



2024–2025

Student

Handbook

*Where opportunities today
mean success tomorrow*



Walker High School

9677 Florida Boulevard

Walker, LA 70785

225-271-3200

FAX: 225-664-4321

<http://www.walkerhigh.org/>

ADMINISTRATION

Tim Rogers, Principal

Kristen Boudreaux, Assistant Principal

Joelle Bourgeois, Assistant Principal

Nicholas Glueck, Assistant Principal

Kristy Robinson, Administrative Assistant

Kelly Becnel, Assistant Principal

SUPPORT STAFF

Ranee' Keller, Guidance Counselor (for last names A – D)

Sheila Underwood, Guidance Counselor (for last names E - K)

Blair Coxe, Guidance Counselor (for last names L – R)

Daniella Letelier, Guidance Counselor (for last names S – Z)

Cyndie Branch, Athletics, Facilities & Events Secretary

Linda Clark, Front Office Secretary

Jessica Comeaux, Guidance Secretary

Jennifer Kahn, Annex Secretary

Fran Moss, Financial Secretary

Suzy Sanchez, Attendance Secretary

***Any situation not covered in this handbook will be dealt with by a member of the administrative staff.

Notice of Nondiscrimination

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 IX Coordinator is Bruce Chaffin, Assistant Superintendent, P. O box 1130, Livingston, LA; phone (225) 686-7044; email bruce.chaffin@lpsb.org. The Title II Coordinator is Tammy Kuhn, PO box 1130 Livingston, LA 70754; phone (225)686-7044; email tammy.kuhn@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 reasonable arrangements to ensure accessibility to the meeting.

Livingston Parish Public Schools is committed to ensuring that all websites and web applications, both public-facing and for internal use, conform to Web Content Accessibility Guidelines (W.C.A.G.) 2.0 Level AA. Any issues should be reported toLPWebAccessibility@lpsb.org. (bruce.chaffin@lpsb.org), Assistant Superintendent, P.O. Box 1130, Livingston, LA 70754; Phone (225) 686-7044. The Special Education Director is Dr. Eric Penalber (eric.penalber@lpsb.org); the LPPS 504 Coordinator is Marcia McKnight (Marcia.McKnight@lpsb.org), P.O. Box 1130 Livingston, LA 70754; Phone (225)686-4248.

VISION

1. To maintain our A status.
2. To recruit, train, and retain highly qualified teachers.
3. To foster a sense of community within our school.
4. To strengthen and expand community partnerships with business and industry.
5. To strengthen and shift our school's culture by improving our ability to have tough collegial discussions and growing through our disagreements.
6. To take the "village approach" to education, as we recognize that ALL students are OUR students.
7. To create and grow an expectation of excellence in faculty and staff work ethic.
8. To expand enrichment opportunities, especially as it pertains to extracurricular and co-curricular clubs and the arts.
9. To create a structure that supports the transition from 8th grade to 9th grade.
10. To cultivate a culture of inclusivity for our students, faculty, and staff where all individuals experience respect, fair treatment, and growth.

MISSION

Our mission is to provide opportunities.

MOTTO

Where opportunities today mean success tomorrow.

BELIEFS

1. We provide opportunities for all students to be successful.
2. Success is attainable but looks different for all students.
3. We care about the safety and emotional well-being of all students to prepare them for life. We love kids!
4. We meet students where they are.
5. Students learn best when they are actively engaged in learning.
6. All students CAN learn.

ALMA MATER

OH, HAIL TO THEE, THE GREEN AND WHITE,
WE HOLD YOU IN OUR HEARTS.
WE WILL GUARD YOUR NAME WITH PRIDE
AND SPREAD YOUR NAME BOTH FAR AND WIDE.
YOU HAVE TAUGHT US LOYALTY.
YOUR TRUTH SHALL BE OUR GUIDING LIGHT.
WHEN THROUGH YOUR PORTALS WE DEPART,
OH, WALKER HIGH, BE IN OUR HEARTS!

Livingston Parish Public Schools
Post Office Box 1130
Livingston, Louisiana 70754
SCHOOL CALENDAR – 2024/25

Planning/Preparation (TEACHERS and PRINCIPALS)*	Mon./Tue./Wed. August 5,6,7, 2024 (Full Days)
First Semester Begins (STUDENTS)	Thursday, August 8, 2024 (Full Day)
LPPS Prof. Development* (different areas of the district will be closed)	September 17,18,19, 2024 (Full Day)
LPPS Professional Development*	Wednesday, October 23, 2024 (early dismissal)
First Semester Ends (STUDENTS/TEACHERS)	Friday, December 20, 2024
Planning/Preparation (TEACHERS and PRINCIPALS)*	Monday-Tuesday. January 6,7, 2024 (Full Days)
Second Semester Begins (STUDENTS)	Wednesday, January 8, 2024
LPPS Professional Development* (different areas of the district will be closed)	Feb. 11,12,13, 2025 (Full Day)
LPPS Professional Development	Wednesday, March 19, 2025 (early dismissal)
Second Semester Ends (STUDENTS)	Friday, May 23, 2025
Second Semester Ends (TEACHERS and PRINCIPALS)*	Friday, May 23, 2025

SCHOOL HOLIDAYS (STUDENTS)

Labor Day	Monday, September 2, 2024 (1 Day)
LPPS Fall Break	Thursday-Friday, October 10-11, 2024 (2 Days)
LPPS Professional Development*	Wednesday, October 23, 2024(early dismissal)
National Election Day	Tuesday, November 5, 2024(1 day)
Convention and Thanksgiving	Monday - Friday, November 25-29 2024 (5 Days)
Christmas and New Year's	Monday, Dec. 23, 2024 – Tuesday, Jan. 7, 2025 (12 Days)
Martin Luther King Day	Monday, January 20, 2025 (1 Day)
Mardi Gras	Monday-Wednesday, March, 3,4,5, 2025 (3 Days)
LPPS Professional Development*	Wednesday, March 19, 2025 (early dismissal)
Easter	Monday, April 14-18, 2025 (5 Days)

*School staff will observe all holidays with the exception of those designated as for planning and in-services.

