

# Livaudais Middle School

Student Handbook

2023-2024

Vonyotta Johnson, Principal



“Empowering and Inspiring all Students to  
Excel as Life-Long Learners”

Grades: Sixth – Eighth

<https://www.jpschools.org/livaudais>

925 Lamar Ave  
Terrytown, Louisiana 70056

**Mission:** Our mission at Livaudais Middle School is to raise academic achievement by providing opportunities for all students to engage in high quality learning.

**Vision:** Livaudais Middle School's vision is to prepare, encourage and motivate all students so that they are empowered to maximize their potential and become leaders in this ever-evolving world.

Principal Vonyotta Johnson

Assistant Principal Tabbitha Falkins

Dean of Students Toyia Washington-Kendrick

Secretary Sheyla Martinez

Attendance Clerk Carina Hernandez

Accounts Clerk Leatric Kindred

Behavior Interventionist Reginald Joseph

Behavior Interventionist Kimbrelle Kyereh

Counselor Letrise Scott

Social Worker (SPED) Chantel Williams

Counselor (ESL) Tatiana Pino

Plant Manager Gregory LaFrance

Cafeteria Manager Demetrist Pickens

*PBIS Expectations: ROAR*

*Be Respectful*

*Be Organized*

*Be Alert*

*Be Responsible*



*Absences/Tardies/Make-Up Work/Homework Request*

Absences are divided into two categories (1) excused and (2) unexcused. The Louisiana Department of Education has established the following in order to be eligible for promotion to the next grade:

Students can miss no more than **14** days of school to be eligible for promotion. The students will be issued a F\* on their report card. A parent has **15** school days from the issuance of the report card to dispute and clear all attendance and grade issues.

In order for an absence to be classified as excused, it must meet the state guidelines listed below:

1. Extended personal physical or emotional illness as verified by a physician (in writing).
2. Extended hospital stays as verified by a physician (in writing)
3. Extended recuperation from an accident as verified by a physician (in writing).
4. Extended contagious disease within a family as verified by a physician (in writing).
5. Prior school system approved travel for education (see principal).
6. Death in family not to exceed one week (bring copy of obituary).
7. Natural catastrophe and/or disaster.
8. For any other extenuating circumstances parents must make a formal appeal in accordance with the due process procedures established by the LEA.

**NOTE: Students who are not in attendance for the school day may not participate in any school functions or extracurricular activities on that day (dances, plays, practice, sports, etc.)**

### *Make Up Seat Time (MUST)*

Students may recover days absent by participating in the school's Make Up Seat Time (Must) Program. MUST is recovered using a district approved online learning program. Students are allowed to use PLATO or face-to-face instruction settings with a certified teacher. Students may recover time by completing academic assignments before school, during lunch, after-school, weekends, and/or holidays.

After satisfying the requirements of the Must Program, students who previously earned a passing grade in the class will receive credit for the grade they earned. The following process must be followed:

1. The MUST Program facilitator will submit a MUST Program Completion Form to the principal who will sign the form for final approval.
2. The principal will forward the approved form to the Assistant Principal or Designee who will remove the F\* in JCampus.
3. All forms must be scanned into the student's record in JCampus. All MUST minutes must be completed by January 2023 for half year courses and May 2023 for full-year courses.

### *Accidents/Emergency Cards*

**AN EMERGENCY CARD MUST BE ONFILE IN THE OFFICE FOR EACH STUDENT.** It is the responsibility of the parent to have the emergency card updated as the need arises (change of address, phone number, etc.) Students should report all accidents to the nearest teacher or administrator who will complete an accident/incident report, which will be kept on file. All accident reports will be completed within 72 hours of being reported.

### *Activities/Athletics*

All activities such as athletic events, dances, group practices, etc. are extensions of the school day and all behavior expectations in the handbook apply. Students who are suspended from school may NOT attend any school related activity on the days they are suspended from school. This includes but is not limited to athletic events, dances and group practices.

### *Band*

Band Membership is a school-year long commitment. Once a student has chosen band as an elective they will **NOT** be allowed to alter their schedule.

### *Arrival*

Students may not arrive on campus before 7:00 A.M. No student should be dropped off before 7:00 A. M. unsupervised. Students will enter the building through the gym doors. Breakfast is served in the cafeteria beginning at 7:00 A.M. – 7:20 A. M.

