

# **Seventh Ward Elementary**

**STUDENT STANDARDS HANDBOOK**



**2023-2024**  
**[www.seventhwardelem.com](http://www.seventhwardelem.com)**  
**225-665-5815**  
**Principal: Laura Dunlap**



# Seventh Ward Elementary

## STUDENT STANDARDS HANDBOOK



2023-2024

Please sign and return forms in the back of the handbook.

Some forms may be available digitally.

*Updates occasionally need to be made at the principal's discretion!*



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## A Message From the Principal

Dear Parents,

On behalf of the Seventh Ward Elementary faculty and staff, it is my pleasure to welcome you and your child to our school. Our traditions and desire to strive for excellence have continued over the past **108** years that our school has been in existence. We let **nothing** stand in the way of providing your student with the best education possible. An exciting year has been planned! Our curriculum has been updated as needed, and our teachers have taken the time to plan thought-provoking activities that will help make learning fun for your child while addressing the needs of all of our students. Researched and proven methods of providing instruction will be used. The best experience possible is our desire for each student.

Please make yourself familiar with our "Seventh Ward Expectations" as some of the guidelines in this handbook have changed and additional procedures have been adopted. Following these expectations will help to ensure your child's academic, behavioral, and social success. The last page will need to be **signed and returned** to confirm that you have read and discussed with your child our school expectations. There are other pages (noted on the front cover) that **may need** to be signed and returned if applicable.

I encourage you to do whatever you can to demonstrate to your children how important their education is in order to succeed in school and beyond. While we live in an ever changing world our dedication and love for our students is unequivocal. We welcome your help and support in providing a quality education for our students. It's a great day to be a Seventh Ward Cougar!

Sincerely,

Laura Jones Dunlap, Principal  
laura.dunlap@lpsb.org

"Learning is not attained by chance. It must be sought for with ardor and attended to with diligence."  
~ Abigail Adams



# Our Mission Statement

Our mission is to educate for life  
so that each child acquires the  
knowledge and skills to succeed  
in school and beyond.

Mascot: Cougar

Colors: Red & White

Address: 24495 La. Hwy 16  
Denham Springs, LA 70726

Office: 225.665.5815

Fax: 225.665.7280

Cafeteria: 225.664.7449

School Hours: 7:40 a.m.—2:45 p.m.

(Drop off @ 7:20 a.m./tardy and only bell @ 7:40 a.m.)

Website:

[www.seventhwardelem.com](http://www.seventhwardelem.com)

**Livingston Parish Public Schools**  
**Post Office Box 1130**  
**Livingston, Louisiana 70754**  
**SCHOOL CALENDAR – 2023/2024**

Planning/Preparation (TEACHERS and PRINCIPALS)*	Tue./Wed./Thurs. August 8,9,10, 2023 (Full Days)
First Semester Begins (STUDENTS)	Friday, August 11, 2023 (Full Day)
LPPS Professional Development*	Wednesday, September 20, 2023 (Full Day)
LPPS Professional Development*	Wednesday, November 1, 2023 (Full Day)
First Semester Ends (STUDENTS/TEACHERS)	Thursday, December 21, 2023
Planning/Preparation (TEACHERS and PRINCIPALS)*	Wed, Thurs. January 3,4 2024 (Full Days)
Second Semester Begins (STUDENTS)	Friday, January 5, 2024
LPPS Professional Development*	Wednesday, March 6, 2024 (Full Day)
Second Semester Ends (STUDENTS)	Friday, May 24, 2024
Second Semester Ends (TEACHERS and PRINCIPALS)*	Friday, May 24, 2024

**SCHOOL HOLIDAYS (STUDENTS)**

Labor Day	Monday, September 4, 2023 (1 Day)
LPPS Professional Development*	Wednesday, September 20, 2023(1 Day)
Livingston Parish Fair	Friday, October 13, 2023 (1 Day)
LPPS Professional Development*	Wednesday, November 1, 2023(1Day)
Convention and Thanksgiving	Monday - Friday, November 20-24, 2023 (5 Days)
Christmas and New Year's	Friday, December 22, 2023 - Thursday, January 4, 2024 (10 Days)
Martin Luther King Day	Monday, January 15, 2024 (1 Day)
Mardi Gras	Monday-Friday, February 12- February 16, 2024 (5 Days)
LPPS Professional Development*	Wednesday, March 6, 2024 (1 Day)
Easter	Friday, March 29 - Friday, April 5, 2024 (6 Days)

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

**PROGRESS REPORTS TO BE ISSUED**

<b>ELEMENTARY &amp; JUNIOR HIGH</b>		<b>SECONDARY</b>	
Thursday	September 14, 2023	Thursday	September 14, 2023
		Wednesday	October 18, 2023
Thursday	November 16, 2023	Thursday	November 16, 2023
Friday	February 9, 2024	Friday	February 9, 2024
		Tuesday	March 19, 2024
Friday	April 26, 2024	Friday	April 26, 2024