PROGRESS REPORTS TO BE ISSUED

ELEMENTARY & JUNIOR HIGH		SECONDARY	
Wednesday	September 11, 2024	Wednesday	September 11, 2024
		Tuesday	October 15, 2024
Friday	November 15, 2024	Friday	November 15, 2024
Tuesday	February 11, 2025	Tuesday	February 11, 2025
		Tuesday	March 18, 2025
Friday	April 25, 2025	Friday	April 25, 2025

GRADING PERIOD ENDS/ELEM. & JUNIOR HIGH				GRADING PERIOD ENDS/SECONDARY	
Wednesday	October 9, 2024	-	44 days		
Friday	December 20, 2024	-	44 days	Friday	December 20, 2024- 88 days
Friday	March 14, 2025	-	44 days		
Friday	May 23, 2025	-	45 days	Friday	May 23, 2025- 89 days

REPORT CARDS TO BE ISSUED

ELEMENTARY AND JUNIOR HIGH		SECONDARY	
Friday	October 18, 2024		
Tuesday	January 14, 2025	Tuesday	January 14, 2025
Friday	March 21, 2025		
Thursday	May 29, 2025	Thursday	May 29, 2025

WHS BELL SCHEDULES 2024-2025

Bell Schedule – 3 lunch shifts & 6 minute tardies (except B lunch—has a 4 minute tardy back to class) – 378 min instructional minutes (Lunch B classes 376 mins.)

7:00 Students may arrive on campus

7:16 1st Bell (Students report to 1st Block)

7:20 – 8:58 1st Block (96 min)

9:04 – 10:37 2nd Block (93 min)

10:37 – 11:08 A Lunch (31 min) → 11:12 – 12:50 3rd Block (96 min)

10:43 – 11:30 3rd Block (47 min) → **11:30 – 11:59 B Lunch** (29 min) → 12:03 – 12:50 3rd Block (47 min)

10:43 – 12:19 3rd Block (96 min) → **12:19 – 12:50 C Lunch** (31 min)

12:56 – 2:29 4th Block (93 min)

AM Activity Schedule

7:16 1st Bell

7:22 – 8:36 1st Block

8:42 – 9:55 2nd Block (Students will leave belongings in 2nd Block)

9:55 – 10:37 AM Activity*

*Following assembly, students will return to 2nd Block to get their belongings and then report to 3rd Block and follow the regular schedule

PM Activity Schedule

7:16 1st Bell

7:22 – 8:48 1st Block

8:54 – 10:17 2nd Block

10:17 – 10:47 A Lunch → 10:53 – 12:16 3rd Block

10:23 – 11:03 3rd Block → **11:03 – 11:33 B Lunch**
→ 11:37 – 12:16 3rd Block

10:23 – 11:46 3rd Block → **11:46 – 12:16 C Lunch**

12:22 – 1:40 4th Block

1:46 – 2:26 PM Activity

PM Activity Schedule (with Homeroom)

7:16 1st Bell

7:22 – 8:40 1st Block

8:46 – 8:56 Homeroom

9:02 – 10:17 2nd Block

10:17 – 10:47 A Lunch → 10:53 – 12:16 3rd Block

10:23 – 11:03 3rd Block → **11:03 – 11:33 B Lunch**
→ 11:37 – 12:16 3rd Block

10:23 – 11:46 3rd Block → **11:46 – 12:16 C Lunch**

12:22 – 1:40 4th Block

1:46 – 2:26 PM Activity

Regular Homeroom Schedule

7:16 1st Bell

7:22 – 8:50 1st Block

8:56 – 9:08 Homeroom

9:14 – 10:37 2nd Block

Rest of the day is normal schedule

Half Day Schedule

7:16 1st Bell

7:22 – 8:08 1st Block

8:14 – 9:00 2nd Block

9:06 – 9:52 4th Block

9:58 – 10:18 Lunch A → 10:18 – 10:58 3rd block

9:58 – 10:18 3rd block → **10:18 – 10:38 Lunch B**

→ 10:38 – 10:58 3rd block

9:58 – 10:38 3rd block → **10:38 – 10:58 Lunch C**

- Car riders and buses begin leaving campus at 10:58.

POLICIES AND PROCEDURES

I. Attendance Policies

Attendance Requirements

The Livingston Parish School Board lists personal illness with a doctor's note, death in the immediate family with a copy of the obituary, religious holidays, court dates, and extreme emergencies as legitimate excused absences. These absences are considered **subtractable** and do not count as one of the five days a student can miss each semester. Excessive unexcused absences may result in a "no credit" for a class regardless of the grade received. All excuses (doctor's excuse or note written by parent or guardian) should be turned in to the attendance secretary at the Wildcat Window or the Annex Building before/after school or during student lunch break. Students have 5 school days to turn in a doctor's excuse or note written by a parent or guardian; **once the interim date has passed.**

When turning in excuses, make sure student's name and the date(s) for excused absence is provided. **Do not alter, add to, or delete in any way official excuses given by a physician, court, etc. (name, date, etc.). This action will result in a suspension.**

Absences are recorded each block. Due to check-in/outs, a student may be over the limit of absences and receive no credit in one block while remaining eligible to receive credit in others. Any student missing 45 or more minutes of a block will be considered absent for that class. Any student with excessive unexcused absences in any class may receive no credit for that class.

If a student returns to school from an absence and does not bring a doctor's note, obituary, etc. (see list of acceptable excuses from first Attendance paragraph) or brings in a note written by a parent/guardian, the day will not be considered subtractable, but students can make up the missed work.

Makeup Work

All makeup work is due PRIOR TO the interim period grade deadlines listed below. Zeros will be entered for any work not turned in until it is made up. Each semester is divided into 3 interim dates and one final date for the semester. The dates for all make-up work to be submitted will be posted on the school news platforms.

Zeros will be entered for any work not turned in until the work is made up. If an assignment due date was assigned prior to the absence and given a "hard due date", the assignment is still due on the original due date. In this case, work may not be accepted late or points may be deducted for late work at teacher discretion.

Example: Mr. Potter has assigned a project that is due within the next 2 weeks and the absolute deadline for the project is April 3rd. A student who is absent on April 3rd is still responsible for turning in the assignment on time. (This can be done by turning it in early or dropping off the assignment in the front office on the due date.)

["Hard Due Date" – Essays, projects, and other long-term assignments assigned two or more weeks in advance or otherwise designated so are considered "hard dates" and will not be accepted after 2:45 on the due date. These dates are not flexible even if the student is not at school due to illness or other excusable reasons. To avoid grading penalties, students can turn in work early or he/she can have a parent drop off the assignment.]

