2020 – 2021 STUDENT HANDBOOK

35086 Old Highway 16 Denham Springs, LA 70706 225-667-4195/Fax 225-667-4196

https://app.oncoursesystems.com/school/webpage/14347819

Exceed Expectations All. Day. Every. Day.			
Student Name:	Grade:		
Address:			
Phone Number:	Phone Number:		
Bus Number:	Breakdown Bus Number:		
esponsibility that comes w to provide you with an challenge you to "Exceed	s! As a graduate of Live Oak High School, I know the pride and with being an Eagle. My goal, along with the faculty and staff, is exciting experience both personally and academically. We will describe a Expectations" every day and want you to strive to reach your this year and remember it's always a great day to be an Eagle Lee Hawkins Principa		

INTERIM REPORTS TO BE ISSUED	REPORT CARDS TO BE ISSUED
Tuesday, September 8, 2020	Friday, October 16, 2020
Wed., November 11, 2020	Friday, January 15, 2021
Thursday, February 4, 2021	Friday, March 19, 2021
Wed., April 21, 2021	Friday, May 28, 2021

SCHOOL CALENDAR –2020/2021	
PLANNING/PREPARATION (For Teachers and Principals)	
Monday, August 3, 2020 (Full Da	ay)
Tuesday, August 4, 2020 (Full Da	ay)
Wednesday, August 5, 2020 (Full Da	ay)
Thursday, August 6, 2020 (Full Day)	
Wed., September 23, 2020 (Full Day	
	y)
Wed., March 10, 2021 (Full Day)	
CLASS BEGINS (STUDENTS)Fri. August 7, 2020 (Full Day)	
FIRST SEMESTER ENDS (STUDENTS)Fri December 18, 2020)
SECOND SEMESTER BEGINS (STUDENTS)Tues. January 5, 202	1
SECOND SEMESTER ENDS (STUDENTS)Friday May 21, 2021	
SECOND SEMESTER ENDS (TEACHERS)Friday. May 21, 2021	

SCHOOL HOLIDAYS (STUDENTS)

LABOR DAY Monday, September 7, 2020 (1 Day)
LPPS PD DayWed., September 23, 2020 (1 Day)
LIVINGSTON PARISH FAIRFriday, Oct. 9, 2020 (1 Day)
Election DayTuesday, November 3, 2020 (1 Day)
CONVENTION and THANKSGIVING Monday through Friday
November 23-27, 2020 (5 Days)
CHRISTMAS/NEW YEARS Monday, December 21, 2020
through Monday, January 4, 2021 (11 Days)
MARTIN LUTHER KING DAYMonday, January 18, 2021 (1 Day)
MARDI GRASFriday - Tuesday, February 12-16, 2021 (3 Days)
LPPS PD DayWed., March 10, 2021 (1 Day)
EASTERFriday, April 2, 2019 – Friday, April 9, 2020 (6 Days)

CLASS SCHEDULE

	ROOM NUMBER	CLASS	TEACHER
1 ST			
2 ND			
3 RD			
4 TH			
5 TH			
6 TH			
7 TH			
8 th			

STAR Test Tracking Chart - ELA

Listed below, you will record your STAR testing results. STAR is a reading comprehension test which gives teachers an indication of approximately how well you comprehend what you read. STAR is just one test that gives us one picture and this level is approximate. Chart your STAR test scores to see how you're improving!

	Scaled Score	Change (+/-)	Grade Equivalent	Change (+/-)	Goal
1 st nine weeks					
2 nd nine weeks					
3 rd nine weeks					
4 th nine weeks					

STAR Test Tracking Math

	Scaled Score	Change (+/-)	Grade Equivalent	Change (+/-)	Goal
1 st nine weeks					
2 nd nine weeks					
3 rd nine weeks					
4 th nine weeks					

USER NAME & PASSWORD

The following space is provided for your child to record their usernames and passwords.

Computer Login	AR
UserName:	UserName:
Password:	Password:
PowerSchool	Math
UserName:	
	UserName:
Password:	
	Password:
*Google Classroom	Math
UserName:	
	UserName:
Password:	
	Password:
ELA	Science
UserName:	UserName:
Password:	Password:
ELA	Science
UserName:	UserName:
Password:	Password:
Social Studies	Social Studies
UserName:	UserName:
Password:	Password:
Other	Other
UserName:	UserName:
Password:	Password:

^{*}Remember that Google Classroom logins <u>do not</u> have an email account. If you need to contact your teacher, you must use the lpsb.org email. The livingstonschools.net one <u>does not</u> have email.

