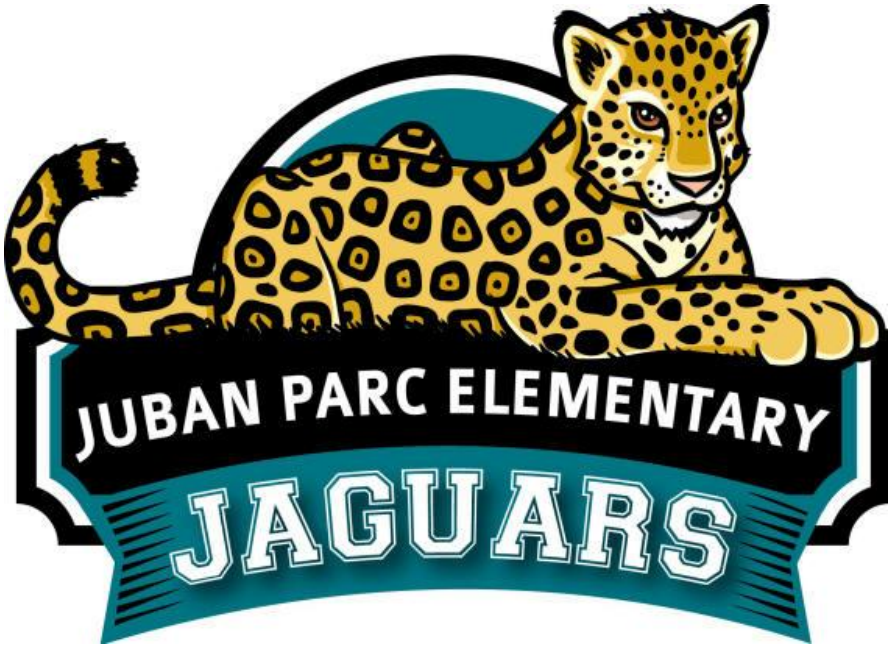
JUBAN PARC

ELEMENTARY SCHOOL

2012 - 2013

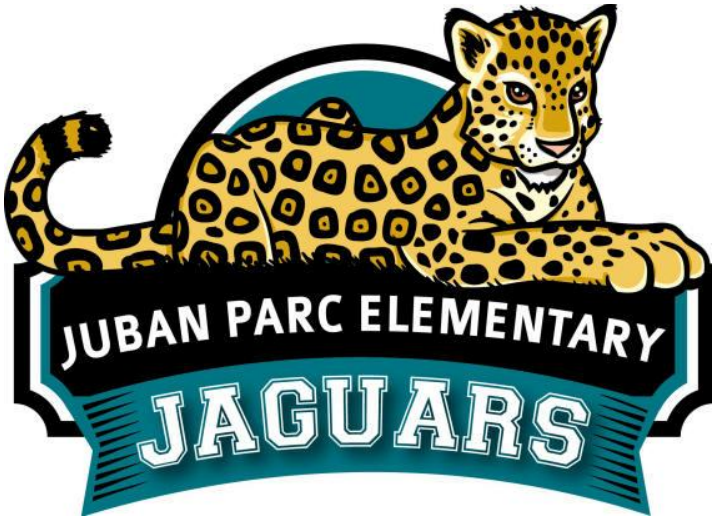
STUDENT HANDBOOK



OUR MISSION: Juban Parc Elementary School and its community will Join in Action to Grow and Support life-long learning.

SCHOOL MASCOT:	Jaguar
SCHOOL COLORS:	Teal and Black
SCHOOL ADDRESS:	12555 Brown Road Denham Springs, LA 70726
SCHOOL TELEPHONES:	OFFICE: 665-4079 FAX: 665-4114 CAFETERIA: 665-8617
WEBSITE:	http://jubanparces.lpsb.org

***Newsletters and calendars are sent home at the beginning of each month containing additional information for parents.*



Grading Scale

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

Juban Parc Elementary

Daily Schedule

8:30 a.m.	Bell to begin classes
10:45 a.m.	Kindergarten lunch
11:00 a.m.	First grade lunch
11:15 a.m.	Second grade lunch
11:30 a.m.	Third grade lunch
11:45 a.m.	Fourth grade lunch
12:00 p.m.	Fifth grade lunch
12:05 p.m.	Pre-K lunch
12:30-12:45 p.m.	Recess for K-5
3:22 p.m.	Carpool dismissal
3:25 p.m.	Bus dismissal
3:35 p.m.	Carpool ends

All parents and visitors must check in at the office when entering school grounds. We ask that you sign in and leave some form of picture identification at the office. You will be greeted and given a visitor's badge. Your visit is important to us!

Livingston Parish Public Schools
Post Office Box 1130
Livingston, Louisiana 70754
SCHOOL CALENDAR – 2012/2013

Planning/Preparation (TEACHERS and PRINCIPALS)	Tuesday, August 7, 2012 (Full Day)
Planning/Preparation (TEACHERS and PRINCIPALS)	Wednesday, August 8, 2012 (Full Day)
First Semester Begins (STUDENTS)	Thursday, August 9, 2012
Election Day & Parent/Teacher Conference Day	Tuesday, November 6, 2012 (Full Day)
First Semester Ends (STUDENTS)	Thursday, December 20, 2012
Planning/Preparation (TEACHERS and PRINCIPALS)	Monday, January 7, 2013 (Full Day)
Second Semester Begins (STUDENTS)	Tuesday, January 8, 2013
Second Semester Ends (STUDENTS)	Wednesday, May 22, 2013
Second Semester Ends (TEACHERS)	Thursday, May 23, 2013

SCHOOL HOLIDAYS (STUDENTS)

Labor Day	Monday, September 3, 2012 (1 Day)
Livingston Parish Fair	Friday, October 12, 2012 (1 Day)
Election Day & Parent/Teacher Conference Day	Tuesday, November 6, 2012 (1 Day)
Convention and Thanksgiving	Monday - Friday, November 19-23, 2012 (5 Days)
Christmas and New Years	Friday, December 21, 2012-Monday, January 7, 2013 (12 Days)
Classwork resumes	Tuesday, January 8, 2013
Martin Luther King Day	Monday, January 21, 2013 (1 Day)
Mardi Gras	Monday & Tuesday, February 11 & 12, 2013 (2 Days)
Easter	Monday, March 25 - Friday, March 29, 2013 (5 Days)