For prolonged absences, parents can request make up work. A student must be absent at least 3 days and not expected to return for at least 2 more days to request work. Requests for Homework can be made through the school office at (225) 271-3200. Requests made prior to 8 am will be processed the same day. After 8 am, requests will be processed the next school day.

Important: Our Laws require specific seat time for each student, regardless of work completed. Excessive absences could result in no credit regardless of the grade(s) shown for the course(s).

DMV Enrollment Forms

At this time, students do not need an enrollment form from Walker High School for the DMV to obtain a TIP card, driver's license or permit. If the State changes that ruling, students will be told how to request such documentation.

Tardies

If a student enters a class after the tardy bell has begun to ring, the student is considered tardy unless he has a note from a teacher or the office stating a legitimate reason for being tardy. The student will be sent to the Main Office or the Annex Building to receive a tardy from the Tardy Calculator System. The following actions will be taken for students with any combination of excessive tardies:

Infraction Number	Consequence
1 st -3 rd	Warning
4 th	After School Detention
5 th and 6 th	Saturday Detention
7 th	One-day Suspension
8 th	After School Detention
9 th	Saturday Detention
10 th	Two-day Suspension
11 th	After School Detention
12 th	Saturday Detention
13 th	Three-day Suspension
14 th	Expulsion

Tardies start over at mid-year. The overall disciplinary record **does not** start over at mid-year.

Check-Ins

A check-in is defined as arriving at school at any time after the 7:22 morning bell. All students who check-in must report to the Main Office or Annex Building to sign in, receive a tardy and an admit slip to class.

Check-Outs

If it is necessary for a student to leave school during school hours because of illness, doctor appointment, or other emergency, the student must comply with the following:

1. Students will report to the main office with a hall pass from the teacher and fill out/sign the check-out request. The student will return directly to class.
2. The office will call a parent or guardian and let the student know when he/she is in the office. Only those adults on the approved check-out card will be allowed to check out a student. Students are not allowed to walk home.
3. If a student checks out of school and returns the same day, he/she **must** have a legitimate official excuse (doctor's excuse, court appearance, funeral, etc.) in order to check back in.
4. There will be no check-outs allowed after 2:00.
5. Any student checking out or leaving campus for **any** reason must obtain permission and must sign out in the main office.
6. Students are not allowed to go into the halls before school until the bell rings at 7:16am. Students are not allowed in the halls during lunch unless they are going to the library. Students must use the restrooms in the cafeteria before school & during their lunch shift.

II. Discipline Policies

Disciplinary Code

It should be understood by all students that all teachers are obligated to carry out all policies of this school and that the students are obligated to take instructions from any teacher or school personnel. This includes bus drivers, custodial staff, lunchroom workers, and paraprofessionals. The administration reserves the right to modify/add to the Discipline Policy according to the requirements of the Central Office.

Changes to the Discipline Policy could occur when a specific need is recognized that warrants a change to ensure smooth operation of the school. Offenses involving illegal activities may result in police action in addition to school disciplinary measures. Students failing to cooperate in investigations involving school personnel are subject to disciplinary action. Student conferences are subject to being recorded by school personnel. Any evidence confiscated by school personnel may be turned over to the authorities. Any student and his/her belongings are subject to being searched if school personnel have reasonable suspicion of any material that may violate school policy.

Search and Seizure

Students and their belongings can be searched, and property can be taken if it violates School Board policy. Be very careful if you take something from another student to hold for him/her. Anything in your possession is considered to be your property.

Disciplinary Actions

Students may be subject to the following disciplinary actions for various offenses: Punish Work, After-school detention, Work detail, Saturday clinic, Suspension or Recommendation for expulsion

The following list includes, but is not limited to, a number of punishable offenses:

- Leaving campus or class without permission. Cutting class, skipping school, or coming on campus and leaving without reporting to office
- Forging signatures or altering school documents
- Having prohibited body piercings
- Possession of a cap or hat or headscarf on campus
- Stealing
- Violation of dress code/uniform policy/grooming code
- Misconduct on school campus including the school bus & the cafeteria
- Profanity, obscenity (written, verbal, or through mannerisms)
- Indecent behavior
- Fighting, inciting a fight or filming a fight
- Possession of a weapon
- Parking lot violations/tickets
- Threats of violence against students, faculty, or administration
- Gambling
- Harassment of any type (bullying, sexual, verbal)
- Running in halls or on campus
- Failure to have an ID; use of another student's ID
- Public display of affection (hugging, kissing, or any physical contact)
- Being under the influence of/using/possession /distribution/intent to distribute alcoholic beverages and/or illegal substances, including prescription medications or "look alike" drugs
- Possession of or use of any tobacco product (snuff, cigarettes, etc.)

- Possession of or use of any vape pens or other e-cigarette paraphernalia
- Improper personal use of a cell phone
- Blatant disrespect or willful disobedience toward any school employee, including failure to follow instructions.
- Failure to attend after-school detention, Saturday clinic, or any other assigned punishment.
- Attending a school function during a suspension
- Sleeping in class
- Consistent failure to bring materials to class
- Failure to do/complete punish work
- Bringing fast food or drinks onto campus
- Any behavior that endangers oneself or others
- Any violation of the state and parish guidelines on student discipline
- Any violation of the medicine policy
- Any student found in an unauthorized area will be suspended. An unauthorized area is any area a student has not obtained permission to be in.
- Any behavior that is unbecoming of a responsible Walker High School student
- Committing any other serious offenses as determined by the administration

Lost, Stolen or Damaged Devices.

Each student shall be responsible for personal devices at all times. Walker High School is not responsible for storing or keeping the device(s) secure at any time. A student brings such device at his/her own risk. Walker High School will not be responsible for searching for lost or stolen devices.

Loitering

Any student not taking most direct path to class or location; student is congregating between classes in the hallway/common areas/restroom. Restroom use during transitions should be on the most direct route to class. Out of class with permission, students are to go directly to and from the restroom. No congregating in halls, common areas or restrooms.

