

Class Schedule for _____ Student ID# _____

	Room Number	Class	Teacher
Homeroom			
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

Bus Driver's Name _____ Animal _____

Bus Breakdown Driver _____ Animal _____

A. Philosophy of Albany Middle School

The faculty and administration of Albany Middle School believes that all students must have the opportunity to receive a sound, basic education which will help the individual develop mentally, physically, socially, morally, and emotionally. We believe that it is our task to prepare the students to be productive, responsible members of the American society. We believe that firm but fair discipline will direct students to develop a sense of respect for themselves, other people, and persons in authority. We believe that each student and the families they represent are to be treated as worthy of respect. We seek to involve parents and the community in all phases of development and growth. We commit to actively engaging in self-evaluation for the purpose of becoming the most effective educators that we can be. We do not discriminate based upon sex, race, or creed.

B. Guidelines and Expectations

In order to keep each child in the safest possible environment while on our campus, we have set high expectations for student behavior at Albany Middle School. Any inappropriate behavior while in the common areas (halls, lunchroom, bus loading area, etc.) will be dealt with in accordance with the school wide student discipline plan for common areas found in the handbook.

C. Discipline

As stated in the Livingston Parish Policy:

- Every teacher in the public-school system is authorized to hold each pupil to a strict accountability for any disorderly conduct in school, or in the common areas of the school, on the street or while going to or returning from school, during any school activity away from the school or during lunch time. This specifically includes behavior of students while being transported to and from school on a school bus.
- Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any student(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or the school.
- Students who regularly disrupt the school environment shall be considered as delinquent and may be reported by school personnel to the juvenile court.

D. Student Conduct (LPSB Policy JCD-R)

In fulfilling his obligation each pupil shall:

- Comply with all regulations of the Livingston Parish School Board
- Recognize the authority of all teachers and other school personnel
- Abstain from gambling, immorality, profanity, hazing, fighting, extortion, use/or possession of tobacco, juuls, vapes, narcotics, or intoxicating liquors, or the possession of any instrument capable of inflicting bodily harm
- Refrain from willfully damaging, defacing or destroying school property or illegally entering school buildings
- Be regular in school attendance and on time; strive to do his/her best in all areas of school
- Abide by all regulations set by the school regarding travel to and from school, on buses, and use and operation of private vehicles on the school grounds
- Comply with regular rules and regulations of the School Board while attending any activities sponsored by the school

E. Student Transportation

Parents are asked to complete a Student Information card and send it back to the school immediately. Please check whether your child's means of transportation to and from school will be by bus (indicate bus driver's name and bus animal) or by private vehicle. Also list the names of those persons having your permission to pick your child up. We will NOT allow a child to leave school with anyone other than those persons listed. AMS students are not allowed to drive on this campus to and from school. Students may not ride a bike to school. Only students living within a safe walking distance will be allowed to walk. We ask that parents of walkers please stress the importance of safety to your child as we constantly get reports of students placing themselves in unsafe situations while coming to and from school.

F. Bus Loading

- The bus loading area is off limits to vehicular traffic. The safety of your child is our number one priority; therefore, the following procedures must be adhered to in order to keep bus loading as safe as possible for all our students.
- All students must walk in an orderly manner to the bus loading area.
- No loud talking, horse playing, running, pushing, or shoving will be allowed.
- No student is allowed to walk in front of, in back of, or in between buses at any time during bus loading.
- Students are expected to follow the bus riding rules on the bus. Bus Information form and the Bus Ridership form must be signed by all parents and students and returned to school. Students should arrive at designated bus stops at least ten (10) minutes before the scheduled arrival time of the bus. Students should remain safely away from the approaching bus and from other vehicular traffic in the area.
- Due to the overcrowding of our buses, students may only ride their assigned bus. Glass containers, flowers, balloons, etc. are not allowed on campus including school buses.

G. Bus Riding Rules

In order to provide your child and the children on the bus the safest possible transportation we are utilizing the following rules and procedures. All students must be held to a strict accountability for their behavior while being transported by the bus. It is critical that bus drivers are respected and not distracted by any inappropriate student behavior, in order to assure that the safest possible environment is maintained while all students are being transported. We cannot tolerate students stopping the bus driver from doing their job or preventing the safe transportation of students. Severe or habitual violations of bus rules will result in the student being removed from the school bus for the remainder of the school year.

- Follow the directions of the bus driver at all times.
- Stay in your assigned seat and no loud noise is allowed on the bus.
- Keep all your body parts on the bus and to yourself.
- No eating, drinking, smoking, spitting or littering on the bus. Only water will be allowed on the bus.
- Do not damage or deface the bus in any way.
- Improper conduct on school buses will be reported to the administration. Flagrant misconduct on school buses will result in the loss of the privilege of riding these buses. Four bus suspension will result in complete loss of bus privilege.
- All school rules apply while on the bus.
- Fighting or any other major discipline issues on the school bus may result in suspension from school.
- Disciplinary measures will be imposed for offenses other than those listed here as the need arises and at the discretion of the school administration.

