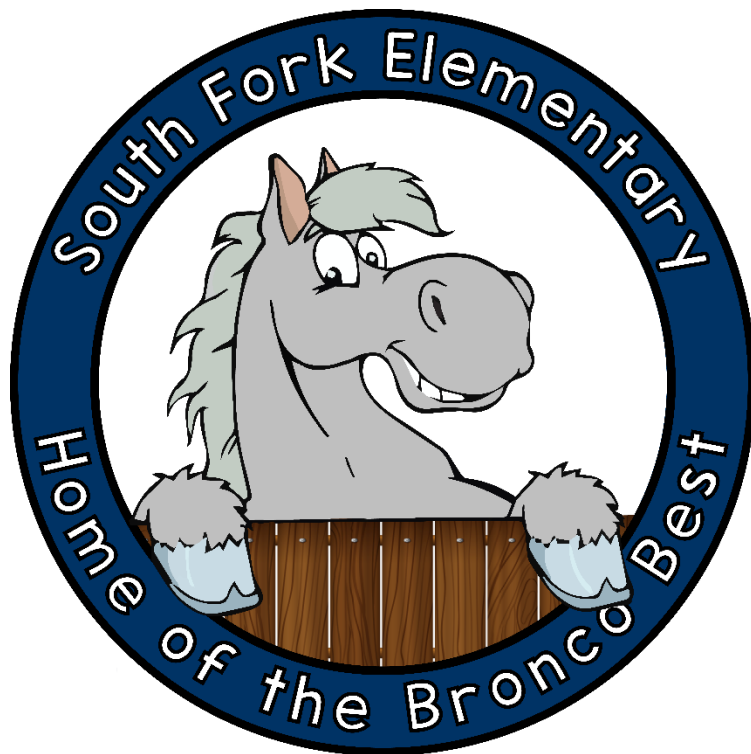


# **South Fork Elementary Student Handbook 2023-2024**



# South Fork Elementary School

2023–2024

Dear South Fork Elementary families,

Welcome to South Fork Elementary, Home of the Bronco Best! We are so excited to begin another year full of wonderful learning experiences and are eager to get started with all of our Broncos. We are ready to have another great year at South Fork Elementary but to do that we need your help and cooperation.

This Student/Parent Handbook has been prepared to help our school families communicate our expectations by explaining rules, procedures, and other school information. Please read it carefully and refer to it as needed. As we've learned the last few years, sometimes things have to be changed or adjusted. If there are any changes needed, we will communicate with you and update this handbook. This handbook will be accessible on our website and will be updated throughout the year if necessary.

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

Please remember that communication is the key to everyone's success. To keep lines of communication open, we ask that all communication begins with your child's teacher. Start by speaking to the teacher directly and then if needed, contact us for any assistance that you might need. Don't be surprised when we ask if you've talked to your child's teacher. That needs to be the first step to get information about your child. Be sure to follow our FB page, check our website, and join the South Fork Elementary Remind group, your child's teacher's Remind groups and your bus driver's Remind groups. Email us with any questions or concerns so that we may assist you.

*Misti Thomason*

Misti Thomason  
Principal

[misti.thomason@lpsb.org](mailto:misti.thomason@lpsb.org)

*Becky Forbes*

Becky Forbes  
Principal Designee

[Becky.forbes@lpsb.org](mailto:Becky.forbes@lpsb.org)

**Office Staff:**

Misti Thomason- Principal  
Becky Forbes– Principal Designee  
Kim Levy– Enrollment and Records Secretary  
Brittney Redmond– Financial Secretary  
Maria Vernor- Secretary

I will do my Bronco Best,  
each and every day...  
I will show my Bronco Best  
in every single way...

I will...

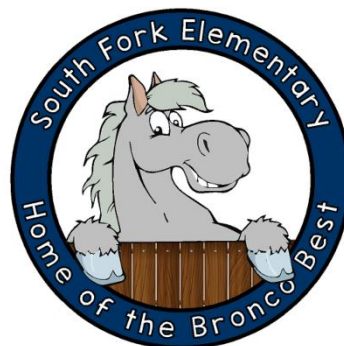
**B**e responsible,

**E**xceed expectations,

**S**how respect, and

**T**ry my best!

That's how we show our BRONCO Best!



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 at home and school
- \*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. We must support each other and work together for our children to be successful.

### School Hours

School begins at 8:00 a.m. and dismisses at 3:15 p.m. Car pool drop off begins at 7:30 and the bell to start our school day rings at 8:00.

### School Attendance Policy

School attendance is very important. **A student can and will be retained for missing more than the allowed amount of days during the school year.** This policy states that students must be in attendance and miss no more than 10 unexcused absences 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 21<sup>st</sup> Judicial Court System. Students who are not present the minimum of days are automatically retained unless absences are excused and assignments are made-up satisfactorily. Over ten (10) unexcused absences not covered by extenuating circumstances will result in retention, regardless of grades of a student.

### EXCUSES

All absences require a written excuse from a doctor, nurse practitioner, or dentist licensed in LA, 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 doctor. If no excuse is turned in, the absences are unexcused. **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. **If fraudulent excuses are submitted all future excuses must come directly from the Doctor's office. Fraudulent excuses will be turned over to the proper authorities.**

### **MISSED ASSIGNMENTS**

If a student is absent from school for 1 day or less, they can get their makeup work upon their return. If a student is out for 2 or more days, parents can request makeup work. Depending on the grade, the work might need to be picked up or accessed through Google Classroom. If you request makeup work for 2 or more days out, please come and pick it up. This takes the teachers time to prepare and many times it is never picked up.

### **ARRIVAL**

Students must not arrive before 7:30 a.m. as there will be no teacher on duty before that time. PK to 5<sup>th</sup> grade students will be able to eat breakfast each morning. Students who will be eating breakfast are to arrive no later than 7:50 AM. 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, LUNCH VISITORS**

Students are tardy if they arrive at school after 8:00 a.m. Students must be walked into the office by a parent to be checked into school. **Nine un-excused tardies, nine unexcused early check-outs, or a combination of both, per semester constitutes sufficient grounds for suspension from school. This will result in an automatic referral to FINS (Families In Need of Services). A parent conference will be required. Tardies are disruptive to the student and the class. Parents who are habitually tardy will have to conference with administration and will be referred to the Supervisor of Child Welfare as well as FINS (Families In Need of Services) through the court system. We need your help to be sure that students are at school on time and not habitually tardy. Students and parents will be assigned detention on the 5<sup>th</sup> and each future tardy. The students must be in school and here on time for us to properly teach them. Tardies have been a problem with many families and we must see improvement this year.**

Each student will have a check-in/check-out card printed from the info completed by the parent or guardian on the online registration system. 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. PLEASE limit check outs as much as possible.**

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.