ABSENCES, ATTENDANCE AND EXCUSES

- The Livingston Parish School Board lists documented (medical excuse) personal illness, death in the family, and extreme emergencies as legitimate excuses for absences.
- 2. In order to be promoted, a student may have **no more than 10 unexcused absences for the entire year**.
- A student should bring an original doctor's excuse to the office upon returning to school from absence/absences.
- 4. Suspensions are considered unexcused absences.
- By law the school is obligated to report excessive absences to social services (FINS/OCS).
- 6. To be eligible for after school activities a student must be present a minimum of half a day. (cannot check out prior to 10:30 or must check in before 10:30.)

MAKE-UP WORK

If you are absent, makeup work can be attained by emailing the teachers and requesting that the work. Students may also check Google classroom for the work.

1 st hour	7:00 – 7:50
2 nd Hour	7:54 – 8:41
Second Chance Breakfast	8:41 – 8:48
3 rd Hour	8:52 – 9:39
4 th Hour	9:43 – 10:30
5 th hour	10:34 – 11:21
6 th Hour - 7 th grade Lunch	11:21 – 11:41
7 th grade Class	11:45 – 12:32
8 th grade Class	11:25 – 12:12
8 th grade Lunch	12:12 – 12:32
7 th Hour	12:36 – 1:23
8 th Hour	1:27 – 2:14

ASSIGNMENTS

- 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.
- Homework and daily class work is also accessible at the teacher class website on the school web page (www.liveoakjuniorhigh.com)
- 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/.

ATHLETICS

- 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.
- Students 15 years old before September 1 of the current school year cannot participate in 8th grade athletics.
- 3. Students 14 years old before September 1 of the current school year cannot participate in 7th grade athletics.
- 4. Students 13 years old before September 1 of the current school year cannot participate in 6th grade athletics.
- All participants in athletics must have proof of insurance coverage.

BUS RULES

- 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.
- Students must remain seated at all times when the bus is in motion.

- Students should adhere to all guidelines concerning bus safety.
- Camera equipment may monitor students' behavior on school buses.
- Additional bus rules will be provided/required by individual bus drivers; please try working with them as a first step in solving individual problems.

CAMPUS RULES

- 1. Students are not allowed in the parking lot except when loading/unloading vehicles.
- No physical contact is allowed between students on the campus. There is no reason for any student having to touch another student at any time. This includes slapping, kicking, playing, tackling, or any other form of aggressive or affectionate contact.
- Students are not allowed in the classroom without a teacher present.
- 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.
- 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 lunch/recess detention.
- 9. A student may be in possession of a cell phone during school hours. The phone should be off and in the student's book sack. Students will not be allowed to turn cell phones in to the office for safekeeping. Students caught taking or participating in videos, pictures, talking on cell phones, or texting on campus can be subject to immediate suspension at the administration's discretion and bypass progressive disciplinary actions for cell phone possession. If cell phones are taken, it will be returned at the end of the school day.
- 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.
- 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.
- Failure to comply with campus rules will result in disciplinary action.
- 18. Students are not allowed to have any object on campus that distracts the learning environment.
- 19. Water will be allowed on campus only in original packaging.
- 20. No student deliveries will be accepted.
- No Smartwatches (including Apple Watches, Samsung, or Fitbits)

Watches may not:

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

Audio and Video Recordings

Audio and video recordings are not allowed at LOJH 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 LOJH 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 LOJH.

CHEATING

When a student is caught cheating a grade of zero will be given for the work involved, and the teacher or administrator will notify the parents of the student caught cheating. Disciplinary action will be issued.

CHECK-IN AND CHECKOUT PROCEDURES

- All students who arrive at school late must sign a check-in sheet in the office and pick up an admit slip to class.
- Students leaving school before dismissal must be signed out in the office. In 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. To be eligible for after school activities a student must be present a minimum of half a day. (cannot check out prior to 10:30 or must check in before 10:30.)

