

Western Heights Elementary
Student Handbook
2021-2022



1100 Elizabeth Street
Westlake, Louisiana 70669
Phone: 337-217-4930 Fax: 337-217-4931
<https://www.cpsb.org/westernheights>

Welcome!

Dear Parents,

Welcome to the 2021-2022 school year at Western Heights Elementary. Our students' safety and wellbeing are our top priorities. The faculty and staff are committed to providing your child with a quality education based on academic excellence while at the same time striving to meet his or her individual needs. Close working relationships among teachers, parents, administration, and students are essential in providing the best possible instructional program. We would like to encourage your continued support and cooperation in helping to make this year a positive learning experience for your child.

To ensure proper communications this handbook is utilized as an ongoing means of communication between teacher and parent. It is our belief that parents, and students should be knowledgeable of the policies and procedures at Western Heights Elementary. The Calcasieu Parish School Board and the Louisiana Department of Education set forth many of these policies. Please read and discuss the information in this handbook with your child, then sign and return the Parent/Student Acknowledgement Sheet to your child's teacher. If you have any questions or concerns, please do not hesitate to call.

By working together, we can ensure that your child has a very successful school year.

Sincerely,

Sonia Lockhart

Principal



Western Heights Elementary
1100 Elizabeth Street
Westlake, Louisiana 70669
Phone: 337-217-4930 Fax:337-217-4931
<https://www.cpsb.org/westernheights>
Facebook: @cpsbwhes

Principal	Sonia Lockhart	sonia.lockhart@cpsb.org	Ext. 6951
Assistant Principal	Jessica Conrad	paul.champagne@cpsb.org	Ext. 6952
Counselor	Anita Sanders	anita.sanders@cpsb.org	Ext. 6957
Secretary	Fonda Hayden	fonda.hayden@cpsb.org	Ext. 6954
Secretary	Rhonda Cortez	rhonda.cortez@cpsb.org	Ext 6953

**Most teachers may be contacted via e-mail.
(first name. last name@cpsb.org)**



Vision:

All students will successfully complete Fifth Grade and transition to middle school, without the need for remediation.

Behavior Expectations for All:

Be Respectful

Be Safe

Be Responsible

Office Hours are 7:30-3:30

Registration Procedures:

Registration Hours: 8:30-2:00

Students must meet age, immunization, and residency requirements for entering school.

All children, upon entering a Calcasieu Parish school for the first time are required to present a certified copy or the original official birth certificate.

Items necessary for Registration

- Proof of residence-two utility bills with parents/guardian in zone address.
- Birth Certificate
- Immunization Records
- Records from Transfer School
- Social Security Card
- Out of Zone Approval, if necessary-Must meet requirements. It is the parent's responsibility to be aware of out-of-zone Conditions and timelines.

Immunizations

All students must furnish proof of up-to-date immunizations as required by law. Students not meeting the immunization requirement will be given 10 days to comply. All students should meet immunization requirements by October.

Parents/Guardians are also required to complete the CPSB online student registration process at the time of registration:

<https://jcampus.org/register/>

***Parents are responsible for keeping the on-line records up to date.

(EX: phone numbers, emergency contacts, and address changes)

This contact information is used for the school and faculty to communicate with parents. This information is used to create School Messenger information for parents.

Emergency Information

It is the responsibility of each parent/guardian to provide the school with information needed to notify the parent, guardian, or designee should an emergency occur or arise. According to state guidelines, a school should be able to get in touch with a parent or guardian within a reasonable amount of time, during the school day. At the beginning of the year or at registration each student will be given a form requesting emergency information. **Please fill it out completely. This includes your child's full name, current address, parent numbers, and emergency contacts.** Should any of this information change during the school year, it is the responsibility of the parent/guardian to notify the office so that changes be made on the child's emergency card.

Legal Custody

When legal custody of a student has been judicially assigned to one parent or legal guardian, a certified copy of the judgment should be presented and kept on file in the school office, in the absence of a legal document, the child will be released to either parent providing the parent is listed on the birth certificate. The parent must present current identification. Should questions arise, the school board attorney will be contacted for a decision.