**Students who are tardy, check-in late, or check-out early WILL NOT be eligible for a perfect attendance award. Perfect attendance = ON TIME, ALL DAY, EVERY DAY.**

### **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. Three car tags will be issued to all car riders. Please keep your tag in your car at all times. If you misplace your car tag, a fee of \$1 will be charged to you for a replacement to be printed. **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.** Also, parents may begin to form the carpool line no earlier than 3 p.m. Parents will not be allowed to park in the car rider line and sit until school is out. We must have a fire lane accessible in the event of an emergency. This

also prevents cars from backing up onto the road. We are asking your help to keep all students and faculty safe at dismissal by following these rules.

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, please come to the office to make corrections. If you are late for car rider pick up 3 times, your child will be switched to a bus rider. Late pick ups will be documented each time. If your child is habitually picked up late from car pool, this will result in a referral to FINS and/or DCFS.

### **EMERGENCY CHECK-OUT CARDS**

**All parents must complete the registration 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 and/or DCFS.** Only names listed on the check in/out card will be allowed as lunch visitors to insure student safety.

### **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. For the safe operation of the school bus, students should be aware of and obey the following safety rules:

1. The driver is in full charge of the bus and the students. Students shall obey the driver courteously and promptly.
2. Eating or drinking without the bus driver's permission is not allowed.
3. Students shall occupy the seat assigned to them by the driver.
4. Students should stay seated with their back against the back of the seat while the bus is moving.
5. Aggressive behavior such as fighting, slapping, hitting, or kicking will not be tolerated, and may result in a bus suspension.
6. Students shall be at the bus stop five minutes before the bus is due to arrive. The bus cannot wait for those who are not on time. If it is raining or foggy, the bus may be a few minutes early in the morning.
7. Students are to be supervised by their parents while waiting for the bus in the morning and after being dropped off by their bus in the afternoon.

Due to unforeseen circumstances, the bus may be delayed. 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:

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

**Students are not allowed to bring iPods, MP3's, electronics, or cell phones to school or on the school bus.**

**AM CARPOOL PROCEDURES**

In order to safely drop off your child in the mornings, please note the following guidelines:

- Students may be dropped off for school only **after the bell rings at 7:30 AM.**
- Students are to be dropped off in front of the cafeteria.
- Students should only be dropped off when there is a duty teacher present between 7:30 and 8:00. If there is no duty teacher present you are either too early or too late. **DO NOT DROP STUDENTS OFF IF THERE IS NO DUTY TEACHER OUTSIDE!!!**
- Please pull up to the designated area as directed by the duty teachers.
- Teachers will open the door for students to get out of the car. **Students must wait for a duty teacher to open the door.**
- Parents must remain in their cars in the car rider line. Remember our entire campus is smoke free and that includes our parking lot.
- Please do not get out of line to pass a vehicle unless directed to do so by the duty teacher.
- Our carpool is a HANDS FREE ZONE. That means you may not be on your cell phone in the carpool line.
- Please turn down your music, when you are dropping off your child, so we can be heard if there is an emergency.
- Please watch your speed when pulling up to or pulling away from the drop off area. We want to make sure everyone is safe at all times.
- Morning carpool is not a good time to ask questions or have a long conversation with the duty teacher. This holds up the carpool line and we are trying to be courteous to those who are trying to get to work. You can call the front office or email your child's teacher if you have a question or concern.
- To ensure the carpool line is moving as quickly and efficiently as possible, please practice putting on backpacks and getting out of the car independently over the next few weeks.
- Grab those hugs and kisses and finish breakfast before you pull up to the duty teacher.
- Thank you for helping us to make morning carpool run smoothly and safely. We are working as quickly as possible to have everyone unloaded the time the bell rings.

**PM CARPOOL PROCEDURES**

In order to safely pick up your child in the afternoons, please note the following guidelines:

\*Times are subject to change. More info TBA when car tags are picked up at Meet The Teacher Day.

- Afternoon pickup begins at the time assigned to your car loading group.
- Students are to be picked up in front of the cafeteria.
- Students will sit in designated areas according to grade. When called, students will stand by one of the duty teachers and the teacher will open the door and let the student get into the car.
- Please pull up to the designated area as directed by the duty teacher. We will load 3-4 vehicles at a time. **Students may not go to a vehicle without a teacher!**
- Parents/guardians MUST have their car tag displayed to pick up their child. **If you do not have the car tag, you will not be able to pick up the child.** This is to protect our students and there will be no exceptions.
- You may not park and walk to pick up your child from the car rider area.
- Parents are to remain in their cars in the car rider line. Remember that our entire campus is smoke free and that includes our parking lot.
- **Parents/guardians will not be allowed on campus before 3:00 to park in the car rider line.** This is for safety reasons and we have to have a fire lane accessible for emergency vehicles. At 3:00, the car line will be available for parents to begin lining up.

### **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.

### **REMIND Communication and Expectations**

All teachers will be using Remind to communicate with parents this year. We will send home the Remind codes for you to join each of your child's classes. Bus drivers will also use Remind to be able to communicate quickly and easily. We will have a school Remind account too. Watch for the codes to join so we can keep you informed. Please understand that after school hours, teachers have other obligations and should not be expected to reply to your messages immediately. Messages sent after 4:30 may not get a reply until the following school day. While Remind is very convenient, parents and teachers alike must be patient and respectful of when messages are sent. Messages sent over the weekend will be answered on the first day back at school. Messages sent during the school day will be answered when the teacher can reply without taking time from the students who are the focus during the school day. Remind is not a tool for lengthy messages about students. Remind is a tool used best for reminders, short messages, and general information. Conversations about specific concerns need to be done in a conference or a phone call. Thanks for your understanding and patience.

