

Albany High School 2023-2024 Student Handbook



"Hornets Lead the Way...All the Way!"

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Download the *Albany High School App* via your App Store

*This is a general guideline of information and expectations. It is not all inclusive and any situation may be dealt with as deemed necessary by the administration in accordance with the Livingston Parish Public School policy. The administration reserves the right to make any and all changes necessary to the policy as needed.

Student Name: _____

A Day (Odd)

| Period | Course | Teacher | Room Number |
|-----------------|--------|---------|-------------|
| 1 st | | | |
| 3 rd | | | |
| 5 th | | | |
| 7 th | | | |

B Day (Even)

| Period | Course | Teacher | Room Number |
|-----------------|--------|---------|-------------|
| 2 nd | | | |
| 4 th | | | |
| 6 th | | | |
| 8 th | | | |

C Day (All)

| Period | Course | Teacher | Room Number |
|-----------------|--------|---------|-------------|
| 1 st | | | |
| 2 nd | | | |
| 3 rd | | | |
| 4 th | | | |
| 5 th | | | |
| 6 th | | | |
| 7 th | | | |

**Albany High School
Daily Bell Schedule 2023-2024**

Teachers Report 6:45

Bus Drop-off 6:55

First Bell 7:17

A/ B Day (Odd/ Even Classes)

1st and 2nd Block.....7:20 – 8:55 (95)

3rd and 4th Block..... 8:59 – 10:34 (95)

5th and 6th Block and Lunch10:38 – 12:48 (130)

1st Lunch 10:38 – 11:08 (30) 2nd Lunch 12:18 – 12:48 (30)

7th and 8th Block.....12:52 – 2:27 (95)

Dismissal.....2:27

C Day

1st Hour.....7:20 – 8:13 (53)

2nd Hour8:17 – 9:10 (53)

3rd Hour9:14 – 10:07 (53)

4th Hour.....10:11 – 11:04 (53)

5th Hour and Lunch.....11:08 – 12:31 (83)

1st Lunch 11:12 – 11:42 (30) 2nd Lunch 12:01 – 12:31 (30)

6th Hour.....12:35 – 1:29 (54)

7th Hour.....1:33 – 2:27 (54)

Dismissal.....2:27

**Albany High School
Pep Rally/ Assembly Bell Schedule 2023-2024**

Teachers Report 6:45

Bus Drop-off 6:55

First Bell 7:17

| | |
|--------------------------------------|--------------------|
| 1 st Block..... | 7:20 – 8:08 (48) |
| 2 nd Block..... | 8:12 – 9:00 (48) |
| 3 rd Block..... | 9:04 – 9:52 (48) |
| 4 th Block..... | 9:56 – 10:44 (48) |
| 5 th Block and Lunch..... | 10:48 – 12:06 (78) |

Lunch Shifts

1st Lunch Shift 10:48 – 11:18 (30)

2nd Lunch Shift 11:36 – 12:06 (30)

| | |
|----------------------------|--------------------|
| 6 th Block..... | 12:10 – 12:58 (48) |
| 7 th Block..... | 1:02 – 1:50 (48) |
| Assembly..... | 1:50 – 2:27 (37) |
| Dismissal..... | 2:27 |

The Albany High School 2022-2023 Student Handbook and the Livingston Parish Public School System Procedures and Policies will be distributed to all students through their 1st hour class on the first day of school.

SCHOOL INFORMATION

AHS Mission Statement 1
 Map 1

GENERAL INFORMATION

Absences 2
 Automobiles 2
 Checking In/Out..... 2
 Emergency Forms 3
 Grading Scale 3
 ID Replacement 3
 Make-up Work Policy..... 3
 Medication 3
 Office Phone 3
 Parent-Teacher Conferences 4
 Visitors 4
 Check-Out Policy..... 4

LIBRARY

Media Center 4
 Textbooks and Workbooks 4

GUIDANCE

Class Schedule 4
 Counseling 4
 Family Resource Center 5
 LEAP Testing 5
 Graduation Requirements 5

CODE OF CONDUCT

Audio/Video Recordings 5
 Bullying..... 5
 Bus Conduct 6
 Cafeteria 6
 Dance Behavior and Dress Code 6
 Dress Code 7

Points of Emphasis 7
 Non-Uniform Dress Code 7
 Hall Passes 8
 Honor Code..... 8
 Electronic Devices 8
 Extra-Curricular Activities..... 8
 Restroom Passes 9
 Students Arriving on Campus 9
 Students Leaving the Campus 9
 Tardies..... 9
 Transition Courtesy..... 9

STUDENT DISCIPLINE

Student Behavior..... 9
 Clinic 10
 Detention..... 10
 Suspension 10
 Expulsion 10
 Discipline Flow Chart..... 11
 Minor Infraction Assignment 12

DISTRICT INFORMATION

Acceptable Use Policy 13
 LPPS Dress Code
 Policy..... 14-18
 Due Process Policy 19

APPENDIX

Honor Code 20
 Media Release 21
 Dance Policy 22
 Out-of-School Date Dance Policy..... 23
 Parking Registration 24
 Title 1 Family Engagement..... 26-29