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

INTERIM REPORTS TO BE ISSUED

ELEMENTARY & JUNIOR HIGH		SECONDARY	
Friday	September 7, 2012	Friday	September 7, 2012
		Wednesday	October 10, 2012
Monday	November 12, 2012	Monday	November 12, 2012
Wednesday	February 6, 2013	Wednesday	February 6, 2013
		Wednesday	March 13, 2013
Thursday	April 18, 2013	Thursday	April 18, 2013

REPORT CARD PERIOD/ELEM. & JUNIOR HIGH				REPORT CARD PERIOD/SECONDARY		
Wednesday	October 10, 2012	-	44 days	Thursday	December 20, 2012	- 88 days
Thursday	December 20, 2012	-	44 days			
Wednesday	March 13, 2013	-	44 days	Wednesday	May 22, 2013	- 89 days
Wednesday	May 22, 2013	-	45 days			

REPORT CARDS TO BE ISSUED

ELEMENTARY AND JUNIOR HIGH		SECONDARY	
Tuesday	October 16, 2012		
Tuesday	January 8, 2013	Tuesday	January 8, 2013
	January 9, 2012		
Thursday	March 21, 2013	Tuesday	May 28, 2013
Tuesday	May 28, 2013		

School Attendance

1. A student must be in attendance at least one hundred sixty-seven (167) days to be eligible for promotion. Over ten (10) absences not covered by extenuating circumstances will result in retention, regardless of the student's grades.
2. A written excuse, dated and signed from the parent or doctor, should be given to the teacher the first day a student returns to school. If no excuse is handed in, the absences are unexcused. Only doctor's excuses constitute an excused absence. No excuses will be accepted after the 5th day student has returned to school after their absence.
3. A student that is absent ½ or more days will not receive a Perfect Attendance Award.

Check-Ins and Check-Outs

Check-Ins

Students are expected to be at school on time. They must be **IN** their line **BEFORE** 8:30 or they will be considered tardy. If a duty teacher does not greet your child by opening the car door at carpool, your child is tardy for school and must be signed in. **STUDENTS WHO ARE TARDY MUST BE SIGNED IN BY THE PERSON BRINGING THEM TO SCHOOL.** Five unexcused tardies in one semester will result in a one day suspension; six unexcused tardies, a two-day suspension: seven or more unexcused tardies, a three day suspension. These tardies are counted by the semester and will start over the second semester. More than 90 minutes of check-in time will prevent students from earning perfect attendance.

Check-Outs

Students may not be allowed to check out any later than **2:45 p.m.** unless it is an emergency. You must have a picture ID to speak to or check out a student and you must also be on the student's emergency information sheet. Excessive unexcused checkouts will count toward absences. More than 90 minutes of check-out time for the year will prevent students from earning perfect attendance. Students miss valuable class time each time they check out early. Please check out students only when necessary.

Students are rewarded each nine weeks for perfect attendance during that nine week period. More than 90 minutes of check-in or check-out time will forfeit a child receiving their reward.

Transportation

Bus services are provided for K – 5th grade students. We encourage you to allow your child to take advantage of this service. Any student riding a bus must have a completed transportation form on file in the school office and at the transportation department at the Central Office. Students are given the service of only one bus. For example, a student may not ride the "red bus" in the morning and the "blue bus" in the afternoon. Students will not be allowed to ride a bus home with a friend. This causes overcrowding on buses. Buses will unload students in the front of the school. Students will be supervised in this area.

Carpooled students will load and unload in the west drive, under the supervision of the teachers on duty. Carpoolers may arrive at school no earlier than 8:00 a.m. Doors of the school are not unlocked until this time. Students should not exit their car unless a teacher opens the car door. Students dropped off earlier than 8:00 are unsupervised and are unable to enter the building. Carpool students will be dismissed from school at 3:22 p.m. and must be picked up no later than 3:35 p.m. After this time students will be escorted to the office area and parents/day care workers must enter the office to check out students.

Transportation changes can only be made by sending a note to the school. For example, a student that carpools daily must have a note in order to ride a bus home. A student that rides the bus daily must have a note in order to carpool home. Please send a note to your child's teacher **EACH** time there is a change in transportation. Telephone calls during the day **WILL NOT** be accepted to request a change in transportation. Office staff **WILL NOT** inform students of transportation changes during the day. This is a safety issue for your child and for the school. Parents are responsible for informing their children of transportation issues before they leave home in the morning.

The bus driver must be given written permission from the parents when a child is to be dropped off at a different place other than the child's normal drop off place. This note must be signed by the office. **STUDENTS MUST HAVE A NOTE FROM HOME EACH TIME TRANSPORTATION IS CHANGED.**

Daycares

Parents should notify day care providers when their child has checked out from school. This assists the day care when they make their school pick-ups. There are several daycares available that provide transportation to and from our school. Our buses do not provide transportation to and from daycare facilities.

Custody Issues

Please inform the office of any custody situations of which we should be aware. Current custody documents must be available for us to keep on file if we are to follow the details of the custody agreement. These documents are kept confidential.

Field Trips

Students are given opportunities to extend their academic education through off campus field trips. These field trips are directly related to some skills that students have recently studied. School and classroom expectations extend to any off campus activity. Any student not displaying proper school and classroom expectations may be excluded from field trips or any off campus activity. This decision will be made jointly by teachers with administration making final decisions. It is not our policy to punish students by not attending; however, it is our responsibility to ensure the safety of all students.

Students must have paid at least ½ of the supply fee in order to attend field trips in the first half of the year. Students must have paid the entire supply fee in order to attend field trips in the second half of the year. Arrangements can be made with the administration and bookkeeper to make small payments throughout the year. This may be done by calling the school office.

Many field trips may require the assistance of parents. Parents are encouraged to attend to assist teachers. For this reason, younger and older siblings are not allowed to attend field trips. Parents will be required to provide their own transportation while on field trips. For safety reasons, students will not be able to leave the trip at any time to ride home with a parent.