### **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, REMIND, and our School Messenger system will keep you informed. This is why it's important to have current phone numbers so that we can reach you in an emergency situation. **PLEASE keep your numbers updated and let us know when they change.** 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 Direct Phone # (225) 667-7436**

Both breakfast and lunch are served each day. **All students will receive free breakfast and lunch for the 2023-2024 school year.** Children may bring their lunch to school with the understanding that it must be eaten at lunch time. Lunches from commercial establishments (McDonald's, etc.) **are not allowed in their lunch boxes.** If you send outside food, it must be in unmarked containers. Soft drinks in glass bottles or cans are not allowed in lunch boxes. Sometimes the cafeteria sells extra items that students may purchase. Only students who are eating school lunch may purchase these extra items. It's best to add money to their online accounts to use for extra items like ice cream. Information on how to add money to your child's lunch account is at the bottom of the weekly newsletter.

### **HOME/SCHOOL COMMUNICATIONS**

One of the most important things we can do to help children grow academically is to have open communication and support them when they are learning at home. There are several ways to do this:

1. If you have a concern, always start by reaching out to the teacher. You can send them a Remind message asking them to call you at their PE time to clarify any questions. You can always email teachers for more info. Teachers are the ones with students all day and they have the information you most likely need. All communication should start with the teacher. We appreciate your help with this!
2. Students' graded papers will be sent home every week on Wednesdays. Most teachers have parents sign the folders and return any notes/papers that are marked to return to school. If your student does not have their Wednesday folder, please ask them for it.



3. Check grades in PowerSchool. If you don't know how to login, contact the office for help. This is the best way to know current grades. Teachers are required to update grades weekly. Checking your student's grades weekly lets you know how they are doing.
4. Interim reports will be sent home halfway through each 9 week grading period. This allows you to see what your student needs to do before the end of the reporting period. Report cards will be sent home at the end of each nine weeks' period. We will send home letters around the 3rd 9 weeks for students who are in danger of being retained. If your students is making D's and F's on their report cards, this means they are in danger of not passing their grade. The end of the year report card will be mailed home.
5. Mrs. Thomason will post a weekly parent newsletter each Sunday on our FB page, our website, and school REMIND. Please read over it as the info for the week is important.
6. Each teacher has a procedure for sending home information. Be sure to read the Beginning of the Year packet to know the specific expectations for your child's teacher. 3<sup>rd</sup>-5<sup>th</sup> grade students have student planners to help them keep track of assignments and reminders. All teachers will use Remind as an easy way to keep connected with parents. Be sure to sign up ASAP with your child's teacher.

#### **INTERIMS/REPORT CARDS**

Interims are sent home once during the nine-week period in grades first through fifth keeping you aware 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>. Parent portal log in instructions will be sent home the first month of school. Be sure to create an account as this is the best way to keep up with the most current grade information. During the year, student grades will be monitored and those who are in danger of retention will receive a notice after the 2<sup>nd</sup> 9 weeks. Students who are in jeopardy of being retained due to excessive absences will also receive notices.

The 2023-24 interim and report card dates are as follows:

##### **Interims**

September 14, 2023  
November 16, 2023  
February 9, 2024  
April 26, 2024

##### **Report Cards**

October 20, 2023  
January 12, 2024  
March 22, 2024  
May 30, 2024 (mailed home)

#### **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, SCHOOL FACEBOOK PAGE AND POWERSCHOOL PARENT PORTAL**

Our school website is another form of communication. It can be accessed at [www.southforkelem.org](http://www.southforkelem.org). We also have a school Facebook page. Follow our FB page to get up to date info and announcements. FB page: <https://www.facebook.com/South-Fork-Elementary-1677923075859627>. The PowerSchool parent portal can be accessed at any time to review attendance and grades. The site can be accessed at <http://powerschool.lpsb.org>. You must create an account before you can view your student information.

**PARENTAL INVOLVEMENT**

We would like to be able to have some parent volunteers to help with events and things at school. Parents must attend a Parent Volunteer Orientation before they are allowed to volunteer. Please watch the weekly newsletter for this orientation. When on campus to volunteer, you must remain in the area you are assigned and should not visit classrooms or interrupt learning. Watch REMIND, our website, and the FB page for info on the Parent Volunteer Orientation meeting. Volunteers must be dressed appropriately. Parent volunteers may not take pictures of students and at no time while on campus should be on social media. Any volunteer not following the rules will be asked to leave and no longer allowed to volunteer. If you can't volunteer, you can still be involved by checking our FB page, our school website, and communicating with your teachers. Be sure to check out our weekly newsletters that are posted each week.

**Free Online Tutoring**

[www.HomeworkLa.org](http://www.HomeworkLa.org)

Whether you need help with Math Homework, an English Paper, finding a Job or Preparing for a Test, Homework Louisiana can help! Homework Louisiana offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from Kindergarten students through adult learners. Get help in math, science, social studies or English from a live tutor. The services can be accessed from a Louisiana public library, from your home computer, or from your mobile device.

**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 SFES Parental Involvement Program includes opportunities for communication, participation in school activities, and participation in decision-making processes. **Please always begin all communication with your child's teacher.** If you have discussed a situation with the teacher and need more assistance please call and leave a message for Mrs. Thomason or Mrs. Forbes or email us at [misti.thomason@lpsb.org](mailto:misti.thomason@lpsb.org) or [becky.forbes@lpsb.org](mailto:becky.forbes@lpsb.org). Please understand that drop ins are often unable to be seen as we are often with teachers and students throughout the day. We will contact you within 1 business day after receiving your message. We also ask that you understand that our office secretaries are unable to give you specific information when you call in with a concern. They will get the needed info and have the appropriate person return your call. Working as a team, we will have a great year! 😊

**Communication with Parent**

School Remind Account  
SFES FaceBook Page  
SFES Student Handbook  
Meet the Teacher  
Weekly Parent Newsletter  
SFES Web Site  
Open House  
Pre-K and K Parent Orientations  
Parent/Teacher Conferences

**School Activities Open to Parents**

Back to School Event  
Book Fair-Fall and Spring  
Literacy Night – 1 night per year  
Family Math Night – 1 night per year

**Decision Making Opportunities**

Parent/Teacher Conferences  
School Building Level Committee  
School Improvement Team

**PARENT/TEACHER CONFERENCES**

Communication is an essential part of the educational program. To request a conference please call the office at (225) 664-2281. We will begin scheduling conferences after Aug 25th to allow teachers and students time to get adjusted to this year. A specific appointment will be established at this time. Conferences will be held before school (7:30-8:00) or during PE time. Conferences can be in person or by phone. A day that is agreeable to both teacher and parent can be arranged for a conference. Please understand that teachers have duty and other meetings in the mornings so conferences will be scheduled for as soon as possible. 3<sup>rd</sup>-5<sup>th</sup> grade teachers will conference with parents together. 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. Parents must come in the office to deliver medicine and the proper papers. Medication can not be sent with students. 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 or someone listed on the check in/out card. 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, the initial dose of medication must 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.