<b>GRADING PERIOD ENDS/ELEM. &amp; JUNIOR HIGH</b>				<b>GRADING PERIOD ENDS/SECONDARY</b>	
Wednesday	October 12, 2023	-	44 days		
Thursday	December 21, 2023	-	44 days	Thursday	December 21, 2023- 88 days
Friday	March 15, 2024	-	44 days		
Friday	May 24, 2024	-	45 days	Friday	May 24, 2024- 89 days

**REPORT CARDS TO BE ISSUED**

<b>ELEMENTARY AND JUNIOR HIGH</b>		<b>SECONDARY</b>	
Friday	October 20, 2023		
Friday	January 12, 2024	Friday	January 12, 2024
Friday	March 22, 2024		
Thursday	May 30, 2024	Thursday	May 30, 2024



## DAILY SCHOOL SCHEDULE

7:20.....	Buses & Cars Unload
7:40.....(side gate is locked).....	Bell to Assemble
<b><u>Anyone arriving after this bell is considered tardy!</u></b>	

10:25—11:45.....	Lunch
10:25-10:45	Pre-K
10:30-10:50	Kindergarten
10:45-11:05	First Grade
11:00-11:20	Second Grade
11:25-11:45	Third Grade*
11:20-11:40	Fourth Grade*
11:15-11:35	Fifth Grade*

\*Grades eat in their classroom and cannot have visitors for lunch

11:45—12:00.....	Recess
2:45.....	School dismissed/ Buses loaded
Following.....	Carpoolers loaded

### VISITORS

**Visitors should use the front circle parking lot and entrance.** All parents and visitors **must** check in with the office upon entering the school to receive a visitor’s pass and must check out in the office when leaving campus. You may be asked to show a picture ID and sign-in before being allowed on campus. Please adhere to this procedure. It is for the safety of all of our students.

**VIOLATORS WILL BE ASKED TO LEAVE.**

Thank you for your cooperation and understanding! Student safety is our number one concern! Visitor procedures may change periodically throughout the year based on guidance from other agencies.





## CAFETERIA INFORMATION

### Breakfast

This year, our school will continue participating in the “Grab & Go” breakfast program. Our cafeteria staff will meet our students at the bus/carpool area with “ready to go” breakfast meals. Every student may grab a bag to take to eat prior to the 7:40 bell after washing their hands.

On inclement weather days, students will have breakfast inside. An empty bag must be shown to get another.

### Lunch

Lunch is served daily from 10:25 a.m. until 11:45 a.m. Traditional school lunches will be served. Menus will be posted on the school website each month. During a portion of lunch, students will remain silent in an effort to effectively use time to finish their meal. There will also be a time of visiting.

### Free/Reduced Lunches

Lunch will continue to be free to all students for the 2023-2024 school year. Our cafeteria will continue to sell extra items such as: additional milk, bottled water, juice, various additional desserts/treats (ice dogs, Rice Krispy treats, etc.) Students must pay for these items in the lunch line or have money in their lunch account to receive the additional item(s) as well as be purchasing a school lunch. Deposits can still be made online at [www.myschoolbucks.com](http://www.myschoolbucks.com) or checks/cash may be sent in a labeled envelope with the child’s name and homeroom teacher.



## CAFETERIA GUIDELINES

- Students bringing their own lunch to school are not allowed to bring beverages in glass bottles.
- Students should not share food from each others' plate due to health risks, including allergies, etc.
- A written medical statement must be provided by the doctor if a student has any type of food allergies/special diet which would cause them to have a menu item substituted. Substitutions will only occur with a valid medical statement. If the child has a milk allergy and has provided medical documentation, juice will be provided. Students will be served the daily menu, including milk, without this statement. This medical statement will be kept on file with the cafeteria manager and must be updated yearly.

### Cafeteria Visitors

Parents of Kindergarten through 2nd grader students are invited to have breakfast/lunch with their child **after Labor Day**. The price of lunch is not yet known, but we will need exact change. Please send a note with your child or call the school the morning of the day you plan to eat lunch with your child. For Thanksgiving (KN/2nd), Christmas (1st/3rd), and Easter (4th/5th) we invite parents to a specific holiday meal. Pre-K selects their own holiday and will notify parents. Notices will be sent home with specific details.

For information regarding payments or any other cafeteria issues, please contact our Cafeteria Manager, Jackie Crowder at 225-664-7449.



## STUDENT ACCIDENT INSURANCE COVERAGE

The Livingston Parish School Board is pleased to inform you that optional Student Accident Insurance Coverage is available to you again this year. Multiple coverage options, plans, and rates are available to allow for a coverage plan that best suits your needs. Policy information is available at: [www.BollingerSchools.com](http://www.BollingerSchools.com).

