SFE Student Handbook
SFE Monthly Newsletters
Volunteer Sign-up Sheets
SFE Web Site
Administrators Luncheons (open to
all parents – quarterly)
Open House – FALL
Parent/Teacher Conference (Oct. 14th and upon request)
Administrator Conference (upon request)

School Activities Open to Parents

Literacy Night – 1 night per year
Family Math Night – 1 night per year
Field Trips – 3 days per year
Spring Fling – 1 Saturday per year
Spring Book Fairs
Class of the Week Luncheons

Volunteer Opportunities

Math Tutor
Reading Tutor
Library Helper
Office Helper
Junior Achievement
Hospitality Helper
Grounds Worker
Room Mother/Father
Community Helper Volunteer
Publicity
Fund Raising
Technology Helper
Guest Speaker

Decision Making Opportunities

School Building Level Committee
Parent/Teacher Conferences
School Improvement Team
Parental Involvement Committee
Volunteer Committee

PARENT/TEACHER CONFERENCES

Communication is an essential part of the educational program. To request a conference please call the office at (225) 664-2281. A specific appointment will be established at this time. A convenient time (before school or after school) that is agreeable to both teacher and parent can be arranged for a conference. However, conferences may not take place during instructional periods. The parent must check-in at the office to secure a pass to meet with the teacher on the day of the conference. Due to confidentiality please use discretion when discussing your child's situation in front of other students and parents.

MEDICATION AND IMMUNIZATION

School Board policy permits us to use only soap and water and an ice pack on cuts and bruises. Only long-term medications for chronic conditions will be given at school. Possible exceptions to this policy are medication for behavior modification (ADD, ADHD), insect sting allergy, seizure medications, and asthmatic medication. Parents and physicians of children with the above-mentioned exceptions will be required to complete consent and doctor's order forms, which are available in the school office.

Louisiana Statue 17:170 makes it mandatory that every child attending the Livingston Parish Public Schools be properly immunized against diphtheria, tetanus, whooping cough (pertussis) poliomyelitis, measles, and rubella, or shall present supportive evident if immunization records are incomplete. Immunizations may be obtained from your local physician or the local health unit. No student can be given medicine at school unless a consent form is completed by the parent and signed by the physician allowing medication to be administered at school. Please note the following:

- We must have a written consent from the doctor that the medicine has to be given during school hours or kept there for emergencies.
- The medicine must be brought to school by the parent/guardian. Do not send medicine with the student on the bus.
- Medicine must be in its original container, labeled by a pharmacist.
- Any time there is a change in medication, a new consent form must be filled out. Students shall not be allowed to have medication of any kind in their possession.
- Over-the-counter medications will be not administered to student. **NO EXCEPTIONS!**
- In order to ensure that a student does not have an adverse reaction to medication being taken at school, we ask that the initial dose of medication be given at home at least 12 hours before student returns to school.
- No topical medication shall be applied to the student's skin in any forms, such as peroxide, Neosporin or similar medication.

HEAD LICE POLICY

Students found to have head lice by a school employee will be sent home immediately. **Upon returning to school, a parent/guardian must escort the student to the office where office personnel or the school nurse must check the child before the child may return to class. The student may be allowed to return to school if the hair is free of nits and lice.** Students with head lice will be excused up to three (3) days during the school year. Thereafter, absences due to head lice will be considered truancy.

SCHOOL HEALTH RULES

Please access the following link for information regarding Livingston Parish Public Schools guidelines on fever, diarrhea/vomiting, cold/flu, rash/lesions, and pink eye. Information is also available on screening for vision, hearing, and scoliosis. Additional information on immunizations, head lice, and medication is provided.

<http://www.lpsb.org/Community/docs/School%20Health%20Rules.pdf>

TEXTBOOKS

Textbooks are furnished by the State of Louisiana for the student's use at the beginning of the school year. Each teacher must account for each book issued to a student. The student must either return issued book(s) in a usable form or pay the full price for replacing the book(s).

If a book has been damaged beyond normal wear the student must pay damages as follows:

- a. A fine will be assessed for slightly damaged books, based on the years of service of the textbooks.
- b. For fairly severe damage such as writing that cannot be removed or nonessential pages being torn out, the student pays full cost and may keep the books.
- c. For severe damage such as essential pages torn out and/or spine is broken; the student pays full cost of the book and may keep the book.
- d. If the student fails to return the textbook assigned, full replacement cost must be paid for the book(s).