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.

**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.**

**SCHOOL HEALTH RULES**

**Please see the attached addendum at the back of the handbook** regarding Livingston Parish Public Schools guidelines on fever, diarrhea/vomiting, cold/flu, rash/lesions, and pink eye. Additional information on immunizations, head lice, and screenings is also provided. We need your cooperation to help prevent illness from spreading. We will follow the Livingston Parish Public Schools Health Rules as written. A copy of the guidelines is included in this handbook for you to review.

**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 is lost, students must pay to get another copy of the textbook.

**LIBRARY BOOKS**

Students are allowed to check out books through our school library. Students are required to care for their library books just as they do their textbooks. \*See above for rules on damaged books. If you **do not** want your child to check out books through our library, you must send a note to the school with your request. Mrs. Easley teaches the students how to properly care for their library books. One of the rules is that you don't let anyone else use your library book. Books checked out in a student's name are the responsibility of that student to return them. In the event the book is lost, the student who checked out the book is responsible for paying for the lost book.

**PARTIES, HOLIDAYS, and TREATS**

**If you want to send a treat for the class for your child's birthday, you must prearrange this with your child's teacher.**

All treats must be store bought in unopened packaging for food safety. Opened packages or homemade items will not be allowed and will be returned to you. Teachers are not allowed to give parents a list of student names. This is per PII policy. Birthday party invitations must be for the entire class or they can't be distributed at school. For class parties, teachers will send information about things needed. The same rules apply to class parties-store bought and unopened packaging or it will be returned to you.

**School Holidays for 2023-24:**

**SCHOOL HOLIDAYS: Students will not attend school on the following days.**

Labor Day	Monday, September 4, 2023
LPPS Professional Development	Wednesday, September 30, 2023 (Full Day)
Livingston Parish Fair	Friday, October 13, 2023
LPPS Professional Development	Wednesday, November 1, 2023 (Full Day)
Thanksgiving	Monday - Friday, November 20-24, 2023
Christmas and New Year's	Friday, December 22, 2023 -Thursday, January 4, 2024
Martin Luther King Day	Monday, January 15, 2024
Mardi Gras	Monday-Friday, February 12-16, 2024
LPPS Professional Development	Wednesday, March 6, 2024 (Full Day)
Good Friday/Easter	Friday, March 29, 2024 - Friday April 5, 2024

**FIELD TRIPS**

Permission slips must be signed for students to go on field trips. **Supply fee must be paid for students to be able to go on field trips. Any outstanding debt must be paid for students to attend field trips. This includes fundraiser money, supply fee, or any other debt owed to the school.** Classes may take up to 2 field trips per year. Parents who attend field trips are not allowed to take pictures of other students on trips. Parents may only take pics of their own children.

**Audio and Video Recording Policy**

Audio and Video recordings are not allowed at South Fork Elementary due to possible violations of FERPA and HIPPA, both of which regulate and protect the right to privacy for adults and minors. Any audio or video recordings at South

Fork require the prior approval of the Principal. Please note that this policy does not apply to general assemblies, award ceremonies, and other school sponsored events at South Fork.

### **STUDENT EXPECTATIONS**

We are focusing on the positive and looking for students to be on their best behavior. Each teacher will send home a copy of their classroom management plan. Teachers will keep you informed of behavior concerns and needs. Teachers will discuss inappropriate choices with students and remind them of the class expectations. If students continue to make poor choices, teachers will assign consequences for student misbehavior. Our students should try to have their Bronco Best Behavior each day! Students will be working toward the monthly behavior incentive. No news is good news! If there is a problem, you'll receive a note, something will be written in the planner, or you might get a phone call. If students are not making good choices and go beyond a verbal warning, they could lose recess time, get a reflection sheet, and/or get a phone call home. Parent conferences will be held to discuss behavior and develop possible solutions. For grades 1-5, students assigned reflection sheets must complete them and get them signed by a parent. Continued misbehavior after the parent conference could result in an office referral. Possible consequences are after school detention, suspension, or reverse suspensions where the parent comes to work with their child at 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. Please review these expectations with your child.

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. **Students are not allowed to have cell phones in school or on the bus. A parent will be required to pick them up from the school if they are brought to school and the student will have a consequence that could be a detention or suspension.**

- chewing gum
- toys (of any type)
- card collections (Pokemon, etc...)
- electronics
- cell phones and iPods
- cd and MP3 players
- toys resembling a gun or knife
- handheld gaming devices
- fidget spinners
- Smart watches (including, but not limited to Apple, Samsung, or Fitbits)
- Fitbits or other fitness bands
- Watches may not: have internet connectivity, take images, or send/receive text or images

**SUSPENSIONS**

Any student committing major infractions are subject to receiving a 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
- Possession of any toys resembling a gun or knife
- 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.

**POSSIBLE DISCIPLINE CONSEQUENCES**

For misbehaviors, we focus on trying to determine the cause of the behavior. We work to identify what is causing the problem and teach more appropriate ways instead of repeating the misbehavior. This is specific to the student, the student's age, their functional level, and the behaviors displayed. For example, a Kindergarten student who is throwing toys might lose play time that day. A 5<sup>th</sup> grader who is playing and disrupting class might have detention to make up for the lost class time. We work with teachers and parents to determine what's best for each student to try and prevent any more misbehavior. We have recess detentions, after school detentions, loss of privilege, reverse suspensions, and suspensions. For reverse suspensions, a parent comes and monitors their child for the day at school. Parents are not allowed to sit in class but will have a determined place to monitor their child working.

**AFTER SCHOOL DETENTIONS**

After-school detention is an alternative to suspension program. We will hold weekly school detentions from 3:15-4:15 p.m. on a certain day each week. We will work with parents to schedule detentions but if the student does not attend once a time is agreed upon, they will get a suspension. **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. The table below shows the type of incidents that are eligible for discipline referrals.