Albany Middle School Bus / Bus Stop Infractions

Offense	Detention	Short Term Suspension	Long Term Suspension	Bus Suspension	Expulsion
Distracting Driver	X	X	X	X	
Getting on or off at the wrong stop/no permission to ride bus	X	X		X	
Not staying in seat	X	X	X	X	X
Throwing Objects out of or in bus **	X	X	X	X	

***All campus infractions and disciplinary actions are recognized on the bus or at the bus stop as well.**

****Students are responsible for cost of damages.**

H. Bus Unloading

- Students are expected to exit the bus in a safe manner as follows:
- Students are expected to walk off the bus in a single file line.
- No pushing, shoving, running, etc. will be allowed.
- All students are to walk immediately to the breakfast area or designated commons area, depending upon arrival.
- At no time may a student re-enter the bus turn around area.

I. Car Riders

Students are not allowed to be dropped off or picked up anywhere else on campus except at the parent drop off area. Morning drop-off time begins at 6:55 a.m. **DO NOT COME TO CARPOOL BEFORE 6:45 A.M. AND 1:45 P.M.**

The circular drive in front of the multi-purpose area is Albany Middle School's designated parent pick-up and drop-off area. To assure student safety each vehicle must come to a complete stop, and wait for the student(s) to reach the sidewalk before driving on. Please be courteous of other parents and do not block the driveway if you have to stop to talk or get out of your vehicle. In these instances, we ask that you park in the "visitor parking lot" and come in. Do not block the bus drive. Please be very careful and travel at a minimum speed while on this campus – students may dart out in front of your car. **DO NOT USE A CELL PHONE IN CARPOOL.**

J. Attendance Requirements (LPSB Policy JB)

1. Students must be present at least 167 days per year to be eligible to receive credit for courses taken. *
2. Students must be present at least 167 class periods in a course to be eligible to receive credit for the course taken. *
This is monitored closely each year by the state as all student attendance is on computer and accessible to them.
Students are only allowed to miss 10 unexcused days per school year.
3. Students who arrive at school after the homeroom bell must report to the office to get a tardy slip. The student must present the slip to the respective class teacher. The office will indicate on the slip whether tardiness is excused or unexcused. A parent or adult must come in to the office with the students if they arrive after the homeroom bell has rung.

*Exception can be made only in the event of personal illness, as verified by physician and/or other extenuating circumstances as approved by the Parish Supervisor of Child Welfare and Attendance, in consultation with the principal.

Excuses, Tardiness and Absences (LPSB Policy JB)

If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. A doctor's written statement of student's incapacity to attend school is acceptable. All excuses for student's absence, including physician's verification of extended personal illness must be presented **within five school days** of students return to school, or student will be unexcused and not allowed to make up work missed.

Remember all students must be in attendance at least 167 days and/or class periods in order to be considered for passing each course. The only other consideration in overriding this state requirement will be extenuating circumstances for extended illness as verified by doctor's statements. Remember- students may only miss 10 unexcused days! When a student receives his/her 5th unexcused tardy, whether for unexcused tardiness to school in the morning or to class during the day, during each semester, disciplinary actions will be imposed for each unexcused tardy which the student receives for the remainder of that semester.

TARDIES AND/ OR CHECK OUTS WILL BE COUNTED AS AN ABSENCE IN THE CLASSES MISSED INCLUSIVE TO THE STUDENTS' TOTAL ABSENCES FOR THE SCHOOL YEAR. Students are encouraged to go to the restroom before school, between classes and during lunch. If a student needs to leave the classroom to go to the restroom, he/she will receive an unexcused tardy.

Early Check Out of Students (LPSB Policy JB)

Should a parent or guardian need to take his/her child out of school during the day, the parent or guardian must come to the office and officially sign the child out of school. This is for the child's protection. Reasons for removal, other than those involving emergencies, sickness or death, are not excused. Five unexcused checkouts may lead to consequences similar to the consequences for unexcused tardiness as mentioned above.

IDENTIFICATION IS NECESSARY FOR CHECKING OUT STUDENTS -we are not familiar with all parents, relatives and friends on your list; we will need to see an id. Only persons on file as authorized by the student information card will be allowed to check out your child.

K. Student Insurance Program (LPSB Policy JGA)

Low-rate group accident insurance will be made available to all students. Parents will be informed of this insurance annually and urged to purchase it. The Board shall not assume liability for accidents to students.