Transfer Students

When a student transfers to another school, parents need to notify the school office in advance, so necessary paperwork will be ready when requested. Processing the transfer paperwork does require time and the attention of the classroom teachers, office staff, and counselor. The official withdrawal form will be released when all fees are cleared (workbook money, fundraiser money, library books, etc.) and when the teacher is free from instructional duties, so grades and attendance can be calculated.

Parent and Student Responsibilities

Attendance Rules and Regulations

*School Hours:

Office: 7:30-3:30

*Students Report: 7:40-2:45 (Students are considered tardy if they arrive after 7:40)

The Louisiana Compulsory school Attendance Law R.S. 17:221 mandates that all children between the ages of seven and eighteen must be enrolled in a public or private day school or have an application on file for home schooling. This State Compulsory School Attendance law also applies to any child below the age of seven who legally enrolls in school.

The only valid reasons for absences from school are:

- personal illness
- serious illness in the family
- death in the immediate family
- observance of an established religious holiday

Note: Failure to send a child to school may result in an investigation and potential prosecution.

Louisiana law requires that an elementary student must be in attendance **a minimum of 167 days** of a school year in order to be considered for promotion. Students who miss an excess amount of days per year without approved documentation of extenuating circumstances may be denied credit for the school year.

- Students shall not be excused from any absences other than those listed above.
- Students will be given failing grades on graded assignments if make-up work is not completed, prior to the last of the nine weeks in which the student was absent.
- Students missing school as a result of out of school suspension shall be counted as absent.
- Act 745 protocols will be followed by school staff in reporting absences, tardies, or early check-outs to parents or guardians. These procedures will be followed, when reporting these to Child Welfare and Attendance. Students are considered tardy to school at 7:40. Please coordinate your clock with the school time. Gates will be closed in the car rider area at 7:40.
- Once a student returns to school after being absent, they must submit a dated medical excuse for the days they were absent. A parent note is accepted, but not considered an excused absent.



CPSB District-wide Elementary Dismissal Procedures

In order to protect our elementary students from any potential unsafe situations, CPSB had adopted a parish-wide dismissal procedure. We have so many new students, new parents, and various custody arrangements, that it was imperative we examine our needs and create a safety plan that would ensure students were dismissed and transported home safely.

The Dismissal Procedures:

- All Pre-K through 1st grade Students will receive a CPSB tag daily outlining how they will be dismissed that day. Example) Car rider, Bus with Bus Number, Extended Day, or Walker.
- In order to decrease the added activities at dismissal and the communication issues due to timing, schools will not accept phone calls after 2:00 p.m. informing them how the child is to get home that day. It is important that you let your child know in the morning how they will get home.
- There will be no check outs after 2:30 p.m. unless it is an emergency situation. In the event of an emergency, please contact your school principal. Otherwise, please wait in the car line for your child.

The Calcasieu Parish School System believes in promoting a positive learning environment for all students. In order to meet the demands of Common Core, we must teach until dismissal and it is very disruptive to our lessons and daily routines when there is so much added activity at dismissal. The new dismissal procedures will help us increase high quality instruction and decrease the chances of dismissal errors. We thank you for your cooperation in advance.

Approved:
Jill Portie
8/27/14

Building Foundations for the Future

Dr. Jill Portie, Administrative Director of Elementary Schools 600 South Shattuck Street Lake Charles, LA 70601
Phone 337.217.4140, Ext. 1601 Fax 337.217.4141 Email jill.portie@cpsb.org

School Routines

Morning Arrival

Students report to their classrooms by 7:40 for instruction to begin each day. Upon arrival to school **ALL Students Are To Report To Their Designated Area**. For the safety of our students, if a student arrives **after 7:45 a.m.** they must be escorted into the building by the person that is bringing them to school. Gates in the car rider area are locked at 7:40. The car rider area for drop off and pick up are located in back of the school. Please follow the signs. Parents must bring students to the office in the front of the school to check them in, if they arrive after 7:40.