## Office Referral Behavior Definitions South Fork Elementary

Problem Behavior	Definition
1. Leaving the school building or playground area without permission	Leaving the building, classroom, or assigned area without obtaining prior approval of the teacher or administrator.
2. Having any controlled substances	Being in possession of or using any form of alcohol, drugs, or tobacco.
3. Fighting/assault	Fighting involves the exchange of mutual physical contact, such as pushing, hitting, and shoving with or without injury.
4. Theft	Taking property belonging to the school or any individual without prior permission.
5. Vandalism	Intentionally causing damage to or defacing school property of the property of others.
6. Weapons	Being in possession of any type of weapon that is not allowed at school.
7. Noncompliance	Refusing to follow directions when reasonable efforts have been made to enable the student to cooperate.
8. Disruption	Having sustained, disruptive behavior that prevents instruction from continuing after reasonable attempts have been made to correct the behavior.
9. Other crisis behavior	Serious behavior that affects safety or is regarded as crisis or emergency behavior.

**REGULAR INSTRUCTIONAL PROGRAM COURSES**

Classroom teachers provide instruction in the following areas: English Language Arts, Social Studies, Science, Mathematics, and Art/Music.

**ANCILLARY SERVICES**

Ancillary teachers provide instruction in the following areas: Library, Computer Labs, Counseling, Speech, and Physical Education.

**SCHOOL FEES**

A \$50 supply fee is due at the beginning of each school year and upon the registration of new students to cover the cost of consumable materials used during the school year. Pre-K supply fee is \$35. Online payments only. Call if you need help to do this and we can help you. Supply fee must be paid for students to attend field trips. Supply fee must be paid before optional fees can be paid (spirit shirts, Smoothies, etc...).

**DELIVERIES**

The school **will not** accept deliveries of any kind for students (balloons, flowers, candy, cookie bouquets, etc.). Parents may not drop off items to be delivered to students such as gifts. We will get jackets, lunch boxes, and eyeglasses to students. Those type of things are fine. We are not the place to drop off items for students who are in custody situations. Those types of gift exchanges must be done outside of school hours.

**CUSTODY SITUATIONS**

If there is a custody agreement concerning your child, it is your responsibility to inform the school. We must have a current copy on file. We will follow all custody papers as outlined in court. We will not be in the middle of custody situations and will follow all custody agreements. Do not ask us to disregard or change from what is in the custody papers as we are not allowed. We will contact LPSO and our School Resource Officer if there are any issues with parents and custody issues.

**TELEPHONE USE**

Students **are not** allowed to use the school phones. In the case of illness or 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 interferes with valuable instructional time.

**PRE-K AND Kindergarten STUDENTS**

All Pre-K and Kindergarten students must keep a change of clothing (including undies & socks) in their book sacks at all times. This will help limit the need for you to come to school with changes of clothing. Please check this change of clothes throughout the year to make sure that it still fits. **Due to the dynamics of Pre-K and K classes, we might switch students within the 1<sup>st</sup> 9 weeks to balance class needs. If this happens, we will notify you of any change impacting your child.**

**SPIRIT SHIRTS**

Students can wear their spirit shirts on Fridays. Spirit shirts will be sold until supplies run out. Don't miss out on getting your shirt this year. 😊

**BACKPACKS**

Students are allowed to have regular size non-rolling backpacks. They should be large enough to fit regular sized folders and notebooks. Please label your child's name on the inside of their backpacks as many students have the same design and type of backpack.



**STUDENT DRESS CODE AND UNIFORM POLICY**

All Livingston Parish Public school students are required to wear a standard school uniform for the 2023-2024 school year. The uniform will consist of the following items:

**Uniform Shirts**

- Solid color: Navy blue or white.
- Polo: (golf-boxed, hemmed) two, three or four buttons at the top front with collar (Short or Long sleeves) - Elementary students shall be encouraged to tuck in shirts. Middle/Junior High and High school students shall be required to tuck in shirts.
- Oxford/dress shirt (short or long sleeves) Elementary students shall be encouraged to tuck in shirts. Middle/Junior High and High school students shall be required to tuck in shirts.
- Designs, emblems, insignias, monograms and logos are prohibited.
- Under-shirts and t-shirts, must be white, gray or black and can only be worn underneath the standard uniform.

**Skirts/Shorts/Slacks/Skorts/Jumpers**

- Solid color: Khaki
- No jean, knit, jegging, stretch, cargo, capri, or cropped styles.
- Appropriate fit: not too loose, not too tight; no sagging.
- Elementary students may have elastic waist pants with or without belt loops (belts are optional, but encouraged).
- Must be worn at waistline,
- Skirts should be to top of kneecap.
- Jumpers should be to top of kneecap; not allowed for 9-12. Uniform shirts must be worn under jumpers.
- Shorts/Skorts: Top of knee to four (4) inches above knee; length cannot be below the knees; length can be cuffed or not cuffed
- All bottoms must be hemmed.

**Belts**

- PK-5: Belts are not required, but encouraged.
- Any color, no inappropriate logos or slogans. Belts are to be worn correctly and buckles are not to be excessive size or offensive in design. Studs and spikes are prohibited.

**Socks/Hose/Tights**

- 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. No patterns or designs.** (May only be worn under skirts/dresses/jumpers). Tights must be full length reaching the ankle.

**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.
- **Light up shoes, shoes that play music, or skate shoes are NOT allowed.**

**Pullovers of Any Kind**

- 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 or logo is acceptable. 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.** Solid navy 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

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

**Hoodies are allowed IF they zip, button, or snap all the way from the top to the bottom. They must be school appropriate and not have inappropriate wording or symbols.**

Offenses and consequences are as follows:

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

4<sup>th</sup> – 6<sup>th</sup> Offense: After School Detention / Extended Detention and direct verbal parent/guardian notification per incident.

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

#### 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 his/her faculty and staff aware of the exception.

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

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

10. Tattoos that are vulgar, obscene, political, offensive or otherwise disruptive to the school environment are not permitted and must be covered at all times.
11. Foundation garments must be worn.
12. Dress during any period where uniforms are not required, such as special event days, or for transferring students, shall be consistent with the intent and spirit of the *School Uniform Dress Code*.

### **Extra-Curricular Activities**

#### **4-H Club**

1. The student must be a 4<sup>th</sup> or 5<sup>th</sup> grade student.
2. The student must turn in a signed permission slip and pay the membership dues by the deadline.
3. The student must complete all club assignments (including project and record book) to be able to attend Achievement Day and the 4H End of the Year field trip.

#### **BETA Club**

1. The student must be a 4<sup>th</sup> or 5<sup>th</sup> grade student.
2. The student must maintain all A's and B's each grading period prior to being invited and once inducted as a member.
3. The student must exhibit good character and behavior. Students who receive office write ups might be removed from our BETA club.

