

# Live Oak Middle School



2007 – 2008

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Jody Blouin, Bookkeeping Secretary  
Jennifer McGraw, Phaedra Penton - Front Office Secretaries

We will reach new heights with all  
Students achieving Outstanding Assessment Results.

***This agenda belongs to:***

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

### SCHOOL CALENDAR

Classwork begins.....Monday, August 13, 2007  
First semester ends.....Friday, December 21, 2007  
Second semester begins.....Tuesday, January 8, 2008  
Closing Date of School.....Thursday, May 22, 2008

### SCHOOL HOLIDAYS

Labor Day.....September 3, 2007  
Livingston Parish Fair.....October 12, 2007  
Thanksgiving.....November 19 - 23, 2007  
Christmas & New Year's.....Dec. 24, 2007 - Jan. 8, 2008  
Human Relations Day .....January 21, 2008  
Mardi Gras.....February 4 - 5, 2008  
Easter.....March 21 - 28, 2008

### INTERIM REPORTS TO BE ISSUED

Wednesday, September 12, 2007  
Wednesday, November 14, 2007  
Monday, February 11, 2008  
Monday, April 21, 2008

### REPORT CARDS TO BE ISSUED

Monday, October 22, 2007  
Friday, January 11, 2008  
Thursday, March 20, 2008  
Friday, May 30, 2008

## WELCOME

The administration and staff would like to take this opportunity to welcome you to Live Oak Middle. This handbook has been carefully prepared to help you succeed at Live Oak Middle. This information is in compliance with the School Board's policies. Live Oak Middle support staff, teachers, counselors, and administrators are here to assist you with your education.

## PUPIL PROGRESSION

The following guidelines are used by Livingston Parish to determine promotion to the next grade:

### 6<sup>th</sup> and 7<sup>th</sup> Grade:

1. **In Math and Reading, you must pass two of the three following factors:**
  - a. Pass the class
  - b. Pass the *iLEAP* with a score of 25 or higher in Math and/or Reading
  - c. Pass the Parish Placement Test in Math and/or Reading.

**\*\*If you are retained due to failure of the *iLEAP* and failure of the Parish Placement Test in Reading and/or Math you are not eligible to attend Summer School.\*\***

2. You must meet state attendance requirements.
3. You must have a passing final grade in 6 of 7 subjects.

### 8<sup>th</sup> Grade:

1. You must meet the minimum state requirements on the LEAP 21 test in Math and English Language Arts. **You must score Basic in ELA or Math and at least Approaching Basic in the other. This is the principle criteria for promotion to high school.**
2. You must have a passing final grade in 6 of 7 subjects.
3. You must meet state attendance requirements.

## STATE ATTENDANCE REQUIREMENTS

Students must be present a minimum of 160 days in each class in order to receive credit for that subject. Any student missing more than 17 days will be subject to **retention**.

## ATTENDANCE

Live Oak Middle adheres to state attendance requirements. Attendance is taken each hour. Exceptions are made only in the event of personal illness as verified by a physician, and/or other extenuating circumstances as approved by the Parish Supervisor of Child Welfare and Attendance. Excuses should be brought to the main office each morning so that they can be posted on the computers. The only exceptions allowed are as follows:

1. Personal illness (with doctor's excuse)
2. Death in the family (w/letter from funeral home)

3. Serious illness in the family (w/doctor's excuse)
4. Religious Holiday (letter from religious official)

Once you return to school, you should report directly to the office. You will be given an admit slip for your absence.

**Faxed excuses must come directly to the school from the doctor's office with a fax cover sheet from that office. We will not accept faxed excuses that are brought in to the office by you or your parents.**

*Vacations are unexcused and you will not be allowed to make up work.*

Following notification of failure due to absences, any appeal by parent or guardian to Parish Supervisor of Child Welfare and Attendance must be made within five days, excluding weekends and holidays.

Meritorious Attendance will be presented at Awards Day to those students who have maintained a 98% attendance rate. (This means no more than 3 absences, tardies, or check-outs during the year.)