Infraction Number	Consequence
1 st -3 rd	Warning
4 th	After School Detention
5 th and 6 th	Saturday Detention
7 th	One-day Suspension
8 th	After School Detention
9 th	Saturday Detention
10 th	Two-day Suspension
11 th	After School Detention
12 th	Saturday Detention
13 th	Three-day Suspension
14 th	Expulsion

Physical Altercations

Any student in a physical altercation will receive a 5-day suspension. On the student's second physical altercation, administration reserves the right to recommend the student for expulsion or change of placement. Administration reserves the right to recommend expulsion or change of placement for any student that participates in a physical altercation involving 3 or more students.

Technology Infractions

Any student that does not bring the school issued laptop ready for use to school will receive a technology infraction. The same applies should a student need to charge their school issued laptop and not have the charger in their possession to do so. The ladder for infractions is below.

Infraction Number	Consequence
1 st -3 rd	Warning
4 th	After School Detention
5 th and 6 th	Saturday Detention
7 th	One-day Suspension
8 th	After School Detention
9 th	Saturday Detention
10 th	Two-day Suspension
11 th	After School Detention
12 th	Saturday Detention
13 th	Three-day Suspension
14 th	Expulsion

High Stakes Testing Policy (Pre-ACT, ACT, LEAP, CLEP, WorkKeys, AP, DE)

Any student who does not following testing rules, causes a disturbance of any kind during testing, or is removed from the testing room, will be suspended from school. The student may also have their test voided and scores cancelled for the test.

Cell Phone Policy

Effective beginning with the 2024-2025 school year and thereafter, no student shall possess, on his person, an electronic telecommunication device throughout the instructional day. If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall be turned off and properly stowed away for the duration of the instructional day and prohibited from being turned on and used during the instructional day.

In accordance with this act, student use of cell phones, tablets, wireless headphones, earbuds, gaming devices, etc. is prohibited on campus from 7:00 am to 2:29 pm. It is recommended that these devices remain at home or in personal vehicles during the school day. If a student must bring it to school, **the device should be OFF and stored in the student's bag for the duration of the school day.** Violation of this policy will result in disciplinary action (See below).

Infraction Number	Consequence
1 st	After School Detention
2 nd	Saturday Detention
3 rd	One-day Suspension
4 th	Two-day Suspension
5 th	Expulsion

In case of emergency, please call the front office to contact your student. Students that need to contact parents/guardians in emergency situations may do so by using the phone in the office. Please make sure all contact information in PowerSchool is up to date.

Cyber Safety

Cyber safety rules including digital citizenship, cyber bullying, and protecting personal identifiable information will be reviewed with students throughout the school year. Students will be required to complete the Student Cell Phone training module before using personal devices on campus. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices.

District Network

Students will be required to login to the district wireless network and content filter to access the internet. Walker High School does not guarantee connectivity or the quality of the connection with personal devices. Walker High School is not responsible for maintaining or troubleshooting student personal devices. Any unethical violation may result in the loss of network and/or cell phone privileges as well as other disciplinary action.

Usage Charges

Walker High School is not responsible for any possible device charges (i.e. apps a student downloads during class) to your account that might be incurred during approved school-related use.

Prohibited Actions

The use of a cell phone is not a right, but a privilege. It may not be used to cause any disruption in the educational process or for unethical or illegal purposes. Students found in severe violation of this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Severe violations of this policy involve highly inappropriate activities including, but not limited to:

1. Electronic communication that contains inappropriate content, profanity, intimidation, cyberbullying, harassment, or threats to others;
2. Academic dishonesty, plagiarism, or cheating;
3. Cell phones should not be visible in restrooms, locker rooms or office areas;
4. Communicating, in any way with outside groups or individuals to participate in violent acts, or other inappropriate or unlawful activities on school property or at school-sponsored activities;
5. Any activity prohibited by the Walker High School Student Handbook to circumvent LPPS network security or for any unauthorized access to or inappropriate use of the LPPS computer network;
6. Interference, disruption or obstruction of the educational environment.

Suspension/Unauthorized Areas

Students are not allowed to go to the parking lot anytime during school hours. During lunch and all school hours, students are not allowed to go to any unauthorized areas. An unauthorized area is defined as any area a student has not obtained permission to be in.

Drug Policy

State law and parish policy will be followed. A copy of the parish policy will be sent home for parents to review, sign, and return to the school.

Drugs, Alcohol and Tobacco

All three of the following substances are prohibited on school grounds and school-sponsored activities, whether on or off campus, including athletic events, performances, dances, practices, etc. This includes being under the influence of any drug or alcoholic beverages.

- Drugs: Students 16 years or older will receive a 4-semester expulsion. Students under the age of 16 will receive a 2-semester expulsion.
- Alcohol: Any students in possession or under the influence will be suspended from school. On the first offense the student will be required to get an assessment from an approved agency before returning to school. A second offense may result in an expulsion.
- Tobacco: Any student in possession of or using tobacco, snuff or cigarettes, E-cigarettes or vaping pens will be suspended from school for each violation.

Harassment Policy

It is part of the mission of the faculty, staff, and administration of Walker High School to provide a safe environment for all students and employees. Therefore, there is zero tolerance for any type of harassment, be it verbal, physical, sexual, or otherwise. Also, Walker High School does not tolerate bullying, including cyberbullying, 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.

Lost or Vandalized School Property

Any school property that is damaged or lost must be paid for by the student. Vandalism will result in a suspension or expulsion in addition to financial responsibility for the loss. Vandalism will be reported to the police department with criminal charges filed when applicable.

Weapons on Campus

Weapons are prohibited from campus; an expulsion can result from this offense. Students are expected to report to a teacher or an administrator anyone carrying a weapon on campus. The report will be confidential and is critical to maintaining a safe environment. Weapons include knives, guns, chains, or any other items that can cause bodily harm.

Surveillance Cameras

Certain areas of the campus are monitored by surveillance cameras. You consent to be searched upon entering these areas.

Cheating/Plagiarism

Each student is expected to do his or her own work unless specified by the teacher. Any student who cheats or copies from another source without permission is considered to be cheating or plagiarizing. This will result in the student receiving a zero for the assignment or disciplinary action, but not both.

Saturday Detention/After-school Detention

Saturday detention and after-school detentions will be assigned primarily for minor offenses and will be used as an alternative to suspension at the discretion of the administration.