### **Physical Fitness, Track, Volleyball, Softball and Cross Country**

1. The student must be a 3<sup>rd</sup> (only some options are for 3<sup>rd</sup>), 4<sup>th</sup>, or 5<sup>th</sup> grade student.
2. The student cannot be 12 years old before September 1<sup>st</sup> of the current school year in progress.
3. The student cannot have any F's during the present grading period including interim grade reports.
4. The student can be dismissed for behavior referrals.
5. All school fees must be paid to participate.

### **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.

### **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 in need of 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 the Livingston Parish Public Schools Child Search Coordinator at (225) 686-7600. If your child is school-aged, contact your home-based school district regarding these concerns.

### **LOST AND FOUND**

Please help us by properly mark all belongings with your child's first and last name. The lost and found department will be located in a centralized location on the school campus. Please label your child's jackets and lunch boxes with first and last names to help with lost items being returned to the proper student.

**STUDENT COMPUTER ACCESS AND USE POLICY**

In our continued efforts to comply with the Children’s Internet Protection Act, Livingston Parish Public Schools has adopted and will enforce policies and procedures to protect our students. The policies: IFBGA Computer Access and Use and JCDAF – Bullying, 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 access of social networking, or gaming sites
- C. No use of outside electronic mail, chat rooms, and any other forms of direct communication by students
- D. No inappropriate network behavior including cyber-bullying
- E. Any knowledge or prohibited behavior or access of prohibited sites must be reported immediately
- F. Students are not allowed to install any software of LPPS computers or networks
- G. No revealing personal information
- H. No Illegal activities such as:
  - a. Hacking, Vandalism and unauthorized access.
  - b. Password abuse
  - c. Inappropriate Language
  - d. Trespassing in others’ folders
  - e. Damaging computers or networks
  - f. Disabling or modifying LPPS security settings in order to bypass filtering/monitoring to gain unauthorized access to sites or files
  - g. Violating Copyright laws
  - h. Spreading viruses
  - i. 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 go to the school in person and sign a form if you want to:
  - a. Deny your student access to the internet.
  - b. Deny permission for your student’s work to be published on classroom web sites.
  - c. Deny permission for your student’s unidentified photos to be published on classroom web sites.

## Livingston Parish Public School System Title I Family Engagement Policy 2023-2024

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 Schoolwide Committee, which will function to review the schoolwide plan and family activities for that school. This plan will be specific to the Title I school and will provide a means for families to become more involved in their child's education.

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

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

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

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

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

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

**Livingston Parish Public School System**  
**Title I Family Engagement Policy**  
**(Política de participación familiar del Título I)**  
**2023-2024**

Se ha establecido un Consejo asesor de familias en todo el distrito para revisar la política actual de participación de padres y familias del Título I de la parroquia de Livingston y expandir el plan de acuerdo con la ley *cada estudiante triunfa (Every Student Succeeds Act (ESSA, por sus siglas en inglés) of 2015*, sección 1112 de la ley de primaria y secundaria (ESEA, por sus siglas en inglés). Este consejo se reunirá periódicamente para coordinar e integrar la participación de las familias y evaluar la eficacia de la política. Esta política se pondrá a disposición de la comunidad local y se actualizará periódicamente para satisfacer las necesidades cambiantes de las familias y la escuela. El objetivo final es garantizar que todas las familias dentro del distrito tengan las mismas oportunidades para participar en la educación de sus hijos. El consejo asesor también será informado del proceso del 1% de los fondos del Título I, parte A reservados para la participación familiar. La agencia de educación local (LEA, por sus siglas en inglés) incorporará estas ideas en la política del distrito. Si hay comentarios insatisfactorios sobre el plan, estos se enviarán a la agencia estatal de educación (SEA, por sus siglas en inglés).

Bajo la dirección y la asistencia técnica de la agencia de educación local (LEA, por sus siglas en inglés), cada escuela de Título I tendrá miembros de la familia en el comité escolar, que funcionará para revisar el plan escolar y las actividades familiares para esa escuela. Este plan será específico para la escuela Título I y proporcionará un medio para que tanto los padres y las familias se involucren aún más en la educación de sus hijos.

De acuerdo con la sección 1118 de la ESEA, se llevará a cabo una reunión anual en cada escuela en la que los miembros de la familia recibirán información sobre su participación escolar en el programa Título I y los servicios relacionados, una explicación de los requisitos de esta participación y una escuela/ pacto familiar como lo exige la sección 1118(d) de la ESEA. Los miembros de la familia también serán informados de su derecho a conferencias de padres y maestros, informes regulares sobre el progreso de sus hijos, acceso razonable al personal, oportunidades para ser voluntario en el campus y solicitar información sobre las certificaciones profesionales de las/los maestras(os) de clase de sus estudiantes. En la medida en que sea práctico, las reuniones brindarán todas las oportunidades para la participación de los miembros de la familia de los estudiantes aprendiendo el idioma inglés (*English Learners*), los estudiantes con discapacidades y los padres inmigrantes siguiendo la sección 1111 de la ESEA. La información será comprensible y uniforme.

Uno de los objetivos de este plan será mejorar la comunicación entre el padre/ hogar /escuela a través de convenios entre la familia y la escuela, boletines, conferencias entre la familia y la/el maestra(o), manuales, agendas, encuestas, grabaciones por la mensajería escolar (School Messenger). Comunicaciones electrónicas como: llamadas telefónicas, mensajes de texto/correos electrónicos y varios formatos de redes sociales escolares para compartir información; como Twitter, Facebook, Instagram y la aplicación My School. Es importante que los miembros de la familia respondan a las comunicaciones de la escuela de manera oportuna y hablen con sus hijos sobre sus actividades y comportamiento en el salón de clases.

Otro objetivo será proporcionar información sobre la ley *Every Student Succeeds Act (ESSA) of 2015*, la ley de responsabilidad del estado de Louisiana, el plan de estudios utilizado en la escuela, las formas de evaluación académica utilizadas para medir el progreso de los estudiantes y los niveles de competencia que se espera ellos alcancen y cumplan.

Las escuelas de Título I ayudarán a las familias con habilidades de crianza, habilidades tecnológicas y brindarán asistencia para ayudar con la tarea, proyectos y otras actividades en el hogar. Se alentará a las familias de aprovechar las conferencias con las/los maestros(os) como una forma de monitorear el progreso de los estudiantes. Las escuelas también brindarán oportunidades para que la comunidad local se involucre más con las familias y con la escuela.