Under the Parents section

- Click “Purchase Coverage”.
- Simply enter the name of your District or School Name and select your state.
- Click View Insurance Products/Purchase Coverage.
- From here you can either click on “By Online Now” to purchase coverage online with a credit / debit card or
- Click on “Print and Pay by Check” to submit the completed forms and payment by mail.

## AUDIO/VIDEO RECORDINGS

Audio and video recordings are not allowed at Seventh Ward Elementary 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 Seventh Ward Elementary require the prior approval of the principal.

- No Smartwatches (including, but not limited to Apple, Samsung, or Fitbits)
- Watches may not: have internet connectivity, take images, or send/receive text or images

Please note that this policy does not apply to general assemblies, award ceremonies, and other school sponsored events at Seventh Ward Elementary.



## INSTRUCTIONAL FEES

Instructional materials and workbooks are used to supplement our state adopted textbooks. These workbooks and materials will be issued to your child when payment is received. Replacement consumables cannot be issued until payment is made.

Please pay all of your school fees by Friday, August 25

PreK — \$35
Kindergarten—\$50
First Grade—\$50
Second Grade—\$50
Third Grade—\$50
Fourth Grade—\$50 (incl. Spanish)
Fifth Grade—\$50 (incl. Spanish)
Supply fee breakdown
\$25— used by teachers to purchase supplies
\$20-25 used by the office for operational needs
4th and 5th grades \$5 used for Spanish supplies purchased by the teacher

This year payments for school fees and activities can be paid online at <https://lpps.schoolcashonline.com/> or at the school office with a **credit card**. All service fees for online or credit card payments have been waived this year. Checks should be made payable to Seventh Ward Elementary, and separate checks should be written for each activity. Your child's name and a phone number should be clearly written on the check or money order. Cash is not recommended; however, any cash sent to school should be in a labeled and sealed envelope. Half of the supply fee must be paid in the beginning of the year, with the remainder paid in the beginning of the second semester. Students who owe money to the school will not be allowed to go on field trips and their report card will be held. Also, we will not forward records to another school until all fees are paid. We will be glad to assist you in making payment plans if necessary. **All fees including field trip fees and deposits are nonrefundable.**

### Economic Hardship Waivers

The School Board may reduce or waive certain fees for economically disadvantaged students and students whose families are experiencing economic hardships and are financially unable to pay them. All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be confidential.



## PROCEDURES AND REGULATIONS

### Absences

A student must be in attendance at least 167 days of the 177 school days to be eligible for promotion. Over 10 absences not covered with a doctor's excuse or extenuating circumstances may result in failure, regardless of the student's grades.

Absences due to illness are considered excused only with a written, dated, and signed notice from a doctor.

\*\*\*Preschool parents may write notes from home.

### Tardies

Students are expected to be at school on time. The beginning school bell rings at **7:40 a.m.** **Students must be signed in by a parent or responsible adult if they arrive at school after 7:40 and/or there is no longer a duty teacher present.** Five or more unexcused tardies will result in an after school detention (per nine weeks).

*(Check-ins before 11:14 are considered present all day, but tardy. Check-ins between 11:14-12:55 are considered present 1/2 day. Check-ins after 12:55 are marked as absent.)*

### Check-Outs

In order to check out a student, you must **present a picture ID** and you must **be listed on the child's emergency card.** *(Check-outs before 9:32 a.m. are marked as absent all day. Check-outs between 9:32a.m.-11:14 a.m. are marked absent 1/2 day. Check-outs after 11:14 a.m. are marked as present all day.)* ***Students will not be allowed to check out any later than 2:15 p.m. except for emergencies. Buses beginning lining up in the parking lot at that time.***



## 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.



## Teacher Conferences

We encourage parents to have an open line of communication with their child's teacher. As a courtesy to the teacher and to keep instructional time from being disrupted, we request a prior appointment be made for any conferences. Conferences can be made by calling the office at 665-5815. They are typically held from 7:15 a.m.—7:40 a.m. daily, with the exception of the first and third Wednesday of each month (due to faculty meetings) and the teacher's duty day. (Zooms will be used as much as possible)

## Telephone Use/Messages

Office telephones are for school business only. Students will not be allowed to use the school phone for personal calls (i.e., for a forgotten assignment, for permission to stay after school, etc.)

Please call the office only for messages that are crucial to the welfare of your child. We encourage you to send notes to school if possible.

Messages to change a student's mode of transportation for dismissal should be requested before 1:00 p.m. each day, if possible. **Children will be sent home in the fashion noted on the student information sheet completed in the beginning of the year unless a note has been sent to school stating otherwise. Children are not allowed to ride a different bus home unless the parents have contacted the school and it has been approved by the principal.**

## Homework

If a student has been or will be absent more than 1 day, parents may request that assignments be sent home. Requests should be made by 10:00 a.m. and picked up by 2:00 p.m.