1. For infractions that do not involve suspensions, written notification will be sent home with the student for Saturday detention and after-school detention. The parent/guardian will receive an email/text notifying them of the detention.
2. After-school detentions are scheduled in advance and can be rescheduled once prior to 4th Block, the day of the scheduled detention.
3. Saturday detentions will only be rescheduled with a doctor's note or obituary and must be turned into the Annex by the Wednesday after the pre-scheduled detention that was missed.
4. Students must be in complete school uniform in order to serve their Saturday detention.
5. Any violation of rules governing the detention will result in an automatic suspension from school.

Suspensions/Expulsions

1. The student may not return to Walker High School campus.
2. The student may not attend or participate in any school sponsored activity on or off campus, including participating in sporting events, homecoming and prom dances, field trips, etc. during the dates of the suspension.
3. The suspension begins at 2:45 P.M. on the day the student receives the suspension from school and ends at 2:29 P.M. the last date of the suspension.
4. The student may make up work missed during the period of suspension for a maximum of 50% of the possible assigned points. 504 and Special Education students will have the opportunity to earn 100% if the assignment is completed according to the teacher's deadline.
5. Walker High School will notify the suspended student's parents by telephone and/or letter.

Internet Use Policy

Students must adhere to the guidelines found in the Livingston Parish School Board Internet Acceptability Use Policy. Students **MUST** present a current Walker High School student ID to access the Internet. Internet privileges may be suspended at any time.

LPPS Acceptable Use Policy:

http://www.lpsb.org/UserFiles/Servers/Server_546/File/SiteMigration/Technology/aup%20in%20the%20student%20handbook.pdf

ID Cards

All students are required to wear their own personal ID card clipped to his/her collar while on campus. Each student receives a free ID and clip. The ID is used to identify students, to check in and check out of school, and for all library transactions. Failure to wear the current school year ID will result in disciplinary action (see discipline consequences below). Failure to wear your own personal school ID, or wearing another student's ID, will result in disciplinary action. On the 3rd offense, the student will receive an after-school detention. On the 4th offense, the student will receive a Saturday detention.

If a student forgets his or her ID card, the student will receive an ID violation from the Main Office or the Annex Building. A new ID can be purchased from the library for \$3.00; a new clip costs \$1.00. The ID card must be free from personal stickers and all writing/defacing.

Infraction Number	Consequence
1 st -3 rd	Warning
4 th	After School Detention
5 th and 6 th	Saturday Detention
7 th	One-day Suspension
8 th	After School Detention
9 th	Saturday Detention
10 th	Two-day Suspension
11 th	After School Detention
12 th	Saturday Detention
13 th	Three-day Suspension
14 th	Expulsion

III. Dress Code Policies

Dress Code/Personal Appearance

Each student should take pride in his or her appearance, and the following guidelines will be in place. Students will adhere to the parish dress code policy. The administration will determine if an article of clothing, hair style/color, or other dress/grooming example is acceptable or not. 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.

It is the responsibility of each student to use good judgment regarding appearance and attire. Cleanliness shall be a basic consideration. In the event that health and medical considerations for a particular student require an exception to the Dress Code, the principal 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:

- Styles of dress and grooming never should be such that they represent a collective or individual protest.
- Uniform pants and shirts must fit properly and be an appropriate length. ***Tight shirts are prohibited, and you will be required to get another shirt. Pants should fit properly and should not be too tight or worn below the waist. Pants must be worn at the waist.***
- Solid navy blue or solid white golf/box style polo shirt or solid oxford cloth shirt. No emblems or logos. Official school polos purchased from the Green & White Cookie Site, in the colors of green, black, white and navy. Cap sleeves are not permitted. Undershirts should be white. Shirts must be tucked in at all times. ***A detention will be given if your shirt is not tucked in. No warning will be given. If your shirt cannot remain tucked in, it is too short.***

- Khaki pants, shorts, skirts or skorts. No flaps are allowed on pockets of pants. No slits are allowed in seams. **No rivets on uniform pants.** The length of shorts and skorts must be no shorter than four inches from the top of the knee. Skirts must reach the top of the knee.
- Students will receive at no charge and be permitted to wear an official Walker High School/Neighbors spirit shirt each Wednesday. Only these approved t-shirts will be allowed on Wednesday's or students can still choose to wear the approved school uniform shirt as listed above.
- All outerwear other than a zip up jacket or coat must be solid white, navy blue or black with no logos or emblems or Walker High School apparel.
- Belts must be a solid color: brown or black, or navy blue. Oversized belt buckles will not be allowed as they present a safety hazard.
- Patches, decorations, slogans, symbols, tags, marks, or advertisements are prohibited. (Examples: beer, cigarettes, drugs, obscene suggestions, sexual connotations, political, etc.)
- 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. The principal has discretion if a hairstyle, including accessories interferes with learning. Shoes must have a back and rubber sole. Slippers, shower shoes, flip-flops and crocs are not allowed.
- Neatly groomed facial hair is acceptable, including mustaches, beards and goatees.
- Earrings are acceptable for all students provided they are not a safety concern or a distraction on campus; 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; All other facial piercings are not allowed. If a student has a facial piercing, they may wear a clear stud while at school. On the first offense, the ring or other device will be confiscated and the student's parent notified. A suspension will be given on all subsequent offenses.
- Caps, hats, head scarfs are not permitted.
- Any student wearing a head covering such as a hood, cap, hat, head scarf or in possession of a hat/cap will receive the following consequences:

Infraction Number	Consequence
1 st -3 rd	After School Detention
4 th and 6 th	Saturday Detention
7 th	One-day Suspension
8 th	After School Detention
9 th	Saturday Detention
10 th	Two-day Suspension
11 th	After School Detention
12 th	Saturday Detention
13 th	Three-day Suspension
14 th	Expulsion

- Tattoos that are vulgar, obscene, political, offensive or otherwise disruptive to the school environment are not permitted and must be covered at all times.
- Student IDs must be clipped to the collar.
- Dress on special dress days as described below, shall be consistent with the intent and spirit of the School Uniform Dress Code. ***No crop tops and no biker shorts are permitted.***

Special Dress Guidelines

- **Shirts:** Full Coverage, NO Spaghetti Straps or Tank Tops, NO Halter-Type, MUST have sleeves, NO Mid-drifts (crop tops), cannot be sheer/see through
- **Bottoms:** Jeans (NO holes at all) or regular uniform bottoms. Jeans must be blue denim in color. NO other colored jean is allowed. NO other bottoms will be allowed
- **Hats** - Allowed
- **Shoes** - Any shoe is acceptable