La participación familiar es esencial para el éxito de los estudiantes. Al monitorear el progreso del estudiante y trabajar con los educadores para mejorar su rendimiento y sus logros, las familias brindan un vínculo vital entre la escuela y el estudiante. Los estudiantes deben saber que su familia valora la educación y sus logros y que están disponibles para ayudarlos a alcanzar sus metas. Anualmente, cada escuela difundirá y recopilará encuestas familiares para mejorar la participación. Los resultados de la encuesta, si es necesario, se utilizarán para revisar las políticas de participación familiar a nivel escolar.

El objetivo del sistema de las escuelas públicas de la parroquia de Livingston (Livingston Parish Public School System) es lograr comunicarse y trabajar con las familias en condiciones de igualdad en nuestras escuelas.



### LPPS Acceptable Use Guidelines

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

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

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

#### Penalties:

A. Any user violating these provisions, applicable state and federal laws, and 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:

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.

A. 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.

**B. 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.**

C. All photos of students on school websites will be unidentified unless a permission form has been completed.

D. It is the responsibility of the parent go to the school in person and sign a form if you want to: a. Deny your student access to the internet.

b. Deny permission for your student's work to be published on classroom web sites.

c. Deny permission for your student's unidentified photos to be published on classroom web sites.

For access to the full version of LPPS Policy IFBGA: Student Computer Access and Use, visit [bit.ly/IFBGA](http://bit.ly/IFBGA)

LPPS Internet Safety, Digital Citizenship, and Cybersecurity information can be found at [bit.ly/LPPSsafety](https://bit.ly/LPPSsafety)

### Directrices de uso aceptables en LPPS

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

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

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

#### Sanciones:

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

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

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

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



# LIVINGSTON PARISH PUBLIC SCHOOLS

## HEALTH RULES

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

- **Diarrhea/vomiting:** Students who are vomiting or having diarrhea (2 or more watery stools) will be sent home from school. They will not be allowed to return until they are symptom free for 24 hours from the onset of symptoms. Children should be kept home if they were vomiting or experienced diarrhea during the night.
- **Fever:** Students who have a fever of 100.0 F or higher will be sent home. Students will be readmitted after they have been fever free for 24 hours without the use of fever reducing medications. (Ex: Tylenol, Motrin, or Advil).
- **Cold/flu:** Students with severe colds, sore throats, cough or "flu like" symptoms will not be allowed to stay at school. They should stay home for rest and proper attention to their symptoms.
- **Pink Eye:** Symptoms of pink eye such as eye drainage, crusty eyelids, redness on the white part of the eyes, swelling, and itching may indicate pink eye, which is a contagious disease. Children with these symptoms will be sent home and should be seen by a doctor for a diagnosis. A doctor's excuse will be required to return to school. If diagnosed with pink eye, the student must be on treatment for at least 24 hours before he can return to school. Some conjunctivitis may require the student remain at home until all symptoms are resolved.
- **Rash/Lesions:** A student with an undiagnosed rash or lesion will not be allowed to stay at school. Skin rashes or lesions will be considered possibly contagious. Child may return to school after rash is determined to be non-contagious by a physician or to be no longer contagious after proper treatment. Students may return with a note from the Physician's office.
- **Boils:** Students with boils must be seen by a physician. If it is a staph infection, they must remain home for 24 hours after starting antibiotics. A physician's note will be required for them to return to school. The boil must be covered. If the boil is draining, extra clothes and bandages should be sent with the student in case the bandage becomes saturated or if the clothes get wet.
- **Lice:** A student's hair must be free of nits and bugs in order to remain at school. The student will be readmitted to school after the parent has treated the child and *all nits and bugs* are removed. After successful treatment, **the parent will need to bring the student to the office to be rechecked for lice by school personnel before being allowed to stay at school.** *It is recommended that parents check their child on a regular basis for signs of head lice.*
- **Medication:** If your child needs to take medications for chronic conditions at school please contact your **school nurse.** State law requires a *medication administration form* to be completed by the physician and parent. This includes prescription and over-the-counter medications. If a student is prescribed a new medication, they must remain at home for 12 hours after the first dose to be observed for adverse reactions. Parents are allowed to bring medications to the

school and administer them to their child. If Parents cannot come, they may send the medication with someone listed on the child's contact card. If the parent or someone on the contact card cannot come then the parent may send an adult not listed on the contact card. The school will require a written or verbal consent from the parent if the adult is not on the contact card and an ID will be checked.

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

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

Beginning with the 2023-2024 school year, LDH will be observing the existing school entry requirement that students be vaccinated with at least 2 doses of Hepatitis A vaccine before entering Kindergarten, or any grade thereafter.

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

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

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

- **Vision/Hearing:** Student's vision and hearing are screened by the school nurse in Pre-K, Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> & 9<sup>th</sup> 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 6<sup>th</sup> grade for curvature of the spine. If signs are seen, students will be sent home with a letter referring them to their physician for a more complete evaluation.
- **Medical Conditions:** If your child has a chronic medical condition, contact the school nurse **annually**. Some examples of chronic medical conditions are Seizures/Epilepsy, diabetes, asthma, celiac disease, severe allergic reactions to insects or food that require use of an Epi-pen or Benadryl during the school day. A ***SPECIAL DIET ORDER*** form is required **annually** from a physician if your child has specific food allergies.
- **Post- Surgery or Hospitalization:** If your child is hospitalized or has surgery, he/she must return with a note from the Physician allowing him/her to return to school. Any restrictions must be noted on the return to school form.