PARTIES AND HOLIDAYS

Each class will be allowed two parties school-wide that involve refreshments and are held during school time. These parties are Christmas and End of the Year. Treats may be given at other times at the discretion of the teacher. **NO OTHER CHILDREN, PRESCHOOL OR OTHERWISE, ARE TO ATTEND CLASS PARTIES.** Birthday invitations may be issued to the entire class. If you are only inviting select students, please do not send them to school, mail them.

School holidays are as follows:

Labor Day.....	Monday, September 5, 2011
Livingston Parish Fair Holiday.....	Friday, October 7, 2011
Parent/Teacher Conference	Friday, October 14, 2011
Thanksgiving Holidays.....	Monday, November 21, 2011 thru Friday, November 25, 2011
Christmas Holidays.....	Monday, December 19, 2011 Thru Friday, January 6, 2012
Martin Luther King Day.....	Monday, January 16, 2012
Mardi Gras Holidays.....	Monday, February 20, 2012 and Tuesday, February 21, 2012
Easter Holidays.....	Monday, April 2, 2012 thru Friday, April 6, 2012

FIELD TRIPS

Field trips are valuable educational experiences. School uniforms must be worn on field trips. All schools must adhere to the dress code adopted by the Livingston Parish School System. **All field trips are pre-paid. No refunds will be given in the event that your child pays for a field trip and does not attend.** We cannot accept counter checks. Teachers will request for parental assistance for the trip. Chaperones and/or other adults attending the field trip will not be allowed to bring additional children or siblings on the field trip. Written permission from the parent or guardian is necessary for the student to be allowed to participate on these trips. If a permission slip with the signature of the parent or guardian is NOT returned to school prior to the planned outing, the student will not be allowed to go with his/her classmates. Please adhere to all deadlines. Additionally, if a student has frequent behavior referrals, a parent may be requested to accompany the student on the field trip. If a parent wants to check out a student after a field trip, the student must return to school on the bus, and then he/she may be checked out from school.

DISCIPLINE

Discipline is of vital importance to the educational structure. It is the training that develops self-control, character, order and efficiency. It is the key to good conduct and proper consideration for other people. In order to guarantee all students at South Fork Elementary an excellent learning climate, students are expected to follow school and class rules. The following general classroom rules and school expectations have been adopted by the faculty. Specific classroom rules and consequences (both positive and negative) will be sent home by each classroom teacher.

1. Listen and follow directions.
2. Keep hands, feet, and other objects to yourself.
3. Remain in your seat unless you have permission to do otherwise.
4. Bring necessary materials to class.
5. Be respectful and courteous of/to others.
6. Be a problem solver.
7. Have respect for authority.

South Fork Elementary 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.

The following items are not allowed on campus. Any student in possession of these items will receive a form of discipline, and the item(s) will be confiscated. A parent will be required to pick them up from the school.

- chewing gum
- toys
- card collections
- liquid paper
- cell phones
- cd and MP3 players
- toys resembling a gun or knife

SUSPENSIONS

Any student committing major infractions are subject to receiving an in-school or out-of-school suspension. When a student is suspended for a second time within one school year, a meeting with the principal or designee, school counselor, parents and student will be held. Any student, after being suspended on three (3) occasions for committing any suspendable offense during the same school year, shall on committing the fourth offense, be recommended for expulsion. A student who is expelled is not allowed to attend any school functions for the remainder of the school year.

The following behaviors are considered suspendable offenses:

- Provoking fights or fighting
- Rude or disrespectful behavior toward principals, teachers, or other staff members.
- Destroying any school property (damage MUST be paid for BEFORE the student will be allowed to return to school)
- Selling items to other students
- Possession of, distributing, selling, giving or loaning of any controlled dangerous substance, matches, lighters, tobacco, drugs or alcohol
- Use of profane language, immoral or vicious practices, obscene paintings, drawings, or writings
- Possession of knives and other sharp objects, or firearms
- Disrupting the classroom and the school and/or habitually violates the school rules.
- Leaving the school premises without permission, his/her classroom or detention area without permission.
- Making threats to school employees, visitors, or students.

AFTER SCHOOL DETENTIONS

After-school detention is an alternative to suspension program. We will hold weekly after school detentions every Thursday from 3:25 until 4:25 p.m. Failure to attend on the assigned day and time will result in an automatic suspension. The student will work on assignments issued by the detention monitor during the entire one hour he/she is assigned to detention. Failure to cooperate in working on assignments will result in another day of detention or a suspension. Please make arrangements for students to be picked up on time.