### Custody Issues

If your child is involved in a custody issue, please notify the office. We make the safety of our students a priority. However, it is the responsibility of the parents to submit current custody papers to the school to keep on file. We will abide by the most current legal documents we have on file.

### Class Snacks

If you choose to bring treats to school for your child's birthday or some other event, please provide treats purchased from a store or recognized establishment. This includes birthday cupcakes etc... Homemade items will not be accepted.

### Grading Scale

The following grading scale will be used at Seventh Ward Elementary. This grading scale has been adopted statewide. PowerSchool should be used to monitor student performance.

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

If you have a question about your child's grades, please contact the teacher. Please remember that our teachers are not expected to check email throughout the day but will contact you as soon as possible.

### Reminder Texts

In an effort to provide an additional method to keep you informed about our school, we ask that you sign up to receive reminder text messages from your child's teacher and bus driver. The school will sometimes send out messages from School Messenger system.



## CURRICULUM & REPORT CARDS

In compliance with our state's course mandates, all English Language Arts grades will be "blocked" into one grade. The report card will reflect one ELA grade that is comprised of reading assessments and assignments (worth 60% of total ELA grade) and English assessments and assignments (worth 40% of the total ELA grade). Grammar, writing, and spelling assessments will comprise the 40% English component.

Due to course code changes with the LDOE, science and social studies grades will be reported individually for 1st and 2nd grades. Students will receive a Science grade on the 1st and 2nd nine weeks report card and will receive a Social Studies grade on the 3rd and 4th nine weeks report card. 3rd, 4th, and 5th graders will continue to receive both science and social studies grades each quarter.

## CARPOOL PROCEDURES

There are 2 carpool lines. One line is alongside the school office. The other is in the front circle drive AFTER the buses have arrived in the morning and AFTER the buses and daycare vans leave in the afternoon. Cars waiting to pick up a child or drop a child off may form a line on both shoulders of Hwy. 16. **It is illegal to drive a ways on the shoulder.** However, you may advance on the shoulder with the waiting carpool traffic. **PLEASE DO NOT BLOCK THE GATE ENTRANCE FOR ANY REASON. YOU WILL BE ASKED TO DRIVE TO THE BACK OF THE SCHOOL AND TURN AROUND.**



## TRANSPORTATION

**We encourage our students to ride the bus to and from school.** Using our school transportation alleviates unexcused tardies, as well as, extra traffic on campus.

Carpoolers will be unloaded after the first load of buses have been unloaded at 7:20 a.m. by a duty teacher. Prior to that time, no one will be on duty to assume responsibility. Buses are given priority over carpoolers. **ALL students will be loaded and unloaded in the circle drive (passenger side) or in the driveway along the side of the school office (driver side).** Unloading children on the designated side is safer and faster. Students are not to be dropped off in the parking lots around the school. **NO student is allowed to cross the highway when arriving or leaving school. They must be picked up or dropped off on campus in one of the carpool lines.**

(Pre-K students will use the regular school carpool procedures.)

If your child normally rides a bus home, but needs to carpool, **a signed note must be sent by a parent; otherwise, we will put the child on the bus as usual. Also, students are only allowed to ride home on their assigned bus unless the school has been notified and the change has been approved by the principal.**

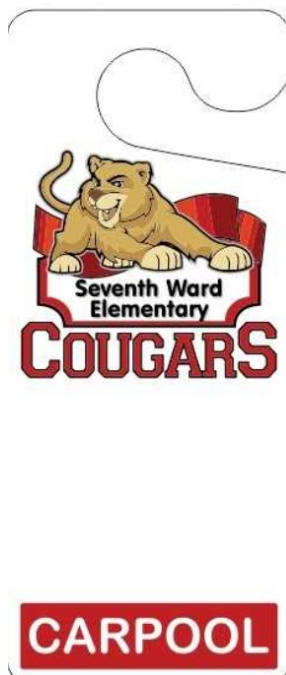
The side gate and office gate will be closed at 7:45 after morning carpool and will reopen by 2:15 each day. The gates in the front circle will remain open during the day for visitor parking. All visitors should use the front circle entrance into the parent waiting area.



## CARPOOL TAGS

In order for your child to be picked up in our carpool line, the vehicle must have a carpool tag displayed. You may request a carpool tag by returning the request form.

Only 2 per family will be given out. You will be responsible for getting the tag to the people that you allow to pick up your child. For the safety of your child, please remember that if a carpool tag with your child's name on it is not displayed in the vehicle, you may be asked to pull over so we can verify your identity before releasing the child.





## BUS EXPECTATIONS

All students are expected to follow bus rules and to cooperate with their bus driver and other students. Bus drivers are required to discipline children while riding the bus. If problems occur, the bus driver will contact you for your assistance. You may also contact the driver.