Release Form for Athletes

All students engaging in interscholastic sports shall be required to fill out a form on which is stated that the school or Board will not assume liability for accidents or injury to students. Parent must sign this release form before the student will be permitted to participate in athletics. In addition, all students will be required to show proof of insurance and physical before participating in any athletics or cheerleading.

L. SCHOOL UNIFORM DRESS CODE

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

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

NOTIFICATION

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

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

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

DRESS AND PERSONAL GROOMING

It is the responsibility of each student to use good judgment regarding appearance and attire. Cleanliness shall be a basic consideration. Any complaint concerning a student's dress and appearance shall be addressed by the particular school's administration. The principal of the particular school shall make the final decision as to what is considered proper attire and appearance. In the event that health and medical considerations for a particular student require an exception to the Dress Code, the principal of the particular school shall determine that exception and make his/her faculty and staff aware of the exception.

The following guidelines have been established regarding all students' dress and appearance:

1. Styles of dress and grooming never should be such that they represent a collective or individual protest.
2. Appropriate footwear must be worn to school (no shower shoes, flip-flops).
3. Caps, hats, unprescribed glasses are not permitted.
4. Patches, decorations, slogans, symbols, tags, marks, or advertisements are prohibited. (Examples: beer, cigarettes, drugs, obscene suggestions, sexual connotations, political, etc.)
5. Earrings are allowed for students provided they are not a safety concern or a distraction on campus.
6. Piercings, other than ears, are not permitted. Clear (concise stud only) pierce hole fillers are allowed for nose rings.
7. Jewelry, including earrings, worn during the school day should be a size and dimension that is not a safety concern or a distraction on campus.
8. Hair should be neat, clean, and out of the student's eyes. Students should have natural hair color. Extreme unnatural colors are not allowed. Sculptured hair styles that include pictures, symbols, letters, numbers, or hair curlers, rollers or excessively teased will not be permitted. Principals have discretion if a hairstyle including accessories interferes with learning.
9. Neatly groomed facial hair is acceptable, including mustaches, beards and goatees.
10. Tattoos that are vulgar, obscene, political, offensive or otherwise disruptive to the school environment are not permitted and must be covered at all times.
11. Foundation garments must be worn.
12. Dress during any period where uniforms are not required, such as special event days, or for transferring students, shall be consistent with the intent and spirit of the School Uniform Dress Code.

Dress Code in Special Classes

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

SCHOOL UNIFORM DRESS CODE

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

Grades Pre-Kindergarten - 12:

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

Shirt:

- Solid color: Navy blue or white.
- Polo: (golf-boxed, hemmed) two, three or four buttons at the top front with collar (Short or Long sleeves) - Elementary students shall be encouraged to tuck in shirts. Middle/Junior High and High school students shall be required to tuck in shirts.
- Oxford/dress shirt (short or long sleeves) Elementary students shall be encouraged to tuck in shirts. Middle/Junior High and High school students shall be required to tuck in shirts.
- Designs, emblems, insignias, monograms and logos are prohibited.
- Under-shirts and t-shirts, if worn must be white, gray or black and can only be worn underneath the standard uniform.
- If applicable, school issued spirit shirt may be worn in place of the uniform polo on designated day set by the principal. Shall not exceed one time per week.

Pants, Skirts, Shorts, Skorts, Jumpers:

- Solid color: Khaki
- No jean, knit, joggng, stretch, cargo, capri, or cropped styles.
- Appropriate fit: not too loose, not too tight; no sagging.
- Elementary students may have elastic waist pants with or without belt loops (belts are optional, but encouraged).
- Middle/junior/high school students' pants must have belt loops and a belt is mandatory
- Must be worn at waistline,
- Skirts should be to top of kneecap.
- Jumpers should be to top of kneecap; not allowed for 9-12.
- Shorts/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.

Socks/Hose/Tights:

If worn...

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

Pullovers:

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

Shoes:

- Closed-toe and closed-heel shoes are mandatory (tennis shoes, dress shoes, casual shoes or slip-on shoes or boots).
- Footwear shall not extend above the knee.
- Shoes shall be properly tied or strapped, if applicable.

Coats:

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

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

Student Compliance With the Uniform Dress Code:

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

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

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

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

Progressive Disciplinary Action:

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

1st – 3rd Offense: Notification sent home to parents via student.

4th – 6th Offense: After School Detention and direct verbal parent/guardian notification per incident.

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

DRESS FOR PHYSICAL EDUCATION

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

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

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

Schools may sell uniforms to students as a service, but students shall not be required to buy uniforms from the school. Students shall not be required to purchase new uniforms each year if their present uniforms are in acceptable condition and fit properly.