DISCIPLINE

LOJH embraces the principles of PBIS (Positive Behavioral Intervention and Supports). LOJH 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 SOAR at LOJH. SOAR stands for Safe, On-Task, Accountable and Respectful. A system of infractions for minor disciplinary 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.

There will be a PBIS celebration at the end of each semester. To gain attendance, a student must meet the following criteria:

- 1. 6 or less infractions for that semester
- NO detentions, suspensions, or Saturday detentions for that semester

EAGLES EXCEEDING EXPECTATIONS

Mr. Hawkins will be rewarding students who have exceeded the expectations set for LOJH. To obtain an EEE reward, the student will be referred to the principal via email. The student will receive a "SHOUT OUT" via the announcements and Mr. Hawkins will provide a reward such as one of the following: free dress pass, erase one detention, free coke or candy at recess, t-shirt pass, jean pass, or any other reward he provides.

Students can also refer teachers/staff members to receive an EEE reward. To do so, the student must send an email to Mr. Hawkins detailing what the faculty/staff member did to exceed the expectations set for LOJH. His email address is william.hawkins@lpsb.org.

The infraction of any school rule will warrant detention, 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
- Is guilty of conduct or habits injurious to his/her associates
- 7. Uses or possesses tobacco, lighter or e-cigarette
- 8. Uses or possesses alcohol
- 9. Disturbs the school or habitually violates any rule
- 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.
- The 4th suspension is an immediate recommendation for expulsion.

DETENTION

- 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.
- After-School Detention –It will be used for minor offenses; it will be assigned from 2:15 p.m. – 4:00 p.m. one afternoon a week, as needed.
- 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.

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. Usually these occasions will fall into 3 categories:

- <u>Spirit Shirts</u> Students may wear their grade level spirit shirt with uniform bottoms and required belt on Friday's.
- <u>Free Dress Fridays</u> Fund-raiser that allows students to wear free dress for \$2. Students may wear school appropriate clothing or they will not be able to participate in free dress. Students will pay their 1st hour teacher.

DRESS CODE

The following guidelines have been established by LPPS regarding all students' dress and appearance.

- Appropriate footwear must be worn to school (no shower shoes, flip-flops, or sandals).
- 2. Caps, hats, un-prescribed glasses are not permitted.
- 3. Patches, decorations, slogans, symbols, tags, marks, or advertisements are prohibited. (Examples: Beer, cigarettes, drugs, obscene suggestions, sexual connotations, etc.)
- No emblems, insignias, or monograms shall appear on any uniform item.
- Earring(s) are not allowed for males as wearing apparel.
 Tongue rings, nose rings, eyebrow rings, ear gauges, are not allowed for males or females.
- 6. Male hair length must be of even distribution. The hair may not extend below the plane of the shoulder nor down upon the eyebrow in front, or down below the halfway point on the earlobes. Hair must be clean, well-groomed and neat at all times. (Lines cut in the hair, shaven hair, "Mohawk" cuts; extreme or unnatural coloring of hair, "tails" or any other hairstyle which interferes with a student's performance or that

- of his classmates is prohibited.) Hair must be ONE natural color.
- 7. Sideburns can extend to the lobe of the ear. Beards are unacceptable. Mustaches neatly trimmed are acceptable.
- 8. Female hair must be clean, neat and well groomed. Extreme or unnatural coloring and extreme hairstyles are unacceptable. Hair must be ONE natural color.
- 9. Foundation garments must be worn.
- 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

- 1.Teacher will issue dress code violations and students will be given a copy.
- 2.Students are required to be in uniform, unless given otherwise permission.
- 3.On dress code violations 4&5 per 9 weeks, a student will be assigned an After School Detention.
- 4.On dress code violation 6 per 9 weeks, a student will be assigned a Saturday Detention.
- 5.On dress code violation 7 per 9 weeks, a student will be given a one-day suspension.

LIVINGSTON PARISH STUDENT UNIFORM DRESS CODE

Shirts:

- ✓ Solid Color Navy Blue or White
- Polo two, three or four buttons at the top front with collar (short or long sleeve)
- ✓ 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:

✓ Solid White Only, no color trims on undershirts.