- Students must be seated at all times until the bus comes to a stop.
- Students must wait until the bus has completely stopped before entering or exiting the bus.
- Students will cooperate and respect the driver while following the driver's instructions at all times.
- Students' heads, arms, hands, etc. must be inside the bus at all times.
- Students are to talk quietly and not distract the driver.
- Food, drinks, or gum are not allowed on the bus.
- Any type of glass item cannot be transported on the bus.
- Projects too large to hold in the lap or put under the seat cannot be brought on the bus.
- No objects should be thrown in the bus or out of the windows or doors.
- Emergency exits are to be used for emergencies only.
- Cross the road cautiously when waiting for and leaving the bus.
- Bus drivers will not blow horns to signal students to come to the bus. **Students should be outside and visible at their bus stop 10 minutes prior to their pick-up time.**
- Parents will not be allowed to board the bus or stop the bus to load or unload their child other than at the assigned stop. Please do not expect to pull up behind the bus to load or unload your child.
- Drivers will not knowingly leave a child at a vacant home. PreK, Kn, & 1st graders will be brought back to school.
- **Students may not ride home with a friend on a bus that they are not assigned to.** Exceptions may be requested in advance for principal approval.



## Bus Consequences

(The behavior report is submitted after the driver has previously warned the student and contacted the parent about his/her behavior.)

1 School Bus Behavior Report	=	Warning
2 School Bus Behavior Reports	=	Lunch Detention
3 School Bus Behavior Reports	=	Recess Detention
4 School Bus Behavior Reports	=	ASD

SEVERE CLAUSE: The principal or assistant principal may suspend at any time depending on the severity of the behavior. Suspensions from the bus may be used when warranted.

## Emergency Evacuation

Please discuss with your child what to do if school is dismissed early due to an emergency, such as, bad weather, power losses, etc. It is important for you to communicate with your child the procedures that you have established for their arrival home early.

We will use the following procedure for emergency dismissals:

1. The Superintendent will notify the school to dismiss.
2. Bus drivers will be notified to come pick up their students.
3. If possible, a mass phone call/email will be sent to the parents.
4. We will then follow the regular dismissal procedure.

## Emergency Drills

We will be conducting emergency drills for fire, severe weather, injury, bus incidents, etc. periodically throughout the school year for the safety of our students and staff.

Thank you for cooperating with our policies as we take all the necessary precautions to keep our students safe.



## Student Activities

(Meetings are held during school hours; although, some clubs may have outside activities.)

FCA Club	4th and 5th grade students who are interested may join. Meetings are held in the mornings.
Beta Club	5th grade students who meet club requirements may be invited to join.
4-H Club	4th and 5th grade students who agree to complete all required activities are eligible to join.
Library/Book Club	5th grade students may join the book club. Meetings are held on Wednesday mornings.
Lego League	We will begin talking about developing a robotics team in the coming year that would be for K-5.
SADD Club	4th and 5th grade students interested in promoting public safety and positive decision making skills are invited to join.
Student Council	4th and 5th grade students will be nominated by faculty and staff, then elected by their peers to act as an advisory committee.

Sports: 4th and 5th grade students may try out for swim, cross country, volleyball, and track teams if they meet the requirements below.

NOTE: Students who wish to try out for any school sport can not be 12 years old before September 1st of the current school year and must not have any F's on their interim reports or report cards for the grading period in which the sport occurs. A student who has received after school detentions/suspensions/or numerous recess detentions will not be allowed to try out for school sports.

**\*All school procedures and school board policies are in effect for after hours participation in all school sponsored activities.**

\*Students staying after school for ball games must have a parent attending the



## Harassment

The Livingston Parish School Board disapproves of and does not tolerate personal harassment by employees to students, by students to employees, or by one student to another student. This behavior refers to the use of unacceptable words, phrases, expressions, or derogatory statements by any person which relates an intimidating, hostile, or offensive environment. THREATS OF ANY KIND, INCLUDING BULLYING AND CYBERBULLYING WILL BE TAKEN SERIOUSLY AND ADDRESSED ACCORDINGLY.

## General Information

- Gum is not allowed on campus or on the bus unless given out by a teacher or bus driver.
- Extra snacks are not allowed before lunch and will be sold at lunch. Prices range from 25¢ to \$1.00. Please do not send an excessive amount of money to school with your child. You can add money in their lunch accounts for this as change is not given.
- Students are allowed to bring a bottled water or reusable bottle for water to school during the first 9 weeks of school provided it does not become a distraction. Please label water bottles with the student's name.
- Students will be provided restroom breaks at recess and at other times throughout the day. The office should be notified if a medical condition exists requiring the child to leave class more frequently.
- Students are not allowed to use or possess a cell phone, and/or other electronic devices including smart watches, toys (including fidget spinners), games, trading cards, etc. while at school. Items will be stored and returned to the parent.
- Deliveries from businesses or individuals for students (ie., flowers, balloon/candy bouquets) will not be signed for, accepted by the school, or delivered to the students.
- Students should not buy, sell, or trade anything at school.