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

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

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

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

BODY ARMOR

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

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

M. General Student Conduct

- Any conduct which causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes with the health, safety or well-being, or the rights of themselves or others is prohibited. Bullying, cyber bullying, harassment or intimidation of any kind will not be tolerated. Students should report such behavior to a teacher or administrator. The incident will be investigated and appropriate action will be taken.
- The preceding is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized here. The following is a list of the main areas of conduct which may lead to: Detention, Confiscation of Material, Probation, Suspension and Expulsion. These disciplinary measures shall be administered in accordance with Board Policy and with the standards established by state law.
- Any use of abuse, violence, force, noise, coercion, threat intimidation, fear, insubordination, or any similar conduct in a manner that causes an interference with school purposes or violates another person's rights.
- Intentional false communication, verbal or written, or the presence of a bomb or other explosive device.
- The willful causing or attempting to cause damage to private or school property.
- Stealing or attempting to steal private or school property.
- Causing or attempting to cause physical injury to oneself or others, including the throwing of objects, or verbal threats.
- Extortion or the attempt to extort money or anything of value.
- Knowingly possessing, handling or transmitting any object or material that could be considered a weapon.
- Engaging in the use or possession of tobacco, juuls, vapes, alcoholic beverages, narcotics, drugs or other controlled substances.
- Truancy or failure to attend assigned classes or scheduled activities.
- Using language which by school standards is considered vulgar, obscene, sarcastic, threatening, intimidating or profane.
- Repeated violation of any valid rules of conduct established by the Livingston Parish School Board.
- Loitering on school property before or after classes.
- Causing a false fire alarm.
- Engaging in any other activity forbidden by the laws of the United States and the State of Louisiana.
- Public display of inappropriate affection.
- Public indecency.
- Using actions and/or gestures denoting disrespect. Students, teachers, and staff members are to be addressed courteously and with respect.
- Use and possession of gum, candy, or any other foods not allowed at school.
- No loud talking will be allowed in the halls or walkways while changing classes or going to assembly.
- Students will help keep buildings and grounds neat and clean. Do not drop paper, wrappers, cold drink cups or other waste materials on the floor, in halls, passageways or grounds, but place them in trash cans. Candy, potato chips, cold drinks, etc. are not to be consumed in the classroom or halls.
- Keep restrooms neat and free from abuse of any kind.
- Suspended students will not take part in any school activity.
- If student becomes ill, he/she must complete a sick-slip and post outside of the classroom. If it is not picked up by the end of class, the student should bring it to the office on the way to their next class. The office staff will then contact parent/guardian.
- Do not adjust windows, blinds, shades, heaters, or air conditioners. This is only done by the teacher or custodian.
- Use only your desk or desk assigned. Keep away from others' desks and their materials. Clean your desk out when you leave a class.
- Students will not remain or return after school for practice or group meetings unless a teacher is present.
- Students must have written permission from parent/guardian and approved by the principal in advance to get off their assigned bus at any place other than their home.
- Absolutely no medication, prescription or non-prescription, allowed on school campus.
- Threatening notes are absolutely prohibited - Serious consequences will be enforced.
- AMS adheres to due process regulations before imposing disciplinary action. Parents have the right to appeal any decision and may contact the Assistant Superintendent to pursue further action.
- Disciplinary measures will be imposed for offenses other than those listed here as the need arises and at the discretion of the school administration.

Albany Middle School Campus Infractions

Offense	In School Detention	Detention	Short Term Suspension	Long Term Suspension	Expulsion
Academic dishonesty / cheating	X	X	X	X	X
Alteration of grade reporting, medical excuse, school documents, etc.		X	X	X	
Buying / selling personal items at school	X	X	X		
Chewing gum (no warning)		X			
Disrespect for authority		X	X	X	X
Disruptive/uncooperative behavior	X	X	X		
Failure to attend detention (unexcused)			X		
Failure to comply with detention rules			X		
Failure to do/complete punish work (after being doubled by school personnel)	1	2	3 (suspension until completed)		
False charges against authority				X	X
Fighting				3 Days	
Fighting (Continuing to fight after told to stop)				5 Days	
Fighting (Multiple Offenses)				5-9 Days	
Forgery of administrator, teacher, or parent's signature		X	X	X	
Groom and Dress violations		X	X		
Harassing/threatening school personnel				X	X
Harassing/threatening student		X	X	X	X
Instigating a fight/major disturbance			X	X	X
Leaving Campus			X	X	
Leaving class without permission		X	X		
Lying to school personnel		X	X		
Major disturbance			X	X	X
Minor disturbance	X	X	X		
Misuse of cell phones (1 st offense)		X	X	X	X
Misuse of cell phones (2 nd and subsequent offenses)			X	X	X
Possession of inappropriate personal items (trading cards, playing cards, electronic devices, etc)	X	X			
Profane language	X	X	X		
Public display of affection	X	X	X	X	X
Shirt Untucked / Hood on inside		1-4	5 or more		
Smoking, dipping, vaping, possession			X	X	
Stealing			X	X	X
Student trespassing; unauthorized area	X	X	X	X	
Tardies 1 ST Hour		4,5	6 or more		
Tardies 2 nd -7 th Hour		3,4,5	6 or more		
Unacceptable / Unauthorized use of computers	X	X	X	X	X
Vandalism		X	X	X	X
Willful disobedience	X	X	X	X	X