## ID CARDS

1. You are required to wear a school issued picture ID at all times on campus. This ID card will be used not only for identification purposes, but during lunch and visits to the library.
2. Student ID cards are not to be defaced (cut, marked on, or erased) in any way. Stickers are not to be placed on the ID.
3. Replacement cards (lost or defaced) = \$5.00
4. If you fail to have the ID card on at any time during the school day, you will be subject to the following progressive disciplinary action:

1 <sup>st</sup> offense	warning to student
2 <sup>nd</sup> offense	warning to student
3 <sup>rd</sup> offense	warning letter to parent
4 <sup>th</sup> offense	3 days morning detention
5 <sup>th</sup> offense	6 days morning detention
6 <sup>th</sup> offense	study hall detention for each subsequent offense

## GENERAL GUIDELINES FOR PARENT OR STUDENT ARRIVALS

1. School begins at 7:18 a.m. You are not to be on campus before 7:00 a.m.
2. If your parent brings you to school they must use the side drive near the parking lot for arrival and dismissal. All parents are required to be in the pickup line and remain in their vehicle to expedite the flow of traffic.
3. **Please be here no later than 7:15 am. Only buses are allowed in the front drive between 6:50 - 7:20 am and 2:00 - 2:45 pm.**
4. Upon arriving at school, all 7<sup>th</sup> & 8<sup>th</sup> grade students will go to the north side of the gym. 6<sup>th</sup> grade students will go to the south side.
5. If you are eating breakfast, you must do so immediately upon your arrival at school. Car riders must be here by 7:10 in order to eat .

6. You may not be dropped off on the east side of the building.

### DISMISSAL

1. First load dismisses at 2:33 p.m. REPORT DIRECTLY TO THE BUSES. Second load dismisses as soon as the buses arrive from the high school. If you ride a bike or walk, you cannot leave the school grounds until all buses have left the school.
2. You will not be allowed to leave the school during the day except with a parent/guardian or someone authorized by a parent/guardian. If someone checks you out early, they must go through the front office.  
Parents may not go to the classroom to get you.
3. When you are dismissed you are to go directly home or to a destination agreed upon by your parents and you are not to return to school that day.
4. If you are to go home with another student, You must have a signed note from your parent or guardian with a phone number for verification.  
**YOU MAY NOT ride another bus to go home with a friend.**
5. Anyone checking you out of school must be on your information sheet and present a valid ID.
6. For an emergency dismissal we will follow these procedures:
  - a. The Parish Superintendent will notify the school to dismiss.
  - b. Bus drivers will be called to come pick up students.
  - c. We will then follow the regular dismissal procedure.

Your parents should have an emergency plan so that you will know what to do and where to go in case school dismisses early. During inclement weather, we sometimes have to dismiss early because of the loss of electricity. Without electricity, our telephone system does not work.

### LUNCHROOM

Lunches are \$1.35 a day at full price or \$0.40 a day at a reduced price. Breakfast is \$0.75 a day full price and \$0.30 a day at reduced price. Please be aware that lunch prices are subject to change.

Additional entrees may be offered for sale with a purchased meal. Other items may also be offered for extra sales, such as cookies, rolls, fries, punch, ice cream, pickles, bottled water, etc. Items offered for sale each day will be posted with prices.

You must make all selections in the lunch line. You may not come back to the serving area once you are seated.

School board policy allows for NO CHARGING. Charging is not something we want to teach you. NO CHANGE WILL BE GIVEN IN THE LUNCH LINE.

**We strongly encourage your parents to pay in advance by the month or by the week.** The manager will take up advance payments in the

lunchroom before school. If you choose to pay cash in the lunch line, any "change" will be deposited in your account for future purchases. The manager will let you know when your account is getting low. The "no change" policy is necessary to keep the line moving, allowing you more time to eat.

While you are in the cafeteria, the following rules are to be obeyed:

- There is to be no breaking in line. If you do so, you will be sent to the end of the line and served last.
- You are responsible for cleaning the area around you before leaving the lunchroom.
- No food or drink is to be thrown.
- There will be no horseplay. This includes pushing, running, etc.
- You should be quiet while walking to and from the lunchroom.

### VISITING THE SCHOOL

All visitors and parents visiting the school for any reason **must use the front doors and come to the office first.** Parents wishing to see teachers or students even for a short time must follow this policy. Any person who will be on campus and is not a member of the staff will be required to have an **office hall pass tag.** This is to ensure the safety of everyone on our campus.

### STUDENT FORGETS SOMETHING AT HOME

You will be allowed to call home for articles that have been forgotten at home **only before school starts in the morning and only if you have your student ID tag.** It is your responsibility to check in the office between classes for these articles. **YOU WILL NOT BE ALLOWED TO USE THE PHONE.** If you are sick, the office will call your parent.