DISCIPLINE REFERRALS

Discipline referrals will be sent home with your child. These forms are sent home with your child on the day of the classroom incident or the day following the classroom incident, depending on the time the incident occurred. When possible, a phone contact will be made detailing the incident prior to sending the referral home with the child.

REGULAR INSTRUCTIONAL PROGRAM COURSES

Classroom teachers provide instruction in the following areas: Reading, Social Studies, Language Arts, Science, Spelling and Mathematics.

ANCILLARY SERVICES

Ancillary teachers provide instruction in the following areas: Library, Computers, Music, Guidance, Speech, Physical Education and Art.

SCHOOL FEES

Teachers will make a collection at the beginning of each school year and upon the registration of new students to cover the cost of consumable supplies and workbooks used during the school year. The fees are \$50.00 for all grades. Other charges may be assessed for special projects or programs. Thirty-dollars (\$30.00) will be due by Friday, August 11, 2011. The remaining balance of \$20.00 must be paid by September 30, 2011. We cannot accept counter checks. **Students who owe fees will not receive their report card or be allowed to attend any field trips until the balance is paid.**

SNACK SALES

Snacks will be sold on a daily basis. They will range from \$.25 to \$1.00.

DELIVERIES

The school **will not** accept deliveries of any kind for students (balloons, flowers, candy, cookie bouquets, etc .).

TELEPHONE USE

Students **are not** allowed to use the school phones. In the case of extreme emergencies, office personnel will call the parent. The school phone **will not** be used to call for homework, money, books, etc. left at home. Classrooms will not be interrupted to deliver messages as this is a waste of valuable instructional time.

STUDENT DRESS CODE AND UNIFORM POLICY

All Livingston Parish Public school students are required to wear a standard school uniform for the 2010-2011 school year. The uniform will consist of the following items:

Uniform Shirts

The uniform shirt should be a navy blue or white, polo two, three or four buttons at the top front with collar (short or long sleeve) or an oxford/dress shirt (short or long sleeve). Designs, emblems, insignias, monograms and logos are prohibited. Under-shirts and t-shirts, if worn, must be white in color and can only be worn underneath the standard uniform.

Skirts/Shorts/Slacks/Skort

Uniform skirts, shorts, slacks, and skorts must be khaki. Style must be cotton twill or cotton blend (no jean style or materials) with no rivets. No sewn on outside pockets, flaps and cargo pants are prohibited. They should be worn at the waist and have belt loops. They may not be rolled at the waist or ankle.

Skirts must be worn at waistline and should reach the top of the knee or longer. Skirts can be pleated, flat, or A-line. Cargo style pockets on any garment are prohibited. Shorts must be worn at the waistline, should reach the top of the knee or longer and can be pleated, flat or A-line styles. Shorts length should be to the top of knee to four (4) inches above knee (length cannot be below the knees) and can be pleated or flat front.

If skorts have belt loops, a belt must be worn and worn at the waistline. Skorts should come to the top of the knee to four(4) inches above knee (length cannot be below the knees) and can be pleated, flat or A-line.

Slacks must be hemmed and length not to exceed top of shoe (hem can be cuffed). Slacks should be straight legged without elastic, gatherings or slits. Slacks must be free of pockets on lower legs and must be worn at waistline. Cropped, stirrup, parachute, wind, stretch/warm-up, Capri, and jean style pants are prohibited.

Jumpers

Jumpers must be a solid khaki color. Styles must be cotton twill or cotton blend (no jean style/material). Designs, emblems, insignias, monograms and logos are prohibited. Uniform shirts must be worn under jumpers and should be worn to the top of the knee or longer. Designs, emblems, insignias, monograms and logos are prohibited. Uniform shirts must be worn under jumpers, and they must come to the top of the knee or longer.

Belts

Belts must be solid black, navy blue, khaki or brown and of a solid material. Belt buckles must be plain with a standard buckle and an appropriate length for waist size. Designs, emblems, insignias, monograms, logos, holes, studs etc. are prohibited.

Hose/Tights

Hose and tights must be solid white, navy blue or skin tone.

Socks

Socks must be solid white, navy blue or khaki and must be a matching pair. Designs, emblems, insignias, monograms and logos are prohibited. They must be visible and no higher than the knee. Socks are mandatory.

Shoes

Shoes may tie, buckle or Velcro. They must be closed-toe and closed-heel (tennis shoes, dress shoes, casual shoes or slip-on). Shoes shall be properly tied, if applicable. Boots may be worn with pants only.

