

# NORTH CORBIN JUNIOR HIGH

## 2023 – 2024

### STUDENT HANDBOOK

32725 N. Corbin Rd.  
Walker, LA 70785  
225-686-2038/Fax 225-686-2690  
[www.northcorbinjuniorhigh.org](http://www.northcorbinjuniorhigh.org)

Inspire, Engage, Empower.  
Every Child, Every Day.

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Bus Driver: \_\_\_\_\_ Bus Number: \_\_\_\_\_

The goal of North Corbin Junior High School is to increase the academic achievement of all learners in an environment that encourages students to ROAR (Responsible, On-task, Always safe, and Respectful). Please become familiar with the information in this handbook so that you can contribute to the goal of NCJH. If you need explanations regarding policies, please see myself or the assistant principal. I encourage you to take advantage of the academic and extracurricular opportunities that are available at North Corbin Junior High as they will increase your likelihood of succeeding both academically and socially during your junior high years. Have a great school year!

Carolyn Wilkinson  
Principal

#### SCHOOL CALENDAR – 2023 / 2024

PLANNING/PREPARATION (For **TEACHERS** and **PRINCIPALS**)  
.....Tuesday -Thursday, August 8-10, 2023 (Full Day)  
.....Wednesday, September 20, 2023 (Full Day)  
.....Wednesday, November 1, 2023 (Full Day)  
.....Wednesday-Thursday January 3-4, 2023 (Full Day)  
.....Wednesday, March 6, 2024 (Full Day)  
CLASS BEGINS (STUDENTS).....Friday, August 11, 2023 (Full Day)  
FIRST SEMESTER ENDS (STUDENTS).....Thursday, December 21, 2023  
SECOND SEMESTER BEGINS (STUDENTS) .....Friday, January 5, 2024  
SECOND SEMESTER ENDS (STUDENTS).....Friday, May 24, 2024

#### SCHOOL HOLIDAYS (STUDENTS)

LABOR DAY..... Monday, September 4, 2023 (1 Day)  
PROFESSIONAL DEVELOPMENT ..Wednesday, September 20, 2023 (1 Day)  
LIVINGSTON PARISH FAIR .....Friday, October 13, 2023 (1 Day)  
PROFESSIONAL DEVELOPMENT .....Wed, November 1, 2023 (1 Day)  
THANKSGIVING..... Monday - Friday, November 20 - 24, 2023 (5 Days)  
CHRISTMAS/NEW YEARS ..... Friday, December 22, 2023  
..... through Thursday, January 4, 2024 (10 Days)  
MARTIN LUTHER KING DAY .....Monday, January 15, 2024 (1 Day)  
MARDI GRAS .....Monday - Friday, February 12 – 16, 2024 (5 Days)  
PROFESSIONAL DEVELOPMENT..... Wednesday, March 6, 2024 (1 Day)  
EASTER..... Friday, April 7, 2024 – Friday, April 14, 2024 (6 Days)

INTERIM REPORTS TO BE ISSUED	REPORT CARDS TO BE ISSUED
Thursday, September 14, 2023	Friday, October 20, 2023
Thursday, November 16, 2023	Friday, January 12, 2024
Friday, February 9, 2024	Friday, March 22, 2024
Friday, April 26, 2024	Thursday, May 30, 2024

# CLASS SCHEDULE

	ROOM NUMBER	CLASS	TEACHER
1 <sup>ST</sup>			
2 <sup>ND</sup>			
3 <sup>RD</sup>			
4 <sup>TH</sup>			
5 <sup>TH</sup>			
6 <sup>TH</sup>			
7 <sup>TH</sup>			
<b>Advisor</b>		House/Den Meeting	