- **MJROTC Uniform** - required for class
- **Scrubs** - on approved skill days ONLY

Spirit Day - Announced by Administration

- **Shirts:** Any homemade or purchased shirt that promotes WHS clubs, athletics, academics or events
- **Bottoms:** Regular uniform bottoms

Event Shirt Day - Admin Approval Required

- **Shirts:** Specific to event
 - Club day - Club shirt
 - Bank Promo - Bank Shirt
 - Drama Publicity - play shirt
 - Prom Eve - Prom shirt, etc..
- **Bottoms:** Regular uniform bottoms

Homecoming Week:
See Special Dress Requirements

Dress code Infractions / Consequences:

Infraction Number	Consequence
1 st -2 nd	Warning
3 rd	Student loses free dress privileges for the remainder of the semester
4 th	After School Detention
5 th and 6 th	Saturday Detention
7 th	One-day Suspension and lose free dress privileges for the remainder of the school year.
8 th	After School Detention
9 th	Saturday Detention
10 th	Two-day Suspension
11 th	After School Detention
12 th	Saturday Detention
13 th	Three-day Suspension
14 th	Expulsion

IV. Campus Policies

Cafeteria

Breakfast and lunch will be free for ALL students.

Breakfast will be served in the cafeteria. Students who choose to bring a bagged lunch may do so on a day-to-day basis. They may decide to get a meal at any time during the month.

During lunch and breakfast, students are to abide by the following rules:

- Follow directions the first time they are given.
- Walk in a quiet, orderly manner.
- Speak in a soft voice when seated.
- Be seated at the table (not on the table) at all times.
- Clean your table area.
- The patio area is an extension of the cafeteria and therefore fall under the same guidelines as the cafeteria.

Students, parents or friends may not bring fast food/drinks or other food/drinks from off campus to any students. Adults and students are prohibited from bringing carbonated beverages into the cafeteria during meal service.

30-30-30

The 30-30-30 rule guarantees all students will be in class for the first thirty minutes of instruction and the last thirty minutes of instruction. During the middle thirty minutes, teachers may allow students to leave the room, one at a time, to use the designated restroom. If a student feels he or she needs more frequent restroom breaks or needs the restroom at times outside of the designated thirty minutes, the student will need to provide the office with a medical excuse. Any medical excuses only cover on-campus situations during the school day.

Students may be allowed to leave class at any time for services such as the read aloud lab or talented music, art, or theater. They may also be called from class by an administrator, guidance counselor, or office staff. Additionally, students may leave class for special testing, field trips, or other events approved by the principal.

Students are expected to be in their scheduled teachers class at all times. Personal business such as turning in absentee excuses, checking out a library book, or scheduling an appointment with a counselor should be conducted before school, after school, getting I.D.'s or at lunch.

Campus Stores: Green and White Cookie Site and PJs Coffee and Vending Machines

Students are permitted to visit the Green and White Cookie Site located in the Main Building and PJs located in the new gym, before school and during lunch periods. Students cannot leave class to visit these campus stores, and vending machines.

Deliveries

Walker High students are not permitted to receive any outside deliveries. If an order is made to the campus Green and White Cookie Site, it will be delivered to the student during 4th block.

E-Ticket System

Walker High School uses an e-ticket system for admission to all athletic events, dances, and other events where it is deemed appropriate. In regard to dances, fieldtrips, and other events, all outstanding obligations and fees must be paid in order for the student to participate in these extracurricular events.

Extracurricular Activities

There are some co-curricular and extracurricular clubs at Walker High School. Almost all clubs at Walker High School have membership policies that allow all students to join once dues are paid.

Fees

Walker High School assesses each student a \$75 instructional and technology fee. This fee includes: copy paper, copy machine rental and maintenance, one student ID and clip, postage, test answer sheets, medical and sanitary supplies, etc. There are minimal individual course fees (i.e., Dual Enrollment, AP, band fees, athletic fees, club fees, etc.). Each student will be loaned a laptop for use during the school year. Students may not be able to participate in field trips, the homecoming dance or the prom, and may not participate in the graduation ceremony until all outstanding debts are cleared.

The Livingston Parish Public School district has moved to a new online payment system for paying student fees effective immediately. The link to access the system is: <https://lpps.schoolcashonline.com/>

Field Trips

When field trips are scheduled by a teacher or club sponsor, permission must be given by the parent for the student to attend. A form for this purpose will be provided and collected by the sponsoring teacher, along with a Clearance Sheet that students use to retrieve appropriate approval signatures. The administration may deny participation in a field trip to any student because of disciplinary reasons, poor attendance record, academic concerns and/or outstanding financial responsibilities. Students on a field trip are held to the same behavior and discipline requirements as during the regular school day. Parents must fill out and sign a Student Release of Liability and Hold Harmless Agreement form for students to be able to participate.

Fire and Emergency Drills

It is crucial to the safety of everyone on campus and to the effectiveness of the Crisis Management Plan that each student be held accountable for knowledge of and compliance with established emergency procedures.

Failure to comply with emergency procedures and policies in an efficient manner will result in disciplinary action and any student who does not follow drill rules or causes a disturbance of any kind during a drill, will be subject to suspension from school.

Guidance

The Guidance Department will strive to assist each individual to grow to his/her maximum potential as a mature individual who is a contributing member of society. The counselors work with students individually and with classes as a whole, stressing values, coping skills, reaching academic potential, problem solving, and planning for the future. The Guidance Department is open between the hours of 7:00 A.M. and 2:45 P.M.

Library and Textbooks

Textbooks are loaned to the student at the beginning of each school term. Books that are damaged, lost, or destroyed will be paid for by the student before a replacement can be issued. **Students must return the books issued to them through the scanning process.** Students are encouraged to write their names in the front of their textbook in the appropriate location. Once the textbooks are issued, it is the responsibility of each student to examine his/her textbooks to determine if any damage exists. The student will purchase any textbook that has damage that was not previously reported. The function of the library is to assist the

students and teachers with resources and media to enhance the learning process. The library is staffed by one librarian. There will be a **\$1.00** charge for any damaged or missing barcodes on any library or textbooks that are returned. Students will receive updates on opening times as they become available.