*** Administration reserves the right to make changes as needed**

Academic Dishonesty/Cheating:

First offense: Parent contact by the teacher and a zero will be issued for the assessment.

Second offense: Zero will be issued for the assessment in addition to an office referral.

N. Suspension and Expulsion

Suspended students will not be allowed to participate in any school activity during their suspension. Suspensions begin on the day they receive the suspension and end on the morning they return to school.

Upon receipt of a third suspension by a student in any school year, his/her parent (s) or guardian must attend a conference scheduled by the principal before the student may return to classes.

Any student after being suspended for committing any of the above offenses may be expelled.

Any student after being suspended on three occasions, during the same school year, shall, on committing the fourth such offense, be expelled from all public schools of the parish.

O. Students leaving campus during the school day (LPSB Policy JGFC)

No staff member shall excuse any pupil from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the principal.

The principal shall not excuse a pupil before the end of the school day without a request for the early dismissal by the student's parents. Telephone requests for early dismissal of a pupil shall be honored only if the caller can be positively identified as the pupil's parent or guardian.

Please instruct your child not to leave school with anyone other than those persons having your permission to transport your child. Please phone the office in advance (567-5231) to notify us that you are sending someone else to pick up your child.

We must be made aware of any custody problems that may exist where only one parent has the right to pick up a child. We must also have a copy of the legal papers regarding these matters on file. It is the parent's responsibility to keep the school informed where these problems could exist.

P. Visitors on campus

- ✓ You are welcome as a parent of our school to visit with your child's teacher and the administration as much as is necessary. If you have a concern or feel there is information that we need to know about your child, please meet with us.
- ✓ There are several rules we need you to follow in order to assure the best instruction as well as safety of all our students.
- ✓ With each visit, come to the office immediately when arriving on campus. Please sign in and list the nature of your visit.
- ✓ Permission and an office pass must be obtained before visiting any classroom or area of this campus.
- ✓ Persons refusing to go to the office when arriving on campus will be asked to leave the campus. Those who refuse to leave will be escorted off campus by the police and charges will be pressed. We must assure the safety of our students.
- ✓ Meetings with teachers or the principal must be set up in advance. Teachers are not allowed to talk to parents during class time when they are teaching and the principal is not always available for a conference. Please call (225) 567-5231 to schedule an appointment.

We ask that parents follow the same rules when on our campus as our staff and students, including but not limited to:

- No use of obscene/profane language.
- No weapons/drugs.
- No smoking on campus, in the parking lot, or in the driveway.
- Adhere to the dress code as much as possible; no revealing or obscene dress or inappropriate saying/pictures on clothing. No loud talking in halls or outside that would disturb our classes or loitering on campus. **NO CELL PHONE USE IN THE MAIN OFFICE.**

***If it is an emergency someone will speak with you at any time you come to school. Please remember that we encourage communication between you and the school's staff. We need to hear from you regularly and you are always WELCOME at Albany Middle School.*

Q. Parent-Teacher Conferences

All parents are welcome to visit with teachers, the principal, or assistant principal. However, indiscriminate visiting in the classroom interrupts the teacher and the work of the group. Therefore, everyone, all parents and visitors are requested to check with the office before visiting a classroom. If a conference with a classroom teacher is desired, call the school secretary at 567-5231 to schedule a time, which is convenient for you as well as the teacher. Conferences can typically be scheduled, through the office, Monday through Thursday each week at dismissal time.

Parents are urged to encourage their children to study by providing adequate time and environment for regular home study and preparation of assignments. At the first indication of unsatisfactory work, parents are invited to confer with school authorities relative to cause and corrective measures. Email communication is an easy way to communicate with your child's teachers.

R. Supply Money

The student supply fee for the 2020-2021 school year is \$30.00. If a student registers after December the fee is \$20.00. This fee will be used for workbooks, school supplies, Scope magazines, instructional aids, and/or equipment for reproducing student worksheets and each student will receive a student planner/ handbook. Students who owe the school for supply fee or any other debts are not eligible to participate in extracurricular activities like field trips, sports, clubs or socials. Students are asked to turn in specific supplies to their HR teacher - you must have turned in all supplies to participate in extra-curricular activities or off-campus events.