### TELEPHONE MESSAGES

**PHONE MESSAGES CANNOT BE GIVEN TO STUDENTS.** There is no way that the office can verify it is a parent on the other end of the phone. If there is an emergency, your parents should try to get a friend or relative to bring the message to the school for you.

### PARENT-TEACHER CONFERENCES

Parent-Teacher conferences can be arranged by calling the school counselors (664-3211) and making an appointment. Conferences are not scheduled after 3:00 p.m. **CONFERENCES WILL BE SCHEDULED MONDAY THROUGH FRIDAY AFTER 2:40 pm, or during a teacher's planning period.**

### CHECKING IN AND OUT

#### CHECK-IN:

If you arrive at school late, you must report to the office and receive an admit slip. **THE PERSON CHECKING YOU IN MUST ACCOMPANY YOU TO THE OFFICE AND SIGN YOU IN.**

#### CHECK-OUT:

Students, if it is necessary for you to leave school during school hours because of illness or some other emergency, follow these rules:

1. Get a check-out slip from your classroom teacher.
2. Bring the check-out slip to the office and they will call.
3. The office will let you know when your parent/guardian arrives. **Only those adults on the approved form will be allowed to check you out with proper ID. You will not generally be allowed to walk home unless you live within the subdivision where the school is located and have your parent's permission.**
4. If you check-out of school and return that day, your parent/guardian must come into the main office and sign you back in.
5. Anyone checking you out of school must be on your information sheet and present a valid ID.

**When you receive your fifth (5<sup>th</sup>) unexcused check-in (tardy) during a semester, disciplinary action will be imposed. Additional disciplinary action will be imposed for each unexcused check-in you receive for the remainder of that semester.**

- You are responsible for missed classwork when checking in or out of school
- Parents should use the side parking lot when checking you out of school after 1:45

#### **STUDENT SENT TO THE OFFICE**

If you come to the office for any reason you will enter through the front door. You must have a hall pass to enter the office. NO EXCEPTIONS. DO NOT USE THE BACK DOOR.

#### **TEXTBOOKS**

Textbooks are loaned to you for use during the school term. These books are to be kept clean and handled carefully. If a book is lost or damaged, you must pay the cost of the book. The books must be returned to Live Oak Middle School at the end of the school term or when you drop from Live Oak Middle for any reason.

**You will not be allowed to check out two sets of textbooks. If you need another set of textbooks, you will have to purchase extra books from the School Book Supply Company.**

#### **LOST AND FOUND**

Any object, books, purses, clothes, etc. found left on campus will be brought to the "lost and found" area located in the entrance to the gym near the kitchen. You may claim possessions before school, between classes, or after school. You will not be allowed to go to "lost and found" while class is in session. Stolen objects need to be reported to the office as soon as possible and before you leave the school.

#### **MAKE-UP WORK**

If you are absent for a minimum of 3 days in a row, make-up work can be requested by telephoning the main office and requesting that the work be collected. The request must be made before 9:00 a.m. in order for the work to be ready that afternoon. Work may be

picked up in the main office after 1:30 p.m. You will be held responsible for any work that is requested. **No credit will be given for work that is requested and not turned in.**

#### **FINAL EXAMS**

Final Exams will be given the last week of the school year. You must have a state approved excuse (as listed above under Attendance) to miss any exams.

**All unexcused exams will be counted as a zero. Please do not schedule vacations during the last week of school. You will not be excused from finals or allowed to take them early due to vacations.**

**There will be opportunities for you to earn exemptions from Final Exams based on:**

8 <sup>th</sup> Grade	6 <sup>th</sup> -7 <sup>th</sup> Grades
4.0 GPA for year in class	4.0 GPA for year in class
Mastery in subject on LEAP Advanced = exempt from all	80% in subject iLEAP 90% or above on iLEAP core - exempt from all

**\*\*Being exempt does not automatically mean you Will receive an "A" for the final 4<sup>th</sup> 9 weeks.\*\***  
Textbooks must be returned before you leave school. **If you receive the Meritorious Attendance Award, you will be exempt from all finals.**

#### **TARDY POLICY**

You are to be seated in your desk when the bell rings. Failure to do so will result in a tardy. In order to be fair, all teachers will enforce this rule. If you are going to be tardy coming from another teacher and feel it should be excused, you should get a note from that teacher. Teachers will fill out tardy slips when you are tardy for their classes.