Note: Students late to school will not be allowed to go to class until an adult, signs them in.

If your child is going to eat breakfast at school, they must enter the cafeteria by 7:30.

Students will eat breakfast in their classrooms. They will check their e-mail and log into their computers after they have eaten breakfast.

Buses

Transportation is provided for students who reside further than one mile from the school and in our school zone. Students must ride the bus that the transportation department has assigned to them. Any variation in a bus schedule must be in writing on the CPSB form and approved by school administration and the Transportation Department, prior to riding the bus. Students are under school supervision while on the bus and misbehavior may result in the loss of the privileges of riding the bus. All rules in the CPSB Code of Conduct are to be followed on the bus. Any violation of these rules will result in disciplinary action. The bus transportation drop off and pick up are located in front of the school.

Afternoon Dismissal

Walkers **may not** be picked up by a car in the front driveway or in the front of the school. Students will not be allowed to walk or ride their bikes home in the rain. Please make other arrangements. All students should be picked up by 3:05.

Parents are encouraged to provide bike locks for those students riding a bike to school.

All walkers and bike riders are expected to go straight home after dismissal.

Please send a note to your child's teacher if there is a change in their normal dismissal schedule.

Please sign up for WHES Remind 101. We will send out notices for rainy day dismissal. It will also be posted on our Facebook page. The rainy-day dismissal decision will not be made until a few minutes, prior to dismissal.

Visitors

Parents are welcome in our school, for the safety of the students all visitors and volunteers **MUST** report to the office upon arrival to sign in as well as wear a visitor's badge. Volunteers will only be permitted, as per scheduled events. Parents are welcome to eat lunch with their child. The lunch fee must be paid in the cafeteria, if you are eating a school lunch. Parents that are eating lunch with their child, must plan to eat with them during their scheduled lunch period. Parents are not permitted to observe classroom, during the day. Parents are also welcomed to set up a parent conference or attend Family Involvement events. Visitor parking is in the front of the school. Visitors should not park in the driveway or in the bus loading area. All visitors must sign out when you leave school. Parents are not allowed to walk students to class in the morning.

Conveying Messages to Students

Instructional Time will be protected. Immediate messages will only be given to students in the case of an emergency. All other messages will be given to students at the end of the day. Messages regarding changes in the way students go home will not be taken after 2:00 each day. This is part of the CPSB dismissal policy located in the handbook. Students are allowed to use the phone for emergencies as verified by the teacher, nurse, or office staff.

Conveying Messages to Teachers

Immediate Messages will only be given to teachers in the case of an emergency. Teachers will not be called to the telephone, during instructional time. E-mail is a great form of communication between teachers and parents. Please remember to complete the subject line of the e-mail or the CPSB e-mail system will not allow the e-mail to be delivered. If you need a teacher to get a specific message by a specific time, please leave that information with the office staff. Please remember that teachers are instructing class, during the day. E-mail and phone messages will be checked at the end of the day.

Deliveries

The office will not accept deliveries of flowers, bouquets, etc. for students. This tends to cause problems with transportation and classroom interruptions. Please make other arrangements.

Emergency and Safety Procedures

The safety of our students is always of the utmost concern. Regularly scheduled fire drills, lockdown drills, tornado, bus evacuation drills, shelter-in-place drills, and emergency evaluation practices ensure a definite plan of action in case of an emergency. In the event of inclement weather conditions or other emergencies that may necessitate the closing of schools or dismissal of school, the local media will be informed, and parents will be contacted. This is another reason it is so important to have up-to-date and accurate contact numbers for each child on file in the office. The School messenger Service will be used to disseminate critical information, during emergency situations. If schools are closed or dismissed, the decision is made by the CPSB not the school. You are asked not to telephone school personnel during this time, because it is tying up the communication lines. Please remember that when a school lockdown/shelter in place has been declared, no child may be checked out until the 'all clear' has been approved through CPSB Risk Management Department and/or law enforcement. During safety drills or an actual emergency, parents should not enter the building unless you receive a message from school administration.