Class Parties

Students will have two class parties each year that parents will be asked to assist. Since you will be assisting the teacher in many areas, younger or older students are not allowed to attend unless invited by the teacher.

Personal party invitations may not be sent to school to deliver to friends unless each student in the class receives an invitation. Teachers will not hand out or allow your child to hand out invitations unless an invitation is provided for each class mate.

Student Clubs and Sports

The following clubs and sports are available to students:

4-H Club: Open to all fourth and fifth grade students

Honor's Club: Open to fifth grade students; must meet requirements to join

Volleyball and track co-ed teams: Open to fourth and fifth grade students; must meet requirements to join

Emergency Evacuation Procedures

Please discuss with your child where they are to go or to call, if school is dismissed early due to an emergency (severe weather, power loss, etc.). All students will be transported home in the usual way. It is important to communicate with your child the procedures that you have established for this type of situation. If there is a possibility that the parents/guardian will not be home, arrangements should be made as to where the student will go. The students will not be allowed to call home for instructions, for obvious reasons. Parents should listen to local radio/TV stations for news of emergency dismissals.

We will be conducting emergency drills (fire, weather, shelter in place, lockdown, bus evacuation, etc.) periodically throughout the school year for the safety of our students and staff. Students will not be release for check-out during drills, and visitors will not be admitted into the building until the drill is complete. If it is necessary to evacuate from Juban Parc Elementary for any reason, parents/guardians will be notified through School Messenger. Please make sure your contact information on file is correct. We strongly encourage parents NOT to come to the school during an emergency unless directed to do so.

Personal Harassment Policy

The Livingston Parish School Board disapproves of and does not tolerate personal harassment by employees to students, by students to employees, or by students to students. This behavior refers to the use of unacceptable words, phrases, expressions, or derogatory statements by any person, male or female which relates any intimidating, hostile, or offensive environment.

Complaints of personal harassment which take place at school or arising out of the school setting should be made to the principal, principal designee, guidance counselor, or teacher. The principal will conduct an investigation to gather all facts about the complaint from all known parties and take appropriate action. After the investigation, appropriate disciplinary action will take place if warranted. Retaliation against any student who files a complaint or assists in the investigation of a complaint is prohibited.

*Any type of complaint or threat will be taken seriously.

Bullying

Juban Parc Elementary School does not tolerate bullying, harassment or intimidation of any kind on its campus. Students should report such behavior to a teacher or administrator and it will be investigated and appropriate action will be taken.

Published Photographs/Work

There are many opportunities for Juban Parc Elementary to publish student's pictures, interviews, written stories and poems, in local newspapers, journals, school web-sites, and/or local news stations. Parental permission will be assumed unless specifically denied. Parents must mail a refusal letter to the school office.

Student Withdrawals/Transfers

If a student must withdraw or transfer from Juban Parc Elementary, a drop form must be completed. This form must be signed by a parent. **We must have a one day notice to complete this form.** Notification may be made through a telephone call or note. All books (textbooks, library books, etc.) must be turned in. Students should attend school on their last day as they must assist in checking in textbooks, library books, etc. and collect any personal materials they may have at school. Outstanding fees must be paid before records can be sent to the receiving school.

Messages

Students will not be called from class to receive telephone calls. Only emergency messages will be delivered to students. Please send notes to teachers when possible. Students may not use the telephone to call home for forgotten books, supplies, or any other items. If a student is ill, an office staff member will call for the student.

Toys, Games, Personal Items

Only necessary school items are needed at school. Cell phones, i-pods, toys, games, electronic games, other electronic devices, sunglasses, trading cards, etc. will not be allowed on campus or on buses. These items will be taken away from students. Parents will be required to come to school for these items to be returned. If a teacher requests a certain item to be brought to school, it must be kept in the booksack until the student reaches that classroom.
Balloon bouquets and large gifts should not be sent to students at school. They will not be delivered to the student.

Booksacks

Rolling suitcases are not allowed to be used as booksacks. Booksacks with wheels are allowed but must have shoulder straps as well. These booksacks must be carried on the back and may not be rolled in the hallways or on buses. Booksacks must be small enough to fit in the laps of bus riders and may not take up an extra bus seat.

Lost and Found

Please stamp, write, or sew your child's name or initials into their coats, sweaters, sweatshirts, etc. that they wear to school. The school will hold lost clothing for a reasonable length of time after which it will be given to a charitable organization. You may come and look over the collection at any time. Please check with the office for the area where lost items are kept.

Make-Up Work

Requests for make-up work will be honored for students missing one or more days of school. Homework requests must be made no later than 10:30 a.m. and must be picked up the same day. Please call to request assignments before coming to pick them up. Teachers will need some time to get these assignments together. **If you request assignments, please come by to pick them up.**

When a student returns to school, they are allowed the corresponding number of days absent to complete make-up work. Counting of days allowed begins on the student's first day back at school.

Parent/Teacher Conferences

Conferences between parents and teachers are encouraged and expected. It is the right of parents to conference with a teacher. The administration encourages parents to conference with teachers before setting up a meeting with an administrator. Parents and teachers must work together as a team to provide the best education for every student. Conferences are held during the school's planning time at 8:00 a.m. each day except on the teacher's duty day. Most teachers will gladly make arrangements if this time is not convenient. You may contact your child's teacher by sending a note

to set up a conference time.

***As a courtesy to teachers and administrators, and to keep classroom learning from being interrupted, please make an appointment prior to coming to school. The person you want to speak with may not be available at the time you come.**

Check Writing Policy

Livingston Parish now utilizes ePayments-Educational financial Services to recover all returned checks. All returned items are subject to electronic re-deposit without further notice. A $25.00 Louisiana state authorized collection fee will be assessed on all returned checks and may be drafted from your account electronically. Please make sure your CURRENT ADDRESS AND 2 TELEPHONE NUMBERs are included on every check presented to Livingston Parish Schools.
All payments should be made to Juban Parc Elementary with CHECK or MONEY ORDERS. No cash will be accepted. SEPARATE CHECKS should be written for lunch money, supply fee, yearbooks, etc., as each account is kept separately.