### *Dismissal*

Dismissal begins at 2:20 P.M. Students must exit the campus at dismissal time unless they are participating in an extra-curricular activity, athletic practice, tutoring, or serving a detention. Car riders may be picked up from Leaf Street. Walkers should exit the building and cross Leaf Street with the assistance of teachers on duty. Bus riders must wait until their assigned bus is called over the public address system. When their bus is called, they must exit the classroom and report to their assigned bus. Any student leaving the classroom before their bus is called will receive disciplinary consequences.

### *Late Pick Up*

Students are released at 2:20pm. All students **MUST** be picked up by 2:45pm. When a student is NOT picked up by 2:45pm the appropriate police department will be called after 2:45pm. If a parent is habitually late picking up their child, the school will report it to FINS (Family in Need of Services)

### *Attire for Special Events*

If an outfit is questionable, a student is encouraged to provide administration with a front and back picture of the student in the outfit for review.

### *Bus Behavior*

All school rules apply on the bus, at the bus stop, and on the way to and from the bus stop. Students only ride the bus they are assigned by JP Transportation. Notes for changes have to be approved by administration and the JP Transportation Department.

### *Cafeteria*

Observance of all of the following rules will make eating in the café a pleasant experience for everyone.

1. Arrive for lunch on time.
2. Sit at your assigned table.
3. Keep food on your plate.
4. Make certain the table is clean when leaving.
5. All trash should be placed in garbage cans.
6. Students are NOT allowed in classrooms during breakfast or lunch unless they have a pass from the teacher.
7. Food and drink purchased from the café must be consumed in the café.

### *Cell Phone Policy*

**Cell Phones and Ear Bud usage is prohibited on campus. If these items are visible or audible, they will be confiscated. Social media posts during school hours are prohibited.**

1. During the instructional day, cell phones must remain out of sight and **COMPLETELY OFF**. 2. If students need to place an emergency phone call during the day, they should request to go to the front office to use an office phone.
3. Students will receive a disciplinary action (IN School Suspension/Out of School Suspension) if their use of their cell phone disrupts the school's educational environment. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, violating other school rules.
4. The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must properly secure and take care of their own phones.

The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engage in bullying or harassment of other students may result in suspension.

### *Consequences for Misuse*

#### *First Offense:* Warning/Parent Conference

The student's cell phone will be confiscated by a staff member and held in the main office until the end of the school day. A faculty member will contact the student's parent and review the school's cell phone policy with student and parent.

#### *Second Offense:*

The student's cell phone will be confiscated by a staff member and held in the main office until a parent picks up the cell phone between 2:00 pm and 2:40 pm of that day. This is the only time cell phones can be picked up! Students will also receive detention.

#### *Third Offense:*

The student's cell phone will be confiscated by a staff member and held in the main office until a parent picks up the cell phone between 2:00 pm and 2:40 pm of that day. This is the only time cell phones can be picked up! Students will also receive an **In- School Suspension**.

#### *Fourth Offense:*

The student's cell phone will be confiscated by a staff member and held in the main office until a parent picks up the cell phone between 2:00 pm and 2:40 pm of that day. This is the only time cell phones can be picked up! Students will also receive an **Out of School Suspension**.

### *Clubs and Organizations*

Students are encouraged to participate in clubs/organizations. **All academic eligibility requirements are strictly enforced.**

### *Discipline Paperwork*

Students who are issued detentions, parental conferences, and suspensions are required to bring the paperwork home to a parent/guardian. The parent is to sign the paperwork and return it with the student the next day. Students who receive detentions are not allowed to attend the detention without the detention notice and parent signature. Students who are issued parental conferences and suspensions are required to attend a meeting at the school with a parent or guardian to discuss behavior concerns. Students are not allowed to return to school without a parent/guardian. Students who do not return paperwork or do not attend scheduled conferences are subject to further disciplinary action.

### *Dress Down Days*

**Students may NOT wear:**

1. T-shirts with violence, offensive, or illegal images
2. Midriff shirts, immodest necklines, sleeveless shirts, tank tops, or halter tops
3. Backless or open-toes shoes
4. Jeans/pants with holes or Pants worn below the waist
5. Skirts
6. Leggings as pants or skirts that do not follow the guidelines of the dress down policy.

