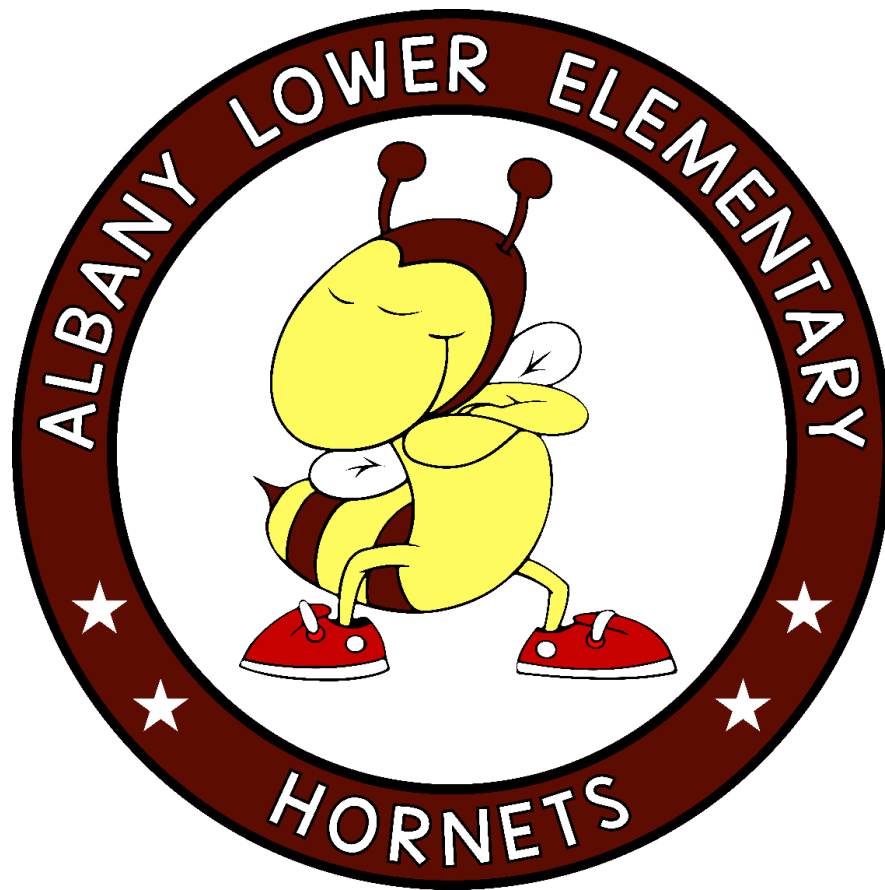


Albany Lower Elementary
Student Handbook
2023-2024



Home of the Littlest Hornets

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Albany Lower Elementary
30020 West Murray Street
P.O. Box 970
Albany, Louisiana 70711

Student Handbook
2023-2024

Principal.....Robin Stewart

Assistant Principal.....Laura Litolff

Secretary.....Belinda Ford

Financial Secretary.....Christal Bottolfs

School Office.....225-567-9281

Fax.....225-567-2972

Counselor.....225-567-1377

Cafeteria.....225-567-3837

Albany Lower Elementary Faculty and Staff

Pre-K

Taylor Lilley
Dana McCarrol
Paula Mitchell
Lisa Pankey

Pre-K

Paraprofessionals

Heidi Comish
Melanie Fitzgerald
Laura Hano
Erica Hutson
Jennifer Myers
Jessica Stratton

Kindergarten

Brooke Deliberto
Heidi Bradley
Sharon Brengartner
Katie Cascio
Cheryl Criswell
Jamie Madron
Dawn Rawlins
Kristen Theard
Shyanne Wilson

1st Grade

Erika Baumgartner
Jordan Depriest
Jayme Downs
Peyton Onellion
Amber Piper
Melanie Ragas

Kaci Tassin
Lauren Vales

2nd Grade

Raegan Bourgeois
Monica Brewer
Megan Clement
Rebecca Falgout
Amanda Fekete
Danielle Gohres
Joanna Hoyt
Angie Rogers

SPED Teachers

Shelby Allen
Sage Kling
Philisha Millet
Kristen Parker
Laura Penalber

PE/Health

Nicole Jenkins
Scarlett Smith

Counselor

Ashley Director

Instructional Coach

Sarah Foster

Intervention Teacher

Rebecca Scivicque

Computer Lab

Cindy Stewart

Librarian

Jenifer Dostall

Speech

Melissa Naquin
Emily Spurgeon

Paraprofessionals

Lori Dick
Lindsey Duncan
Tabitha Duncan
Megan Matherne
Marissa McDonald
Blair Partin
Paige Simpson
Marybeth Stevens
Heather Tullier
Terri Wagner

RTI Paras

Terri Albert
Lindsey Ferguson

Nurse

Amber Crayton

School Calendar 2023-2024

School Holidays

Labor Day-----September 4
Teacher Planning Day (**no school for students**)- September 20
Livingston Parish Fair----- October 13
Teacher Planning Day (**no school for students**)- November 1
Thanksgiving----- November 20-24
Christmas and New Year's----- December 22-January 4
Classes resume----- January 5
Martin Luther King Day----- January 15
Mardi Gras----- February 12-16
Teacher Planning Day (**no school for students**)- March 6
Easter----- March 29-April 5

Interims Reports Issued

Thursday, September 14
Thursday, November 16
Friday, February 9
Friday, April 26

Report Cards Issued

Friday, October 20
Friday, January 12
Friday, March 22
Thursday, May 30

Dear Parents,

Welcome to Albany Lower Elementary School!