<u>DAILY SCHEDULE</u>	<u>ACADEMIC HOUSE POINTS</u>	<u>DISCIPLINE HOUSE POINTS</u>
Homeroom            7:23 – 7:31	ALL A's =                    30 points	0 Infractions = 30 points
1st Period            7:34 – 8:27	A's & B =                    20 points	1 Infraction = 25 points
2 <sup>nd</sup> Period            8:30 – 9:22	A's, B's & C's =            10 points	2 Infractions = 20 points
3 <sup>rd</sup> Period            9:25 – 10:17	A's, B's, C's & D's =      5 points	3 Infractions = 15 points
4 <sup>th</sup> Period            10:20 – 11:40	Any F's =                    0 points	4 Infractions = 10 points
5 <sup>th</sup> Period            11:43 – 12:35		5 Infractions = 5 points
6 <sup>th</sup> Period            12:38 – 1:30		6 or More Infractions/referral = 0 points
7 <sup>th</sup> Period            1:33 – 2:28		

## ATTENDANCE

1. Grades 6-8 must be present a minimum of 167 class periods in order to be eligible for a course taken. Therefore, a student will only be able to miss **5 UNEXCUSED** days of school per semester.
2. Absences are recorded each period. Due to check-in/outs, a student may be over the limit of absences and receive no credit in one period while remaining eligible to receive credit in others.
3. By law the school is obligated to report excessive absences to social services (FINS/OCS).
4. **Check-outs will not be allowed after 2:00.**

## EXCUSES

1. The Livingston Parish School Board lists the following as legitimate **EXCUSED** absences:
  - a. Personal illness **with a doctor's note**
  - b. Death in the immediate family **with a copy of the obituary**
  - c. Court appearance **with a court issued excuse**
  - d. Extreme emergencies approved by Principal

\*These absences are considered **subtractable** and do not count as one of the five days a student can miss each semester.
2. Excuses must be the **original** excuse or must be faxed **directly** from a doctor's office. **Any alteration or false creation of an excuse may result in a suspension.** All excuses are subject to verification.
3. Student's returning from an absence should turn their excuse in to the "Excuse Box" in the student waiting area of the office **within 2 weeks** of returning to school from the absence.
4. A parent note allows the student to make up missed assignments but is **NOT** subtracted from the total number of absences.

## CHECK-IN AND CHECKOUT PROCEDURES

1. All students who arrive at school late must sign a check-in sheet in the office and pick up an admit slip to class.
2. Students leaving school before dismissal must be signed out in the office. Even in the case of an emergency, the student will only be allowed to check out with the people listed on their check out card. **NO EXCEPTIONS**
3. **Check-outs will not be allowed after 2:00.**

## STUDENT CONDUCTOR

This program is used to accurately track/record tardies, dress code violations and tech infractions. An email will be sent to the address provided when your student receives one of these infractions.

## TARDIES

1. Students should report directly to the office when tardy for Homeroom, or when reporting late to school/class.
2. **Students are required to be in the classroom, and ready to begin class when the tardy bell sounds at 7:23 am.**
3. On **unexcused tardies 5 & 7 per semester**, a student will be assigned an After School Detention.
4. On **unexcused tardy 9 per semester**, a student will be assigned a Saturday Detention.
5. On **unexcused tardies 11 & 13 per semester**, a student will be given a one day suspension, etc.

## STUDENT FEES

1. Any fees or charges due from last year must be paid before the student will be allowed access to our facility for this school year. **Books/technology will not be issued until debts are paid.**
2. Students are assessed a \$35.00 school fee for our current school year.
3. P.E. uniforms are \$25.00 or \$12.50 for shirts & \$12.50 for shorts.
4. Students must pay for lost or damaged technology, textbooks, and library books.

5. There may be additional class/club fees assessed; they must be paid to individual teachers/departments.
6. **Unpaid debts and/or fees will result in student not participating in field trips, extra-curricular activities and ordering of additional spirit items.**
7. If you need help with Economic Assistance, please contact the Guidance Counselor.