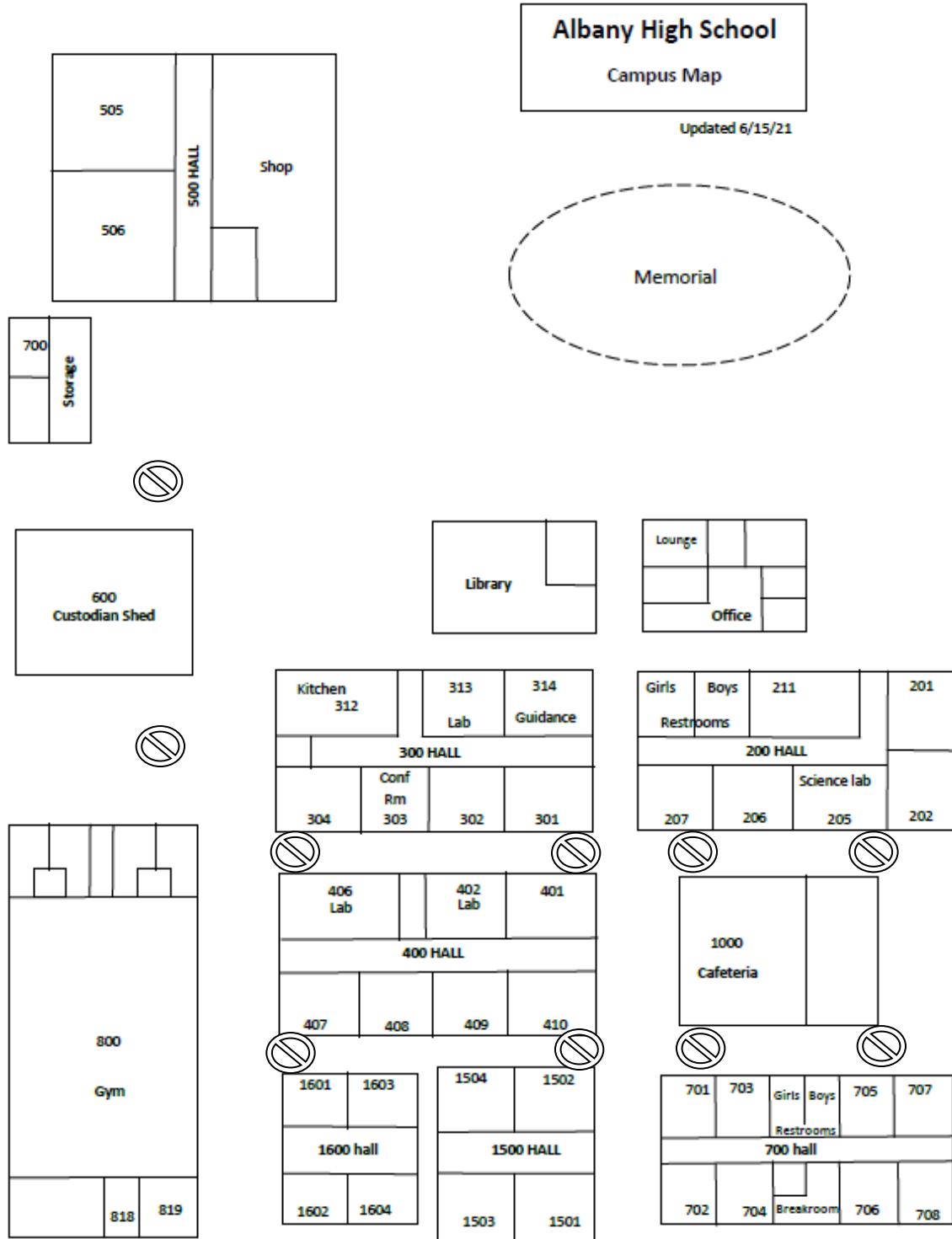
Supplementals

Course Planning Guide/ Student Planner

AHS Mission Statement

“Creating tomorrow’s leaders by preparing students for success today.”

CAMPUS MAP



ABSENCES

AHS follows all attendance regulations set by the Livingston Parish Public Schools and the Louisiana State Board of Elementary and Secondary Education. Students are allowed 5 unexcused absences per semester.

Punctual and regular attendance is an extremely important part of your official permanent school record. All students are required to attend school daily. Extenuating circumstances are as follows: (**as verified by a physician*)

1. *Extended personal, physical, emotional illness or quarantine
2. *An extended hospital stay
3. *Extended recuperation from an accident

**Excused absences require a note from the doctor. Faxed doctor's excuses are permitted from the doctor's office ONLY. Check-outs will be counted as an absence from class and will require a note upon return to school if permission was granted by administration to return.

Any other extenuating circumstances, must be approved by administration.

Formal appeals may be made in accordance with the due process procedures established by the Livingston Parish School Board.

The student should bring a written excuse to the main office upon returning to school. The excuse shall include student's name, date of absence, reason and signature. **We will only accept excuses up to 5 days after the student has been out.**

AUTOMOBILES

Each student must register the vehicle he/she drives to school. Registration tags should be purchased through the office. The cost is \$20.00. Driving on campus is a privilege. Students are to observe all rules and regulations as outlined on the AHS parking permit form or parking privileges may be revoked and other consequences will follow. **Before a car tag can be issued, the student must pay his/her registration fee.** For the car tag to be issued, the student must present the following information:

1. Current Driver's License – NO PERMITS
2. Current Proof of Insurance
3. Current Car Registration
4. License Plate Number

Students will be assigned a designated parking spot and must park in the spot assigned. **All vehicles on Albany High School's campus are subject to being searched if there is reasonable suspicion.** Reminder, driving on campus is a privilege NOT a right and it can be suspended/ revoked.

CHECKING IN/OUT

If a student arrives at school after the tardy bell, he/she is to check in through the main office. Without a valid written excuse, an unexcused check-in (tardy) will be given.

Students will **only** be allowed to check out **if their parents are contacted. Once students have checked out they are not allowed to check back in without prior approval from administration.**

EMERGENCY FORMS

Students can only be signed out by those persons listed on the form. Parents may list additional names and numbers on the back of the form.

In the event a student is in need of emergency care and no parental contact can be made, the emergency form will be used to obtain medical attention. Please fill out the form completely. **Students who don't file an emergency form in the main office will not be allowed to check out until the form is turned in.**

GRADING SCALE

The grading scale for the Livingston Parish schools is as follows:

100 – 93% = A

92 – 85% = B

84 – 75% = C

74 – 67% = D

66 – 0% = F

The Honors, Advanced Placement, and Dual Enrollment grading scale is as follows:

100 – 90% = A

89 – 80% = B

79 – 70% = C

69 – 60% = D

59 – 0% = F

(Advanced Placement courses are on a 5.0 GPA scale. All other courses are 4.0 GPA scale.)

ID REPLACEMENT

Student IDs will be issued at the beginning of the school year. Students will be required to have their ID with them at all times and IDs may be used for certain activities on campus or discounts to paid events when applicable. Replacement IDs cost will be \$5.

MAKE-UP WORK

- Arrangements must be made with the teacher within 5 school days of the student's return.
- Make-up work must be completed before the interim grading period ends.
- Late work will receive a deduction of 10% per day for a maximum of three days.