**If you have any unresolved NSF checks, the school will accept only money orders until it is resolved.

Cafeteria Information

If your child is allergic to any type food, a doctor's excuse must be provided to the office and cafeteria. When that food is served, the cafeteria staff will substitute the item with a different food. This can only be done if a doctor's note is presented. **This must be updated yearly.**

Breakfast

Breakfast is served daily for students from 8:00 a.m. until 8:20 a.m. Students must be in the cafeteria no later than 8:20 a.m. if they choose to eat breakfast. Students arriving after 8:20 will not be allowed to eat unless they ride a bus. Regular pay breakfast is $1.00 and reduced pay is $.30. Breakfast must be paid daily or may be paid monthly. **Students will not be allowed to charge breakfast and will not be allowed to eat if they do not have money. Correct change must be sent as students will not be given change at breakfast.** Student cafeteria accounts will be credited for any overage. **The cafeteria manager can be contacted at 665-8617.**

Lunch

Lunch is served daily for students from 10:45 a.m. until 12:10 p.m. Regular pay lunch is $1.75 and reduced pay is $.40. Lunch is paid monthly. A lunch bill will be sent home with each student at the beginning of each month. Please return payment by the 10th of the month with your child's name written in the memo section of your check. Students may also bring their lunch. Carbonated beverages, glass bottles or canned containers are not allowed in the cafeteria. Lunches brought in to students (Wendy's, McDonald's, Taco Bell, etc.) are not allowed. **The cafeteria manager can be contacted at 665-8617.**

Free/Reduced Lunches

Free and reduced lunch applications are sent home on the first day of school. **Applications may now be completed as one household/family for all children in the family.** Please return the household/family application to the school that the youngest child attends or complete an application online. **All students are considered regular pay until their applications are returned and processed. You will be required to pay for all breakfast and lunches until you have returned the application and it has processed**. New applications must be completed each school year. If your income changes during the school year, you may apply for free/reduced lunches at any time. **The free/reduced lunch program status of our school determines eligibility for the Title 1 program. Title I funds can provide classroom computers, practice testing materials, and many other teaching materials as well as support Computer Literacy Labs.** Extra applications can be picked up in the office or complete online. Please take the time to complete an application even if you are not sure you will qualify.

Extra Items

Milk and water will be available for purchase each day. Milk is $.35 and bottled water is $.50. A variety of ice creams treats will be offered on Friday only for $.65. Each of these items must be paid for at the time of service. They cannot be charged.

Breakfast & Lunch Prices for 2012-2013 School Year

Applying for Free and Reduced Meal Benefits is now available online.

www.applyforlunch.com

ApplyforLunch is an easy and convenient way for parents and guardians to submit applications for school meal benefits online. There is no fee for using the ApplyforLunch website to submit your application for benefits. Entering your application online is **quicker, easier, and more accurate** than filling out a paper application. The step-by-step process and guided help makes applying for school meals simpler to understand than ever before. Families may apply for free and reduced meal benefits at any time during the school year. If you have questions concerning online applications e-mail childnutrition@lpsb.org.

Month	# Days	Breakfast		Lunch		
		Full Price All Schools	Reduced	Pre-K thru 5th grade	6th thru 12th grade	Reduced
		1.00	0.30	1.75	2.00	0.40
August	17	17.00	5.10	29.75	34.00	6.80
September	19	19.00	5.70	33.25	38.00	7.60
October	22	22.00	6.60	38.50	44.00	8.80
Nov. & Dec.	30	30.00	9.00	52.50	60.00	12.00
January	17	17.00	5.10	29.75	34.00	6.80
February	18	18.00	5.40	31.50	36.00	7.20
March	16	16.00	4.80	28.00	32.00	6.40
April & May	38	38.00	11.40	66.50	76.00	15.20
Total	177	177.00	53.10	309.75	354.00	70.80

Livingston Parish Public School uses the Touch & Go Finger Scanning system for point of service. It identifies and associates points on the finger with the student's meal account, automatically deducts the money, and records the date. This system is simple, private and highly secure. ****If we do not receive a written request from you stating otherwise, your child's finger will be scanned during the first week of school and will be updated yearly.****

Questions concerning:

Online Payments: 225-686-4272

Billing: 225-686-4346

School Meal Payment Policies:

Method of payment: Online payments may be made at www.schoolpaymentsolutions.com .

Questions concerning online payments e-mail: childnutrition@lpsb.org

Cash, check or money order may be paid directly to the school. Please make checks payable to the school your child attends.
Information on checks must be pre-printed and contain a valid phone number.

Charging of breakfast will not be allowed. Breakfast must be paid in advance or daily.

Pre-K -5th grade: Students are billed in advance for meals. Bills are due by the 10th of every month. Credit will be given for any meal missed the previous month. The months of November and December and the months of April and May will be billed together. Timely payments are necessary since the state will not allow the Child Nutrition Program to extend credit.

6thgrade – 12th grade: Lunch and breakfast may be paid on a daily basis or in advance.
Please refer to the chart above for monthly meal prices.

STUDENT COMPUTER ACCESS AND USE

INTERNET SAFETY

The Internet is a vast, global computer network that provides access to major universities, governmental agencies, other school systems, and commercial providers of data banks. The Livingston Parish School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of the Livingston Parish School Board. All elementary schools beginning with the third grade and all secondary schools shall provide instruction for educating children regarding Internet safety.

In its continued efforts to comply with the *Children's Internet Protection Act*, the School Board shall adopt and enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service provider technology designed to block or filter Internet access for minors and adults to certain visual depictions, including without limitation those that are obscene, child pornographic, or harmful to minors, including without limitation sites that are excessively, violent, pervasively vulgar, or sexually harassing. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. Only authorized persons may disable for an adult user the blocking or filtering mechanism in order to enable Internet access for bona fide research or other lawful purposes, which shall include online services for legitimate scientific or educational purposes approved by the Board, or access to online services of a newspaper with a daily circulation of at least 1,000.