#### ASSIGNMENTS

1. All students will receive an assignment/student handbook to record all daily assignments. The handbook should be in the student's possession throughout the school day.
2. Homework and daily class work is also accessible on each teacher's Google Classroom.
3. Replacement handbooks are available in the office at a cost of \$5.00.
4. Homework services offered through the State Library of Louisiana at <http://www.homeworkla.org/>.

#### TRANSPORTATION

1. Students who provide their own transportation to school **MAY NOT BE DROPPED OFF BEFORE 7:00 A.M.**
2. For safety reasons, students who come to school, or leave school in automobiles, must enter/exit by the front of the school only: Students must unload/exit vehicles on the right side only.
3. Students may not walk, ride bikes or drive to school.
4. **Any changes in a student's method of transportation in leaving campus will require written permission from a parent or guardian and must be approved by the principal or assistant principal before school begins. Due to overcrowded conditions on buses, students will not be allowed to ride a different bus.**

#### STUDENT LAPTOPS

Student laptops and chargers are issued annually. Students are to bring their device fully charged to school daily. Students are responsible for any damage that occurs to the school-issued laptops. Damage repairs are approximately: screen (\$72), keyboard (\$90), charger (\$44). Insurance is available for \$25. Tech infractions are issued through student conductor for failure to have laptop and uncharged devices. See the back of planner.

#### LIBRARY

1. Students will go to the library with their ELA class.
2. Students must pay for lost or damaged books.
3. Students are limited to checking out two books at a time for a period of two weeks.

#### PHYSICAL EDUCATION

1. All students not medically excused will participate in Physical Education.
2. There will be penalties for habitual failure to dress out for class.
3. Each child must have a regulation gym uniform. Gym uniforms may be purchased from the school for \$25.00.
4. Tennis shoes and socks are required; tennis shoes must have non-marking soles and must tie or fasten.
5. Each child should have his/her name clearly printed on the gym uniform. Students may not borrow or loan gym uniforms.
6. In order to participate in P.E., if a student's uniform is lost, stolen or damaged, a new uniform must be purchased.
7. A student's grade in P.E. will be based on dressing out and participating in skill and written tests.

#### ATHLETICS

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

3. Students 14 years old before September 1 of the current school year cannot participate in 7<sup>th</sup> grade athletics.
4. Students 13 years old before September 1 of the current school year cannot participate in 6<sup>th</sup> grade athletics.
5. All participants in athletics must have proof of insurance coverage.

#### SCHOOL MESSENGER

The School Messenger service is used as a safety measure to report student absences to parents and as a means for notifying parents of important school events and emergency situations. Parents are asked to notify the school if phone numbers change so that we will always be able to contact them in the event of an emergency.

#### PARENT PORTAL

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their grade book to make decisions on what information they want to share with parents and students. The web address for the Parent Portal is as follows: <http://powerschool.lpsb.org/public>. Parents are cautioned to keep their passwords private.

#### MESSAGES

Only identified **EMERGENCY** messages will be delivered to students during the school day. No message will be delivered after 2:00 p.m.

**\*STUDENTS ARE NOT ALLOWED TO USE OFFICE PHONES.**

#### MEDICATION FOR STUDENTS

1. The school is **NOT** allowed to administer nonprescription medication (Tylenol, Ibuprofen, cough syrup, Advil, etc.). You may come to the school and administer these medications to your child. If a student needs to take a prescription drug during school the following procedures must be followed before the medicine can be administered:
  - a. The Parental Permission Form and the Doctor's Order Form (available upon request from the Office) must be completed and signed and returned to the school.
  - b. The medication must be in the original prescription bottle with the correct and current information on the bottle. **DO NOT WRITE ON THE BOTTLE; IT INVALIDATES THE PRESCRIPTION.** Only adults can bring medication to school.
2. The office should be notified **IN WRITING** regarding allergic reactions/procedures for individual students. This information should be provided at the earliest possible convenience.