S. Textbooks

Students may be issued textbooks to take home for the school year. Teachers will provide classrooms sets of books to use at school. Students do not need to carry their textbooks back and forth to school. When a student is issued a textbook, he/she is responsible for that book and must return it at the end of the year or when moving to another school. Students are to pay for any books not returned or damaged.

T. Courtesy

Courtesy to teachers, school employees, other students, and visitors is a tradition at Albany Middle School. Each of us should strive to be considerate of the rights of others at all times.

U. Telephone Messages

NO TELEPHONE MESSAGES WILL BE GIVEN TO STUDENTS! The school telephone is a business phone. Due to safety and inability to verify callers, messages will not be given to students. Therefore, parents please do not call the school with messages for your children. Please inform them before they leave home where they are to go in the afternoons. Classes will not be interrupted to deliver messages. Students will not be allowed to use the telephone to call home unless given permission by the administration.

V. Lunch/Breakfast

The Albany Middle School Cafeteria Staff would like to welcome you to our cafeteria. We have nutritious, hot meals. Each child is served as if he/she were our own. Students receive nutritious meals that qualify with Federal, State and Local requirements. We strive to provide an environment that is pleasant during mealtime. Parents, please feel free to drop in anytime. We would be glad to have you in our cafeteria.

The school lunch room is your dining place, so observe the following rules:

Form a single line and stay in your place

Use proper manners

Refrain from loud talking and other unnecessary noises

No food will be removed from the cafeteria.

W. Grades

Points will be recorded in the grade book for each activity or test that will count towards the student's nine weeks' grade. The nine weeks' grade will be calculated by dividing the total points earned by the student's total points possible for that reporting period. The following grading scale **will** then be applied in order to obtain a letter grade for each nine weeks' period:

A = 93-100

B = 85-92

C = 75-84

D = 67-74

F = 0-66

X. Medication Procedures

STUDENTS ARE NOT TO BRING ANY MEDICINE TO SCHOOL!

- All medicines will be administered in accordance with Livingston Parish School System's Medication Policy.
- PARENTS must bring labeled medicine and medication form with physician's statement completed to the school's office. All medicine, logs, and directions from the doctor are kept under lock and key in the office.
- A parent consent for medication administration must be properly executed by the parent and attending physician and delivered in person by the parent or guardian to the principal or designee of the school.
- No internal, drops, or topical medication shall be administered including "over the counter" medication without the same requirements for administering oral medication.
- The principal, with the superintendent's approval, may reject any request for administration of medicine. The principal will give a written reason to the person making the request.