### **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*.

Letters will be sent home when your child is in violation of the dress code policy that will require a signature and will notify you of any consequences.



### Livingston Parish Uniform Policy

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, joggling, 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/Skorts: Top of knee to four (4) inches above knee; length cannot be below the knees; length can be cuffed or not cuffed,
- The only logos allowed should be the manufacturer's label.
- All bottoms must be hemmed.

#### **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. Cropped, stirrup, parachute, wind, stretch/warm-up, Capri, and jean style pants 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.

**By purchasing from an approved vendor, parents will be certain the uniform will be in compliance. (An approved vendor list may be found at [www.lpsb.org](http://www.lpsb.org)). In addition, a complete uniform (shirt, slacks, shorts, skirt, skorts, jumper, and belt) will be available in every school for parents to view. The acceptable color is the traditional khaki. The lighter stone color is not acceptable. The dark chocolate brown color and the dark green colors are also not acceptable. \*Although they are sold in the uniform department, capri pants are not allowed.**

**NOTE:**

**Seventh Ward jackets, sweatshirts, and hoodies are approved for daily wear.**

**Students violating the School Uniform Dress Code shall be taken to the clothes closet and will be given appropriate clothing to change into. If no clothes are available, the parents will be contacted. Please wash and return clothes that are sent home with your child. Notices will be sent home for parent signature.**



## SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT PLAN

### P.A.W.S.

(Be Prepared, Be Attentive, Have a Winning Attitude, Be Safe)

Our PAWS plan is designed to encourage and reward students who are engaging in positive behavior by following school-wide and classroom expectations and routines. Our learning environment is enhanced when everyone behaves appropriately.

Teachers in all grade levels will maintain a daily discipline chart for all students. All students will go through a progressive discipline program. Any student receiving any type of major discipline referral will lose the privilege of attending reward activities for that 9 weeks period. Those students who have not been referred to the office for any disciplinary reasons **and** have maintained a good conduct grade in the classroom will be able to participate in our end of the nine weeks "Fun Friday" event.

Students will be rewarded for positive behavior by receiving "Cougar Cash". This cash coupon will be given to students by staff members for exhibiting positive behavior anywhere on campus. Students will be given opportunities to spend their "Cougar Cash" to purchase items on our "Cougar Cart" throughout the year.

We have high expectations of our Seventh Ward students. As a parent, you can be part of our school wide positive behavior plan by discussing with your child these expectations and by encouraging your child daily to make good choices and to always do their best.



## SEVENTH WARD ELEMENTARY'S DISCIPLINE PLAN

P.A.W.S.

Be Prepared, Be Attentive, Have a Winning Attitude, and Be Safe

### **RULES:**

1. Keep hands, feet, and objects to yourself.
2. Be respectful and courteous to teachers and classmates.
3. Respect school property and the property of others.
4. Have all materials ready for class.
5. Line up in designated areas quietly before school and at the end of recess, lunch, etc...

### **CONSEQUENCES:**

First Offense:	Redirection
Second Offense:	Verbal Warning
Third Offense:	Calendar Color change/or mark
Fourth Offense:	Lunch Detention/Loss of center time for KN/Pre-K
Fifth Offense:	1 Recess Detention (See next page for detailed recess detention rules.)
Sixth Offense:	Teachers will call the parents.
Seventh Offense:	Student will be sent to the office. (Parents notified)
Eight Offense:	After-school detention or suspension from school (to be determined by the administrator)
Severity Clause:	Immediate office referral (consequence determined by the administrator)

### **REWARDS:**

Those students who have not been referred to the office for any disciplinary reasons (for school or bus behavior) and have maintained a good conduct grade in the classroom will participate in our end-of-the-nine-weeks "Good Behavior Fun Friday Event" along with being eligible for various prizes throughout the year.



## Consequences for Student Infractions

Students will always be given a warning before a recess detention is assigned. After ten detentions (recess and/or lunch) within a nine weeks grading period, students will be assigned an after school detention. Parents will receive a warning letter informing them when their child has reached his/her 5th recess detention and is half-way to receiving an after school detention. Students receive detention when classroom rules, school rules, and/or bus rules are broken and a warning has been given. Any student unable or unwilling to serve an after-school detention will receive a day of suspension.

On the 5th recess/lunch detention a warning will be sent home. When the student reaches 7 they will call home.

All formal detention tracking will start over each nine weeks.

\*After-school detention will be held at school from 2:45-3:45 p.m. on designated afternoons. Parents must provide transportation for students to be picked up. Failure to attend may result in suspension. Parents will be notified by letter that their child has after-school detention on a designated day. Before school detentions may also be used. They will be from 6:40-7:40 a.m.

**Note:** If the infraction is severe, the principal has the authority to assign immediate after-school detention or a suspension.