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

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

# LIVINGSTON PARISH PUBLIC SCHOOLS

## REGLAS DE SALUD

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

- **Diarrea/vómitos (Diarrhea/Vomiting):** Los estudiantes que estén vomitando o tengan diarrea (2 o más heces acuosas) serán enviados a casa desde la escuela. No se les permitirá regresar hasta que estén libres de síntomas durante 24 horas desde el inicio de los síntomas. Los niños deben mantenerse en casa si vomitan o experimentan diarrea durante la noche.
- **Fiebre (Fever):** Los estudiantes que tengan temperaturas de 100.0 °F (38 °C) o más serán enviados a casa por fiebre. Los estudiantes serán readmitidos después de que hayan estado sin fiebre durante 24 horas sin el uso de medicamentos para reducir la fiebre. (Ejemplo: Tylenol, Motrin o Advil).
- **Resfriado/Gripe (Cold/flu):** Los estudiantes con resfriados severos, dolor de garganta, tos o síntomas similares a los de la gripe no podrán quedarse ni asistir a la escuela. Deben quedarse en casa para descansar y prestar atención adecuada a sus síntomas.
- **Conjuntivitis (Pink Eye):** Los síntomas de conjuntivitis, como drenaje ocular, párpados y lagañas en los ojos, enrojecimiento en la parte blanca de los ojos, hinchazón y picazón pueden indicar conjuntivitis, que es una enfermedad contagiosa. Los niños con estos síntomas serán enviados a casa y deben ser vistos por un médico para un diagnóstico. Se requerirá una excusa del médico para regresar a la escuela. Si se le diagnostica conjuntivitis, el estudiante debe estar en tratamiento durante al menos 24 horas antes de poder regresar a la escuela. Algunas conjuntivitis pueden requerir que el estudiante se quede en casa hasta que desaparezcan todos los síntomas.
- **Sarpullido/Lesiones (Rash/Lesions):** Un estudiante con una erupción o lesión no diagnosticada no podrá quedarse en la escuela. Las erupciones o lesiones cutáneas se considerarán posiblemente contagiosas. El estudiante puede regresar a la escuela después de que un médico determine que la erupción no es contagiosa o que ya no es contagiosa después del tratamiento adecuado. Los estudiantes pueden regresar con una nota de la oficina del médico.
- **Forúnculos (Boils):** Los estudiantes con forúnculos o nacidos deben ser vistos por un médico. Si se trata de una infección por estafilococos, deben permanecer en casa durante 24 horas después de comenzar a tomar antibióticos. Se requerirá una nota del médico para que puedan regresar a la escuela. El forúnculo debe estar cubierto y si está drenando, se debe enviar ropa y vendas adicionales con el estudiante en caso de que la venda se sature o si la ropa se moja.
- **Piojos (Lice):** EL cabello de un estudiante debe estar libre de liendres y bichos para poder permanecer en la escuela. El estudiante será readmitido a la escuela después de que el padre haya tratado a su hijo(a) y se hayan eliminado todas las *liendres y bichos*. Después de un tratamiento exitoso, **el padre deberá traer al estudiante a la oficina para que el personal de la escuela lo revise nuevamente en busca de piojos antes de que se le permita quedarse en la escuela.** *Se recomienda que los padres revisen regularmente a sus hijos para detectar signos de piojos.*
- **Tratamiento y Medicamentos (Medication):** Si su hijo(a) necesita tomar medicamentos para enfermedades crónicas en la escuela, comuníquese con la **enfermera de la escuela**. La ley estatal requiere que el médico y los padres completen un *formulario de administración de medicamentos*. Esto incluye medicamentos recetados y de venta libre. Si a un estudiante se le receta un medicamento nuevo, debe permanecer en casa durante 12 horas después de la primera dosis que se debe observar para detectar reacciones adversas. Los padres se les permite venir con los medicamentos a la escuela y administrarlos a sus hijos. Si los padres no pueden venir, pueden enviar el medicamento con alguien que se encuentre en la tarjeta de contacto de su hijo(a). Si el padre o alguien en la tarjeta de contacto no puede venir, entonces

el padre puede enviar a un adulto que no se encuentre en la tarjeta de contacto. La escuela requerirá un consentimiento escrito o verbal del padre si el adulto no está en la tarjeta de contacto y se verificará con una identificación (*ID*).

- **Inmunizaciones (*Immunizations*):** Estatuto de la ley del estado de Louisiana LA R.S. 17; 170

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

A partir del año escolar 2023-2024, LDH observará el requisito de ingreso escolar existente de que los estudiantes se vacunen con al menos 2 dosis de la vacuna contra la hepatitis A, antes de ingresar al Kinder o cualquier grado posterior.

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

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

- **Visión / audición (*Vision/Hearing*):** la visión y la audición del estudiante son evaluadas por la enfermera de la escuela en Pre-K, Kinder, 1<sup>er</sup>, 3<sup>er</sup>, 5<sup>to</sup>, 7<sup>mo</sup> y 9<sup>no</sup> grado y da los resultados a los padres y maestros. Si se detecta un problema, se enviarán notas a los padres para remitirlas a su médico para una evaluación más completa.
- **Escoliosis (*Scoliosis*):** los estudiantes son evaluados en sexto grado para determinar la curvatura de la columna. Si se ven signos, los estudiantes serán enviados a casa con una carta que los refiera a su médico para una evaluación más completa.
- **Condiciones Médicas (*Medical Conditions*):** si su hijo(a) tiene una condición médica crónica, comuníquese con la enfermera de la escuela **anualmente**. Algunos ejemplos de afecciones médicas crónicas son convulsiones / epilepsia, diabetes, asma, enfermedad celíaca, reacciones alérgicas graves a insectos o alimentos que requieren el uso de un Epi-pen o Benadryl durante el día escolar. Se requiere un formulario de ***ORDEN DE DIETA ESPECIAL*** **anualmente** de un médico si su hijo(a) tiene alergias alimentarias específicas.
- **Post-Cirugía u Hospitalización (*Post-Surgery or Hospitalization*):** Si su hijo(a) está hospitalizado o se somete a una cirugía, debe regresar con una nota del médico que le permita regresar a la escuela. Cualquier restricción debe anotarse en el formulario de regreso a la escuela.

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

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



#### Available Coverage Options

Depending on which program your school provides, some or all of the following voluntary insurance products are available for purchase on a voluntary basis:

☑ \$500,000 School Time Only Student Accident Insurance

\$500,000 'Round The Clock – 24 Hour Accident Coverage

\$10,000 Student Life Insurance

\$5,000 Student Dental Accident Insurance

Kids will be Kids!

1. Make sure your child is properly covered against unforeseen accidents.
2. Purchase coverage at your convenience from any computer.
3. Follow the easy step by step instructions and you're done in minutes!

These Voluntary Participation Student Accident Insurance Plans offered through your school can be purchased easily online at:

[www.BollingerSchools.com](http://www.BollingerSchools.com)



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- Visit us on the web at **[www.BollingerSchools.com](http://www.BollingerSchools.com)**
- Under the *Parents* section click ***Purchase Coverage***
- Simply enter the name of your District, Parish, Diocese or School Name and select your state.
- Click ***View Insurance Products /Purchase Coverage.***
- From here you can either click on ***Buy Online Now*** to purchase coverage online with a credit / debit card or
- Click on ***Print and Pay by Check*** to submit the completed forms and payment by mail.

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