In addition to filtering requirements, the Board shall maintain regulations which:

! Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;

! Address the safety and security of minors when using electronic mail and other forms of direct electronic communications, such as "Instant Messaging";

! Prohibit unauthorized access, including what is now known as hacking, and other unlawful on-line activities by minors online;

! Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors; and

! Institutes measures designed to restrict minors' access to materials harmful to minors.

PERMISSIONS

1) The *Student Computer Access and Use* policy shall be distributed to the student and parent/guardian through the school handbook and shall be posted on the School Board web site.

2) Parental permission shall be assumed unless specifically denied. *Denial of Permission Forms* are available at all schools.

3) Parental/guardian permissions that are assumed include:
   - Access to the internet and email system
   - Permission to publish students' work to classroom web sites
   - Permission to have unidentified photos of students published to classroom web sites

COMPUTER AND INTERNET USE TERMS AND CONDITIONS

1) *Acceptable Use* - The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and opportunities for collaborative work. Transmission of any material in violation of any U.S., state, local or School District regulations shall be prohibited.

2) *Privileges* - The use of the Internet is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges and may result in disciplinary or legal action by the administration, faculty, or staff.

3) *Security* - Security on any computer system is a high priority, especially when the system involves many users. Any suspected security problem on the Internet shall be reported to the building technology coordinator or the principal, who shall immediately contact the Director of Technology or designee. Any user identified as a security risk or having a history of problems with other computer systems shall be denied access to the Internet.

4) *Vandalism* - Vandalism shall result in cancellation of privileges and or other disciplinary actions up to and including expulsion. *Vandalism* is defined as any malicious attempt to harm or destroy hardware or software

data of the school system, another user, the Internet Service Provider, or other networks that are connected to Internet. This includes, but is not limited to, the uploading or creation of computer viruses. No software, programs, or files may be installed or downloaded by any user without the prior permission of the building technology coordinator, who must scan for appropriateness and viruses.

5) *Consequences of Misuse* - School principals may discipline (up to and including expulsion) any student who accesses, sends, receives, or configures electronically any profane language or pictures or violates the *Code of Conduct* for computer use, or any rules contained in the *Acceptable Use Agreement*.

RESPONSIBLE USE

The Livingston Parish School Board *Student Code of Conduct* applies to all persons who use any School Board computer. Honesty, integrity, and respect for the rights of others should be evident at all times.

The use of the Internet, including the World Wide Web, in any Livingston Parish public school must be in support of education and academic research and consistent with the educational objectives of the Livingston Parish School Board. Neither the Livingston Parish School Board nor any of the schools shall be responsible for any financial obligations incurred by users of the Internet.

The computer user shall be held responsible for his/her actions and activities. Unacceptable uses of the computers and/or the Internet shall result in appropriate disciplinary action, including school suspension, expulsion or revoking of these privileges. If a student has questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

If a student accidentally accesses inappropriate material, he or she should back out of that information at once. Students who may inadvertently access a site that is pornographic, obscene, or harmful to minors shall immediately disconnect from the site and inform the teacher.

Students shall use the Internet search engines and/or other Internet tools only under the direction and supervision of teachers.

In general, any student use of networks and telecommunications resources must be for educational purposes and conform to school system rules of behavior. *Regulations for the use of computers and the participation by anyone on the Internet shall include but not be not be limited to the following:*

1. Student use of e-mail and other forms for direct electronic communication including instant messaging systems is prohibited unless authorized and directly supervised by a teacher.

2. School system rules prohibiting indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing language apply to all forms of electronic communications.

3. Students shall not post any e-mail or other messages or materials on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing.

4. Students shall not post personal information about themselves, (last name, addresses, or telephone numbers) or any other person.

5. Students shall not abuse or waste network resources through frivolous and non-educational use or send chain letters or annoying or unnecessary letters to large numbers of people.

6. Students shall not access over the Internet visual depictions that are obscene, pornographic, or harmful to minors.

7. Students shall not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.

8. Students shall observe copyright law and fair use guidelines. Students shall not plagiarize or otherwise use copyrighted material without permission. Students shall properly cite the source of information accessed over the Internet.

9. Students shall not make any purchase on the Internet while using school equipment or Internet

service.

10. Degrading or disrupting equipment or system performance shall not be permitted.

11. Invading the privacy of individuals, sending of hate mail, harassing, or making discriminatory remarks or other antisocial behavior shall be prohibited.

12. Using an account owned by another user shall be prohibited.

13. Posting anonymous messages shall not be permitted.

14. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.

15. Downloading information without permission of the Director of Technology or designee shall be prohibited.

16. Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that taken as a whole and with respect to minors, appeals to the prurient interest in nudity, sex, or excretion shall be prohibited.

17. Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that describe or represent in an offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals shall be prohibited.

18. Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that taken as a whole lack serious literary, artistic, political, or scientific value as to minors shall be prohibited.

19. Use for product advertisement, political lobbying, or illegal activities shall be strictly prohibited.

20. Subscriptions to list servers, bulletin boards, and on-line services must be pre-approved by the Superintendent or his/her designee.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology or designated representatives.

STUDENT DRESS CODE

No student's appearance, including but not limited to his/her attire, shall be considered proper and acceptable for school if it distracts from, or in any way disrupts, the educational process. The Livingston Parish School Board is responsible for achieving a system wide dress code for appearance and dress among students that will promote the best atmosphere for teaching and learning.

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 student's dress and appearance:

- Appropriate footwear must be worn to school (no shower shoes, flip-flops).
- Caps, hats, unprescribed glasses are not permitted.
- Patches, decorations, slogans, symbols, tags, marks, or advertisements are prohibited(Examples: Beer, cigarettes, drugs, obscene suggestions, sexual connotations, etc.)
- No emblems, insignias, or monograms shall appear on any uniform item.
- 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 nor 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 and extreme hairstyles are not acceptable. 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.*

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.