MEDICATION

A parent or guardian must bring prescribed medicine to the main office for check-in with a parental consent form and doctor's orders. For more information, see the LPPS website for general School Health Rules.

***Students are not allowed to be in possession of any form of medication. Severe disciplinary action (expulsion or long-term suspension) may result if found in possession of any form of medication.**

OFFICE PHONE

Students will be called out of class only for an emergency and may use the office phone with permission. Contacting parents/ guardians via any other means is strictly prohibited.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are arranged at the request of the parent or the teacher through the main office. They are to be held during the teacher's planning period or before or after school. Parents may call the main office to set up these appointments at (225) 567-6000. Please schedule a minimum of 24 hours in advance.

VISITORS

All visitors must check-in at the main office and receive a visitor's pass. Students are not allowed to bring guests on campus.

CHECK-OUT POLICY

All books may be checked out for a period of two weeks. A fine of \$0.05 per day is charged for each day a book is overdue. Students must pay for lost or damaged books.

MEDIA CENTER

The library will be open to students before school and during lunch. Any student wishing to use the library during class must have a signed hall pass from the teacher stating the reason for library use.

TEXTBOOKS AND WORKBOOKS

Books are checked out to students and they are responsible for the textbook issued in their name. Students who lose or damage a textbook will be expected to pay for it. This includes stolen textbooks.

Workbooks will be distributed to students by the classroom teacher at the beginning of the school year. Students are expected to bring these books to and from class as needed. Students who lose or damage their workbook will be expected to purchase a new one immediately. Each replacement workbook will cost \$20.

CLASS SCHEDULE

The student is responsible for completing the Individual Growth Plan (IGP) with the counselor at the time of scheduling. These plans are to be signed by the parent and returned. If there is an error in the schedule, students may see the counselor to discuss the matter and then request approval from administration for a schedule change.

COUNSELING

Guidance and counseling services are available for every student in school. These services include assistance with educational planning, interpretations of test scores, occupational information and career counseling, academic counseling, and help with home, school and /or social concerns.

Informed Consent for Counseling: The counselor is available to students whether they ask for help and present on their own, or they are referred by faculty or administration. Unless you provide written notification that you and your child deny counseling services, the counselor and interns on staff are given permission to meet with, evaluate, question and

refer students without prior parental permission, as daily concerns need to be addressed without delay.

FAMILY RESOURCE CENTER – A LOANING LIBRARY

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.

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.

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

Phone:(225)667-1098

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

LEAP 2025 TESTING

Due to requirements set forth by the Louisiana State Department of Education, students must pass standardized tests at the completion of the following subjects in order to meet graduation requirements and receive their high school diploma:

Algebra I or Geometry

English I or English II

Biology or US History

GRADUATION REQUIREMENTS

To check current graduation requirements posted by the Louisiana Department of Education (LDOE), go to <https://www.louisianabelieves.com/courses/graduation-requirements>.

AUDIO/VIDEO RECORDINGS

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

BULLYING

Albany High School does not tolerate bullying, harassment, or intimidation of any kind on its campus. Students should report such behavior to a teacher or administrator, and it will be investigated and appropriate action will be taken. For additional information, please refer to the LPPS Bullying and Hazing policy (reference code: JCDAF).

BUS CONDUCT

While riding a school bus, students are subject to school rules and regulations. Students are under the direct supervision of the bus driver and are subject to all the rules of safety deemed necessary by the driver. Following is a list of general rules of conduct which will be followed:

- Students are to get on and off the bus in an orderly manner. (No pushing, running, etc.)
- Students are to remain in their seats (*to be assigned by the bus driver*) at all times until the bus comes to a complete stop.
- Students are not to make loud noises (*yelling, loud talking, etc.*) while riding the bus.
- No objects (paper, books, pencils, etc.) are to be thrown on the bus or out of the bus window.
- Students are to be respectful of the bus drivers at all times. Disrespect of any kind will not be tolerated.
- Students, or parents of the students, will be held financially responsible for any damage done to the bus by that student. (*Example- cutting holes in the seat*)

Violation of the above rules may result in being suspended from the bus or school. **No student will be allowed to ride a different bus regardless of parent note or driver permission unless VERIFIED THROUGH THE OFFICE.**

CAFETERIA

All Livingston Parish students have been approved for free lunch. Extra items (*bottled water, ice cream cones, etc.*) are for sale and may be purchased with money credited to a student's account.

On-Line payments may be made at www.schoolpaymentsolutions.com.

- Only students that are eating are allowed in the cafeteria.
- Students must be courteous to others while in line. (Jumping ahead or holding places for others is not allowed). Students **MUST** exit the cafeteria when finished eating.
- Students must deposit all litter in the garbage cans. Students must leave the table and floor around them in a clean condition for others.
- **NO OUTSIDE LUNCHESES MAY BE DELIVERED!**
- Any lunch brought into the cafeteria must be wrapped in plain wrappers – no business names may be visible.
- No carbonated beverages are allowed in the cafeteria.

DANCE BEHAVIOR AND DRESS CODE

- Students must abide by all rules that apply to Albany High School students while attending this dance. Students can be held accountable for a date's behavior.
- If a student attends any dance sponsored by Albany High School, they will dress according to the dress code rules below. He/she will also inform his/her date of the dress code and he/she will dress accordingly. If a student does not abide by the dress code rules or conduct himself/herself in an appropriate manner, he/she can be denied admittance or removed from the dance. If refused admission or removed from the dance, the parent/guardian will be notified and ticket money will not be refunded. Once any student leaves the dance, the responsibility of the school will no longer be in effect.
- Students and their dates will be administered a breathalyzer test upon entry and exit of the dance. If suspected alcohol use, the parent/guardian will be contacted immediately to drive the student home. All school rules concerning alcohol use apply at the dance

and students will be subject to appropriate punishment. Guest of legal age must also abide by these same rules concerning alcoholic beverages.