Upon receiving your fifth unexcused tardy in a semester, either for being late to school in the morning or to a class during the day, disciplinary action will be imposed. Additional disciplinary action will be imposed for each unexcused tardy you receive for the remainder of the semester.

- 4 tardies - warning letter
- 5 tardies - 6 days detention
- 7 tardies - Saturday detention
- 8 tardies - suspension warning
- 10 tardies - 1 day suspension

After the tenth tardy, every third additional tardy will result in another suspension.

#### **MEDICINE**

All medicine must be brought to the office by a parent/guardian along with the parental consent form for medication administration signed by parent and doctor. **YOU ARE NOT ALLOWED TO BRING MEDICATION TO SCHOOL.**

#### **GENERAL INFORMATION**

- You must be in school before the 4<sup>th</sup> period starts to participate in any school activity to be held that night
- Any school property torn up or lost will be

- paid for by you
- You will not receive your report card if you owe money or have lost books
- You are not allowed to leave their classes during the period and go to the restroom (Emergency Only!) Students have ample time to go between classes
- No hats will be worn to school or at school functions
- You are expected to take care of the physical plant and all school learning materials (textbooks, library books, etc.)
- You are not to be in a classroom without teacher supervision. Example - before school, recess, etc.**
- You are expected to display desirable behavior in order to participate in extracurricular activities
- You may not participate in any school activities while suspended
- You are required to have social security numbers and birth certificate numbers on file in the office
- You are required to use the student planner to write assignments and projects
- A school newsletter is sent home on the first or second day of each month. Early dismissals, holidays, or any change in routine is reported for the entire month. News of what is going on in your classroom and other notices of importance to you and your parents is reported in the newsletter. You are required to bring the newsletter home to your parents each month.**
- You are to report unruly or rude behavior of other students to the duty teacher
- You must have paid all fees in order to become a member of any school sponsored club or organization or to attend field trips

### BUS DISCIPLINE

Rules for Riders:

#### **DO:**

- Cooperate with the driver. Your safety depends on it!
- Be on time - **The bus will not wait**
- Cross the road cautiously when waiting for & leaving the bus
- Follow the driver's instructions when loading & unloading
- Remain quiet enough not to distract the driver
- Have written permission & principal authorization to get off at a stop other than your own
- Be courteous, be safety-conscious, protect your riding privilege - Enjoy your ride

#### **DO NOT:**

- Stand when a seat is available & the bus is in motion
- Extend arms, head or other objects out of windows or doors
- Throw objects neither in the bus nor out

- windows or doors
- Use the Emergency Door except for emergencies
- Eat or drink on the bus
- Damage the bus in any way
- Use the following items on the bus: tobacco, matches, cigarette lighters, obscene language or look at obscene material

The following items are not allowed on the bus:

- Alcohol & Drugs
- Pets (cats, dogs, etc.)
- Glass objects (except eye glasses)
- Weapons (including knives)
- Objects too large to be held in your lap or placed under your seat.

### DISCIPLINE

At Live Oak Middle School we believe that no one has the right to disrupt the education of or interfere with the mental, physical, and emotional well being of anyone else. You are expected to show respect and be obedient to all school personnel.

**PLEASE UNDERSTAND THAT ALL EMPLOYEEES ARE OBLIGATED TO CARRY OUT ANY AND ALL POLICIES OF THIS SCHOOL AND THEREFORE YOU ARE OBLIGATED TO TAKE INSTRUCTIONS FROM ANY SCHOOL EMPLOYEE.**

Minor Offenses may result in morning detention, study hall, or Saturday detention:

Morning Detention (Weekly) 6:50 - 7:18 am  
T, W, Th

After-school Detention (Monthly) 2:40 - 6:40 pm

Saturday Detention (Monthly) 7:00 - 11:00 am

You must be in the room at the beginning time.

Those who are late will be assigned an additional day of detention.