As you read this handbook, please take time to discuss these expectations with your child. This handbook provides general information that will help both you and your child become more familiar with parish policies and school procedures. All have been put in place with the safety of our students in mind.

We are looking forward to a great year and appreciate your support in helping our students reach their fullest potential. We hope to make this a rewarding experience for both you and your child.

Please feel free to call or stop by the school office if you have a question or concern that we can address.

Sincerely,

Robin Stewart

Robin Stewart
Principal

FREQUENTLY ASKED QUESTIONS



What are the school hours?

8:20 a.m. to 3:21 p.m.

What do I do if my child is late for school?

If you arrive to campus after 8:20, please report to the office to check your child in to school. Do not walk your child to class or let your child walk in by himself/herself. Please note that excessive tardiness may result in recess detention and/or a truancy referral.

What are the checkout procedures?

Report to the office to check your child out of school. Do not go to your child's classroom. All checkouts must go through the office. You must have an ID AND be on the checkout list to check a child out of school.

How do I collect my child's make-up work?

Please call the office before 9:00 a.m. to request your child's work. You may pick up the assignments after 2:00 p.m. This allows the teacher time to gather all materials and books needed to complete assignments.

Can I walk my child to class?

No. Students only are to report to designated areas before school.

How do I schedule a conference?

Call the office at 225-567-9281 to schedule a conference. A note will be put in the teacher's box and she will contact you. You may also send a note to your child's teacher.

Can I eat breakfast /lunch with my child in the cafeteria?

Due to the large number of students that our cafeteria serves between Albany Lower and Albany Upper, we unfortunately are not able to allow parents to eat with their child.

Is it OK to send snacks for my child's entire class?

We appreciate you being willing to provide a treat for the students. We ask that you send the teacher a note in advance to clear the date. Also, please note that all snacks must be store bought. Unfortunately, we cannot serve homemade treats.

Mission Statement

Students + Staff + Community = Successful Learners

Philosophy

The faculty and staff of Albany Lower Elementary believe in the development of the whole child. Our staff will work diligently to recognize individual differences and provide opportunities for each child to develop academically, physically, socially, and emotionally. We feel that the time spent at our school is one of the most important developmental periods in a child's life.

Our faculty and staff combine their efforts and knowledge along with parents and community to give the children who attend Albany Lower Elementary the opportunity to feel comfortable in the learning environment.

WE ARE THE HOME OF THE LITTLEST HORNETS!!!

WE ARE A TEAM!

Research shows that parental involvement is high on the list of factors contributing to student success in school. **Our goal is to work together with you to provide the best educational program possible for your child.**

How can you get involved? Show your children you are interested and concerned. At home, take the time each day to talk to them about their experiences in school. Ask about homework assignments. Your consistent interest in their progress and personal development in school will motivate them to want to learn.

Get involved at school by maintaining contact with your child's teacher. Feel free to ask questions. **Attend parent conferences.** Be supportive of the exciting school wide activities held each year. Let your child know you are working together with the teacher and the school to help make education beneficial in every way. **Home and school working together as a team can make the school year a very successful one for your child.**

Student Information Sheets

Student information sheets are gathered from information entered by the parents online using our [online enrollment program](#). Please be sure you have updated information on your child. **Only the person(s) listed on this sheet will be allowed to check your child out of school.** Please keep phone numbers and information updated if changes occur throughout the year. This is the information we use to get in touch with you if there is an emergency. If a student becomes ill at school and the parent cannot be reached, the other names listed on this information sheet will be called. Because the online portal is only accessible at certain times during the year, you will need to come to the office to make changes when it is not open to parents. You will need to have names of anyone that you might send to pick up your child in case of a sickness or emergency because we cannot allow anyone that is not on the information sheet to check out your child. **Please contact the school nurse if your child has a medical condition.**

Custody Issues

It is extremely important that you provide the school with any custody papers you may have. If any custody issue changes throughout the school year, you will need to update this information in the school office as soon as possible. All papers must be court ordered and signed by a judge with the seal visible.