Z. General Information

1. A student must be in school for at least one-half day to be able to participate in any school activity.
2. Students are not to be in a classroom without teacher supervision. Example- before school, recess, after school, dressing room, etc.
3. No personal items other than those required for class will be allowed at school. This includes toys, radios, CD players, animal purses, laser pointers, playing cards, trading cards, computer games, cameras, iPod, electronic devices, etc. These items will be confiscated by the principal and returned at the end of the school year or if a parent comes to school to request the item. Please see the policy on cell phones/electronic devices at the end of this section of your handbook. We can't list everything/the latest fads, don't bring, sell or swap any items at school.
4. Writing on oneself with markers, ink, etc. is not permitted.
5. School rules and student grooming guidelines as outlined in this handbook apply to all extra-curricular activities.
6. Use of or presence of hair or face glitter, and spray hair color is not permitted.
7. Length of fingernails must not interfere with the child's ability to perform in the classroom.
8. DANCE /SOCIAL DRESS CODE- unless stated otherwise, students must wear closed- toe and closed heel shoes to dances; skirts and skorts will not be allowed; tank tops and sleeveless shirts are not allowed - shirts must have sleeves. Shorts must be no higher than 4" above the knee - this will be determined by administration and teachers. Regular clothes must follow the guidelines that are followed for uniforms- for example, uniform pants/shorts must have a hem. Shorts worn to a dance must be hemmed - no frayed edges, no sweat suits or sweat pants, etc.
9. OUT-OF-UNIFORM DAYS - occasionally students are allowed an out-of-uniform day. Dress regulations still follow parish policies of closed-toe and closed-heel shoes, any logos or slogans should be appropriate for school, shorts cannot be any higher than 4 inches above the knee, no formal dresses, no high heels, no clingy sweat pants, no pajama pants, no slippers, etc. Use good common sense. If your child's dress is too extreme or unacceptable you will be notified to bring in more clothing. Clothing should not have holes in them -pants, shorts, blue jeans, skirts, shirts, etc. Noncompliance may result in disciplinary consequences including losing the privilege of future out-of-uniform days.
10. We do not deliver to students for birthdays, Valentine's Day, etc. Please do not send balloons, flowers or candy for delivery. Students do not need to bring cakes, candy, cupcakes or drinks for birthdays. We ask that you celebrate these activities at home.
11. Students with poor grades, poor attendance, excessive tardiness, check-ins and check-outs, missing grades, excessive infractions/office referrals may be excluded from any and all extracurricular activities like ballgames, socials, dances, field trips, etc. OUT-OF-CLASS ACTIVITIES and EXTRA CURRICULAR ACTIVITIES ARE RESERVED FOR THOSE WHO FOLLOW ALL POLICIES DAILY, those who attend regularly and those who strive to maintain passing grades Students who are suspended are not eligible to attend on- and off-campus field trips and activities. We cannot list all acts of misconduct that may keep a student from participating in extra-curricular and out-of-class activities.
12. Photographs will be taken on campus throughout the school year. Some photos will be used in our yearbook, school social media, newsletters, published in newspapers, and made into photos or CDs to distribute to students. If parents/guardians object to this, your student must step out of pictures, refrain from being in known photographs, and refrain from school pictures which are taken for the yearbook, newsletters and newspapers. Students who do not have permission to appear school-related photos will need a parent/guardian to come to school and sign a denial of permission form and must step out of known photographs. This must be completed at the beginning of each school year.
13. Do not line up for carpool before 6:45 a.m. and 1:45 p.m.
14. Audio and video recordings are not allowed by guests at Albany Middle 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 Albany Middle 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 Albany Middle School.
15. In accordance with the State of Louisiana Child Search Program, annual and ongoing activities are conducted to identify and locate children (ages through 21) suspected of being exceptional and needing special education and/or related services. If you have a child or know of a child between the ages of 3 and 5 years old who seems to have difficulty learning, help is available. Contact 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.

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 internal and other network resources includes but not limited to:

1. No access by minors of inappropriate matter
2. No use of outside electronic mail, chat rooms, and any other forms of direct communication by students
3. No inappropriate online behavior including cyber-bullying
4. No revealing personal information.
5. No illegal activities such as:
6. Hacking, vandalism and unauthorized access
7. Password abuse
8. Inappropriate Language
9. Trespassing in others' folders
10. Damaging computers or networks
11. Disabling or modifying LPPS security settings in order to bypass filtering/monitoring to gain unauthorized access to sites or files (This includes opening private/incognito or similar browser windows.)
12. Violating copyright laws
13. Interacting with other individuals on social networking sites and in chat rooms.
14. Spreading viruses
15. Using the network for commercial, illegal or violent purposes

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:

- 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.
- Teachers will disseminate the information to students. As documentation of discussion, students in grades 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.
- 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.
- All photos of students on school websites will be unidentified unless a permission form has been completed.
- It is the responsibility of the parent go to the school in person and sign a form if you want to:
 - Deny your student access to the internet.
 - Deny permission for your student's work to be published on classroom web sites.
 - Deny permission for your student's unidentified photos to be published on classroom web sites. This should be updated at the beginning of each school year.

Ref: 47 USC '254(h), Children's Internet Protection Act (CIPA); La. Rev. Stat. Ann. 1117:81,17:100.7, 17:280. Act 214 of the 2009

Louisiana Legislative Session prohibits inappropriate contact through the use of electronic communication between students and school employees.

STUDENT CELL PHONE/ELECTRONIC DEVICE PROCEDURE

The policy is that no students, unless authorized by the school principal or his/her designee, shall use (must be in the off position), make visible, or operate any personal electronic device including any device in a student's possession that electronically communicates, send, receives, stores, reproduces or displays voice and/or text communication or data on any elementary, middle, or secondary school grounds or any bus while being transported to and from school or any school functions. The devices shall include, but are not limited to cell phones, smart phones, e-Readers, iPods, SPY pens, pocket audio key chains, audio flash drives, smart watches, cameras, video recorders and personal GPS tracking devices with audio features. **Neither the Livingston Parish School Board nor any individual schools under the jurisdiction of the School Board shall be held responsible for lost, stolen, confiscated, or damaged electronic devices.**

Unless authorized by the school principal or his/her designee, any-cellular telephones and/or other personal electronic devices in use or operation during the regular academic day shall be confiscated by a faculty or staff member at the time of the infraction. The confiscated device shall be held in the administrative office, and the student's parent or guardian will be contacted. Parents or a designated adult may retrieve the device before, or at the end of, the regular academic day, or other designated time determined by the principal.