#### VISITORS

You are required to come by the office and pick up a **Visitor's Hall Pass** when visiting on campus; please return it to the office when you finish your visit.

#### DISCIPLINE

NCJH embraces the principles of PBIS (Positive Behavioral Intervention and Supports). NCJH strives to implement the most effective and positive approach to addressing problem behaviors. Our disciplinary system is both progressive and consistent. Students are expected to ROAR at NCJH. ROAR stands for Responsible, On-Task, Always Safe, and Respectful. A system of infractions for minor disciplinary behaviors can be found in the back of the student planner. In addition, for more serious offenses students may be referred to the office at any time. Students that receive fewer than six infractions each nine week period and do not receive an office referral or other office disciplinary action will be invited to attend a PBIS incentive party each nine weeks.

## CAMPUS RULES

1. Students are not allowed in the parking lot except when loading/unloading vehicles.
2. No physical contact is allowed between students on the campus. There is no reason for any student to touch another student at any time. This includes slapping, kicking, playing, tackling, or any other form of aggressive or affectionate contact.
3. Students are not allowed in the classroom without a teacher present.
4. Students will not be allowed in the teachers' lounge or workroom.
5. A student not in class during class time must have a hall pass.
6. Use of profanity or vulgarity will not be allowed.
7. Students may not run, stomp, etc. in the classes, halls, or anywhere else on campus.
8. **Gum** is not permitted on the school campus. Sunflower seeds are not permitted on the school campus. The possession of either will result in a detention.
9. A student found in possession of a recording device during school hours will face disciplinary action.
10. Students may not bring, swap, and sell any personal items on campus/buses.
11. Note writing, reading, passing, and possession, is not allowed on campus/buses.
12. Students may not loiter in the restrooms.
13. Every student **must participate** in all classes. Sleeping, not bringing required materials, or not attempting assigned work will not be allowed.
14. Weapons are not allowed on the school campus.
15. Fireworks are not permitted on campus.
16. Blankets, pillows, etc. are not allowed on the school campus.
17. Failure to comply with campus rules will result in disciplinary action.
18. **No Smartwatches** (including Apple Watches, Samsung, or Fitbits)

### **Watches and other devices may not:**

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

19. **No wireless headphones** with Bluetooth connectivity.

The infraction of any of these rules will warrant **detention, RESET, suspension, or expulsion.**

1. Willful disobedience
2. Treats an authority with disrespect
3. Makes an unfounded charge against authority
4. Uses profane and/or obscene language
5. Is guilty of immoral or vicious practices
6. Is guilty of conduct or habits injurious to his/her associates
7. Uses or possesses tobacco, lighter, or Vape/e-cigarette
8. Uses or possesses alcohol
9. Disturbs the school or habitually violates any rule
10. Cuts, defaces, or injures any part of public school buildings/vandalism
11. Writes profane and/or obscene language or draws obscene pictures
12. Instigates or participates in fights while under school supervision
13. Violates traffic and safety regulations
14. Leaves school premises or classroom without permission
15. Is habitually tardy and/or absent
16. Is guilty of stealing
17. Commits any other serious offense
18. Forgery
19. Gambling
20. Unauthorized use of Technology
21. Improper dress
22. Academic dishonesty

23. Trespassing Violation
24. Failure to Serve Assigned Consequence
25. Misusing internet/violates electronic/technology policy
26. Any serious offense not limited to those listed above.
27. The 4<sup>th</sup> suspension is an immediate recommendation for expulsion.

## SCHOOL BEHAVIOR REPORT

1. A School Behavior Report will be sent home with students who are referred to the office. One copy is to be signed by the parent and returned to the administration the next school day.
2. The purpose of this report is to inform the parents/guardians of a behavioral incident on the school campus, and if necessary, of subsequent disciplinary action taken by school officials. Parents are urged to discuss the incident and possible implications with the student.