### SUSPENSIONS

You are subject to suspension for the following offenses **and/or any other act deemed suspensionable by the administration:**

- Blatant disrespect or willful disobedience
- Profanity or obscenity (verbal or written)
- Disruptive behavior
- Leaving class without permission
- Forging/altering school documents
- Dress code violations
- Consistent failure to bring materials to class
- Sleeping in class
- Physical contact/physical display of affection (hugging, kissing, etc.)
- Gum (not allowed at school at any time)
- Possession of beepers, pagers, phones, tape players, radios, cards, laser pointers, etc. (Will be confiscated)
- Running
- Attending a school function during a suspension
- Failure to report to detention
- Fighting
- Possession/use of tobacco or cigarette

- lighters
- Gambling
- Failure to complete punish work
- Use of another student's ID card
- Failure to have ID card
- Any behavior that endangers others
- Any behavior that is unbecoming of a Live Oak Middle School student
- Any violation of the state and parish guidelines on student discipline
- Any violation of medication policy
- Indecent behavior
- Leaving campus without permission
- Skipping school

**If you have been suspended from LOM you will not be allowed to go on school sponsored fieldtrips.**

### **EXPULSIONS**

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

- Upon receiving a 4<sup>th</sup> suspension
- Possession/use of a weapon (firearm - 12 calendar month expulsion)
- Threatening or assault on school personnel
- Theft/Extortion
- Vandalism
- Possession of, being under the influence of, having knowledge of, intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance (including alcohol), or one sold or purchased as such, on school property, on a school bus, or at any school sponsored event (16 years of age and older - 24 month calendar expulsion; under 16 - 12 calendar month expulsion)
- Inciting or participating in a major disruption
- Breaking and entering school property
- Any behavior that could seriously endanger another person or property
- Threatening violence
- Committing other serious offense as determined by the administration

### **STUDENT SEXUAL HARASSMENT POLICY**

The Livingston Parish School Board disapproves of and does not tolerate sexual harassment by employees to students, by students to employees or by one student to another student. No employee or student, either male or female, should be subject to unsolicited and un-welcomed sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of socially acceptable nature. It refers to behavior that is not welcomed, that is personally offensive, and therefore interferes with the purposes of the employee and/or student in the academic, extracurricular, and co-curricular atmosphere. Students could be recommended for suspension or expulsion.

Examples of sexual conduct are:

- Sexual advances

- Touching of a sexual nature
- Graffiti of a sexual nature
- Displaying or distributing of sexual explicit drawings, pictures and written
- Materials.
- Sexual gestures
- Sexual or "dirty jokes"
- Pressure for sexual favors
- Touching oneself sexually or talking about one's sexual activity in front of others.
- Spreading rumors about or rating other students as to sexual activity or performance.

This policy applies to all.

### Complaint Procedure

Complaints of sexual harassment, which take place at school, a school related function, or arising out of the school setting should be made to the principal of the school. Should the claim of sexual harassment be brought against the principal of the school, the complaint should be brought directly to the Superintendent.

### **DRESS CODE**

**All students enrolled in Livingston Parish schools will follow the uniform dress code as listed below:**

It is recommended that you purchase uniforms from vendors approved by the LPPS. Parents should make sure that the uniform meets the dress code requirements before purchasing.

#### 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 sleeve)
- Oxford/dress shirt (short or long sleeves)
- **Middle school students shall be required to tuck their shirts into their pants or shorts**
- Designs, emblems, insignias, monograms and logos are prohibited
- **Under-shirts and t-shirts, if worn, must be white in color and can only be worn underneath the standard uniform shirt and must be tucked in**

#### Jumpers:

- Solid color: Khaki
- Styles must be cotton twill or cotton blend (no jean material)
- Uniform shirts must be worn under jumpers
- **Length: Top of knee or longer**
- **Designs, emblems, insignias, monograms and logos are prohibited (NOT ALLOWED)**

#### Skirts:

- Solid color: Khaki
- Style must be cotton twill or cotton blend (**no jean material**)
- **Must be worn at waistline**
- Pleated, flat or A-line

- Length: Top of knee or longer
- **Designs, emblems, insignias, monograms and logos are prohibited**
- Front and back pockets are acceptable
- **No cargo type pockets on any garment**

#### Shorts:

- Solid color: Khaki
- Style must be cotton twill or cotton blend (**no jean material**)
- No pockets on pant legs
- Pleated or flat front
- Must have belt loops and mandatory belt
- **Must be worn at the waistline (no more than 1" below navel)**
- Length: Top of knee to four (4) inches above knee (length cannot be below the knees.) Length can be cuffed or not cuffed
- Zip fly only

#### Slacks:

- Solid color: Khaki
- Style must be cotton twill or cotton blend (**no jean material**)
- Straight legs. No elastic or gathered at ankles. No slits in pants leg
- **Must be hemmed** and length not to exceed top of shoe (hem can be cuffed)
- No pocket on lower legs
- Must have belt loops and mandatory belt
- **Must be worn at waistline**
- Cropped, stirrup, parachute, wind, stretch/warm-up, and **jean style pants are prohibited**
- Can be pleated or flat-front
- **Designs, emblems, insignias, monogram and logos are prohibited**
- Zip fly only