Attendance

School attendance is very important. The Louisiana State Legislature, Louisiana Department of Education, and Louisiana State Board of Elementary and Secondary Education policy states that students must be in attendance 167 days to receive credit for the year's work. **State law mandates that students miss no more than 10 unexcused absences for the school year.** A student missing more than 10 unexcused absences could result in not passing to the next grade. **Parish policy now has the school notifying the truancy agency at 7 unexcused absences.**

Only the following absences will be considered excused if the parent or guardian sends a **doctor's excuse** confirming the reason for the absence the day the student returns:

- Personal illness (physical or emotional illness)
- Serious illness or death in the immediate family
- Emergency medical or dental attention

Please remember that it is very important to get an excuse from your doctor for each visit. The excuse must contain the child's name, date, days of the absence, and reason for the absence. The original doctor's excuse must be sent to school. **Excuses must be sent to school within 5 days of the student's return.** If your excuse is faxed, it is the responsibility of the parent to call the school and ensure that it was received. Students who are habitually absent, tardy or check out may be reported to the FINS Department and the 21st Judicial Court System. Please note we do NOT accept excuses written by parents to excuse an absence.

Arrival and Dismissal

The procedures for arrival and dismissal must be adhered to for the safety of all students. School hours are 8:20a.m.-3:21p.m. Students are not allowed on campus before 7:50 a.m. Students who arrive on campus after 8:20 a.m. are considered **tardy** and must be checked into the school office by an adult. Students that are tardy will receive an office note to be admitted to class. Excessive tardies may result in students being assigned detention to complete missed work and/or being referred for truancy.

Any student leaving school before 3:21 must be checked out in the office. Only the persons listed on the student's information sheet will be allowed to check the student out. This does count as a check out so turn in excuses if students are leaving for a doctor or dentist appointment. **Please be prepared to show your ID. Students are not allowed to check out after 3:10 as they are enroute to buses and car pick up.**

For the safety of your child we can only accept transportation changes in person with a picture ID. We do not accept changes made by phone, fax or email.

Car Riders

AM PROCEDURES:

Car riders are to enter at car drop off by the Student Assembly Center and cannot be dropped off before 7:50 a.m. The Student Assembly Center gate will open in the morning at 7:50 a.m. until 8:20 a.m. All car riders are to be dropped off in the car drop off area. They **MUST** go through the car drop off line. Students are **NOT** allowed to be dropped off in the parking areas or walked to class.

The car drop off gate is closed as soon as the bell rings for school to start. If you are in line and the chain is put up before you are in the circle drive, you will need to check your child in through the office. Your child is considered tardy for school after the chain is up.

PM PROCEDURES:

Car riders are picked up by the Student Assembly Center in the afternoons. The school issued car tag must be presented to pick up a child through car pick up. Without a tag, students must be signed out through the office. Students will be brought to the office **AT THE CONCLUSION of parent pick up.**

Please note that students not picked up by the time our car pick up ends will be brought to the office for parent pick up. **Students will be signed out which counts as a late pick up/tardy. Whomever signs a student out in the office must be on the child's checkout list. The car tag will not be used as ID. The person's name must be on the checkout list.**

Car Pick up ending times vary based on the number of students being picked up each day. It is important that you are in line at bell time. (3:21) If you are consistently tardy picking your child up from car pick up, your student may lose the privilege of being a car rider.

Only students at ALE can be dropped off or picked up in this car drop-off. Car riders are given more specific directions about pick up once designated as a car rider.

All School Zones are Hands Free Zones! No Cell Phone use is allowed during car pick up unless a hands-free device is utilized.

Bus Riders

Cars are not allowed in the bus zone area at the back of the school. All bus riders will enter and exit the bus in the bus loading zone. Students are assigned to ONE bus only per route(AM/PM). Students are not allowed to ride a different bus from the one they are assigned. **(This means students are not allowed to ride home with friends on a different bus, etc.)**

PLEASE NOTE!!!! All PreK through first grade students MUST have someone waiting at the bus stop for them. Your bus driver CANNOT leave your child if no one is there. Bus riders MUST be visible to the bus driver when waiting at stop.

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

Students That Walk

Only students that live in the blocks around the school are allowed to walk to and from school. This is because they live too close for a bus route. Please take note of the following two areas where students must walk to and from school.

Students that live in the few blocks to the north of school must have an adult walk them to and from school. Students can be walked to the gate area, and students can go to their class from there. In the afternoons, students will go to the car pick up area. Parents can wait at the edge of the Student Assembly Center for all cars to leave. Walkers are allowed to meet their parents **after cars have finished**. If you choose to pick your child up in a vehicle you **MUST** go through the car pick up line.