### *Emergency Evacuation*

The purpose of evacuation drills is to safeguard the students in the event of an actual emergency. Students who do not follow the guidelines for evacuation are subject to disciplinary action. 1. An Emergency Map is posted in each classroom/office with the exit route outlined by the teacher. 2. Evacuation Drills will be practiced throughout the year for fire, tornado, lockdown etc. 3. When the Emergency Signal is given:

- a. students will leave the classroom in an orderly manner. Books/Chromebooks should be left in the classroom.
- b. students will move quietly and quickly through the halls and out of the building.
- c. students will follow the teacher to the assigned area, stand quietly, and wait for the return signal.
- d. students will return into the building following their teacher.

***End of School Day-Check Outs: No Check Outs After 2:00 p.m.*** The end of the day is 2:20 p.m. Early check outs add up cumulatively and causes loss of instructional minutes which counts toward absences. Proper identification is required when checking all students out of school. Proper identification means: a valid picture I.D., passport or state identification card for non-drivers and the person **MUST be on the student's Emergency Card.**

### *Excessive Public Displays of Affection*

The school environment is not the place for displays of affection. Students are to refrain from kissing, hugging, holding hands etc. Failure to comply will result in a parental conference and further disciplinary actions.

### *Field Trips*

Field trips enrich and expand the curriculum through vicarious learning opportunities. We encourage all of our students to partake in these rewarding first hand experiences. Prior to participating in school sponsored field trips, all student must return the completed field trip form signed by a parent/guardian. All students must report to school before leaving for the field trip and return to school after the field trip is over.

### *Financial Obligations*

All financial obligations must be met before students will be allowed to participate in field trips or any class function. This includes student fees.

### *Grading Policy/Student Progress Center*

A student's grade in a subject or course for a nine-week period is determined by the Jefferson Parish Schools. The numerical equivalents of letter grades are:

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

Parents can monitor student grades and discipline records on JCampus Student Progress Center. Please use this link <http://jpschools.org/jppss-parent-will-keep-up-with-student-info-on-a-new-system/> to sign up.

### *Hallways*

Students are expected to demonstrate good manners in the hallways. There should be no running, pushing, whistling, play fighting or loitering. Students are not permitted in the halls during class time, breakfast, lunch, or after school unless they have a pass from a teacher or administrator.

### *Homework Requests for Absent Students*

Students are enrolled in Google Classroom(s) for all classes on their schedule. Assignments are posted in the Google Classrooms by teachers regularly. This includes classwork and homework



assignments. If a student is absent from school, he/she should check Google classroom for assignments, complete them, and submit for a grade. **There are no exceptions for not completing any assignments.**

If a student is absent for an extended period (5 or more days), please contact the front office as well as the student's teacher, informing them of the absences. Again, all assignments will be posted in Google Classroom.

### *Interim Reports/Student Progress Center*

Reports are issued to all students each grading period. Student grades are also available on the Student Progress Center. Parents are urged to contact teachers if their child is in danger of failing. Students enrolled in Special Education will receive progress every 9 weeks along with their report cards. **Parents are granted access to the Student Progress Center by visiting the school and receiving the necessary documentation from the secretary.**

### *Lost and Found*

Students finding any items at school should turn it in to the main office where it can be claimed by the owner. The school will not assume responsibility for missing items including textbooks and personal property. The lost and found will be cleaned weekly and items will be donated to charity.

### *Medication Policy*

The parent/legal guardian is advised to give medication to the student at home on a schedule other than during school hours. For complete details on medicine administered at school, please go to <http://jpschools.org/families/student-policies>. In brief it states that no medicine, not even aspirin, Pepto Bismol, etc. may be taken by a child in school unless there are written instructions both from the doctor and parent. This includes inhalers. Medication in a student's possession will be confiscated and he/she will be subject to disciplinary action.

### *Metal Detectors*

In order to provide a safe environment for students and employees of the Jefferson Parish Public School System, the School Board has authorized the use of hand-held metal detectors in random searches on school grounds. This is in addition to searches due to "probable cause." This policy allows for random searches of backpacks, purses, desks, buildings, lockers, areas, and grounds, the person of the student or non-student entering public buildings/grounds, or cars, with a hand held metal detector. It also covers searches due to probable cause.

### *Parties*

Parties are prohibited. Students are not allowed to bring cakes, cupcakes, candy, snacks or treats to share with classmates or friends.

### *Play Fighting/Roughhousing/Horse Playing*

**Play fighting is prohibited!** It will be treated as a fight. All students are encouraged to keep their hands to themselves. Students who do not follow the guidelines for appropriate school behaviors are subject to disciplinary action by administration.