## DETENTION

1. Detention is an alternative to a more severe punishment. It is designed to improve behavior, and it affords the student an opportunity to continue at school and not miss any schoolwork.
2. **After-School Detention** –It will be used for minor offenses; it will be assigned from 2:25 p.m. – 3:15 p.m. one afternoon a week, as needed.
3. **Saturday Detention** – It will be used for more serious offenses; it will be from 8:00 a.m. – 11:30 a.m., as needed. **FAILURE TO ATTEND SATURDAY DETENTION WILL RESULT IN AN AUTOMATIC SUSPENSION.**
4. All detention must be served as assigned; questions should be directed to administrators promptly.
5. **A detention will only be rescheduled once per year. Contact the Assistant Principal for rescheduling.**

## RESET

In lieu of suspension, RESET is an in-school disciplinary consequence where students will work with school personnel in one location to complete assignments throughout the day, participate in community service jobs around the school, and reflect on the previous behaviors to make a plan to avoid future discipline. These are scheduled for Wednesdays. Students will not serve more than 1 RESET in an academic year. Future discipline after RESET may result in an out-of-school suspension.

## POSSESSION OF VAPE

1<sup>st</sup> Offense – 2 Day Suspension, Police Report Filed - Warning  
2<sup>nd</sup> Offense – 2 Day Suspension, Police Report Filed – Court Summons

## CELL PHONE VIOLATION

1<sup>st</sup> Offense – Saturday Detention  
2<sup>nd</sup> Offense – Suspension  
Subsequent Offenses – Multi-Day Suspension

## BUS RULES

1. Students are expected to be at their assigned bus stop each morning. Bus drivers are not required to blow horns or wait on students who are not at the bus stop.
2. Students must remain seated at all times when the bus is in motion.
3. Students should adhere to all guidelines concerning bus safety.
4. Camera equipment may monitor students' behavior on school buses.
5. **Students will not be allowed to ride another bus home other than the one they are assigned.**
6. Additional bus rules will be provided/required by individual bus drivers; please try working with them as a first step in solving individual problems.

## FREE DRESS

On occasion students will be permitted to wear apparel other than the school uniform. It is important that in ALL cases the dress is school appropriate (length of shorts, **NO HOLES IN JEANS ABOVE THE KNEE**, coverage of shoulders, etc.) Usually these occasions will fall into 3 categories:

- **Uniform or Better** – Students may dress up, but not dress down. No jeans or t-shirts (shirts should have a collar)
- **Spirit Shirts** – Students may wear their House shirt or spirit shirt with uniform bottoms and required belt.
- **Casual Computer Dress Days** – Fund-raiser that allows students to wear **BLUE JEANS (NO HOLES ABOVE THE KNEE)** or school appropriate athletic bottoms, top (school appropriate), and cap for \$1 per item.

\*Nike style shorts are **NOT** permitted as they are too short. Leggings underneath shorts are allowable.

\*Leggings alone are **NOT** permitted.

\*Crocs and slides are **NOT** permitted.

## DRESS CODE

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, un-prescribed 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*.

## Dress Code Violation

- 1<sup>st</sup> Offense – Parent Notification sent through Student Conductor
- 2<sup>nd</sup> Offense – Parent Notification sent through Student Conductor
- 3<sup>rd</sup> Offense – Parent Notification sent through Student Conductor
- 4<sup>th</sup> Offense – After School Detention and Parent Notification
- 5<sup>th</sup> Offense – Parent Notification
- 6<sup>th</sup> Offense – Saturday Detention and Parent Notification
- 7<sup>th</sup> Offense – Parent Notification
- 8<sup>th</sup> Offense or more – 1 Day Suspension for each offense due to willful disobedience

## LIVINGSTON PARISH STUDENT UNIFORM DRESS CODE

### 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)
- ✓ Oxford style dress shirt, short or long sleeves
- ✓ **All shirts are required to be tucked in**
- ✓ **Designs, emblems, insignias, monograms and logos are prohibited**
- ✓ Undershirts and t-shirts, if worn must be white, gray or black and can only be worn underneath the standard uniform.