Students living across from Albany Upper must go to the crossing guard and walk across the street to enter Albany Upper campus. Students will walk through that campus to enter Albany Lower. In the afternoons, students will go to a designated area to meet an assigned employee who will walk them to the crossing guard. Parents should wait for their child across the street. **Students in Pre-K through first grade must have a parent waiting for them.**

Students that live to the south of school must have a parent walk them to the Upper entrance gate. Students will enter the Upper campus and walk to the Lower. In the afternoons, these students go to a designated area and are walked to the Upper. **A parent must be waiting at the Upper gate for their child.**

If your child walks to and from school, parents are not allowed to bring them or pick them up in vehicles. If you choose to drive them, you must go through the Lower car drop off area. **(This is also the procedure you will follow in the case of bad weather/rainy days.)**

On the rare occasion that a bus rider needs to be a car rider, a parent must send a note with the student or bring a note to the office. The note must include **parent or guardian signature** and date. A note must be sent **each day** this is necessary. We cannot accept one note for multiple days. Also, if this happens often, the student will have to be switched to a car rider and will lose his/her assigned seat on the bus.

Check In and Check Out/ Tardies

All students must be accompanied by an adult and signed in through the office if they arrive at school after the bell rings. Students are allowed five (5) unexcused tardies a semester for those unexpected things that arise. After that, students may serve detention and may be referred for truancy. To avoid tardies,

we recommend that students ride the bus. If a bus arrives late, students will not receive a tardy. Please note that if you need check your child out of school, please do so by 3:10. Students will not be allowed to check out after 3:10. This is for the safety of students as buses and carpool are arriving and positioning for dismissal.

Checking In

After 8:20 AM---Tardy (must be checked in through the school office by an adult)

Between 8:20-10:15—Tardy but present for full day

Between 10:15-12:00—Present ½ day

After 12:00 —Absent all day

Checking Out

Between 8:20-10:15—Absent all day

Between 10:15 -12:00 —Absent ½ day

After 12:00 PM--- Present full day, but will count as a checkout if not excused

Students are only allowed 5 unexcused tardies/checkouts per semester. At the 6th tardy, your child may receive recess detention. More than 5 may also result in truancy issues.

NEWS FROM SCHOOL

PowerSchool Parent Portal

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions. If you already have a parent portal login you will continue to use the same login. All login and password information will be sent home shortly after school begins.

Below are the steps for creating a PowerSchool Account.

- Navigate to the PowerSchool login page: <https://powerschool.lpsb.org>
- Click on the “Create Account” tab and then on the “Create Account” button
- Enter the following information under the “Create Parent Account” section:
 1. First Name

2. Last Name
 3. Email (must be unique)
 4. Desired Username (must be unique)
 5. Password
 6. Re-enter Password
- The second section shown on the page, “Link Students to Account” requires that the information for at least one student be provided, and includes the following:
 1. Student name
 2. Access ID—provided by your school
 3. Access password—provided by your school
 4. Relationship

You may enter the information for up to seven students when initially establishing your account. Adding additional students may be accomplished after creating the account by signing in and navigating to: **Account Management Students**.

Common errors may include: not completing the fields, entering an email address or username that is already associated to another account, or entering incorrect access IDs or passwords. When this occurs, you will need to re-enter any information that was not entered correctly and also re-enter any passwords for security reasons.

School Website

Our school has a website with lots of information for parents. Please visit at albanylower.org

School Messenger

On occasion, a message will be sent out via phone to the phone number on file to communicate needed information about our school.

Facebook

We have a school Facebook page that provides lots of information about our school as well as spotlights some of the great activities our students have participated in. Be sure to follow us!

School App

We have a school app that can be downloaded from the App Store or Google Play by searching for Albany Lower Elementary. This app will be a great way to gather information about our school. We often push out notifications about late buses and upcoming events and information about our school.

Communication Folders

Please check your child's book sack daily for homework assignments and/or notes. You will find this information in your child's blue communicator folder.

Please keep in mind that our teachers have very limited amounts of time away from the students. The teachers will not be able to respond to you throughout the day because they are teaching our littlest hornets. Teachers will get back with you as soon as possible.

Visitors

Visitors are welcome at Albany Lower for scheduled activities. All visitors to the school campus **must** come through the office and sign in. Our school is equipped with an intercom system so teachers and students can be paged from the office. Please refrain from using your cell phone while in the office. No one will be allowed in classrooms unless authorized by the Livingston Parish School Board.

Conferences

We encourage parents to schedule a conference any time there is a concern about a student's progress. Parents are asked to make arrangements for conferences in advance as teachers have limited times they are not with students and are available to conference. You may call the office to have a request be placed in the teacher's box, or you may send a note directly to the teacher to request a conference.

Cafeteria Visits

Due to the large number of students our cafeteria feeds between Albany Lower and Albany Upper, we are not able to have parents eat with their students.

Drops/Transfers

The enrolling parent or guardian must come to the office in person, present their picture ID, and sign a drop/transfer form. All fees must be paid in full and all books and materials must be returned in order for the student's account to be cleared. An obligation will be placed on the student's account if there are any outstanding fees, books or other materials owed to the school. Please notify the school at least one day prior to transferring your student when possible so that all records can be compiled. Time is required to assemble and process the necessary records.

Student Registration

New student registration can be completed online through PowerSchool Enrollment. All required documents must be completed before new students can begin attending school.