Skirts/Shorts/Slacks/Skorts:

- ✓ Solid color: Khaki
- Style must be cotton twill or cotton blend (no jean style or material)-No rivets
- ✓ No sewn on outside pockets or flap; cargo pants are prohibited
- ✓ Pants must have belt loops and mandatory belt
- Designs, emblems, insignias, monograms and logos are prohibited
- ✓ Zip fly only

Jumpers:

- ✓ Solid color: Khaki
- ✓ Uniform shirts must be worn under jumpers.
- ✓ Style must be cotton twill or cotton blend (no jean material)
- ✓ Length top of knee or longer
- ✓ Designs, emblems, insignias, monograms and logos are prohibited

Skirts:

- ✓ Solid color: Khaki
- ✓ Style must be cotton twill or cotton blend (no jean material)
- ✓ Must be worn at waistline
- ✓ Can be pleated, flat or A-line
- ✓ Length Top of knee or longer
- ✓ Cargo style pockets on any garment are prohibited.

Shorts:

- ✓ Solid color khaki
- Style must be cotton twill or cotton blend (no jean material)
- ✓ Must be worn at waistline

- ✓ Length: Top of knee to four (4) inches above knee (length cannot be below the knees) (length can be cuffed or not cuffed)
- Can be pleated or flat front

Skorts:

- ✓ Solid color khaki
- Style must be cotton twill or cotton blend (no jean material)
- ✓ If skorts have belt loops, a belt must be worn
- Must be worn at waistline
- ✓ Length: Top of knee to four (4) inches above knee (length cannot be below the knees) (length can be cuffed or not cuffed)

Slacks:

- ✓ Solid color: Khaki
- No elastic or gathered at the ankles. No slits in pants legs. Pants must be worn outside of boots.
- Must be hemmed and length not to exceed top of shoe (hem can be cuffed)
- ✓ No pockets on lower legs.
- ✓ Must be worn at waistline
- ✓ Jogger, cropped, stirrup, parachute, wind, stretch/warmup, capri, and jean style pants are prohibited
- ✓ Can be pleated or flat front

Belts:

- Solid color and solid material: Black, Navy Blue, Khaki or Brown
- ✓ Mandatory when wearing slacks or shorts
- ✓ Belt buckles must be plain; standard buckle
- Designs, emblems, insignias, monograms, logos, holes, studs etc. are prohibited
- ✓ Appropriate length for waist

Socks:

- Solid color: White, Navy Blue, Khaki or Black (must be matching pair)
- ✓ Mandatory wear
- ✓ Must be visible and no higher than the knee
- Designs, emblems, insignias, monograms and logos are prohibited

Hose/Tights:

- ✓ Solid Color: Navy Blue, White or skin tone
- ✓ Socks, hose, tights must be worn with shoes

Pullovers

(Sweaters, sweatshirts, vests; any garment which is pulled over the head which does not snap, button or zip from top to bottom):

Solid color: Navy Blue, White, or black (or those purchased directly from the school)

- ✓ Pullover V-neck, pullover crew, ¼ zip (HOODS ARE PROHIBITED)
- Must be worn over uniform shirt
- ✓ Turtlenecks are prohibited
- ✓ Designs, emblems, insignias, monograms and logos are prohibited

Shoes:

- ✓ Shoes may tie, buckle or Velcro
- ✓ Closed-toe and closed-heel shoe mandatory (tennis shoes, dress shoes, casual shoes or slip-on shoes)
- ✓ Shoes must be tied If applicable
- ✓ Boots may be worn with pants only

Coats:

- Coat/Jacket/Sweater may be worn as long as the uniform shirt collar is revealed under coat/jacket/sweater
- ✓ No trench coats allowed
- ✓ 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:

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

STUDENT SEXUAL HARASSMENT POLICY

The Livingston Parish School Board disapproves of and does not tolerate sexual harassment by employees to students, by students to employees or by one student to another student. No employee or student, either male or female, should be subject to unsolicited and un-welcomed sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of socially acceptable nature. It refers to behavior that is not welcomed, that is personally offensive, and therefore interferes with the purposes of the employee and/or student in the academic, extracurricular, and co-curricular atmosphere. Students could be recommended for suspension or expulsion. Examples of sexual conduct are: • Sexual advances • Touching of a sexual nature • Graffiti of a sexual nature • Displaying or distributing of sexually explicit drawings, pictures and written materials. • Sexual gestures • Sexual or "dirty jokes" • Pressure for sexual favors • Touching oneself sexually or talking about one's sexual activity in front of others. • Spreading rumors about or rating other students as to sexual activity or performance. This policy applies to all.