Pullovers of Any Kind

Pullovers are defined as sweaters, sweatshirts, vests; any garment which is pulled over the head which **does not** snap, button or zip from **top to bottom**. ***They must be solid navy blue or white.*** Pullover v-neck or pullover crew sweatshirts are acceptable, but **HOODS ARE PROHIBITED**. Turtlenecks are prohibited. Designs, emblems, insignias, monograms and logos are prohibited.

Coats

Coats, jackets, and sweaters may be worn as long as the uniform shirt collar is revealed under the coat/jacket/ sweater. Trenchcoats are prohibited. Vests, jackets, sweaters, and coats that zip, button or snap from top to bottom may be any color and with hood.

Any student in violation of the dress code policy will be issued a "Student Dress Code Violation Form". Offenses and consequences are as follows:

1 st Offense	Verbal warning and violation form issued by teacher
2 nd Offense	Parent contacted by teacher; violation form issued
3 rd Offense	Parent contacted by administrator; after-school detention issued
4 th Offense	One day out of school suspension

DRESS AND GROOMING CODE

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

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

1. Appropriate footwear must be worn to school (no shower shoes, flip-flops).
2. Caps, hats, unprescribed glasses are not permitted.
3. Patches, decorations, slogans, symbols, tags, marks, or advertisements are prohibited (examples: beer, cigarettes, drugs, obscene suggestions, sexual connotations, etc.)
4. No emblems, insignias, or monograms shall appear on any uniform item.
5. Earrings(s) are not allowed for males as wearing apparel (ears or other body parts, shirt, pants, etc.)
6. Male hair length must of even distribution. The hair may not extend below the plane of the shoulder nor down upon the eyebrow in front, nor down below the earlobes. Hair must be clean, well-groomed and neat at all times. (Lines cut in the hair, shaven hair, "Mohawk" cuts, extreme coloring of hair, "tails" or any other hairstyle which interferes with a student's performance or that of his classmates is prohibited)
7. Female hair must be clean, neat and well-groomed. Extreme coloring and extreme hairstyles are not acceptable. Hair in rollers is not acceptable.
8. Foundation garments must be worn.
9. 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.

FIRE DRILLS, WEATHER DRILLS, EVACUATION AND LOCK DOWN DRILLS

Fire, weather, evacuation, and lock down drills are held regularly at unannounced periods throughout the year. These drills are to instruct the students about proper behavior and self control in times of emergency. Parents should stress to their child the importance of cooperating with teachers during these drills. An emergency evacuation map is posted in each classroom. Students should study the plan and become familiar with it. When the fire alarm is sounded, students are to walk quickly and quietly while leaving the building. Students are to stay with their teachers and they should exit and stay with that teacher.

SCHOOL-LEVEL TITLE I
PARENTAL INVOLVEMENT POLICY

South Fork Elementary believes the key to academic success of students is Parental Involvement. The purpose of the Parental Involvement Policy is two-fold. The first is to establish the Title I guidelines. The second is to outline programs for enhancing parental involvement. The Parental Involvement Policy was developed by parents, teacher and administrators.

In order to foster a positive relationship between parents and schools, general meetings are conducted throughout the year. These informal meetings include:

- Open House
- Family Engagement Trainings
- Parent-Teacher Conferences
- LEAP Parent Meeting
- Family AR Reading and Math Night
- Kindergarten and 5th Grade Graduation

Enhancing communication between school and home is an important goal of the Title I program. In order to inform parents of school events, the school provides parents with monthly newsletters, district newsletters, a school and district website, workshops and school planners. When possible, information is provided in English and Spanish. Parent/Teacher conferences are conducted throughout the year.

A Title I Parent Resource Center is located on the school premises. In the center are videos, books, games, and informational pamphlets to help assist parents when they are working with their children. Parents are encouraged to utilize the center at South Fork Elementary. The center is made available and communicated to parents through school newsletters, counselor updates, flyers, and through school trainings. Additional resources will be added as funding permits.

Community resources shall be used to strengthen schools, families, and support programs. Business partners and service groups shall be engaged with our school in meaningful collaboration to advance student learning. Community business partners shall have representation in school events. This collaboration shall promote parent participation in student education.

We believe that parents are more likely to make their child's education a priority when parents are engaged in the instructional processes at school. At South Fork Elementary School, our School Improvement Team consisting of parents, students, community members, faculty and staff, also believes parent involvement is crucial to the success of our students to be responsible, productive, caring citizens and lifelong learners in an ever changing, often challenging society.