- Devices shall be in the off position (not left on vibrate) while on school campuses, unless authorized by the principal and allowed by a teacher.

- Unless specifically directed by a teacher, a student turning on or activating a personal electronic device during school time transitions, recess, testing or assignments, except in the case of emergency shall be subject to discipline and confiscation of the device in accordance with policy.
- If students are given the permission to use a personal electronic device to access the internet, students shall be logged into the School Board's network and content filter. Students accessing the internet without logging into the School Board's network may be subject to disciplinary action.
- A student's refusal to relinquish the device may receive a suspension.

1st offense - Cell phone/electronic device will be confiscated and shall be picked up by a parent. The student will receive an after-school detention.

2nd and following offenses - Cell phone will be confiscated and shall be picked up by a parent; one day out-of-school suspension. Students who are using a cell phone to call or text may receive discipline separate and/or different from the above consequences.

***We will not look for lost or stolen cell phones.**

Student Login Formats

Computer	Username -1st initial, last name (may have to add a number) Ex. Lkennedy2 Password -First 3 letters of first name (Cap. 1st letter), last 4 digits of SS, Exclamation point Ex. Lyn1234!
PLATO	Username -Same as Computer Login Password -Same as Computer Login
OnCourse	Username - Same as Computer Login Password -Same as Computer Login
Discovery Education	Username - Student ID.lpsb Password -Student ID
O365	Username -LPSB email address (Computer Username@stu.lpsb.org) Password -Same as Computer Login
AR	Username -Student ID Password -1st initial, last initial
Type to Learn	Username -Student ID Password -Student ID
ThinkCentral (Go Math)	Username -LPSB email address Password -Computer login password
Rosetta Stone	Username -Same as Computer Login Password -Same as Computer Login
SpringBoard	Teacher manages student logins
MindPlay	Username -Same as Computer Login Password -Same as Computer Login
Clever	Username -Same as Computer Login Password -Same as Computer Login
Google	Username -Computer login username @livingstonschools.net (lkennedy2@livingstonschools.net) Password -Computer login password

Livingston Parish Public School System Title I Parent/Family Involvement 2021-2022

A Districtwide Parent/Family Advisory Council has been established in order to revise the current Livingston Parish Title I Family Involvement policy and expand the plan in accordance with Every Student Succeeds Act (ESSA) of 2015. 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 parents 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 parental involvement. 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 parents serve on the school-wide Committee, which will function to review the school-wide plan and parent activities for that school. This plan will be specific to the Title I school and will provide a means for parents to become more involved in the student's education.

An annual meeting will be held in each school in which parents will be given information about their school participation in the Title I program and related services and an explanation of the requirements of this participation. Parents 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 qualifications of their student's classroom teachers. To the extent which is practical, parent meetings will provide full opportunities for the participation of parents with limited English, parents with disabilities and migrant parents. Information will be understandable and uniform.

One goal of this plan will be to improve communication between home and school through parent/ school compacts, newsletters, parent-teacher conferences, handbooks, agendas, surveys, School Messenger recordings, electronic communications, such as: telephone calls, texts and emails, and other types of sharing information. It is important that parents 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 to parents 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. Parents will be encouraged to take advantage of parent-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.

Parent participation is essential to the success of the students. By monitoring the child's progress and working with educators to improve students' achievement, parents provide a vital link between the school and the student. Students should know that their parents value education and achievement and are available to help them to achieve their goals. Annually, each school will disseminate and collect parent surveys to improve parental involvement. Results from the survey, if needed, will be used to revise parental involvement policies at the school level.

It is Livingston Parish Public School System's goal to reach out to, communicate with and work with parents as equal partners in schools.

Mission Statement:

The staff, students, and parents of Albany Middle School will work together as we aim for academic excellence.

Published Photographs & Work

There are many opportunities for Albany Middle School to publish a student's pictures, interviews, and/or work, in local newspapers, journals, school website, school social media and/or local news stations. Parental permission will be assumed unless specifically denied. To deny - come to school and sign a *Denial of Permission Form*. This should be updated each school year.

LPPS Family Resource Center

"A family is a child's first and most important teacher."

Located at the Literacy and Technology Center,

9261 Florida Blvd., Room 142 B, Walker, LA 70785

Hours of Operation: Tuesday 9 am - 7 pm; Wednesday 9 am - 3 pm; Thursday 9 am - 7 pm.

The Family Resource Center is a loaning library open to parents with children enrolled in Livingston Parish Public Schools. Our goal is to provide resources to parents that will assist families with their child's educational needs.

Services Offered: 1) Certified teacher on staff to assist in making loan selections; 2) Skill-based worksheet station; 3) Special-needs information; 4) Free monthly workshops; 5) List of tutors for hire; 6) Educational materials for loan