- The age limit for all dates is 9th grade – 21 years old.
- Jeans ARE acceptable for most dances (no holes, rips, tatters, etc.). Jeans ARE NOT acceptable for Prom.
- No shorts are allowed.
- Only dress shoes/sandals and boots.
- Dresses/Skirts and splits must not extend higher than the mid-thigh.
- Strapless dresses are permitted without extreme cleavage exposure.
- Dresses may be backless, but not cut below the waistline.
- “Party Dresses” are acceptable but NOT required.
- No “bikini” tops and skirts. Make sure the top meets the waist of the skirt.
- No stomach cutouts.
- The administration makes the final determination in all cases.

DRESS CODE

Points of Emphasis

- Hair: neat, clean and out of the student’s eyes. Extreme unnatural colors are not allowed. Neatly groomed facial hair is acceptable.
- Skort/ Shorts length: **At least 4” to the top of the knee**
- Skirt length: **Top of the knee**
- Shoes: closed toe and closed heel
- Pullovers: Solid navy blue or white are allowed – ¾ zip, crew, hoodies, sweaters
- School pullover/hoodie is acceptable.
- Uniform shirts MUST be worn under pullovers/hoodies; collars MUST be visible.
- Hats and caps are NOT allowed.
- Hoods (attached to jackets/hoodies) may **NOT** be worn. This is a potential safety issue!
- IDs are required.

These are only points of emphasis for Albany High School. Please refer to the entire policy for additional details. Students are expected to follow entire parish policy (reference code JCDB).

Non-Uniform Dress Guidelines

Shirts:

- All shirts must have sleeves
- All shirts must extend below the top of pants/shorts/skirt
- No spaghetti straps allowed
- No tank tops
- No inappropriate sayings, slogans, logos, etc.

Bottoms:

- Leggings must have shorts worn on top of them
- Shorts must be no shorter than 3 inches above the knee
- Skirts must be to the knee
- Jeans/Pants must not have holes above the knee
- No inappropriate sayings, slogans, logos, etc.

Caps/Hats:

- **Not allowed on campus**

Special note: All clothing must be modest and non-revealing. Administration reserves the right to disapprove of clothing for reasons not listed above. Clothing may not be a distraction in the classroom.

*Albany High School spirit shirts may be purchased and worn the as directed with uniform bottoms. Shirts must be tucked in like a uniform shirt.

**Albany High School sweatshirts/hoodies can be purchased through the office and worn on any day with uniform shirt and bottom.

HALL PASSES

Students are not permitted in the halls during class unless they have a hall pass. Students in the hall without a pass from the teacher are subject to disciplinary action.

HONOR CODE

Cheating at AHS is considered an ethical violation. Examples of cheating which constitutes an ethics violation include:

- Copying another's work (written or electronic)
- Allowing my work to be copied
- Plagiarism — includes copying someone's work or using someone's ideas
- Giving answers to others in any form
- Having another person do my work
- Doing another's work
- Using cheat sheets or other cheating techniques
- Failure to follow behavioral directions given before a test or assignment

Students cheating are subject to the consequences outlined on the honor code. Students are provided a full copy of the honor code in the appendix of this handbook. (pg. 18)

ELECTRONIC DEVICES

- Electronic devices such as, but no limited to, cell phones, ear buds, etc may NOT be used on campus and must be **POWERED OFF AND IN A BOOKSACK**.
- Unauthorized use of electronic devices will result in disciplinary action.
- Posting on social media during school hours will result in disciplinary action.
- Albany High School uses the LPPS Policy on Student Use of Personal Electronic Devices (reference code: JCDAE).

EXTRA-CURRICULAR (including sports, clubs, etc.)

- Participants in other extra-curricular organizations are governed by the provisions of their respective handbooks.
- Any athlete who quits one sport cannot start practice in another sport until the season is over.
- Student athletes will follow the drug testing policy.
- Any student that has an "F" in any class *may* not be excused from school to participate in any extra-curricular activity. This includes meetings, competitions for sports, clubs, etc.
- A student must be in school for four hours to be able to participate in any school activity. This includes any type of practice, event, game, etc. Check outs **MUST** be approved by administration.
- **Student who owes a fine or class fees (or any debt to another Livingston Parish School) may be excluded from participating in any extracurricular activity after September 30th.**
- Any student with **5 or more unexcused absences MAY NOT BE ALLOWED to miss class for any school-related event during the school day** including field trips, competitions, athletic events, etc.

RESTROOM PASSES

Students are issued ten restroom passes total per semester. These passes may be used at the discretion of the teacher, and they will not roll over to the next semester. (Students enrolling after the first nine weeks of the semester will be given five restroom passes for the semester.) Unused passes may be cashed in for bonus points (TBA).

STUDENTS ARRIVING ON CAMPUS

No student should be on campus prior to 6:55. Students that drive **MUST** leave the parking area and report to campus. Loitering the parking lot is prohibited.

STUDENTS LEAVING THE CAMPUS

Students are the responsibility of the school from the time they arrive on campus until dismissal. Once a student enters the campus (*including the parking lot*), the student is not to leave the campus for any reason without checking out through the office. Students leaving the school grounds without permission are subject to disciplinary action.

TARDINESS BETWEEN CLASSES

Students are expected to arrive to class on time. All tardies after homeroom will be unexcused and will be noted by the teacher on PowerSchool. Excessive tardiness will result in disciplinary action. ***A LITTLE LATE IS TOO LATE!***

TRANSITION COURTESY

- Keep walkways open to traffic by walking to the right. Do not block traffic by standing in groups.
- Pass through walkways quietly. Be considerate of others in the halls and classrooms.
- Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
- Leave the school building after dismissal unless under the supervision of a teacher.
- Passing in the alley ways between the buildings (see “campus map” pg. 1) is prohibited.

STUDENT BEHAVIOR

Misbehavior will not be tolerated. All staff members have been requested to be on alert for any student behavior which is in violation of the stated regulations. This list is not intended to place undue restrictions on the student body but rather encourage all students to behave in such a manner that they will be a credit to Albany High School. It is the duty of every teacher to make corrections when there is a violation, regardless of whether he/she teaches the student in class or not. **Any activities considered illegal under local, state, or federal laws will be a suspension or expulsion warranted violation.**

Disciplinary actions include after-school detention, Saturday detention, suspension, and expulsion. Offenses will result in disciplinary action in accordance with the School-Wide Behavior Plan.