To attain our goals for parent involvement, we will make every effort to organize parent involvement that includes a broad range of programs based on the results and responses of the parent involvement surveys.

Various accountability measures are in place to ensure that the needs of students are addressed. The Parent-School Compact outlines the responsibilities of parents, students, teachers and administrators. The student handbook and discipline procedures make parents and students aware of acceptable behaviors and consequences of violating those expectations. Regular interim reports and report cards

provide information to help parents monitor their child's academic progress. Parents are encouraged to meet with teachers to address specific concerns and areas of need.

The Title I Parental Involvement Policy will be updated annually in April and made available for review by parents, staff, and students at each school. The school policy will also be sent home for students and parents. A needs assessment will be conducted each year to determine what areas need to be addressed through workshops and meetings, and to assess the quality of communication between home and school.

LOST AND FOUND

Students are required to properly mark all their belongings so that ownership can be easily established. The lost and found department will be located in a centralized location on the school campus.

VISITATION POLICY

We welcome visitors to our school! To guarantee the safety of our students, all visitors (including volunteers) must first sign in at the office and receive a Visitor's Pass before proceeding on campus. Parents and Volunteers may not disrupt classroom instruction time or attempt to conference with the teacher. Unauthorized visitors are not allowed on campus at any time. Students from other schools are not allowed to visit the campus.

STUDENT COMPUTER ACCESS AND USE POLICY

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.

USE OF THE INTERNET

The Internet is a vast global computer network that provides access to major universities around the world, governmental agencies, other school systems, and commercial providers of data banks. The School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. The Board shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited.

It shall be the policy of the Livingston Parish School Board that any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension of the student, or other appropriate disciplinary action. The School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students.

Students may use the Internet only if under the direct supervision of a teacher or other professional designated by the teacher.

USE OF INTERNET REGULATIONS

The School Board provides access to the Internet to students, teachers, staff and administrators. The Internet is a very exciting educational tool which can greatly benefit schools. Research, collaborative learning, and exchange of educational ideas and information are regularly pursued on the Internet. The Board believes that there are appropriate regulations to maximize effective educational use of the Internet and minimize abuse of the opportunity being provided to our schools. Ethical, efficient and legal use of any network is the key to a successful linkage with the Internet. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

1) Acceptable Use/Unacceptable Use

- a. Use must be in support of education and research consistent with district policy
- b. Use must be consistent with the rules appropriate to any network being used/accessed
- c. Unauthorized use of copyrighted material is prohibited
- d. Threatening or obscene material is prohibited
- e. Distribution of material protected by trade secret is prohibited
- f. Use for commercial activities is not acceptable
- g. Product advertisement or political lobbying is prohibited

2) Privileges

- a. Access to the Internet is not a right, but a privilege
- b. Unacceptable usage may result in cancellation of privilege

3) Netiquette

- a. Be polite
- b. Do not use vulgar or obscene language
- c. Never reveal personal (home) addresses or phone numbers (or those of others)
- d. Electronic mail is not private
- e. Do not intentionally disrupt the network or other users
- f. Abide by generally accepted rules of network etiquette

4) Security

- a. If a security problem is discovered, the user shall notify a system administrator immediately
- b. A security problem shall not be shared with other users
- c. Attempts to log on as another user shall result in cancellation of privileges
- d. Any user identified as a security risk or having a history of problems with other computer systems, may be denied access

5) Vandalism/Harassment

- a. Vandalism and/or harassment shall result in the cancellation of the offending user's privilege
- b. *Vandalism* is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses.

Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted mail such as chain letters.

6) Penalties

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

The Livingston Parish School Board makes no warranties of any kind, whether expressed or implied for the service it is providing. The Livingston Parish School Board shall not be responsible for any damages a user may suffer, including loss of data. The Livingston Parish School Board shall not be responsible for the accuracy or quality of information obtained through any school system Internet connection.

All regulations are applicable to all users of the network. Each computer user in the Livingston Parish School District shall be required to sign an *Acceptable Use of the Internet Agreement*, which shall acknowledge that the user understands and agrees to abide by all provisions governing the use of computers and access and use of the Internet in the Livingston Parish Schools. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Louisiana and the United States of America.

The School Board may suspend or terminate any student's privilege to use the Internet at any time solely at the School Board's discretion. The policy of the School Board defining use of the Internet serves as guideline but does not warrant or guarantee access to or use of the Internet. Consequently, the School Board may, at any time and in its sole discretion, end the privilege of any individual student or of all students to use the Internet without notice, cause, or reason.