### *Restroom Passes*

At the beginning of the school year, each student will receive one restroom pass. It is the student's responsibility to keep up with their pass. Replacement passes are \$1.00 and can be purchased in the office. Restrooms are opened and available for students during breakfast, lunch and physical education classes. Students are not allowed to use restrooms during class except for emergencies. They will be locked for the first fifteen minutes of class and the last fifteen minutes of class. If an emergency arises during class, the student is to request permission from the teacher. The teacher will sign their pass and they may proceed to the restroom. The hall monitor must sign their pass before entering and exiting the restroom. Fraudulent use of a pass will result in disciplinary action. Once a pass is full, the student may turn it into the office for another pass. There is no additional cost.

### *School Bag/Purse Policy*

**NO BACKPACKS OR SCHOOL BAGS ALLOWED.** Purses are allowed for girls, but they **MUST NOT be large enough for a notebook to fit inside. Purses may not be used as school bags.** Sports or cheering bags must be clear/mesh and checked in to their sponsor.

### *School Closings*

In case of severe weather-storms, low temperatures, etc., official announcements for closing may be heard over the radio station WWL 870 (AM station), JP Schools app, or the JPschools.org website.

### *Selling*

Students are not allowed to sell items to each other. All items will be confiscated and students are subject to disciplinary actions.

### *Single Point of Entry/Visitors*

Jefferson Parish School System has established a single point of entry for each school for the safety of everyone. When arriving at school, ring the buzzer at the gate then the office staff will let you into the school. Report directly to the office. All visitors must sign in at the front office. Please be reminded that items are not allowed to be exchanged with a student at the gate. This includes food, clothes, shoes, etc. All items **MUST** be brought to the office for distribution. Failure to follow this policy will warrant discipline action to a student. Students are not allowed to bring guests to school.

### *Student Behavior Code*

Inappropriate behavior will result in disciplinary action, which may include detention, suspension, expulsion and/or arrest.

Inappropriate behaviors include, but are not limited to:

1. Fighting, instigating a fight, recording a fight, disruption, or interferences with curricular or extracurricular activities. **All individuals who participate in fighting will be suspended and must attend the Violence Prevention Saturday Class at West Jefferson High School with an adult. The cost of the class is \$75.00.**
2. Damage or destruction of school property or private property.
3. Possession of a weapon or any items, which may be used as a weapon.
4. Possession or use of narcotics, alcoholic beverages and other dangerous drugs while at school or any related school activity. Entering the campus while under the influence of any controlled substance or alcohol.
5. Violation of student uniform/dress code.
6. Use of possession of cigarettes, e-cigarettes, vapors, coil tanks, lighters, matches, or fireworks.
7. Stealing or possession of stolen or lost private property.
8. Violation of attendance rules and/or truancy policy. Leaving campus/class or cutting class without proper permission.
9. Insubordination or disrespect toward a school board employee.
10. Inappropriate display of affection while on school premises or related activity.
11. Use of profanity or obscenity (written or verbal) including obscene gestures, signs, pictures or publications.
12. Turning the light out in the classroom without permission.
13. Inappropriate use of communication/electronic devices and computers.
14. Bullying another student **(Any student who chooses to participate in bullying will be suspended, and must attend the Violence Prevention Saturday Class at West Jefferson High School. The cost of the class is \$75.00)**

Any acts that are not listed above but interfere with instruction or present a safety hazard are subject to disciplinary action.

### *Student's Signature*

The student's signature on a behavior report, interim report, detention notice, suspension notice, etc. simply means that the student received a copy of the document. It does not necessarily indicate that the student agrees with the contents of the document.

### *Substance Abuse Policy*

See <http://jpschools.org/families/student-policies>.