Medication Policy

As per Act 87 passed by the Louisiana Legislature in 1993, **NO** medicine will be administered to any student without a written order from a Louisiana licensed physician or dentist and a letter of request and authorization from the student's parent or guardian. For more information, contact the school.

The LPSB policy states that students cannot have in their possession, take, or be given any prescription, or non-prescription medication such as Tylenol, aspirin, cold medication, ointments, etc. except by designated school officials during school hours. Medication forms are to be completed and remain on file in the office. A parent or guardian must bring medicine to school. Any violation of this policy will result in disciplinary action. All medication must be picked up by parent/guardian at the end of the school year or it will be discarded.

Parent/Teacher Conferences

Parents/Guardians may request a personal or phone conference with a student's teachers by calling the main office to set up an appointment (271-3200). The reason for the conference must be stated, and conferences are scheduled as quickly as possible. If a parent or teacher must cancel the appointment, those expected at the conference should be notified. Parents may also contact teachers via the teachers' e-mail.

Visitors

All visitors must report immediately to the main office upon arriving on campus and be given permission to visit other parts of the campus. All visitors will be given a visitor's pass. Visitors are to park in the administrative parking lot that borders Florida Boulevard. Students are not allowed to bring visitors to school. Visitors are limited.

Student Parking

Student drivers (**10th through 12th grades only**) are required to park in their designated parking area on campus and display a Walker High School parking tag on their rear view mirror. Applications for parking tags may be obtained online. Failure to complete an application and/or drive to school without purchasing a tag will result in the vehicle being ticketed and/or towed at the owner's expense. Tags must be paid for online. The cost is \$20. Personal parking spaces are an additional cost and available to seniors only. Students must have a valid driver's license and insurance on the vehicle to purchase a tag and must provide a copy of each. Parking business and questions are handled before/after school and during your lunch shift only in the Annex. Failure to display parking tag or parking in the incorrect parking area could result in disciplinary action, the vehicle being towed (see above), and loss of driving privileges on campus. When student drivers arrive on campus, they must park in a designated parking area and proceed to the commons area. Students are not be allowed to congregate in the parking lot or remain in vehicles once they park on campus.

Parent Carpool Line

The entrance to Carpool is located off of N. Palmetto Drive behind the CTE/Industrial Arts building. Students are to exit vehicles at the Drop Off point at the drop off point as indicated by signage and move from the car rider area. Students should then proceed to the cafeteria or the commons areas. Students are to be picked up in the afternoons at that same location by 3:00 P.M. Students picked up late on a regular basis may be subject to disciplinary action.

Transportation/Buses

The school bus is an extension of the school; therefore, all school rules apply on the bus, while students are waiting for the bus, and immediately upon exiting the bus. The bus driver is an authorized school employee and should be treated with respect. For the safety of all students, behavior unbecoming of a responsible Walker High School student will not be tolerated, and disciplinary action will be taken when infractions occur. Students are expected to get on their assigned bus and use their assigned stop for getting off and on the bus. Students and parents are expected to join their bus Remind Group for bus information (breakdowns, time changes for pickup/drop-off, etc.).

V. Classroom/Grading Policies

Grading Procedures

Students will receive two report cards, one at the end of each semester. The report card will be a cumulative grade of the entire semester's work based on weighted grades per subject. **Grades will be weighted to include Major Assessments (MA), Assessed for Accuracy (Quizzes, Labs, Projects, etc...)(ACC), Participation/Completion (PC), and End of Semester Assessment (SEM EX). In a 100% grading system, MA will carry a weight of 40% of the total grade. ACC will carry a weight of 35% of the total grade. PC will carry a weight of 10% of the total grade. SEM EX will carry a weight of 15% of the total grade.**

Grade Reports

Three interim reports will be issued each semester: 4 ½ weeks, 9 weeks, and 13 ½ weeks. Interim grades are cumulative as well. Report cards are issued at the end of each semester. Specific dates are as listed on Page 4 of this Handbook. When calculating percentages to determine a letter grade, .50 and above will always be rounded off to the next highest number. GPAs are not rounded! It is strongly encouraged to check PowerSchool grades at: <https://lpps.powerschool.com/public/> Please contact the office for initial login information. A mobile App is also available for download.

Homework/Classwork

All teachers will have lessons/assignments posted in their Google Classroom. Any assignment given by a teacher must be completed by each student. Work assigned should be considered an extension of the current lesson. Learning does not occur in isolation, rather in collaboration with many things. Each teacher is held accountable for providing each student with the opportunity to learn; each student must take responsibility to learn.

The State Library of Louisiana offers homework services which can be found at the following web link <http://www.homeworkla.org/>.

End-of-Course LEAP 360 Tests

Students must pass certain state mandated LEAP 360 tests for graduation requirements; the score on the LEAP 360 will also be 15% percentage of the final grade in the courses that require an LEAP 360 test. State mandated tests will be given in the following courses: English I, English II, Algebra I, Geometry, Biology, and US History. In addition, all students must earn the necessary Carnegie units in order to receive a diploma. The state set a schedule for LEAP 360 tests, a student who misses his/her scheduled test must return to school before LEAP 360 testing ends to take a make-up test or must provide a Doctor's note that covers the all of the dates of LEAP 360 testing, otherwise the student will receive a zero on 15% of the final course grade.

Any student who does not following testing rules, causes a disturbance of any kind during testing, or is removed from the testing room, will be suspended from school. The student may also have their test voided and scores cancelled for the test.

Parish Proficiency Tests

Students will take a parish proficiency test in courses that do not require a state LEAP 2025 test. These proficiency tests are weighted 15% of the final grade. The administration sets a schedule for proficiency tests and final exams; proficiency tests and final exams will not be given early. Students who miss these tests must have a doctor's excuse in order to make up the exams.

PowerSchool Parent Portal

The PowerSchool program is an excellent way for parents to keep up with their child's academic progress and his/her attendance. It is available 24-hours a day via the internet at the website. Parents can create an account by following the instructions at <https://lpps.powerschool.com/public/>. A mobile app is also available for download. If a parent or guardian is missing key information such as the student's access ID and password, please come to the school to receive the information. Please be prepared to show a picture ID.