#### Skorts:

- Solid color: Khaki
- Styles must be cotton twill or cotton blend (no jean material)
- If skorts have belt loops, a belt must be worn
- Must be worn at the waistline
- Length: Top of knee to four (4) inches above knee (length cannot be below the knees) Length can be cuffed or not cuffed
- Can be pleated, flat or A-line

#### Belts:

- Solid color: Black, navy blue, khaki or brown
- **Mandatory** when wearing slacks or shorts
- Belts must be visible at all times
- Belt buckles must be plain; standard buckle
- Appropriate length for waist size
- **Designs, emblems, insignias, monograms and logos are prohibited**

#### Socks:

- Solid color: White, navy blue or khaki (must be a matching pair)
- **Mandatory – must be visible and no higher than the knee**

- **Designs, emblems, insignias, monograms and logos are prohibited**

#### Hose/Tights:

- Solid color: white, navy blue or skin tone
- Socks, hose/tights must be worn with shoes

#### Pullover of Any Kind: (sweaters, sweatshirts, vest: any garment which is pulled over the head **which does not snap, button or zip from top to bottom**)

- Must be a solid color: Navy blue or white
- Pullover v-neck or pullover crew (hoods are prohibited)
- Must be worn over uniform shirt
- Turtlenecks are prohibited
- **Designs, emblems, insignias, monograms and logos are prohibited**
- Great for kids who are cold in the classrooms

#### Shoes:

- Shoes that tie, buckle or velcro
- Closed-toe and closed-heel shoe mandatory (tennis shoes, dress shoes, casual shoes, or slip-on shoes)
- Shoes shall be **properly tied** if applicable
- Boots may be worn with pants only

#### 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**
  - Vest/jackets/sweaters/coats that **zip/button/snap from top to bottom** may be any color and with hood
  - Coats, jackets and sweaters **cannot** be tied around your waist
- #### **ADDITIONAL DRESS CODE RULES**
- Caps, hats, un-prescribed glasses are not permitted
  - Earring(s) are not allowed for males as wearing apparel. (Ears or other body parts, shirt, pants, etc.)
  - **Male hair length:** Must be of even distribution. The hair may not extend below the plane of the shoulder, down upon the eyebrow in front, nor down below the earlobes. Hair must be clean, well-groomed and neat at all times. (Lines cut in the hair, shaven hair, "Mohawk" cuts, extreme coloring of hair, "tails" or any other hairstyle which interferes with a student's performance or that of his classmates is prohibited)
  - Sideburns can extend to the lobe of the ear. Beards are unacceptable. Mustaches neatly trimmed are acceptable
  - **Female hair:** Must be clean, neat and well-groomed. Extreme coloring, extreme hairstyles, and hair in rollers is not acceptable
  - Foundation garments must be worn
  - 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*.

### **STUDENT COMPLIANCE WITH THE UNIFORM DRESS CODE:**

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, academic teams, clubs, picture day, Boy Scouts or Girl Scouts on regular meeting days, etc.)
- B. During the first ten (10) school days 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.
- D. When a student has been authorized by the school principal to wear a school activity uniform such as those worn by members of the cheerleading squad, dance team, band or athletic teams.

### **PROGRESSIVE DISCIPLINARY ACTION:**

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

1 <sup>st</sup> offense	Warning to student
2 <sup>nd</sup> offense	Warning letter to Parents
3 <sup>rd</sup> offense	3 days detention
4 <sup>th</sup> offense	6 days detention
5 <sup>th</sup> offense	Study Hall
6 <sup>th</sup> offense	One day suspension for each additional offense

### **INTERNET USAGE POLICY**

Live Oak Middle School follows the Livingston Parish School Board's Student Acceptable Use Policy which can be viewed on our website

([www.liveoakmiddleschool.com](http://www.liveoakmiddleschool.com)) or the school board website ([www.lpsb.org](http://www.lpsb.org)).

The network is provided for you to conduct research, complete assignments, and communicate with others.

Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.

Parents who feel that their children should not have access to the internet during school hours must come to the school and complete the denial of permission form. If no form is completed the school assumes that permission is granted and will allow students access to the network.