Returning student enrollments will be completed through the PowerSchool registration portal. Parents must provide the school with an active email address to gain access to their child's registration portal.

Student Grades

Report Cards

Report cards are issued approximately five days after the end of each nine weeks grading period. The report card itself should be kept, but the attachment should be signed and returned to school the next school day.

Report Cards Issued

October 20	March 22
January 12	May 30

Interims

Interim reports are sent home each mid-nine-week period (4 ½ weeks) which show the student's progress up to that point.

Interim Reports Issued

September 14	February 9
November 16	April 26

Grading Scale

The following grading scale is used for Kindergarten, 1st and 2nd grades.

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

Medications

If a student needs to take long-term prescribed medication, an official medication form must be completed by the student's physician and parent. No medication will be given at school unless this form is completed and medication is brought to the office by an adult. These medication forms may be picked up at the office or accessed at lpsb.org. **The initial dose of any new medication must be given at home at least 24 hours before returning to school.** DO NOT send medication of any kind to school with students (including nasal spray, aspirin, cough drops, Chapstick, etc.)

School Telephone

The school telephones are business phones and are not to be used by students. Students are not allowed to call home for left lunches, schoolbags, notes, homework, or to make arrangements to go home with a friend, etc.

If your child becomes sick or has an emergency at school, a school employee will contact parents or guardians. If a parent or guardian cannot be reached, the school will contact other names listed on the student information sheet.

Please do not call the school and ask for messages to be given to a student. This includes transportation changes. Classes will not be interrupted to give messages to students.

Deliveries to Students

- Balloons, flowers, or any other outside deliveries to students are **not allowed** on campus.

- Students/parents/guardians are not allowed to pass out invitations, brochures, flyers, postcards etc. **This includes birthday, church or party invitations.**

Snacks/Birthday Treats

Students may bring snacks for their class as well as birthday treats. However, any and all items **must be store bought and cannot be homemade**. Please check with your child's teacher to set up a time that works best.

You are welcome to send a snack for your child to eat at second recess. We no longer sell concessions.

Toys

- Personal possessions should be left at home other than required items for the classroom. Examples: toys, trading cards, pop-its, electronics, etc. should be left at home.
- There will be no selling or exchanging of items at school.
- Cell phones, smart watches, recording devices or any technology devices are not allowed at school.
- If students do bring an item to school, parents will be required to come to school for these items to be returned.

Insurance

School insurance will be offered at the beginning of each school year. The cost is small and parents are encouraged to take advantage of this service.

School Supplies

Each grade has a supply list of needed materials each student will need throughout the year. You can access them at albanylower.org

Class fees

The K-2 student class fee is \$25 for this school year. Fees should be paid as soon as possible. You can pay the class fees in 2 installments. The installments are as follows for K-2 students:

- ✓ \$12.50 by October 12, 2023
- ✓ \$12.50 by February 9, 2024

Pre-K class fees are \$35. The installments for Pre-K are:

- ✓ \$17.50 by October 12, 2023

✓ \$17.50 by February 9, 2024

Failure to pay class fees can result in not receiving your child's report card and/or not being allowed to go on field trips.

Money to School

Please send any money to school in a **sealed** envelope labeled with your child's name and teacher's name. Also include what the money is being used for. Ex. Lunch money, class fees, etc. Most things can be paid for online through School Cash Online. We strongly encourage you to pay this way. Often, our little ones lose cash and there is no way to recover it.

Checks

If paying by check, please make payable to Albany Lower Elementary unless otherwise stated. Checks must include full name, current street address, and two phone numbers. Please write your child's name in the memo line on checks. We **CANNOT** accept counter checks (temporary checks).

Again, We encourage you to pay fees online using School Cash Online. More information will be sent home.

Fundraisers

Albany Lower will have scheduled fundraiser activities. These fundraisers are important in helping to provide the necessary funds for educational materials for our students. We encourage all students to participate as the money earned benefits all students at ALE.

Spirit Shirts

Albany Lower students can wear the approved spirit shirt **from the current year only** on Fridays with approved uniform bottoms. Spirit shirts are on sale at Albany Lower and online. We also have a sweatshirt for sale. More information will be sent home soon.

Cafeteria

The following are state policies that public schools must follow:

- Food packaging with printed names/logos from commercial food establishments (McDonald's, Burger King, Sonic, etc.) is prohibited during meal service.
- Canned or bottled soft drinks are NOT allowed. Fruit juices are allowed.
- Glass containers of any kind are not allowed.

Field Trips

Class trips are designed for the educational benefit of the students of each grade level and are limited to the students in that grade. Payments will not be accepted after the deadline. (**Brothers and/or sisters are not allowed on these school field trips.**) Parents that attend field trips are chaperones and are responsible for students on the trip. If parents bring younger siblings on field trips, they may not be allowed to chaperone and their child will remain with the teacher during the field trip. For this reason, siblings are not to attend. Students must adhere to the code of conduct while on trip and during transportation.