24495 La. Hwy 16  
Denham Springs, Louisiana



Principal: Laura Dunlap  
(225) 665-5815 phone  
(225) 665-7280 fax

August 11, 2023

TO: Parents, Faculty and Staff

FROM: Superintendent, Livingston Parish Public Schools

The **Seventh Ward Elementary** facilities have been inspected for asbestos containing materials and the results of the inspections are contained in an Asbestos Management Plan, which is on file at the school office.

The Asbestos Management Plan includes the results of all the inspections conducted on all the buildings indicated. It also contains the results of the material samples which were taken during the inspections and the plans for asbestos abatement.

The Asbestos Management Plan is available to review during regular working hours at the school office. A copy of the Management Plan will be made, upon request, for a nominal fee to cover the cost of copying and handling.



**EMERGENCY PLANNING  
A Guide for Parents**

LPPS continues to strive to strengthen our emergency management plans on all of our campuses.

<p><b>What type of drills/training will students participate in?</b> This year, as in the past, each school will perform monthly drills that include: fire, restricted flow, lockdown, severe weather and bus evacuation.</p> <p><i>Fire/Building Evacuation</i> A fire, gas leak or other chemical/biological hazard inside the building that requires building evacuation.</p> <p><i>Restricted Flow</i> This is used for various situations to prevent direct threats/exposures from occurring on our campuses. Examples of use are medical emergency (keeping students out of halls and away from situation), dogs on the playground, suspect search near campus, suspicious noise heard near campus, etc. This procedure allows students to continue learning, but prohibits outside activity and reduces and sometimes prohibits visitors on campus.</p> <p><i>Lockdown</i> <i>Used when there is a probable threat to the campus.</i></p>	<p>When Lockdown is initiated; teachers and staff will gather students to the closest lockable area and lock all outer doors to that room, turn the lights out and students are instructed to stay quiet. The teacher/staff member stays with the students the entire time. There is no movement by students outside the lockable area until the lockdown has been lifted.</p> <p><b>Parents and Visitors are not allowed to enter a school while it is in lockdown.</b></p> <p><b>Who reviews LPPS Emergency Plans?</b> Each school plan is reviewed by the school crisis team, the central office crisis leader, law enforcement, fire and other emergency responders.</p> <p><b>If there is an evacuation, where will students go?</b> Each school has identified numerous possible alternate locations. Law enforcement, fire and other parish authorities have been advised of these locations, but for security reasons it would be counter-productive to advise of these locations until the actual emergency occurs. In the event that students must be moved to an alternate location, the school board will use the School Messenger System and the LPPS Facebook account to notify parents.</p>	<p><b>Should I pick up my child at school during an Emergency?</b> We strongly encourage parents <b>NOT</b> to come to the school during an emergency unless directed to do so.</p> <p>While every parent's natural instinct in an emergency is to go to the school to safeguard his/her child, please understand that doing so may significantly alter the school's ability to respond to the situation.</p> <p>In addition, going to the school may interfere with police or other emergency workers whose sole purpose is to assure the safety and well being of students and staff. Vehicles driving to the school, for example, will restrict access of emergency vehicles or school buses that are loading children for evacuation or to take them home. While it may seem logical that every student taken home by a parent reduces the workload of the staff, in a fast-moving situation that requires careful coordination and communication, extra vehicles and visitors to the school actually make the task of keeping track of all students more difficult.</p>
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<p><b>Where can I get <u>ACCURATE</u> information during an emergency?</b></p> <p>The school board will utilize the School Messenger System and the LPPS Facebook page to notify parents of where to go to get information on your student and to be reunited with your student. We will also utilize the media to get information out to our parents.</p> <p>LPPS works in conjunction with LPSO, Livingston Office of Homeland Security and Municipalities during emergency situations. A good source of information from the school board can be found on the Livingston Parish Sheriff's Office Facebook page, the Livingston Parish School Board Facebook page. LPPS supplies LPSO with updated information for them to post. <b>Do not go off of comments posted on Facebook pages. Only the information posted directly by LPSO and LPPS is confirmed information.</b></p> <p><b>Ways to report threats of violence made to student(s) and or school(s)</b></p> <p>First, we hope that you feel comfortable enough to report any concerns/threats directly to your school's principal or administrative staff. If this is not a feasible option, we now offer reporting via on-line or phone.</p>	<p>The link to on-line reporting is available on the LPPS website, but is also listed below:</p> <p><a href="https://Lpsb-la.safeschoolsalert.com">https://Lpsb-la.safeschoolsalert.com</a> Or 833-697-1589</p> <p>When reporting via on-line or phone, the more information you can provide will help us effectively investigate this situation.</p> <p><b>Bus Accidents</b></p> <p>When a bus accident occurs, LPPS' first actions are to account and care for each student on board. When students are on the bus during an accident, it is a parish emergency response procedure that fire and ambulance services are sent to the scene. Students will be checked out and parents will be notified, but this notification may take time. If your student reports an injury, you will be contacted immediately from the scene. It is not necessary to come to the accident scene as we will have a bus transport them from the scene to their destination.</p>	<p><b>What can I do to plan ahead?</b></p> <p>The two most important things you as a parent can do are to make certain your child's school and bus driver has up-to-date emergency contact and check out card information. Also, review with your child those that are allowed to check them out when you are unavailable.</p> <p>Being prepared for emergencies is not only a requirement of the State, but is also taken very seriously by the staff and administration of Livingston Parish Public Schools.</p> <p>The purpose of this guide is to assist in answering some questions that parents frequently ask about crisis situations.</p> <p>When disaster strikes, the first consideration for every LPPS staff member is the safety of the children in our care.</p> <p>Questions about the information contained in this guide should be directed to your school's principal.</p> <p><b>LPPS P.O. BOX 1130 LIVINGSTON, LA 70754 (225) 686-7044</b></p>
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## Livingston Parish Public School System 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.