All students must understand that all staff members are obliged to carry out any and all policies of this school. Students are obliged to take instructions from any staff member. **Students are subject to strict accountability for any disorderly conduct during all school-sponsored activities.**

Any disciplinary action taken is subject to consultation with law enforcement.

CLINIC

Behavior clinic will be used for minor offenses. It is held one day a week after school from 2:30 until 3:30. **This schedule is subject to be changed as needed by school administration.**

Students who have been assigned to clinic are to bring their materials at the beginning of this work period. If students are late, they will not be allowed to enter. Not attending clinic will result in the next level of discipline.

Misconduct in detention will result in further disciplinary action.

DETENTION

After school detention will be held one day a week after school from 2:30 until 4:30. **This schedule is subject to be changed as needed by school administration.**

Students who have been assigned to detention are to bring their materials at the beginning of this work period. If students are late, they will not be allowed to enter. Not attending detention will result in the next level of discipline.

If a student misses a detention, a 1- day suspension will occur.

Misconduct in detention will result in further disciplinary action.

SUSPENSION

The Administration will attempt to notify parents in writing and by phone if their child has been suspended. Suspensions begin at the end of the school day on which the student receives a suspension form and expire at midnight of the final day of the suspension.

During a suspension or expulsion students may not:

- Return to Albany High School Campus
- Attend or participate in school-sponsored activities on or off campus

Offenses involving illegal activities may result in police action in addition to school disciplinary measures. Any conversation that takes place during an investigation concerning violations of school or parish policy is subject to being recorded.

EXPULSION

Students are subject to an immediate **recommendation for expulsion** for the following offenses:

- upon receiving the 4th suspension
- possession/use of a weapon (including but not limited to firearms and pocket knives)
- possession and/or distribution of an illegal narcotic, prescription medication, drug or other controlled substance
- participating in indecent behavior (including any sexual misconduct)
- committing other serious offenses as determined by the administration

AHS Discipline Flow Chart

| OFFENSE | WARNING | CLINIC (1 HOURS) | DETENTION (2 HOURS) | SUSPENSION | EXPULSION |
|--|---------|---------------------|--|---|-----------|
| Unauthorized use of technology (cell phones, earbuds, etc.) | | | 1 Confiscated (PARENT may collect at the end of the school day.) | 2+ Confiscated (PARENT may collect at the end of the school day.) | |
| Disruptive/ Uncooperative behavior/failure to participate *** | | X | X | X | |
| Dress Code Violation | 1, 2, 3 | 4, 5 | 6 | 7+ | |
| Public Display of Affection | X | X | X | X | |
| Tardy | 1, 2, 3 | 4, 5 | 6, 7 | 8+ | |
| Failure to report to office | | | X | X | |
| Alteration of grade reporting, medical excuses, Assault and battery of school personnel | | | | X | X |
| Breaking and entering school property | | | | X | X |
| Buying/Selling of personal items at school | | X | X | X | |
| Disrespect to authority | | X | X | X | X |
| Distribution/ Possession/Use of Controlled Dangerous 4 th Classroom Minor Infraction | | X | | | X |
| Fighting (Charges may be pressed) | | | | X | X |
| Forgery of administrator, teacher, or parent signature | | | X | X | X |
| Gambling | | | X | X | X |
| Bullying | | | | X | X |
| Harassing student or school personnel | X | X | X | X | X |
| Skipping School | | | | X | |
| Skipping Class | | | X | X | |
| Instigating fight/ major disturbance | | | X | X | X |
| Leaving Class without Permission | | | X | X | |
| Possession/Use of alcohol/ medication | | | | X | X |
| Smoking, dipping, E cigarettes, Vape pens, lighter (possession/use) | | | | X | |
| Stealing | | | X | X | X |
| Throwing Objects | X | X | X | X | X |
| Out-of-Area | X | X | X | X | |
| Possession/Use of any object as a firearm or weapon | | | | | X |
| Willful Disobedience*** | | X | X | X | X |
| Vandalism/Destruction of school property | | X | X | X | X |

X - All offenses

*****If minor infractions have taken place in the classroom and documented on the referral (Action Taken by Teacher), then the discipline action would be classified as a major offense. All offenses/ consequences are subject to administration interpretation.**

Albany High School
Minor Infraction Assignment

Name: _____

Due Date: _____

Reason for infraction:

Directions:

1. You must write the following creed as it appears 3 times. If -it is not legible, it will not be accepted.
2. Return the minor infraction assignment to the teacher on the given due date with a parent/guardian signature.
3. Failure to complete assignment results in the assignment being doubled and parents contacted.
4. Failure to complete the doubled assignment results in an office referral.

The Respect and Self-Discipline Creed

We all need and deserve to be respected. However, we cannot respect others when we do not respect ourselves. When you are rude, put people down, talk negatively, or insult people, you are hurting your respect for yourself as well as for others. Everyone needs to feel good about themselves in order to get along with others. When someone does not feel good about himself or herself, he or she speaks and acts in ways that hurts others. When you don't feel good about yourself, everyone loses. We all have bad days. No one is immune to having things go wrong. That is why we always have to remember to treat people with respect, even if we are not feeling very good about ourselves, or can tell that they may not be feeling much respect for themselves.

Self-discipline appears in various forms, such as perseverance, restraint, endurance, thinking before acting, finishing what you start doing, and as the ability to carry out one's decisions and plans, in spite of inconvenience, hardships or obstacles. Self-discipline also means self-control, the ability to avoid unhealthy excess of anything that could lead to negative consequences.

Everyone wants to achieve success, but most people just wish they were successful and do nothing about it. Others try doing one thing or another, but quit after a while, either because they see that they have to invest time and effort, are afraid of the competition, because nothing happens immediately, or because they are afraid of failure. Usually, only a small percentage acts, persevere and does not give up. Why do some people achieve success? They achieve success because they possess self-discipline, among other things. This ability helps them to avoid wasting their day doing things that gets them nowhere. They are able to avoid temptations, such as spending hours on Facebook, sitting hours in front of the television, or jumping from one thing to another.