Please be sure teacher is aware of any medical concerns your child has.

Chaperones must be at least 18 years old or older and out of high school.

Students must ride the bus to and from the field trip. Students are not allowed to ride in cars to and from the trip with chaperones.

Repeated discipline referrals may result in your child not being allowed to attend field trips.

Due to deposits being made, once a field trip is paid, we will not be able to provide refunds.

Textbook Care

Textbooks are furnished by the state, bar coded, and issued to students. Funds for purchasing textbooks are limited: therefore, any lost or damaged books will have to be paid in full before we can issue a student another book. We ask that students treat textbooks with the utmost care since these books must last approximately 6-7 years.

Library Books

Students may check out books from our school library. These books should be returned in the same shape in which they were checked out. Students will be expected to pay for damaged books.

Videotaping/Photographs

Audio and video recordings are not allowed at Albany Lower Elementary School due to possible violations of FERPA and HIPPA, both of which are in place to protect the rights of students. Students may be videotaped/photographed for educational purposes throughout the year. Only authorized personnel are allowed to videotape/photograph a student or classroom. Photographs may be submitted to local newspapers for publication throughout the year. Please note that this policy does not apply to general assemblies, award ceremonies, and other school sponsored events at ALE.

Parent Volunteers

We have many parents who volunteer their time to help in school activities. Volunteers do a variety of things such as copying papers, reading to students, assisting in teacher led activities, helping with cooking activities, sharing talents and hobbies, etc. We welcome parent volunteers and any suggestions you may have. More information will be sent home early in the school year. Visits are set in advance by the teachers/administration.

Albany Lower Parental Support and Resources

Parent Resource Center- ALE houses a Parent Resource Center on campus. Materials such as leveled books, manipulatives, story kits, and resource books are available for parents to check out.

Parent Council- Parents from each grade level are nominated to serve as council members along with our School Improvement Team. Council members also act as a liaison for other parents.

Home Learning Notes- Teachers send home weekly notes to keep parents informed of what is going on in classrooms.

School Counselor- Our school counselor is available for parent conferences. Resources are also available for parents to check out through her office. The direct line to her office is 225-567-1377.

Livingston Parish Public Schools 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.

HOURS SUBJECT TO CHANGE

The goal of the Family Resource Center is to provide resources that will assist, guide, support, and engage families with their children's education.

The LPPS Family Resource Center lending library is located in Room 165 at the Livingston Parish Literacy and Technology Center, 9261 Florida Boulevard, Walker, Louisiana. Please feel free to contact us at 225-667-1098 or e-mail: jennifer.rabalais@lpsb.org.

Child Search

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 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.

Albany Lower Elementary Discipline Policy

Discipline Overview

The Albany Lower Elementary administrative, instructional and support staff are committed to assuring a school climate which is appropriate for students to learn and which ensures the safety and welfare of all who work in the school environment.

Because education is vital to the lifelong success of students and to the growth and development of the society, all members of the school community, parents/legal guardians, all school staff (teachers, administrators, custodial workers, bus drivers) and students must be a part of this effort.

Disciplinary measures are intended to help students and parents/guardians understand their obligations to others in the school setting and the role of law,

rules and school district policies in meeting these obligations. Discipline shall be directed toward developing skills necessary for students to:

1. Solve problems effectively.
2. Develop positive relationships with others.
3. Become productive.
4. Recognize when personal actions are interfering with the rights of others.
5. Respect the property rights of others.
6. Develop a sense of responsibility for their actions and an awareness of possible consequences.
7. Succeed in school.
8. Develop self-discipline.

Student Rights:

1. Right to a public education

Students have a right to a public education and the equal opportunities associated with this right which includes school programs and activities.

2. Right to freedom of expression

Students have the right to express their opinions verbally or written as long as it does not disrupt the learning process.

3. Right to dress appropriately

Students are expected to choose appropriate (school dress code) dress and be neatly groomed to abide by school policies and regulations.

4. Right to privacy

Students' academic and personal records are confidential and can only be inspected by eligible students, parents/guardians, school officials and Louisiana State Department Staff.

5. Right to due process

Students have a right to due process and to disciplinary hearings as outlined by district policy.

6. Right to be free from unreasonable search and seizure

Students have a right to be free from an unreasonable search and/or seizure unless there is reasonable suspicion.

Student Responsibilities:

1. Attend all classes and be punctual in attendance.
2. Come to class prepared and have appropriate working materials.
3. Be respectful of all individuals and property.
4. Refrain from profane and unacceptable language.
5. Conduct himself/herself in a safe and responsible manner.
6. Report any threat and/or harassment whether verbal, written, or implied to a faculty member immediately.
7. Be responsible for his/her work and behavior.
8. Abide by the rules and regulations of the school and each classroom teacher.