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 LOJH staff member. The administration will conduct an investigation with all known, concerned parties. All issues will be addressed in a timely manner.

LIBRARY

- 1. Students will go to the library with their reading class.
- Students must pay for lost or damaged books.
- Students are limited to checking out two books at a time for a period of two weeks.
- Reference materials, magazines and newspapers must be used in the library.

LUNCHROOM PROCEDURE AND POLICIES

- 1. Student Lunches and breakfasts are FREE.
- Upon arrival on campus, students wishing to eat breakfast may grab and go and report to designated area.
- 3. Extra milk is \$.35 per carton and will be sold when available. Bottled water is also available for purchase.
- Students are responsible for paying for extra items as they enter the cafeteria.

Restaurant packaging and wrappers are prohibited in the cafeteria.

MEDICATION FOR STUDENTS

- 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.
 - The medication must be in the original prescription bottle
 with the correct and current information on the bottle. <u>DO</u>
 NOT WRITE ON THE BOTTLE; IT INVALIDATES THE
 PRESCRIPTION. Only adults can bring medication to
 school.
- The office should be notified IN WRITING regarding allergic reactions/procedures for individual students. This information should be provided at the earliest possible convenience.

MESSAGES

Only identified **EMERGENCY** messages will be delivered to students during the school day. No message will be delivered after 1:50 p.m.

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.

PHYSICAL EDUCATION

- All students not medically excused will participate in Physical Education.
- 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.
- Tennis shoes and socks are required; tennis shoes must have non-marking soles and must tie or fasten.
- 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.
- A student's grade in P.E. will be based on dressing out and participating in skill and written tests.

SCHOOL BEHAVIOR REPORT

- A School Behavior Report will be sent home with students who are referred to the office. <u>The pink copy is to be signed</u> by the parent and returned to the administration the next school day.
- 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.

SCHOOL BOOKS

All students will be issued Social Studies textbook to be kept at home for the entire school year. This must be returned at a designated time at the end of the year. Classroom sets of books are used at school.

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.

STUDENT FEES

- 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 will not be issued until debts are paid.
- Students are assessed a \$30.00 school fee for our current school year.
- 3. P.E. uniforms are \$25.00.
- Students must pay for lost or damaged textbooks, and library books.
- 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 or extra-curricular activities.

TARDIES

- The office will issue all tardies to students that check in. Teacher will issue all other tardies.
- 2. Students are required to be in the classroom, and ready to begin class when the tardy bell sounds.
- On unexcused tardies 6&7 per 9 weeks, a student will be assigned an After School Detention.
- On unexcused tardy 8 per 9 weeks, a student will be assigned a Saturday Detention.
- On unexcused tardy 9 per 9 weeks, a student will be given a one-day suspension, tardy 10 per 9 weeks = a two day suspension, etc.

TRANSPORTATION

- Students who provide their own transportation to school MAY NOT BE DROPPED OFF BEFORE 6:40 A.M.
- 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.
- 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. <u>Due to overcrowded conditions on buses, students will not be allowed to ride a different bus unless approved by the office.</u>

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.

LPPS Acceptable Use Summary

In our continued efforts to comply with the **C**hildren's Internet **P**rotection **A**ct, 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 of prohibited behavior or access of prohibited sites must be reported immediately
- F. Students are not allowed to install any software on 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, or using the network for commercial, illegal or violent purposes

Penalties:

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

Procedures that have been adopted to enforce the policies include:

A. Principals will discuss CIPA and Acceptable Use with the staff to explain their responsibilities. Teachers sign a form with the items discussed and their responsibilities listed.

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

SCHOOL WEBSITE/ FACEBOOK PAGE/ EMAIL ALERTS

In an effort to keep our parents informed about activities taking place at school, Live Oak Junior High maintains a website posting events and activities taking place throughout the year. The address is

https://app.oncoursesystems.com/school/webpage/14347819. We also have a Live Oak Junior High Facebook page that you can visit for up-to-date information and announcements. Live Oak

Junior High is on Twitter!! You can find us @LOJH_Eagles. Live Oak Junior High will send out weekly email announcements to keep parents informed of schedules and events at school.