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)
- **Elementary students shall be encouraged to tuck in shirts.
- **Middle/junior/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 in color and can only be worn underneath the standard uniform

Skirts/Shorts/Slacks/Skorts:

- Solid color: Khaki
- Style must be cotton twill or cotton blend (no jean style or material)-No rivets
- No sewn on outside pockets or flaps; cargo pants are prohibited
- **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 mandatory belt
- Designs, emblems, insignias, monograms and logos are prohibited
- Zip fly only

Jumpers:

- Solid color: Khaki
- Styles must be cotton twill or cotton blend (no jean style/material)
- Designs, emblems, insignias, monograms and logos are prohibited
- Uniform shirts must be worn under jumpers
- Length: Top of knee or longer

Skirts:

- Must be worn at waistline
- Length: Top of knee or longer
- Can be pleated, flat, or A-line
- Cargo style pockets on any garment are prohibited.

Shorts:

- 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 or flat front

Skorts:

- 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

Slacks:

- Straight legs
- No elastic or gathered at the ankles. No slits in pants legs.
- Must be hemmed and length not to exceed top of shoe (hem can be cuffed)
- No pockets on lower legs.
- Must be worn at waistline
- Cropped, stirrup, parachute, wind, stretch/warm-up, Capri, and jean style pants are prohibited
- Can be pleated or flat front

Belts:

- Solid color and solid material: Black, navy blue, khaki or brown
- Elementary students shall be encouraged to wear belts
- Middle/junior/high students – belts are mandatory when wearing slacks, shorts
- Belt buckles must be plain; standard buckle
- Appropriate length for waist size
- Designs, emblems, insignias, monograms, logos, holes, studs etc. are prohibited

Hose/Tights:

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

Socks:

- Solid color: White, navy blue or khaki (must be matching pair)
- Mandatory wear
- Designs, emblems, insignias, monograms and logos are prohibited
- Must be visible and no higher than the knee

Shoes:

- Shoes may 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

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

- 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

Coats:

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

By purchasing from an approved vendor, parents will be certain the uniform will be in compliance. In addition, a complete uniform (shirt, slacks, shorts, skirt, skorts, jumper, and belt) will be displayed in every school for parents to view. The acceptable color is the traditional khaki. The lighter stone color is not acceptable. The dark chocolate brown color and the dark green color are also not acceptable. If there is any doubt about a purchase regarding style and/or color, refer to the display at each school or visit an approved vendor.

APPROVED VENDORS FOR LIVINGSTON PARISH SCHOOL UNIFORMS

*****This list will be updated periodically and posted on the School Board website at http://www.lpsb.org.***

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, academic teams, clubs, picture day, Boy Scouts or Girl Scouts 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.

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:

- 1st offense = Parent/Guardian Contact
- 2nd offense = Administrator/Parent, Verbal Contact
- 3rd offense = Detention
- 4th offense and subsequent = One (1) day out of school suspension for each offense

LIVINGSTON PARISH PUBLIC SCHOOLS HEALTH RULES

The following guidelines are offered to help you determine when your child should not attend. You should also consider carefully a child's statement of feeling ill.

- **Diarrhea/vomiting**--A child with diarrhea and/or vomiting will not be allowed at school. He/She must be vomit and/or diarrhea free for 24 hours prior to returning to school.
- **Fever--**A child must be fever free for 24 hours without use of fever reducing medication (Tylenol, Motrin, Advil) before returning to school. A temperature of 100F orally, 99F under the arm, and 100.4F temporally is considered fever.
- **Cold/Flu--** Children with severe colds, sore throats, cough or "flu like symptoms" will not be allowed to stay at school. They should stay home for rest and proper attention to their symptoms.
- **Pink eye--**Symptoms of pink eye such as eye drainage, crusty eyelids, redness, swelling, and itching may indicate a contagious disease. Children with these symptoms will be sent home and should be seen by a doctor. A doctor's excuse will be required to return to school. If they are diagnosed with Pink eye they must be on treatment for at least 24 hours before they can return to school. Some conjunctivitis may require the student remain at home until all symptoms are resolved.
- **Rash/lesions--**A child with an undiagnosed rash or lesion, which could be impetigo, scabies, ringworm, etc., will not be allowed to stay at school. Skin lesions or rashes should be considered possible communicable diseases until a medical opinion is expressed to the contrary. A doctor's excuse will be required to return to school.
- ***No child shall be sent home ill to stay alone. A parent or responsible party must be there to receive the child***

I. SCREENING PROGRAMS

1) **Vision Screening**

Vision Screening is conducted on all students in grades PK, K, 1, 3, 5, 7, and from parent or teacher referrals. The screening is done by the school nurse. If a student fails the screening, a letter will be sent home indicating that the child should be further evaluated by an eye doctor.

2) **Hearing Screening**

Hearing screening is conducted on all students in grades PK, K, 1, 3, 5, 7, and from parent or teacher referrals. This screening will be done by the school nurses. If a student fails they will be referred to the school speech therapist for a second screening. If a student fails the second screening a letter will be sent home to the parent and the student will be referred to the school system's audiologist for further evaluation. The audiologist will refer students to their physician.

3) **Scoliosis Screening**

Scoliosis screening is conducted in the 6th grade school level. If a student fails the screening a letter will be sent home indicating that the child should be further evaluated by a private physician or the Easter Seals Society.

II. IMMUNIZATION INFORMATION

1) **The Office of Public Health requires the following age appropriate immunizations your child must receive before attending school.**

a) **Pre-K and Kindergarten**

b) **4 or 5 - Tetanus, Diphtheria, Acellular pertussis Vaccine (Tdap)**

(1) **(*last dose must be administered after the child's 4th Birthday)***

c) **2 - Varicella**

d) **2 - Measles, Mumps-rubella (MMR)**

e) **3 - Hepatitis B (HBV)**

f) **3 or 4 - Polio (IPV)**

(*Last dose must be administered after the child's 4th Birthday)*

***The Varicella vaccine is waived if the student has had a history of chickenpox disease.* The *parent is responsible for reporting the case of chickenpox* to the school nurse, or local health department.**

2) **Grade 6 and/or 11 years of Age:**

a) According to the new law, students entering sixth (6th) grade will be required to show proof of immunization against Meningococcal Meningitis (MCV4) and any booster doses recommended by the Office of Public Health. Immunizations now required are listed below, in addition to the immunizations your child should have received from kindergarten through grade 5.