### **MOVIES/FILMS**

During the school year, teachers may show films for educational purposes in the classroom. These films are not rated above PG. Parents who do not wish to allow their child to view these films should come to the school and fill out a denial of permission form.

\*\*These films are screened prior to viewing for inappropriate material.

### **CELL PHONE POLICY**

You **are not** permitted to have cell phones in your possession while on school grounds for any reason. If you are caught with a cell phone, you are subject to the following progressive disciplinary actions:

1<sup>st</sup> Offense – Cell phone will be taken, your parents will be contacted and must come to pick it up, and you will receive **Study hall detention**.

2<sup>nd</sup> Offense – Cell phone will be taken, your parents will be contacted and must come to pick it up, and you will receive a **One Day suspension**.

3<sup>rd</sup> and subsequent offenses – Same as 2<sup>nd</sup> offense

\*\*If you receive your 4<sup>th</sup> suspension, you will be recommended for expulsion.

### **POLICY FOR 8<sup>th</sup> GRADE HONOR BANQUET**

You must have all A's and B's or an average overall GPA of 3.50 (we will not round up) with no grade lower than a "C" through the 3<sup>rd</sup> nine weeks report card.

### **POLICY FOR 6<sup>TH</sup> & 7<sup>TH</sup> GRADE HONOR RECEPTION**

You must have all A's and B's or an average overall GPA of 3.50 (we will not round up) with no grade lower than a C through the 3<sup>rd</sup> nine weeks report card.

### **HONOR ROLL PIZZA PARTIES**

You must have at least the following to participate:

All A's - Pizza, coke and ice cream party

All A's & B's – 4 concession stand tickets

All A's, B's & C's – 2 concession stand tickets

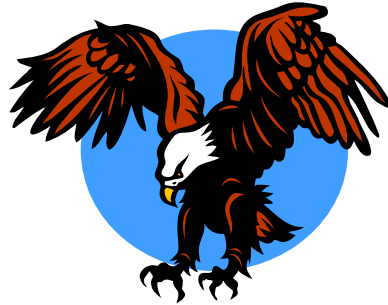
### **SCHOOL ACTIVITIES**

4-H Club	Cheerleaders
Beta Club	Eagle Pizzaz
Student Council	Color Guard (Flags)
FCA	Band
Drama Club	8 <sup>th</sup> Awards/Spring Fling
Library Club	Awards -6 <sup>th</sup> and 7 <sup>th</sup>
Spanish Club	Football
Campus Encounters	Activity Night (monthly)
School Dances	Basketball (Girls & Boys)

Honor Banquet (by invitation)

Honor Reception (by invitation)

# Live Oak Middle School



## **S**AFETY

Keep hands, feet and objects to yourself.

## **O**BEDIENCE

Follow all directions given in a prompt and courteous manner.

## **A**TTITUDE

Always be respectful.

## **R**ESPONSIBILITY

Be prepared.

At Live Oak Middle School, we strive to teach responsibility and positive behavior to our students. Our students achieve this by following a specific group of behavioral expectations. These expectations are broken into four specific categories around the school. They are as follows:

**Cafeteria Expectations:**

- We will stay in line facing the front.**
- We will sit at our assigned table.**
- We will use our “inside” voices.**
- We will keep our assigned area clean.**

**Hallway Expectations:**

- We will keep moving in one direction.**
- We will stay to the right.**
- We will not run.**
- We will line up along the wall quietly.**
- We will have a pass to leave class.**

**Bathroom Expectations:**

- We will dispose of trash in garbage cans.**
- We will flush after each use.**
- We will be quick.**
- We will wash hands before leaving.**

**Classroom Expectations:**

- We will be prepared.**
- We will listen and follow directions.**
- We will raise our hand to speak and wait to be called upon.**
- We will avoid distractions and disruptions.**
- We will keep hands feet and other objects to ourselves.**

**SWPBS BEHAVIORAL “ORANGE” BINDERS**

The orange binder is where teachers keep a visible record of your misbehavior in class. Every teacher in the school follows the guidelines for using the orange binder as set forth by the LOM SWPBS Committee. Each semester, you will receive a fresh start in the orange binder.

**Guidelines for Minor Infractions:**

Minor Infractions may include but not be limited to: throwing trash, not having materials in class, out of seat without permission, excessive talking, etc.