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.

Internet Access for Families



FCC Chairman Ajit Pai has launched the Keep Americans Connected Pledge, which many broadband carriers have signed. For the next 60 days, its core provisions will:

- not terminate service to any residential or small business customers for their inability to pay
 their bills due to the disruptions caused by the coronavirus pandemic;
- waive any late fees that any residential or small business customers incur because of their economic circumstances related to the coronavirus pandemic
- open its Wi-Fi hotspots to any American who needs them

Additionally, limited income households can apply for \$5 to \$10 per month internet access from the following businesses:

AT&T Access

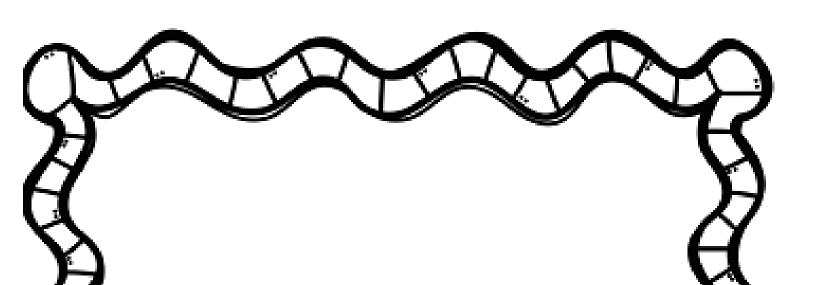
CenturyLink Lifeline

Charter Communications will offer free Spectrum broadband and Wi-Fi access for 60 days to households with K-12 and/or college students who do not already have a Spectrum broadband subscription and at any service level up to 100 Mbps. To enroll call 1-844-488-8395. Installation fees will be waived for new student households.

Cox Communication is also offering resources for discounted equipment through their PCs for People – A Learn From Home Toolkit for Schools, including instructions on how to fast track eligible students without internet access.

Student Login Formats

Username – 1 st initial, last name (may have to add number) ex.			
Lkennedy2			
Password – First 3 letters of first name (Cap. 1 st letter), last 4 digits of			
SS, exclamation point ex. Lyn1234!			
Username – StudentID.lpsb			
Password – Student ID			
Username- LPSB email address (Computer <u>Username@stu.lpsb.org</u>)			
Password – Same as computer login			
Username – Student ID			
Password – 1 st initial, last initial			
Username – Student ID			
Password – Student ID			
Username – Same as Computer Login			
Password – Same as Computer Login			
Username – Computer login username @livingstonschools.net (ex.			
Lkennedy2@livingstonschools.net)			
Password – Computer login password			
Please remember that staff and students do not have an email account			
associated with the livingstonschools.net login for Google Classroom.			
All communication with teachers must be through the lpsb.org			
account.			



Continuous Learning Information

Google Classroom for Students FIRST TIME LOGGING IN FOR STUDENTS:

Go to classroom.google.com

If the student has never logged in, click on the "Go to Classroom" button.

LOGIN

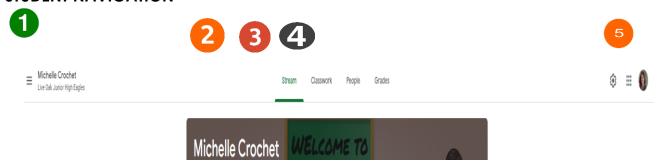
For Google Classroom accounts, students will login with their livingstonschools.net account. The password will be the same password as the computer password. After the email and password is entered, click on "continue".

JOIN CLASS AS A STUDENT

Click the + (near the top right of the page) and select "join class" to join your teacher's class.

Enter the class code given to you by the teacher. Then, CLICK "Join."

STUDENT NAVIGATION



- 1. Main Menu (3 lines): Access all of your classes, calendar, student work, and settings.
- 2. **Stream:** The stream is where you will find announcements from your teacher, upcoming deadlines, and where you can post and comment (if your teacher enables this for you).
- 3. **Classwork:** The Classwork page is where you will find your assignments and class materials.
- 4. **People:** The People page is where you can email your teacher and classmates.
- 5. **G Suite Apps:** This icon represents your G Suite apps. You can click on this icon to open other G Suite applications.