Student Responsibilities

To best maintain order in school and establish an environment conducive to learning, it is the responsibility of the students to respect the rights and privileges of other students, teachers, and staff. It is also the responsibility of the student to arrive t school with the appropriate materials and assignments. Students should also obey all school rules and to behave in an acceptable manner.

Homework

Homework is designed to support the learning process and reinforce subject matter taught at school. It is the student's responsibility to complete all homework and turn it in as assigned. When a student is absent from school, please call the office by 8:30 a.m. to request homework for the day or for several days. Parents are asked to pick up homework by 2:00 for the day requested. Parents may also request homework to be sent home with a friend or sibling. Student literature and workbooks are provided for each child by CPSB. These texts must be paid for if they are damaged or lost.

Water Fountains

Water fountains will not be in use this school year. We have water filling stations. Students need to bring a disposable or refillable water bottle to school daily.

School Discipline Plan

Western Heights Elementary is committed to implementing methods and strategies to help children develop attitudes of respect and responsibility. We strive for children to recognize, understand and internalize the traditional ideas of honesty, self-control, and responsibility, cooperation, and self-motivation. Behavior education is an integral part of every student's day. We focus on our behavior expectations and positive behavior supports, through PBIS-Positive Behavior Interventions and Supports. Safety, respect, and responsibility are at the core of our day. Students are expected to take pride in caring for their school building, campus, books, and all school equipment. Students are expected to be respectful of school staff, other adults on campus, and students on the school premises. These guidelines are for all areas of the campus, school sponsored events, and the buses. Specific guidelines and expectations have been provided in the PBIS yellow folder. Each student will receive a yellow PBIS behavior tracking folder. These folders contain the parent/student behavior contract, behavior expectations for specific areas of the school, an example of major/minor behaviors, and the daily tracking charts for the year. The charts in the folder should not be removed. This is a cumulative record. Students are held accountable for keeping up with the folder. An administrative conference will be held, if a student loses their folder. A conduct grade will be averaged at the end of the nine weeks.

The Louisiana Department of Education has mandated the use of a School Behavior Report for discipline referrals. This report is sent home with any student referred to the office for discipline. Our District Code of Conduct provides a comprehensive explanation of all behaviors and discipline policies. Refer to the CPSB District Code of Conduct for specific details about infractions. The CPSB Code of Conduct parent/student signature page must be signed and returned to the school.

House System-We will incorporate the HOUSE SYSTEM as part of our PBIS program. Students will be in the same house they were assigned at Westwood Elementary. New students will spin our HOUSE WHEEL to determine their house selection.

District, State, and School Policies

All Western Heights Elementary students will adhere to the CPSB and Western Heights Elementary Codes of Conduct. Any objects that distract or interrupt the educational process are not allowed on our campus. These objects will be confiscated and returned at the end of the school day. Upon the second offense, the item will have to be picked up by the parent. Further offenses will result in disciplinary procedures as to be determined by the administration.

Electronic Telecommunication Devices

No Student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication devices. These include but are not limited to facsimile system, radio paging system, walkie talkies, mobile telephone system, camera, video camera, Smart Watches, scanners, recording devices of any kind, etc. during the school day or in any school bus/field trip bus that are used to transport students. These are all considered telecommunication devices. A violation of these provisions may be grounds for disciplinary action, including but not limited to suspension from school. Cell phones, Smart Watches, and other telecommunication devices **must be turned off**, stowed away in the student's backpack, out of sight and not used during the school day or while riding the school bus/field trip bus. Cell phones and telecommunication devices must not be powered on, until students are off of campus or have departed from the school bus.

Code of Conduct for Elementary students-

This section will be placed in the Code of Conduct for Elementary Students

Use of cell phones by an elementary student shall result in:

- Confiscation of the cell phone and parent called.
- Option to use ISI for repeat offenders.