### Pants/Skirts/Shorts/Skort/Jumpers:

- ✓ Solid color: Khaki
- ✓ No jean, knit, jegging, stretch, cargo, capri, or cropped styles.
- ✓ Appropriate fit: not too loose, not too tight; no sagging
- ✓ Pants must have belt loops and a belt is mandatory.
- ✓ Must be worn at waistline.
- ✓ Skirts should be to top of kneecap.
- ✓ Jumpers should be to top of kneecap.
- ✓ Shorts/Skort: Top of knee to four (4) inches above knee; length cannot be below the knees; length can be cuffed or not cuffed.
- ✓ The only logos allowed should be the manufacturer's label.
- ✓ All bottoms must be hemmed.

### Belts:

- ✓ Belts required with clothing designed with belt loops, any color, no inappropriate logos or slogans.
- ✓ Belts are to be worn correctly and buckles are not to be excessive size or offensive in design.
- ✓ Studs and spikes are prohibited.

### Socks/Hose/Tights (if worn):

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

### Pullovers:

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

### Shoes:

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

### Coats:

- ✓ Coat/Jacket/Sweater may be worn as long as the uniform shirt collar is revealed under coat/jacket/sweater
- ✓ Trench coats are prohibited.
- ✓ Vests/Jackets/Sweaters/Coats that zip/button/snap from top to bottom may be any color and with a hood

## **GUIDANCE**

The purpose of the guidance program is to help each individual student achieve his/her maximum growth mentally, emotionally and socially. We try to do this in several ways:

1. Individual conferences whenever a student, a teacher, a parent or the counselor deems it necessary.
2. Support groups designed to help the student deal with issues such as relationships, self-esteem, drugs, loneliness, etc.
3. A student may obtain appointment forms from his/her teacher or the Guidance office to see the Guidance Counselor.
4. Parents are to call the Counselor to set up all teacher conferences.

## **I RESPECT YOU – YOU RESPECT ME**

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

### **Bullying, Intimidation, Harassment, and Hazing**

Students who feel they are being bullied, intimidated, harassed, or hazed should tell any NCJH staff member. The administration will conduct an investigation with all known, concerned parties. All issues will be addressed in a timely manner.

## **RECORDINGS**

Audio and video recordings are not allowed at North Corbin Jr. High due to possible violations of FERPA and HIPPA, both of which regulate and protect the right of privacy for adults and minors. Any audio or video recordings at North Corbin Jr. High 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 North Corbin Jr. High.

### **LPPS Acceptable Use Summary**

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

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

- A. No access by minors of inappropriate matter
- B. No use of outside electronic mail, chat rooms, and any other forms of direct communication by students
- C. No inappropriate online behavior including cyber-bullying
- D. No revealing personal information.
- E. No illegal activities such as:
  - a. Hacking, Vandalism and unauthorized access.
  - b. Password abuse
  - c. Inappropriate Language
  - d. Trespassing in others' folders
  - e. Damaging computers or networks

- f. Disabling or modifying 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:** Any user violating these provisions, applicable state and federal laws, and/or district rules shall be subject to loss of network privileges and any other system disciplinary options, including criminal prosecution.

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

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

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

### **Child Find**

In accordance with the State of Louisiana Child Search Program, annual and ongoing activities are conducted to identify and locate children (ages 3 through 21) suspected of being exceptional and needing special education and/or related services. If you have a child or know of a child between the ages of 3 and 5 years old who seems to have difficulty learning, help is available. Contact Heather Thibodeaux, the Livingston Parish Public Schools Preschool Child Search Designee at (225) 667-2080. If your child is school-aged, contact your home-based school district regarding these concerns.

### **Dating Violence**

<http://lcadv.org/teen-dating-violence/>