MAIN MENU

1. Classes: View all classes.

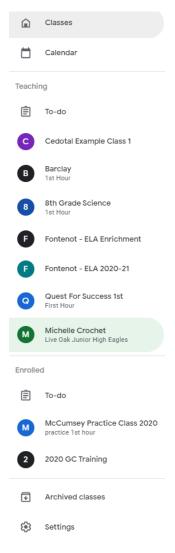
2. View Calendars.

3. To do: View all of your work for all classes.

4. Each of your classes will be listed here.

5. Archived classes

Settings: This is where you can turn on/off your Notifications.



STUDENT STREAM

The Stream is where you will find announcements from your teacher, upcoming deadlines, and where you can post and comment (if your teacher enables this for you.)

- 1. Upcoming assignment deadlines will appear to the left sidebar.
- 2. If your teacher allows you to post, you will see a box like this at the top of the stream. Click in the box to share something with your class. Keep it appropriate!
- 3. Your teachers may also post announcements like this in the Stream.
- 4. Your teachers may also post notifications of new assignments in the stream. But you can always see your assignments on the Classwork page.

STUDENT CLASSWORK

The Classwork page is where you will find your assignments and class materials.

- 1. View your work, turn in status, due dates, and grades for your class.
- 2. View your class calendar, including due dates for assignments.
- 3. View your Class Drive folder in Google Drive.
- 4. Your teachers may organize your assignments by topics, materials, units, modules, type of work, by day, or any way they choose. Those topics will appear to the left. Click on

a topic to see all the assignments for that topic. You will also see topics as headings over your assignments and materials.

ASSIGNMENTS ON CLASSWORK PAGE

Posted assignments will appear on the Classwork page. You may be asked be asked to refresh to see the latest updates on the page. Below is an example of what you will see:

- 1. Name of the assignment
- 2. Due Date
- 3. This is the assignment status. It will show Assigned, Turned In, Late, or Missing.
- 4. Instructions for the assignment from your teacher.
- 5. Your teacher may choose to attach a rubric. If so, this is where it will appear. Click to open.
- 6. Any files that your teacher has attached to the assignment will appear here.
- 7. Click here to open the assignment page.

ASSIGNMENT PAGE

When you click "View Assignment" from the Classwork page, you will be taken to a new page that gives you more details about your assignment. You will see these things:

- 1. Assignment title and due date.
- 2. **Instructions:** Instructions for the assignment from your teacher.
- 3. **Total Points:** Total point value of the assignment (the highest grade you can make)
- 4. **Rubric:** Rubric information if your teacher has added a rubric. (Click the down arrow to see more information.)
- 5. Class comments: If your teachers allow you to leave class comments, you will see this option. All students can see class comments.
- 6. **Your work:** This will show you any files the teacher created for you, and any files you have created for this assignment.
- 7. **Add or create button:** Click this button to create new files or attach files you have already created for this assignment.
- 8. **Turn in button:** Click this button when you are ready to turn in your work. Once you turn in, you will not be able to edit your files anymore.
- 9. **Private comments:** Use private comments to talk to your teacher and ask questions. You and your teacher are the only ones who can see private comments.

TURN IN ASSIGNMENTS

Depending on the assignment, you can turn in a doc that your teacher assigned to you, create your own, or add files to the assignment.

To Turn in an Assignment

Go to the Class, then the Classwork page, then click on "View Assignment." There are three different ways you can complete your work:

To use the file your teacher attached for you:

- 1. Click on the attachment under Your work with your name on it.
- 2. Enter your work.
- 3. Click the "**Turn in**" button on the document and confirm, or click the "**Turn in**" button on the assignment in Google Classroom.

To attach an item that has already been created:

- 1. Under your work, click **Add or create** and then select Google Drive, Link, or File.
- 2. Add or create your work files.
- 3. Select the attachment or enter the URL for a link and click Add.
- 4. Note: You can't attach a file that you don't own.

To attach and create a new file:

- 1. Under Your work, click **add or create** and then select Docs, Slides, Sheets, or Drawings.
- 2. A new file attaches to your work and opens.
- 3. Add or create your work files.
- 4. Click the file and enter your information. Note: You can attach or create more than one file.
- 5. (Optional) To remove an attachment, next to the attachment name, click Remove.
- 6. Click **Turn In** and confirm.
- 7. The status of the assignment changed to Turned In.