TDap - Booster
Meningitis Vaccine
Varicella – Booster

***Please be aware - your child will NOT be allowed to attend school if you fail to comply with the new immunization law. You should contact your local physician or local Health Unit to schedule an appointment as soon as possible. Updated immunizations records will be due the first day of school.**

If you have any questions or concerns, you may call Jennifer Wilkinson, RN, School Nurse Coordinator at 225-686-4368, or you may contact Livingston Parish Health Unit 225-686-7017. Students that have not received proper immunization may not be allowed to come to school if there is an outbreak of a communicable disease at school (Chickenpox, Measles, etc.) By state law these students must be excluded from the school setting. These absences will not be excused.

**Parents or Guardians of students that are unable to receive their immunizations due to medical, religious, or personal reasons must submit a written letter of dissent that has been notarized. If this dissent is due to a medical reason a written statement from the doctor must be received.*

III. LICE - SCHOOL BOARD GUIDELINES

IV. Livingston Parish Public Schools will exclude any student suspected of having symptoms of head lice until satisfactory treatment has been given. The student shall be readmitted to school after the parent or guardian has treated the child, and all lice and eggs have been removed. Students who have been treated for lice must be brought to school by the parents and rechecked by school personnel before they are allowed to enter a class. It is recommended that your check your child on a regular basis for signs of head lice. You can find information on headlice on the LPPS website and the internet.

V. MEDICATION GUIDELINES

Livingston Parish Public Schools require the following forms must be on file in your child's health records BEFORE we begin to give any medicine at school.

1. Signed authorization form by the parent or guardian to give medicine.

2. Signed medication order. The written order form should be taken to your child's licensed prescriber (your child's physician or dentist) for completion and returned to the school office. This order must be renewed if there are any changes in dosage, time, or medication and also at the beginning of each school year.

a) Medicine should be delivered to the office either by you or a responsible adult whom you designate (**never the student**). It must be in a container with a label from the pharmacy. Please ask your pharmacy to provide a separate bottle for school and home use. No more than a thirty-five day supply of the medicine should be delivered to the school. The parent or guardian is responsible for breaking the tablet in half when needed before delivering to the school. School personnel are not allowed to break tablets in half. Parents are responsible for picking up the empty medicine bottle. The student will not be allowed to carry the container home.

b) No "over the counter" medication such as Tylenol, aspirin, cough medicine, etc., can be given at school without a doctor's order and a prescription label When your child needs medicine to be given

during the school day, please act quickly to follow these policies so that we can begin giving the medicine as soon as possible.

c) If a student is prescribed a new medication, they must remain at home for 12 hours after the first dose to be observed for adverse reactions.

WHENEVER POSSIBLE MEDICATION
SHOULD BE GIVEN AT TIMES OTHER THAN SCHOOL HOURS.

Information regarding School Health Rules may be accessed online under the Community section of the LPPS website (www.Lpsb.org).

School Wide Positive Behavior Plan

Join Together with Self-Control

Act Safely

Give Respect

Show Responsibility

For effective student learning at Juban Parc Elementary, a school wide positive behavior plan called "**JAGS"** is utilized. This plan is designed to encourage and reward students engaging in positive behavior by following school wide and classroom expectations and routines.

All students will be given a behavior folder or planner that will be taken to each class they attend. "Checks" will be recorded on the folder/planner for misbehavior. The folder/planner will be send home daily indicating the student's behavior for that day. **A guardian must sign/initial the folder/planner each day.** Students will be responsible for bringing the folder/planner home and returning it to school. This system will keep communication open between parents and teachers in regards to behavior.

Students will be rewarded for following school-wide expectations. Students meeting the requirements of the "**JAGS**" program will be rewarded with **JAGFEST** celebrations during the school year. To attend JAGJEST, students must follow expectations at least 80% of the time. The number of "checks" the student must earn, based on the number of school days, will be announced at the beginning of each JAGFEST period. They will also be rewarded by receiving JAG JEWELS. JAG JEWELS are spontaneously given to students following school-wide expectations. Students can use their JAG JEWELS to purchase items on the JAG MART CART at designated times. Parents are needed to assist by volunteering to man the JAG MART CART and to help implement activities in JAGFEST celebrations.

A progressive discipline chart, or "step plan," for each student will be maintained by the student's teacher. **(Students receiving any type of major discipline referral, including bus referrals, will automatically lose the privilege of attending any reward activities for that period of time, i.e. JAGFEST).** Recess detention, parent/teacher conferences, office referrals, and out of school suspensions are all steps in this plan.

If you choose for your child not to receive corporal punishment, a letter from the parent must be mailed to the school office. Another form of punishment will be administered, usually suspension from school. This letter must be updated each year. A copy of the Discipline Step Plan is included in this handbook.

Read the school wide expectations found in this handbook with your child. Discuss these expectations with your child and make sure that he or she understands them. Encourage your child daily to be positive and to always do their best.

SAMPLE Behavior Calendar

White = No Problems
Green = warning
Yellow =Time Out- 5 min. loss of recess
Red = Recess detention with Assignment; documented on 12-Step plan
Purple = Phone Call to Parent or note home; documented on 12-step plan
* Severe offences will result in immediate office referral.
Please sign or initial daily.
Check=White or Green

OFFENSES:		LOCATIONS:	
A – Talking	E – Willful disobedience	1 – Classroom	5 – Computer Lab
B – Out of Seat	F –Other	2 – Hallway	6 – Lunchroom
C – Hands, feet & objects to self		3 – Recess	7 – PE
D – Disrespect		4 – Restroom	8 – Library

Monday	Tuesday	Wednesday	Thursday	Friday

You must earn 20 checks to attend Jagfest

		*A **"check"** is white or green.		5 FIRST DAY OF SCHOOL!
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31	1	2
5	6	7	8	9 JAGFEST!!!