Violations of the Student Code of Conduct

Violations of the Student Code of Conduct are:

- Profane or obscene language---written, spoken, or indicated
- Verbal or physical harassment of other students or faculty members
- Disruption in the classroom, school grounds and on the school bus or bus stop
- Excessive absences, tardies or checkouts
- Failure to bring to class materials, home learning assignments or other required items
- Excessive distraction of other students
- Violating the dress code
- Creating a disturbance in the class or on the school campus
- Trespassing-entering or remaining on campus without permission or while on suspension.
- Leaving the campus or assigned area without permission
- Buying, selling, or trading of any items at school or on the bus
- Toys, cell phones, electronics, interactive watches, games etc of any kind are not allowed at school.
- Using or possessing drugs, alcohol, tobacco products, matches or lighter
- Instigating/participating in fights
- Possession of stolen property
- Inappropriate behavior on field trips
- Vandalism of school or personal property, textbooks, or other articles of value
- Possessions of firearms, knives, weapons, (real or toy)

******* Repeated discipline referrals may result in students not being allowed to attend field trips.**

Behavior Guidelines

Albany Lower implements a positive behavior program that focuses on 5 essential areas that not only create good student behavior but also can create good citizens.

ALE Essential 5:

- **Be respectful**
During discussions, respect other student's comments, opinions, and ideas. What they say is important!
- **Be a good listener**
We will follow certain classroom rules our teacher has put in place for us. My job is to be organized and ready to learn.
- **Be honest**
No matter what the situation is I will always be honest and tell the truth. Others will respect me for being honest.
- **Be positive and enjoy school**
Some things are just not worth being upset over. Focus on the good things.
- **Be your best!**
Always work hard to do the best and be the best you can be!

These expectations follow students on and off the bus and in every area of campus.

Below are additional expectations for students:

Classroom

The classroom should be orderly at all times and maintained in a way that is conducive to learning. Therefore, no student has the right to stop the teacher from teaching or students from learning. Your child's teacher will provide you with more information as to his/her expectations.

Cafeteria

Students are expected to walk in an orderly manner to and from the cafeteria. The cafeteria is a time for students to learn social manners. Students are expected to pick up around their dining area and put all food items in the trash bins.

Buses

Students are expected to maintain safe riding techniques while on the school bus. This includes facing forward and keeping feet, hands, and objects to self. The student should cooperate and follow the bus driver's directions at all times.

Walkways to and from buses, car drop off and cafeteria

All students are to report directly to their grade level building upon arriving at school. ALE has color coded paths to assist your child in getting around campus. Students follow the main blue line until they get to their grade level line.

- Pre-K students will follow the white line.
- Kindergarten students will follow the red line.
- Grade 1 students will follow the yellow line.
- Grade 2 students will follow the green line.
- The orange line leads us to the cafeteria.

Consequences of breaking school and bus expectations

In order to establish a fair and consistent method of disciplining our students, we implement a school wide disciplinary system of consequences along with each individual classroom teacher's discipline plan. The consequences of not adhering to school and classroom expectations may include, but are not limited to the following:

Student Conferences	Detention (recess and before school)		
Parent Conferences	Timeout	Restitution	Suspension/Expulsion

Albany Lower is a Title I school. Below is the Title I Family Engagement Policy.

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.

Harassment Policy

The Livingston Parish School Board and Albany Lower Elementary are committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels threatened while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, cyber bullying, intimidating, threatening, harassing, hazing, or any other violent nature made on campus, at school-sponsored activities, on school buses, at school bus stops, and en-route from home to the bus stop and from the bus stop home shall not be tolerated. Even if made in a joking manner, these statements or actions threatening other students, school personnel, or school property shall be unacceptable.

It is the right of any ALE student to report immediately any form of harassment/bullying by anyone, to any employee on the campus. It is then the responsibility of the adult to report the harassment to the administration who will then investigate all reported instances of harassment and take appropriate, corrective measures.

Bullying Policy

ALE is committed to maintaining a safe, orderly civil, and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school related activities. The Louisiana Department of Education defines Bullying/Harassment as, "Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student." If bullying occurs ALE is committed to following Bullying and Hazing Policy JCDAF of the Livingston Parish Public School System.

Livingston Parish Public Schools Dress Code

Please keep in mind that many stores sell an assortment of school uniforms that are not acceptable by our school system. Just because an item has a tag that says "uniform" that does not make it an acceptable item.

STUDENT DRESS CODE

No student's appearance, including but not limited to his/her attire, shall be considered proper and acceptable for school if it distracts from, or in any way disrupts, the educational process. The Livingston Parish School Board is responsible for establishing a system wide dress code for appearance and dress among students that will promote the best atmosphere for teaching and learning.

DRESS AND PERSONAL GROOMING

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 student's 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*.

SCHOOL UNIFORM DRESS CODE

The School Board is permitted by state law to adopt dress codes mandating the use of school uniforms. The purpose of the School Uniform Dress Code shall be to provide additional opportunities for increased school safety; to encourage students to experience a greater sense of school identity and belonging; to encourage an improvement in student behavior; and to encourage a high level of program participation.