MARK AS DONE AND UNSUBMIT

Mark An Assignment As Done

Some assignments will have a **Mark as done** button instead of Turn in.

Important: any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.

- 1. Go to the Class, then the Classwork page, then click on "View Assignment."
- 2. Complete the assignment.
- 3. Click Mark as done and confirm.
- 4. The status of the assignment changes to Turned in.

UNSUBMIT AN ASSIGNMENT

After you have turned in an assignment or marked as done, you will see the option to unsubmit. Use this if you need to make changes to your work and resubmit to your teacher. If you unsubmit an assignment, be sure to resubmit it before the due date.

- 1. Go to the class, then the Classwork page, then click on "View Assignment."
- 2. Click **Unsubmit** and confirm.
- 3. Note: This assignment is now unsubmitted. Resubmit it before the due date.

ANSWER QUESTION ASSIGNMENTS

When a multiple choice or short answer question has been assigned to you by your teacher, it will immediately appear on the Classwork page. Click "View question" to complete the assignment. You will have the following options.

- 1. Due date
- 2. The question assigned to you.
- 3. Total points possible
- 4. Directions from your teacher.
- 5. **Your Answer:** This box is where you type your answer for short answer questions, or select from multiple choice answers.
- 6. **Add a Class Comment:** Use this space to ask questions or for general comments. This is NOT where you type your answer to the question.

- 7. Add a Private comment: Use this space to leave a comment or questions for your teacher.
- 8. Turn In: When you have completed your work, click the Turn in button.

STUDENT TO-DO: SEE ALL YOUR WORK

You have multiple ways to view your work for a class:

- Quickly see upcoming work on the Classes page
- See all of your work for a class on the Your work page for that class.
- See work arranged by topic on the Classwork page
- Filter work by class on the To-do page

The To-Do Page allows you to see all your work for all of your classes in one place. You will have the following options:

- 1. **To-Do:** Here students can see a list of all of the assignments that are pending, including the title, class name and due date. Click on the assignment name to go directly to that assignment details page.
- 2. **Done:** Here students can see a list of all of the assignments they have turned in or marked as done.
- 3. Click the drop down arrow next to "All classes" to filter your work by each class.

ZOOM CHEAT SHEET

ZOOM is a platform where we can interact online.

Do you want to allow this page to open "zoom.us"?

Cancel

Allow

We will send you a link with the date and time for our ZOOM sessions. Allow and join with audio.







Access from a desktop, laptop, iPad, or from a phone. If accessing from a phone, you must have the ZOOM app.



Speaker view allows you to only see the speaker. Gallery view allows you to see the whole class. (If on mobile, you swipe to the right to see the gallery view).

Gallery View is suggested.

Participant box. You can control your volume and camera as well as see who is there.

Chat box. You can chat here.

Make sure it is set to everyone.

(Mobile it's on the bottom menu).

Use the bar at the bottom to control your sound and video. You can also click to view the chat box and participant box.

To change your name, hit the three dots on your video.





ZOOM TIPS & ETIQUETTE: consider having headphones - please mute yourself when you are not talking - when participating remember your video is streaming to others - please help keep students on task and not being silly – headphones can help with feedback / noise

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LPPS Family Resource Center ... A loaning library

"A family is a child's first and most important teacher."

For monthly workshop announcements, please visit: http://www.lpsb.org/parents/family_resource_center

Hours of Operation

Tuesday 9:00 a.m.-7:00 p.m. Wednesday 9:00 a.m.-3:00 p.m. Thursday 9:00 a.m.-7:00 p.m.

Located at

The Literacy and Technology Center 9261 Florida Blvd. Room 142 B Walker, LA 70785



The Family Resource Center is a loaning library open to parents with children enrolled in Livingston Parish Public Schools.

Our goal is to provide resources to parents that will assist families with their child's educational needs.

Services Offered:

- Certified teacher on staff to assist in making loan selections
- Skill based worksheet station
- Special needs information
- Free monthly workshops
- List of tutors for hire
- Educational materials for loan

For monthly workshop announcements, please visit: http://www.lpsb.org/parents/family_resource_center