Behavior Chart 3rd – 5th grade
Week of _____

Conference Requested by _____Parent _____ Teacher

Monday	Tuesday	Wednesday	Thursday	Friday
Warning (1st Offense) MLA	Warning (1st Offense) MLA	Warning (1st Offense) MLA	Warning (1st Offense) MLA	Warning (1st Offense) MLA
2nd Offense MLA	2nd Offense MLA	2nd Offense MLA	2nd Offense MLA	2nd Offense MLA
Recess Detention (Document on plan) MLA	Recess Detention (Document on plan) MLA	Recess Detention (Document on plan) MLA	Recess Detention (Document on plan) MLA	Recess Detention (Document on plan) MLA
Contact Parents Phone/Note Document MLA	Contact Parents Phone/Note Document MLA	Contact Parents Phone/Note Document MLA	Contact Parents Phone/Note Document MLA	Contact Parents Phone/Note Document MLA
Parent's Initials	Parent's Initials	Parent's Initials	Parent's Initials	Parent's Initials

Teacher Comments:

_____
_____
_____
_____
_____
_____
_____
_____

Parent/Guardian Comments:

_____
_____
_____
_____
_____

Major Offense/Office Referral:

_____
_____
_____
_____

K – 5th Grade Discipline Step Plan

Name:

1st offense:	Recess Detention w/ Teacher	Date:_____ Incident:_____
2nd offense:	Recess Detention w/ Teacher	Date:_____ Incident:_____
3rd offense:	Recess Detention w/ Teacher	Date:_____ Incident:_____
	Teacher/Parent Conference	Date:_____ In person By Phone
4th offense:	OFFICE RECESS DETENTION	(1) Date:_____ Incident:_____
5th offense:	OFFICE RECESS DETENTION	(2) Date:_____ Incident:_____
	School Counselor Referral	Date:_____
6th offense:	OFFICE RECESS DETENTION	(3) Date:_____ Incident:_____
	Admin./Parent Conference	Date:_____ In Person By Phone
7th offense:	AFTER-SCHOOL DETENTION	Date:_____ Incident:_____
8thoffense:	AFTER-SCHOOL DETENTION	Date:_____ Incident:_____
9th offense:	AFTER-SCHOOL DETENTION	Date:_____ Incident:_____
10th offense:	SUSPENSION	Date:_____ Incident:_____

OFFENSES:

A-Disruption
B-Out of seat
C-Hands, feet, & objects to self
D-Disrespect
E-Willful disobedience
F-Other

LOCATIONS:

1-Classroom
2-Hallway
3-Recess
4-Restroom
5-Computer Lab
6-Cafeteria
7-PE
8-Library

A Compact for Student Success 2012-2013

A Parent/Student/School/Teacher Agreement

Livingston Parish School System

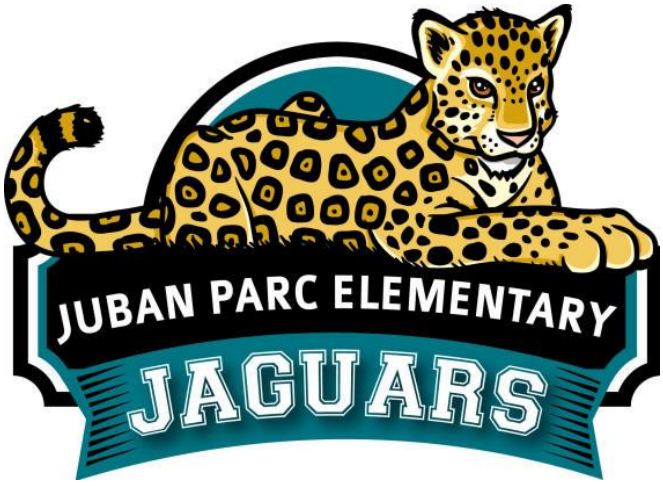
To support student learning and success, **all parties agree to the following:**

School	Teacher	Parent/Guardian	Student
1. Provide high quality curricula, instruction aligned with Louisiana Content Standards, student performance expectations and school-wide positive behavior. 2. Provide a minimum of one parent/teacher conference during the school year. 3. Report on an ongoing basis about child's progress (report cards each nine weeks, mid-semester reports, student planner each day, etc.). 4. Provide opportunities for parental involvement (volunteer, participation, etc.) and assistance to parents to help child at home. 5. Provide a safe, orderly environment in which children can learn. 6. Students who are at risk will receive tutoring, small classes, new innovative programs, etc. 7. Provide parent policy to all parents. 8. Provide teacher and paraprofessional qualification upon request. 9. Parents must be informed if their child is taught for 4 or more weeks by a teacher who is not certified. 10. Parents can arrange a conference by calling the school secretary and scheduling an appointment with the teacher before school or after school. Telephone conference can also be arranged.	1. Provide rigorous activities and lessons aligned with Louisiana Content Standard and student performance expectations. 2. Provide high expectations for all students in an encouraging and supportive manner. 3. Provide a well-disciplined and managed classroom so all students have the opportunity to learn. 4. Provide an open line of communication with parents. 5. Provide remediation in all subject areas in which students have performed at the unsatisfactory level. 6. Teach to a variety of learning styles, provide learning plans for individual students, provide one-on-one tutoring of specific skills, etc.).	1. Make sure my child is on time and attends school on a regular basis. 2. Supervise homework and study time. 3. Provide a quiet place for my child to work, study, read, etc. 4. Provide necessary materials my child needs for his/her success. 5. Keep open lines of communication with my child's teacher(s) including parent/teacher conferences, written communication, etc. 6. Support the school and all teachers in maintaining a disciplined environment. 7. Encourage my child to do his/her best. 8. Volunteer at the school. 9. Serve on SIT or parish committee.	1. Go to school on time everyday. 2. Go to school on a regular basis. 3. Go to school ready to work with materials needed and homework assignments completed. 4. Stay attentive and actively participate in classroom activities. 5. Follow school and classroom rules and regulations. Respect classmates, teachers, administrators, and other school staff. 6. Be a positive role model for other students.

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

Signatures:

School Administrator	Teacher	Parent/Guardian	Student



Juban Parc Elementary
12555 Brown Road
Denham Springs, LA 70726

My child, _____, and I have received and read the 2012-2013 Juban Parc Elementary Student Handbook.

_____

Student Signature

_____

Parent Signature

****Please sign and return this page to your child's teacher.**