Grades Pre-Kindergarten - 12:

Shirt:

- Solid color: Navy blue or white.
- Polo: (golf-boxed, hemmed) two, three or four buttons at the top front with collar (Short or Long sleeves) - 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, **if worn must be white, gray or black and can only be worn underneath the standard uniform.**
- If applicable, school issued spirit shirt may be worn in place of the uniform polo on designated day set by the principal. Shall not exceed one time per week. Current spirit shirt must be worn.

Pants, Skirts, Shorts, 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- BELTS ARE NOT REQUIRED FOR ALBANY LOWER.
- Middle/junior/high school students' pants must have belt loops and a belt is mandatory.
- Must be worn at waistline,
- Skirts should be to top of kneecap.
- Jumpers should be to top of kneecap; not allowed for 9-12.
- Shorts/Skorts: Top of knee to four (4) inches above knee; length cannot be below the knees; length can be cuffed or not cuffed,
- The only logos allowed should be the manufacturer's label.
- All bottoms must be hemmed.

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 (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 Albany Lower or Hornets or logo is acceptable.

Shoes:

- Closed-toe **and** closed-heel shoes are mandatory (tennis shoes, dress

shoes, casual shoes or slip-on shoes or boots).

- Footwear shall not extend above the knee.
- Shoes shall be properly tied or strapped, if applicable.

Coats:

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

In schools with multiple grade levels, the principal shall be given the opportunity to determine where the breaks would be allowed on these issues (Example: K-12 Maurepas – the principal would have the opportunity to decide where the break would be to determine elementary, middle/junior high, and high school to best adapt to that school's structure.)

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, 1st, 3rd, 5th, 7th & 9th grades and from parent or teacher referrals. If a problem is detected, notes will be sent home to the parent referring them to their physician for a more complete evaluation.
- Scoliosis: Students are screened in 6th grade for curvature of the spine. If signs are seen, students will be sent home with a letter referring them to their physician for a more complete evaluation.
- Medical Conditions: If your child has a chronic medical condition, contact the school nurse **annually**. Some examples of chronic medical conditions are Seizures/Epilepsy, diabetes, asthma, celiac disease, severe allergic reactions to insects or food that require use of an 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.

TECHNOLOGY ACCEPTABLE USE POLICY

A. Program Development

In order to match electronic resources as closely as possible to the approved district curriculum, district personnel will continue to review and evaluate technology resources for compliance with Board guidelines listed in Board Policy IFA governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum. Infractions will be dealt with according to the guidelines listed in Board Policy JD governing discipline. All students will be informed by staff of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

As much as possible, access to district information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Filtering software is in use to block access to materials that are inappropriate, offensive, obscene, or contain pornography. However, no filtering system is capable of blocking 100% of the inappropriate material available on the Internet.

B. Network Usage

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.

Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research, complete assignments, and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly.

Users should not expect that files stored on district servers will be always be private.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

Risking personal safety and privacy such as:

- Sending or displaying offensive messages or pictures
- Giving personal information when using the system, such as complete name, address, phone number and identifiable photo without permission from teacher and parent or guardian.

Inappropriate use such as:

- Accessing, obscene, lewd, vulgar, inflammatory, or offensive material.
- Harassing, insulting or attacking others.

Illegal activities such as:

- Using other's passwords or trying to gain unauthorized access to any computer system
- Trespassing in others' folders, work or files
- Damaging computers, computer systems or computer networks
- Hacking, vandalism and unauthorized access
- Intentionally attempting to disrupt or intentionally disrupting the computer system or destroying data by spreading computer viruses or by any other means
- Using the network for commercial purposes, financial gain, illegal acts, such as drug sales, engaging in criminal gang activity, threatening the safety of a person, or fraud

Violating security

- Giving others your password or access to your account
- Looking for security problems may be considered as an illegal attempt to gain access
- Intentionally wasting network resources

Violating copyright laws

- Unauthorized downloading and installation of software
- Taking the ideas or writings of others and present them as their own

SANCTIONS:

- Violations will result in a loss of network access. The range of sanctions is identified in the Discipline Policy.
- Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior
- When applicable, law enforcement agencies may be involved and may result in prosecution and/or restitution for damages

PERMISSIONS:

- The Acceptable Use Policy will be distributed to students and parents through the school handbook, and will be posted on the school board web site.
- **Parental permission will be assumed unless specifically denied. Parents must go to the school and sign a “Denial of Permission Form”**
Parental permissions that are assumed include:
 - Access to the internet and email system
 - Permission to publish students work to classroom web site
 - Permission to have unidentified photos on classroom web sites

“Audio and video recordings are not allowed at Albany Lower Elementary due to possible violations of FERPA and HIPPA, both of which regulate and protect the privacy for adults and minors. **Any** audio or video recordings at Albany Lower Elementary 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 Albany Lower Elementary.”

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