You need self-discipline to achieve success. Self-discipline equals perseverance, one of the most important qualities you need for achieving success. Speaking of success, I don't mean just financial success or status, but also success in many other areas other than career and job. Success in diet, in studies, in learning a foreign language, learning a new skill, managing your time more efficiently, or changing some of your habits. There are people who are appalled by the word self-discipline. They associate it with self-denial, limitation, pain, scarcity and lack. This is a completely wrong assumption! You use self-discipline not to deny yourself and inflict pain on yourself, but for developing inner strength, for avoiding the distractions around you that take away your attention from your goal, and for sticking to what you want to do until you do it.

“Hornets Lead the Way...All the Way!”

Student Signature

Parent Signature

LPPS Acceptable Use Guidelines Student Computer Access and Use

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

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

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

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

Procedures that have been adopted to enforce the policies include:

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

FILE: JCDB

LPPS Student Dress Code

The policy of the Livingston Parish School Board shall be that no mode of attire shall be considered proper for school wear that disrupts the classroom and/or the school's positive learning environment. In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision based on this policy as to what is considered proper or improper dress according to the guidelines provided.

The Livingston Parish School Board is responsible for achieving a systemwide dress code for appearance and dress among students that will promote the best atmosphere for teaching and learning.

NOTIFICATION

The School Board shall notify the parent or guardian of each student of the dress code specifications and their effective date. The dress code shall be distributed in written form or posted on the school's website annually.

If the School Board modifies the existing uniform policy, it shall notify, in writing the parent or guardian of each student of the policy adoption or uniform policy modification at least sixty (60) days prior to the effective date of the new or revised policy. Each school shall display any uniform selected for a reasonable period prior to the proposed effective date for wearing of the uniform.

However, nothing shall prohibit the School Board from requiring a new or revised dress code or uniform policy without the required notice in the event of an emergency. For the purposes of this policy, *emergency* shall mean an actual or imminent threat to health or safety which may result in loss of life, injury, or property damage.

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 students' dress and appearance:

1. Styles of dress and grooming never should be such that they represent a collective or individual protest.
2. Appropriate footwear must be worn to school (no shower shoes, flip-flops).
3. Caps, hats, unprescribed glasses are not permitted.
4. Patches, decorations, slogans, symbols, tags, marks, or advertisements are prohibited. (Examples: beer, cigarettes, drugs, obscene suggestions, sexual connotations, political, etc.)
5. Earrings are allowed for students provided they are not a safety concern or a distraction on campus.
6. Piercings, other than ears, are not permitted. Clear (concise stud only) pierce hole fillers are allowed for nose rings.

7. Jewelry, including earrings, worn during the school day should be a size and dimension that is not a safety concern or a distraction on campus.
8. Hair should be neat, clean, and out of the student's eyes. Students should have natural hair color. Extreme unnatural colors are not allowed. Sculptured hair styles that include pictures, symbols, letters, numbers, or hair curlers, rollers or excessively teased will not be permitted. Principals have discretion if a hairstyle including accessories interferes with learning.
9. Neatly groomed facial hair is acceptable, including mustaches, beards and goatees.
10. Tattoos that are vulgar, obscene, political, offensive or otherwise disruptive to the school environment are not permitted and must be covered at all times.
11. Foundation garments must be worn.
12. Dress during any period where uniforms are not required, such as special event days, or for transferring students, shall be consistent with the intent and spirit of the *School Uniform Dress Code*.

Dress Code in Special Classes

Students must follow the rules of appropriate dress as directed by the needs of special classes (i.e. physical education, industrial arts, agriscience, etc.) due to safety concerns.

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:

Note: A color chart for skirts/shorts/slacks/skorts will be displayed to clarify the color range of Khaki.

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.

Pants, Skirts, Shorts, Skorts, Jumpers:

- Solid color: Khaki
- No jean, knit, joggng, stretch, cargo, capri, or cropped styles.
- Appropriate fit: not too loose, not too tight; no sagging.
- Elementary students may have elastic waist pants with or without belt loops (belts are optional, but encouraged).
- 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/Skort: Top of knee to four (4) inches above knee; length cannot be below the knees; length can be cuffed or not cuffed,
- The only logos allowed should be the manufacturer's label.
- All bottoms must be hemmed.

Belts:

- PK-5: Belts are not required, but encouraged.
- Grades 6-12: Belt required with clothing designed with belt loops, any color, no inappropriate logos or slogans. Belts are to be worn correctly and buckles are not to be excessive size or offensive in design. Studs and spikes are prohibited.

Socks/ Hose/Tights:

If worn...

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

Pullovers:

- Solid Navy blue or White (¾ zip, crew, hoodies, sweaters) are allowed. A pullover cannot be worn in place of shirt nor be so large that it conceals a student's bottom garment. Designs, emblems, insignias, monograms and logos are prohibited
- Any spirit pullover purchased from the school or a vendor with the school name or logo is acceptable.

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.)

Student Compliance With the Uniform Dress Code:

The *School Uniform Dress Code of Livingston Parish* shall strive to achieve full compliance through use of incentives and positive reinforcement measures, and will resort to disciplinary action only when positive measures fail to ensure compliance. In addition, the policy's rationale and benefits of the *School Uniform Dress Code* will be explained and fully understood by the student and his or her family.

The intent of this policy is not to inhibit or prohibit any student who is not in uniform from receiving the education to which he or she is entitled. Also, the intent of this policy is not to suspend or expel a student from class or from school, or lower an academic grade as a result of not complying with the *School Uniform Dress Code*. However, non-compliance shall result in progressive disciplinary action being taken with the student.

No student shall be considered in violation of the *School Uniform Dress Code* in the following instances:

- A. When administrators allow exceptions to the uniform code for special events. (Ex. Dress-up day, athletes on game days, band, cheer, academic teams, clubs, picture day, band on regular meeting days, etc.)
- B. During the first ten (10) school days after transferring from out of the Parish to Livingston Parish Schools. During this ten (10) day period, appropriate dress (according to School Board Policy) shall be followed.
- C. When a student is on campus outside of normal school hours.

Progressive Disciplinary Action:

Students violating the *School Uniform Dress Code* shall be disciplined as follows:

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

4th – 6th Offense: After School Detention / Extended Detention (ex. Saturday Clinic) and direct verbal parent/guardian notification per incident.