- 1<sup>st</sup> infraction      warning
  - 2<sup>nd</sup> infraction     phone call home
  - 3<sup>rd</sup> infraction     alternate assignment given
  - 4<sup>th</sup> infraction     referral to the office
- Each additional infraction – referral to the office

**Guidelines for Major Infractions:**

Major Infractions may include but not be limited to: chewing gum, hitting, using improper language, disrespect, direct disobedience, etc.

- 1<sup>st</sup> infraction – immediate referral to the office.

**You will receive rewards for exhibiting positive behavior during the school year.**

**\$\$\$EAGLE BUCKS\$\$\$**

You will receive EAGLE BUCKS for exhibiting positive behaviors such as helping someone who has dropped their books, picking up trash in the hallway without being asked, helping other students, assisting teachers, etc..

Eagle Bucks can be redeemed on the last Wednesday of each month that school is in session. Any redemption for free clothing/hats/shoes will take place on the last Friday of the month which is designated as PBS day.

You may “purchase” the following:

- 2 bucks – restroom/water break
- 3 bucks – front of breakfast line/remove ID violation
- 4 bucks – free hat or shoe day
- 6 bucks – remove 1 tardy/dress code violation
- 6 bucks – free shirt day
- 8 bucks – free jean day
- 10 bucks – free dress day

**FALL FUN DAY/MAY DAY**

**You are able to attend a fun filled afternoon each semester as long as you have not been given detention, received a paddling, study hall, or a suspension during that semester. The Fall Fun Day will take place prior to the Christmas Holiday. Our May Day celebration takes place the Monday of Final Exam week.**



## A Compact for Student Success

A Parent/Student/School/Teacher Agreement

Livingston Parish Public Schools

In order to assure all students' success in Louisiana's **Reaching for Results** program and to help all students score at or above Basic level on the LEAP 21<sup>st</sup> Century test in the areas of Language Arts and Math, **all parties agree to the following:**

School	Teacher	Parent/Guardian	Student
<ol style="list-style-type: none"> <li>1. Provide high quality curricula and instruction aligned with Louisiana Content Standards and student performance expectations.</li> <li>2. Provide an opportunity for parent/teacher conference as requested.</li> <li>3. Report on an ongoing basis about child's progress (report cards, mid-semester reports, etc.)</li> <li>4. Provide opportunities for family involvement (volunteer, participation, etc.) and assistance to parents to help child at home.</li> <li>5. Provide a safe, orderly environment in which children can learn.</li> <li>6. <b>**</b>(Include what the school is doing for those students who are at risk: for example, tutoring, small classes, new innovative programs, etc.)</li> <li>7. Provide parent policy upon request.</li> <li>8. Provide teacher and paraprofessional qualification upon request.</li> <li>9. Parents must be informed if their child is not taught by a teacher who is not certified for 4 or more weeks.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide rigorous activities and lessons aligned with Louisiana Content Standard and student performance expectations.</li> <li>2. Provide high expectations for all students in an encouraging and supportive manner.</li> <li>3. Provide a well-disciplined and managed classroom so all students have the opportunity to learn.</li> <li>4. Provide an open line of communication with parents.</li> <li>5. Provide remediation in all subject areas in which students have performed at the Unsatisfactory level.</li> <li>6. Faculty will teach to a variety of learning styles, provide learning plans for individual students, provide one-on-one tutoring of specific skills, etc.)</li> </ol>	<ol style="list-style-type: none"> <li>1. Make sure my child is on time and attends school on a regular basis.</li> <li>2. Supervise homework and study time.</li> <li>3. Provide a quiet place for my child to work, study, read, etc.</li> <li>4. Provide necessary materials my child needs for his/her success.</li> <li>5. Keep an open line of communication with my child's teacher(s) including parent/teacher conferences, written communication, etc.</li> <li>6. Support the school and all teachers in maintaining a disciplined environment.</li> <li>7. Encourage my child to do his/her best.</li> </ol>	<ol style="list-style-type: none"> <li>1. Go to school on time everyday.</li> <li>2. Go to school on a regular basis.</li> <li>3. Go to school ready to work with materials needed and homework assignments completed.</li> <li>4. Stay attentive and actively participate in classroom activities.</li> <li>5. Follow school and classroom rules and regulations.</li> <li>6. Respect classmates, teachers, administrators, and other school staff.</li> <li>7. Be a positive role model for other students.</li> </ol>

**I have read the above and agree to do all to assure success**

**Signatures:** Patricia A. McCumsey

**School Administrator**

**Teacher**

**Parent/Guardian**

**Student**

## Notes