Scheduling

The counselors begin scheduling students for the new school year in early spring. It is very important that students and their parents take this process seriously. Once the classes are selected and the master schedule is set, it is almost impossible to make schedule changes because adding or removing students in one class has a domino effect in almost all other classes. Schedule wisely and carefully. Priority in scheduling is given first to graduation requirements, then to TOPS requirements, then to college requirements.

Grading Scales

Regular Classes		College Board Advanced Placement Classes (starting in 2014-15)		Advanced Level Classes (Honors, Dual Enrollment, etc.)	
Grade/Point Value	Average	Grade/Point Value	Average	Grade/Point Value	Average
A = 4	90 - 100	A = 5	90 - 100	A = 4	90 - 100
B = 3	80 - 89	B = 4	80 - 89	B = 3	80 - 89
C = 2	70 - 79	C = 3	70 - 79	C = 2	70 - 79
D = 1	60 - 69	D = 2	60 - 69	D = 1	60 - 69
F = 0	0 - 59	F = 0	0 - 59	F = 0	0 - 59

Credits Required for Grade Placement

Freshman	0 – 4 Credits/Units
Sophomore	5 -10 Credits/Units
Junior	11- 16 Credits/Units
Senior	17 Credits/Units

Graduation Ceremonies Participation Policy

In order to participate in the graduation ceremonies at Walker High School, a student must adhere to all of the following:

1. Earn the required number of Carnegie units as mandated by the State of Louisiana.
2. Take and pass all required portions of the LEAP 2025 as well as ACT and/or WorkKeys.
3. Earn required Jumpstart Credential if on the Jumpstart Diploma Track.
4. Be a “student in good standing” by meeting one of the following requirements:
 - A. Be a full-time student at Walker High School or mid-term grad
 - B. Be enrolled in an approved early-release program
 - C. Be participating in dual enrollment through an approved college, university, or vocational program
5. Successfully serve any assigned disciplinary requirements.
6. Complete TOPS Consent form, PII, IGP, and/or any other forms required by the district or state.
7. Order a cap and gown from our approved vendor and pay the Graduation Participation fee to WALKER HIGH SCHOOL.
8. Participate in graduation practice in school uniform, as well as follow graduation ceremony dress code.
 - A. Students will be permitted to dress-down in school appropriate free dress guidelines, if they bring a complete school uniform (one shirt and one bottom) in good condition for donation to the school.
 - i. School appropriate free dress guidelines require blue denim jeans with no holes and a school appropriate shirt as outlined under the dress guidelines in this handbook.
 - ii. Administration reserves the right to administer disciplinary action which could result in removal from participation in the graduation ceremony for any student no in free dress guidelines.

Plans after Graduation

While updating the 5-year education plan each year at scheduling time, parents should work with their child to identify his/her talents, abilities, and interests so that wise choices for post-secondary education can be made. Choices may be college, technical or trade school, an apprenticeship, the military, or joining the workforce.

Admission to College

Admission requirements to Louisiana community colleges, technical schools, and 4-year universities vary from institute to institute. There is a wealth of information regarding admission to certain post-secondary schools available on the guidance Facebook page. You will also find TOPS information on this site.

VI. Parish Policies

Student Rights and Responsibilities

It is a goal of this administration, faculty, and staff to provide each student with a quality education and to see that students grow in a mature and responsible fashion.

Right: Students have the right to pursue, through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program.

Responsibility: In order to obtain a quality education, students must do the following:

1. Be on time when time is involved.
2. Do whatever is asked by school personnel the first time it is requested.
3. Obey at all school and school board policies.

Use of Student Pictures

At times, students' school pictures and/or candid photographs may appear on the school website, in the newspaper, etc. If a parent does not want his/her child's picture to be displayed in such media, the parent must come to the school and sign an Opt Out form stating the denial of inclusion.

Audio and video recordings by non-staff are not allowed at Walker 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 or video recordings at Walker 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 Walker High School.

Research and Student Data

At times, Walker High participates in research activities in conjunction with universities to evaluate impact of interventions. These activities may include collection of student data. These data will be anonymous and unidentifiable to the student. If a parent does not want his/her student to participate in such activities, the parent must come to the school and sign an Opt Out form stating the denial of inclusion.

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.**

CHILD FIND

In accordance with the State of Louisiana Child Search Program, annual and ongoing activities are conducted to identify and locate children (ages 3 through 21) suspected of being exceptional and in need of special education and/or related services. If you have a child or know of a child between the ages of 3 and 5 years old who seems to have difficulty learning, help is available. Contact the Livingston Parish Public Schools Child Search Coordinator at (225) 686-7600. If your child is school-aged, contact your home-based school district regarding these concerns.

Asbestos Management Plan

The Asbestos Hazard Emergency Response Act (AHERA) requires all schools to conduct detailed inspections to identify all asbestos containing building materials that may be present in the school environment. AHERA requires the inspection results and the associated Management Plan to be submitted to the Louisiana Department of Environmental Quality (LDEQ). A copy of the Management Plan must be maintained at the administrative office for review by the public.

Walker High School maintains a proactive asbestos awareness program. Periodic surveillances (every six months) are performed by a qualified individual to assess the condition of the remaining asbestos containing building materials (ACBM). All of this information is updated in the Management Plan and available for review.

This letter of notification is an annual requirement to the public. If there are any questions, please contact the Designated Person at 225-686-4212 for more information or assistance.

Student Accident Insurance

The Livingston Parish School Board is pleased to inform parents and students that optional Student Accident Insurance Coverage is available again this year. Multiple coverage options, plans, and rates are available to allow for a coverage plan that best suits each family's needs. Policy information is available at <https://www.bollingerschools.com/site/>

If parents already have coverage (personal healthcare coverage) for those injuries and/or claims contemplated by the plans offered under the Student Accident Insurance Coverage policy noted above, the existing coverage will likely provide primary coverage for associated claims. The above noted Student Accident Insurance Coverage policy, if selected, would likely provide secondary coverage for associated claims for individuals who already have personal healthcare coverage. A failure to secure either personal coverage or the coverage outlined in the attachment could result in an absence of coverage for student injuries.

LPPS Acceptable Use Guidelines

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

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

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

Penalties:

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

Procedures that have been adopted to enforce the policies include:

- 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.

For access to the full version of LPPS Policy IFBGA: Student Computer Access and Use, visit bit.ly/IFBGA
LPPS Internet Safety, Digital Citizenship, and Cybersecurity information can be found at bit.ly/LPPSsafety