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

DRESS FOR PHYSICAL EDUCATION

All secondary students and other students where required by the local school, shall be required to dress out for physical education classes in a standard uniform. Exceptions can be made for religious reasons only, as hereinafter stated.

The standard uniform for physical education classes shall be as follows:

1. Plain tee shirt - school may require white, gray or school colors.
2. Gym shorts - school may require white, gray, black or school colors.
3. Gym shoes - any color.
4. Socks. Socks may not have inappropriate or offensive wording or images. Socks above the knee are prohibited.

Schools may sell uniforms to students as a service, but students shall not be required to buy

uniforms from the school. Students shall not be required to purchase new uniforms each year if their present uniforms are in acceptable condition and fit properly.

Students transferring from one school to another shall be permitted to use their present gym suits or other suitable uniforms for a reasonable period of time, until an appropriate uniform can be purchased.

Students shall be required to put their names on their uniforms for identification.

Proper dress in physical education class shall be a factor in determining a student's grade.

A student shall be allowed to dress for physical education class in accordance with his/her religious beliefs, provided that he or she has a written permission or excuse from his/her minister. Should physical education activities of the girls involve indecent exposure, the student shall be allowed to do alternative activities.

BODY ARMOR

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exception as enumerated in La. Rev. Stat. Ann. §14:95.9, which includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury. School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area within one thousand feet of any school campus and within a school bus, except as specifically set forth in La. Rev.Stat. Ann. §§14:95.2(C) and 14:95.6(B).

Body armor shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

Revised: June, 2001

Revised: June, 2003

Revised: April, 2004

Revised: December, 2008

Revised: March, 2021

Ref: Scott v. Board of Education, 304 N.Y.S. 2d 601 (1969); Karr v. Schmidt, 460 F.2d609 (5th Cir.1972); La. Rev. Stat. Ann. '§14:95.9, 17:81, 17:416.7; Board minutes,10-8-69, 10-29- 70, 2-3-71, 8-24-72, 9-7-72, 9-21-72, 9-26-74, 9-77, 1-80, 5-89, 8-90, 2-3-00, 4-5-01, 4-17-03, 2-19-04.

FILE: JCAA

LPPS Due Process

The School Board mandates that all students shall be treated fairly and honestly in resolving grievances, complaints, or in the consideration of any suspension or expulsion. Due process shall be defined as fair and reasonable approaches to all areas of student grievance and discipline on the part of all school officials in order not to arbitrarily deny a student the benefits of the instructional process.

Due process requires, at a minimum, the school administration to impose fundamentally fair procedures to determine whether misconduct or other improper action has occurred before any disciplinary action may be taken by the school administration, except in the case of imminent danger or disruption of the academic process. In these instances, proper procedures shall be put into effect as soon as removal of the student has occurred.

Under due process, each student shall be guaranteed a fair hearing, a fair judgment, a written record of the decision, and notice of the right to appeal the decision. The degree of procedural due process afforded in any disciplinary situation shall be dependent upon two factors: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty. For example, a much greater degree of procedural due process shall be applicable in an expulsion situation than in one where the penalty is a short-term suspension.

Full protection of procedural due process shall be afforded any student facing possible long-term suspension or expulsion.

Ref: U.S. Const. amend. XIII; U.S. Const. amend. XIV, §1; Ingraham v. Wright, 97 S.Ct. 1401 (1977); Goss v. Lopez, 95 S.Ct. 729 (1975); Carey v. Piphus, 98 S.Ct. 1042 (1978)



Albany High School Honor Code

As a student at Albany High School, I understand that I am responsible for my own work. Any assignment given to me will be completed to the best of my ability. I will not help others with their course work unless my teacher has specifically given permission, nor will I accept unauthorized aid. This includes, but is not limited to:

1. Copying another's work
2. Allowing my work to be copied
3. Plagiarism — includes copying someone's work or using someone's ideas
4. Giving answers to others in any form
5. Having another person do my work
6. Doing another's work
7. Using cheat sheets or other cheating techniques
8. Failure to follow behavioral directions given before a test or assignment

****Please note there is a difference between teaching someone to do something and giving answers.**

Actions taken by a teacher for each occurrence of cheating are as follows:

1. 1st offense — Zero on the Assignment, Parent Contact, Referral (Ethics Clinic)
2. 2nd offense — Zero on Assignment, Parent Contact, Referral (Saturday Detention)
3. 3rd offense — Zero on Assignment, Parent Contact, Referral (1-day Suspension)

****On every offense thereafter, students will receive a suspension.**

****Stealing a teacher's exam key, key, or other instructional assignment for any means such as to distribute material will be an automatic suspension from school.**

Albany High School

Kimberly Freeman
Principal



Amy Carter
Assistant Principal

29700 One Hornet Lane • Albany, Louisiana • 70711 • phone: 225-567-6000 • fax: 225-567-9162

MEDIA RELEASE

(To be completed by parent/guardian of minor students)

Livingston Parish Public School (LPPS) system is proud of the many accomplishments of our students and staff. Often, such accomplishments draw the attention of the media, newspapers, television stations, LPPS media, and/or other media who visit the schools to photograph, film, and/or interview students. Albany High School requests your permission to reproduce through printed, audio, visual, and/or electronic means activities in which your student has participated in his/her education program. Your authorization will enable the District to use specially prepared materials to train teachers and/or increase public awareness and promote continuation and improvement of education programs through the use of mass media (i.e., Twitter, Facebook), displays, brochures, and/or websites, etc.

I, _____ **DO NOT** grant permission to Albany High School to use a
(Parent/Guardian- please print)
picture and first and last name of my child, _____ along with their work to
Student Name- please print
be used for but not limited to the following:

Printed materials such as magazines, newspapers, brochures and newsletters
Videos and television
Digital images to be used on school related websites and videos
Livingston Parish Public School District and School-Level Facebook and Twitter

I understand that release is valid for one school year, unless I request in writing that it be voided.

I understand that if this release form is turned in, my child's picture and/or work may not be published.