**The LPPS Family Resource Center is housed at  
the Livingston Parish Literacy and Technology,  
9261 Florida Boulevard, Room 142B,  
in Walker, Louisiana.**



**Hours:**

**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.**

**Please feel free to contact the Family Resource Center  
at (225) 667-1098 with any questions.**

## 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](http://bit.ly/IFBGA)  
LPPS Internet Safety, Digital Citizenship, and Cybersecurity information can be found at [bit.ly/LPPSsafety](http://bit.ly/LPPSsafety)



## Carpool Tag Request Form

I would like to request \_\_\_\_\_ (number) carpool tags for this school year. New tags are being issued this year and no more than two per family are available. Please use the tags given when picking up your student.

I understand that I am responsible for distributing these tags to the individuals I have given permission to pick up my child. I further understand that if a carpool tag is not displayed, the vehicle may be asked to pull over so identity can be verified before the child is placed in the vehicle.

These tags will be used to pick up the following children:

Grade	Teacher	Student Name

Carpool tags will be sent home after the office has received the request form from the teacher/parent. Only the names of the children written on this request form will be written on your tag, therefore, being allowed to leave campus with the person occupying the tag. Please email [paige.fontenot@lpsb.org](mailto:paige.fontenot@lpsb.org) with questions.



# COUGAR CONTRIBUTORS

Dear Parents,

I would like to invite you to be a volunteer in your child's school. Volunteering does not mean you have to be at school on a daily basis, unless that is something that you would like to do! Even working parents can help out throughout the year when various opportunities arise. There are lots of things to do after school hours and on weekends during the year. It is a rewarding and beneficial experience for you, the students, and the teachers. We hope you will join us because together, we can make a difference in our children's education!

We welcome any support that you can provide. If you are interested in participating with specific areas, please fill out this volunteer opportunity sheet and return to school tomorrow. Don't forget to check our website that will list volunteering needs that come up during the year. Maybe you will find something you can help out with! Thanks again for your continued support in helping make Seventh Ward Elementary a great place for your child to learn.

-----detach and return-----  
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## Volunteer Opportunities:

Name:

Child's Name:

Teacher/ Grade Level \_\_\_\_\_

Phone Number(s) \_\_\_\_\_ Email: \_\_\_\_\_

Yes, I would like to help in the following areas (place a check in front of all that apply):

### Ongoing at School:

- Library
- Making copies
- Uniform Maintenance (straighten clothes closet)
- Door Decorating/Bulletin Boards
- Organizing or cleaning spaces

### 3-4 Times During Year:

- Pictures
- Cougar Cart (monthly)
- School Fundraisers (counting \$, collecting & distributing candy & other items)
- Decorating for family events

### Donations:

- Small toys/items for Cougar Cart
- Individually wrapped candy for Cougar Cart
- Other \_\_\_\_\_

### One Week During School:

- Book Fair
- Santa's Secret Shop (in December)
- Staff Appreciation Week (Spring)

I am an Exxon employee and can help provide donations through Exxon's volunteer grant.

If you have a special trade and would like to offer your services, please list here: (i.e., flowerbeds, assembling/ installing equipment, painting, etc.)

\_\_\_\_\_  
\_\_\_\_\_

I can be the chairperson for (circle one): Cougar Cart, World's Finest Fundraiser, Pictures, Santa's Shop, Staff Appreciation Week







Parents,

Please read, sign, and return the form to your child's teacher. This signed acknowledgement verifies that you have read the handbook. This acknowledgement will be kept on file at the school. Please feel free to call if you have any questions about the information in the handbook.

Sincerely,

*Laura J. Dunlap*

Principal

**I have received, read, and discussed with my child, the 2023-2024 Seventh Ward Elementary Student Standards Handbook.**

**Child's Name:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

**Please return this form to school.**