### *Tardiness to School*

Any student arriving after the start of the school day, 7:20 am. will be considered tardy or late for school. **A parent/guardian must accompany the tardy student into the office to sign the tardy sheet.** A tardy slip will be issued admitting the student to class. **If an adult does not accompany the student, he/she will have to remain in behavior intervention until an adult signs them into school.** Note: Instructional minutes that are missed due to excessive tardiness counts toward absences. Students arriving to school after the tardy bell will be subject to progressive disciplinary action as follows:

- 1<sup>st</sup> Offense Warning
- 2<sup>nd</sup> Offense Parent Conference
- 3<sup>rd</sup> Offense Detention
- 4<sup>th</sup> Offense In School Suspension (ISS)

## 5th Offense Out of School Suspension (OSS)

### *Tardy to Class*

All students must quickly transition to class. Tardy sweeps take place periodically. Students who arrive late to class must be marked tardy by the classroom teachers and will not be allowed to obtain a pass from anywhere, including the office. The office will only issue a pass to those students who have been detained by an administrator. Students arriving after the tardy bell will be subject to progressive action as follows:

### *Tardiness to Class Consequences*

- 1<sup>st</sup> Offense Warning
- 2<sup>nd</sup> Offense Parent Conference
- 3<sup>rd</sup> Offense Detention
- 4<sup>th</sup> Offense In School Suspension (ISS)
- 5th Offense Out of School Suspension (OSS)

### *Threat of Violence/Bullying/Social Media*

\*Any threat of violence shall be reported to administration during school hours immediately and appropriate action will be taken.

\* All threats of violence will be taken seriously. There are NO such things as jokes when it come to a threat of violence or suicide. The police, school system, parents, and community will be notified. Parents will be required to have students assessed by a mental health professional. Students are subject to disciplinary consequences and/or arrest.

\* If a threat of violence, suicide, or incident occurs before school hours, after school hours, on the weekend, or at home, then contact the police at 911 for assistance. This will defer additional problems throughout the night and into the morning.

\*Avoid using social media for violence, drugs, sexually explicit information, and or medical issues. This includes threats of violence, suicide, accidents, and/or incidents. As mandatory reporters we are required to complete special reports as needed.

\*It is the responsibility of the student to report any hostile attempt directed at him/her immediately.

See <http://jpschools.org/families/student-policies>.

### *Unauthorized Areas*

Students are subject to disciplinary action when found in unauthorized areas. During class time, a student must have a pass to be in any area other than the classroom.

### *Unauthorized Items*

#### **1. Laser Pointers**

2. Wireless headphones (example AirPods)
3. Water/toy guns and/or other toy/look-alike weapons
4. Fidget spinners
5. Cigarettes, e-cigarettes, vapor, chewing tobacco, alcohol, medication, drugs and drug paraphernalia of any kind
6. Weapons, including pocket knives, or look alike weapons of any kind
7. Fireworks of any kind, lighters, matches
8. Glass containers
9. Obscene materials
10. Clothing, including socks, that depict alcohol, drugs, violence or sexual content.
11. Blankets or large towels
12. Sums of money \$50 or more will be reported to parent/guardian
13. Rat-tail Combs or metal picks
14. Any item not on this list and deemed inappropriate, distracting or disturbing to others by administration

### *Uniform Policy*

All students must wear their school uniform daily. If students are not properly dressed, they will be directed to the front office to call home. Students will remain in behavior intervention until a parent/guardian brings them the proper attire.

- 6<sup>th</sup> Graders: Gray Livaudais polo shirt, khaki pants, belt, and athletic shoes.
- 7<sup>th</sup> Graders: Navy blue Livaudais polo shirt, khaki pants, belt, and athletic shoes.
- 8<sup>th</sup> Graders: Powder blue Livaudais polo shirt, khaki pants, belt, and athletic shoes. • **(Cargo, cell phone pockets, American Eagle, joggers or skinny leg pants are NOT Allowed.)** • Shirts must be tucked in at all times.
- Students can wear any color of tennis shoes. **Boots, heels, sandals, boat shoes, baby doll shoes and Crocs are NOT ALLOWED.**
- **NO Backpacks or School Bags are ALLOWED!** Large purses, or athletic bags are NOT ALLOWED. • **Only Livaudais sweatshirts may be worn!**
- **PE uniforms** are sold at the beginning of the school year and **are required for all students enrolled in PE class.**
- **Hoodies (Pullover or Zip Up) are NOT ALLOWED. They will be confiscated.**
- **Hats, shower caps, do rags, or bandannas are NOT ALLOWED.**
- **Girls can only wear stud earrings. Hoops are not Allowed.**

Students who have sweatshirts/hoodies confiscated in the morning will be able to retrieve their items on Friday afternoon. Livaudais WILL NOT be responsible for any of these items being stolen or damaged. Any sweatshirts/hoodies not picked up on Fridays will be donated to Goodwill.

### *Withdrawal from School*

A parent must come to school to officially withdraw a student. A parent's signature is required on the form.