(Parent/Guardian's signature)

(Date)



Albany High School Dance Permission Form

Semi-Formal (Homecoming)

- Jeans ARE acceptable for males and females. No holes, rips, etc.
- No athletic/casual shorts allowed for males or females
- No athletic shoes or flip-flops. Only dress shoes/sandals and boots are permitted.
- Dresses/Skirts must be below the mid-thigh
- Splits must not extend higher than the mid-thigh
- Strapless dresses are permitted
- Backless are permissible (cut above the waistline.)
- Dresses are CASUAL! "Sunday best." Beads and/or sequins (Party Dresses) are acceptable but NOT required.

Formal (Prom)

- Dresses/Skirts must be below the mid-thigh
- Splits must not extend higher than the mid-thigh
- Strapless dresses are permissible
- Dresses should NOT have extreme cleavage exposure.
- Backless are permissible (cut above the waistline.)
- No tennis shoes or flip-flops. Only dress shoes and boots.
- Males are required to wear tuxedos or suits.

*If you are in doubt bring the dress or a picture of YOU in the dress to the office for approval prior to the dance.

Statement by Albany High School Students:

I understand I must abide by all rules applying to Albany High School students while attending Albany High School dances and I can be held accountable for my date's behavior.

I and my date agree to and will dress according to the dress code rules above. If I do not abide by the dress code rules or conduct myself in an appropriate manner, I will not be admitted or will be removed from the dance. My parent/guardian will be notified and tickets will not be refunded. Once I leave the dance, the responsibility of the school is no longer in effect.

AHS Student Signature

AHS Student Date Signature



Albany High School
Out-of-School Date Dance Permission Form

Age Requirement 14 – 21 years old

NO MIDDLE SCHOOL STUDENTS OR ANYONE OVER THE AGE OF 21 ALLOWED

Albany High School Student's Name _____ Grade _____

Out-of-School Date's Name _____ Grade _____ Age _____

Statement by Out-of-School Date:

I understand and agree to abide by all rules applying to Albany High School students while attending this dance. I further understand that my date is responsible for my behavior while at this dance, and that disciplinary action will be taken against him/her for my behavior.

- A) I am currently a student at _____ Albany High School has my permission to call my school for further reference checks. I understand that I am allowed to attend this function only at the discretion of the administration of Albany High School.
- B) I am a graduate of the Class of _____ from _____. I understand that I am allowed to attend this function only at the discretion of the administration of Albany High School.

Signature of Out-of-School Date

Statement by Parents of Out-of-School Date (If date is under 18 years old):

My son/daughter has my permission to attend the Albany High School Dance. ~~He/She~~ understands that they must abide by the rules and procedures of Albany High School while attending this dance.

Signature of Parent/Guardian

Statement by Principal of Out-of-School Date (If in high school):

_____ is currently a student in good standing at our school.

Signature of Principal of visiting student's school



ALBANY HIGH SCHOOL PARKING PERMIT APPLICATION

****OFFICE USE****
PARKING TAG NUMBER

YOU MUST HAVE A DRIVER'S LICENSE (NOT A PERMIT) IN ORDER TO BE A DRIVING STUDENT. YOU MUST SUBMIT A COPY OF YOUR CURRENT DRIVER'S LICENSE, A COPY OF YOUR CURRENT INSURANCE, AND A COPY OF YOUR CURRENT REGISTRATION WITH THIS APPLICATION.

STUDENT NAME: _____ GRADE: _____
(PRINTED) (LAST) (FIRST) (MIDDLE INITIAL)

DRIVER'S LICENSE #: _____ VEHICLE LICENSE PLATE #: _____

VEHICLE MAKE: _____ VEHICLE MODEL: _____ VEHICLE COLOR: _____

AHS PARKING LOT GUIDELINES

1. **ASSIGNED SPACES:** Students are to park in assigned spaces or areas. Students must have the school issued parking tag displayed at all times. The parking tag number must coincide with the parking space that is assigned.
2. **SPEED:** Drive slowly, safely, and courteously when entering, within, and exiting the parking lot.
3. **SOUND SYSTEMS:** Lower sound systems when entering parking lot (NO PROFANITY).
4. **LOITERING:** LEAVE THE VEHICLE IMMEDIATELY when you arrive at school. You cannot remain or wait in the vehicle.
5. **OUT OF AREA:** Do not return to your vehicle until the end of the school day unless you have permission from office administration or you will be disciplined.
6. **LEAVING AND RETURNING:** If you leave school for any reason, you must have a doctor's note (or other acceptable documentation) in order to return to school.
7. **LITTERING:** Keep the parking lot clean. Put all trash in receptacles.
8. **DIRECTIONS:** The direction of the traffic is one way at all times. There is no cutting across the parking lot at any time.
9. **ABSOLUTELY NO ALCOHOLIC BEVERAGES, DRUGS, OR WEAPONS WILL BE PERMITTED IN VEHICLES ON CAMPUS. THIS IS GROUNDS FOR CRIMINAL CHARGES AND EXPULSION FROM SCHOOL.**

I understand that it is my responsibility to follow the above rules and to see to it that passengers in my vehicle do the same. Breaking any of these rules may result in the loss of my parking privileges as well as disciplinary actions. No refund will be given upon forfeiture of driving privileges. I further understand that Albany High School will not be responsible for theft or damages to my vehicle while it is parked on campus.

Livingston Parish Public Schools adheres to the equal opportunity provisions of federal and civil rights laws, and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status or disability. The title II Coordinator is Marci McKnight, PO Box 1130, Livingston, LA 70754; phone (225) 686-7044; email marci.mcknight@lpsb.org. The Title IX coordinator is Steve Parrill Assistant Superintendent, P.O. Box 1130, Livingston, LA; phone (225) 686-7044; email: Steve.Parrill@lpsb.org.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in any meeting, please contact Debra Sawyer of the LPPS Special Education office at (225) 686-4248. Notification 48 hours prior to the meeting will enable the LPPS to make arrangements to ensure accessibility to this meeting.

Child Find:

In accordance with the State of Louisiana Child Search Program, annual and ongoing activities are conducted to identify and locate children (ages 3 through 21) suspected of being exceptional and needing special education and/or related services.

If you have a child or know of a child between the ages of 3 and 5 years old who seems to have difficulty learning, help is available. Contact Heather Thibodeaux, the Livingston Parish Public Schools Preschool Child Search Designee at (225) 667-2080. If your child is school-aged, con

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.