All confiscated phones shall be returned to a parent or guardian when a request has been made and a release form provided by the school has been signed. Parents must sign the release form in person.

Ref: La. Rev. Stat. Ann. "17:239, 17:416, 17:416.1

Prayer Policy

- The Calcasieu Parish School Board shall permit school authorities of each school to allow the opportunity, at the start of each school day, for those students and teachers desiring to do so to observe a brief time in silent prayer or meditation.
- Public schools shall be prohibited from adopting or using any official or standard prayer. Voluntary, student-initiated, student-led prayer in accordance with the religious views of the student offering the prayer may be permitted, however.
- No student attending the school shall be required to participate in any religious activity at school. No law, rule, or policy shall deny to any student attending a public elementary school the right to participate in voluntary, student-initiated, student-led prayer during school or on school property, before or after school or during free time.
- No law, rule, or policy shall prevent any student who attends a public elementary school and who is responsible for or presiding over a meeting of a school organization or assembly from calling upon a student volunteer to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation, at the sole option of the student volunteer.
- A student organization shall not be denied recognition or any privilege or benefit solely because it is religious in nature, has a religious affiliation, or has no religious affiliation.

Calcasieu Parish School System Dress Code for Students

Students attending Pre-K-12 schools in Calcasieu Parish shall be required to wear official school uniforms. Uniforms shall be the same for all schools, as follows:

- Uniform shirts will be **white, black, orange, hunter green or navy blue** polo/golf style shirts (short or long sleeves with a collar) or shirts that button down the front with a collar. **No emblem, logo, decoration, or decorative trim is allowed.** White, hunter green or navy blue, turtlenecks with no emblem, logo, decoration, or decorative trim are acceptable. Turtlenecks can be worn separately or under uniform shirt.
- T-shirts (solid white, hunter green, or navy blue) will be allowed under the uniform shirt.
- Spirit shirt/club shirt may be worn on day/s determined by the school administrator.
- Administrators may option to have students wear the official school logo on the school's designated shirt.
- Shirts must be tucked in at all times.
- Khaki (shades may vary) or navy blue pants, skirts, shorts, skorts, or jumpers must be uniform style and color (no blue jeans, no corduroy or wind-suit materials, no sweat pants, no stretch pants or leggings, no spandex, no baggy pants, no bell-bottoms, no carpenter or cargo styles, no hip-huggers, no side-knee pockets). Emblems, logos, or decorations are not allowed.
- Shorts and skorts must measure (front and back) **no shorter than three inches above the knee and no longer than mid-knee.** Skirts and jumpers

- must measure no shorter than three inches above the knee.
- Belts should be black, brown, navy blue, hunter green, orange, black, or khaki with no emblem, logo or decoration and must be worn with slacks and shorts that are designed to have belt loops. Belts must be **visible** and worn around the waist. Socks (or stockings for girls) are required and should be hunter green, navy blue, khaki, black, or white with no emblem, logo or decoration and must cover ankle and be visible.
- Appropriate shoes must be worn and not include thongs. **Sandals are not allowed in elementary grades. Crocs and other forms of backless shoes are not acceptable.**
- Acceptable outerwear for classroom is limited to include sweater, sweater vest, sweatshirt, and light jacket. During class time, jackets are to remain open, not zipped or buttoned. Colors for classroom outerwear include khaki, navy blue, hunter green, black, orange, and white. No emblem, logo, or decoration is allowed on classroom outerwear. The uniform shirt must be worn under outerwear. **Hoodies are NOT allowed as classroom outerwear.**
- Heavy coats and jackets worn to and from school and/or outdoors are not restricted, but recommended to colors of navy blue, white, khaki, hunter green, orange, or black.
- No headwear shall be worn on campus with the exception of knit caps in extremely cold weather.
- Prohibited items include bandannas, hair rollers, extremes in hair styles, hair dyed a color other than the/a natural hair color psychedelic hair colors, lines, letters, or designs shaved in the head.
- Sunglasses, nose rings, visible body piercing, and excessive or inappropriate jewelry are prohibited.
- Prohibited items include excessive and inappropriate makeup, painted faces, inappropriate tattoos, and stick-on tattoos.
- Clothing worn is not to be suggestive or indecent.
- Clothing, jewelry, and general appearance are not to be of the type that would cause a disturbance or distract or interfere with the instructional programs.
- Principals may declare spirit or club days and allow students to wear school spirit shirts, or dress up days (i.e., when school pictures are scheduled) or allow students to wear other uniforms such as Boy Scouts, Girl Scouts, cheerleaders, band, chorus, etc. Other questions about uniforms should be referred first to the school authorities, then to the central office staff. Situations will be dealt with on an individual basis. Students are first given a written warning that they are not in compliance with the uniform policy. Parents/Guardians are notified. If the student continues to be non-compliant, school personnel will schedule a parent/guardian conference to discuss further action that will be taken, in regards to the uniform policy.
- If you have a question about the policy, please contact the school administration.

Communicable Disease Control (Further explanation, JGCC part II)

A decision concerning notification of parents in regards to a students' illness requires judgment based on the student's statement of his/her complaints and observation of his/her appearance and behavior. As guides for dealing with sick students, the following principles are suggested:

- Give careful consideration to the student's statement of his/her complaints. It is not always possible to secure objective evidence of sickness.
- A child with temperature of 100.5 degrees Fahrenheit or higher shall not be permitted to remain in school.
- A child may return to school after a febrile illness under the following condition: following a mild illness (no physician involved) the child's temperature must have remained below 100.5 degrees Fahrenheit (oral or rectal) for at least one full day (24 hours), or following a more severe illness (a physician was involved) the child's temperature must have remained below 100.5 degrees Fahrenheit (oral or rectal) for at least one day, and a written note from the physician states (1) that it is safe for the child to return to school and (2) that he or she is not a health threat to others.
- A child vomiting or with loose stools may be excluded from school.
- Students with severe colds, sore throats, or productive coughs should not stay at school.
- Presence of abdominal discomfort, not definitely explained as menstrual cramps, may signify appendicitis. The parent/legal guardian should be notified and urged to secure a medical opinion. No food or medication shall be given at school.
- Purulent nasal discharge, purulent conjunctivitis (pink eye), severe headache, and skin eruptions may be indications of acute communicable disease. Students with these conditions should be considered contagious unless facts or expressed medical opinion indicates otherwise.
- Scabies (itch), ringworm, impetigo (Indian fire); children with these skin diseases are considered to be contagious unless facts or expressed medical opinion indicates otherwise.
- A student with any condition that is contagious cannot remain in school. The following considerations will be made:
 - Measles-seven days after the appearance of the rash
 - Chicken Pox-seven days after the appearance of the vesicle or when vesicles are healed.
 - Mumps-when the swelling has subsided.

Lice -- the following shall be adhered to:

Lice/Nits Protocol for Schools

- If live Lice or Nits (eggs) are suspected, (lice visible, scratching scalp) student is to be referred to the Principals office and privately checked by trained school personnel, designated by the Principal and/or school nurse.
- If head lice are found in the hair, the parent(s)/legal guardian(s) is to be notified and the student should be excluded from his/her class immediately. A letter of explanation is to be sent home with the child.
- It is recommended that other siblings in the immediate school be checked.
- If the student has other siblings not in the immediate school building, notify the parent/legal guardian of the advisability of checking family members and taking precautionary measures to avoid family infestation.
- If nits (eggs) are found in the hair, the parent/legal guardian is to be notified and the student should be excluded from school effective at the end of the school day. A letter of explanation is to be sent home with the child.
- The student shall be excluded from school until he/she has been treated with a medication that kills lice and eggs and until all nits have been removed from the hair.
- The student may return to school, once accompanied by the parent(s)/legal guardian(s) and verification of proof of treatment.
- Trained school personnel shall be responsible for checking the student to be sure he/she is free of nits before the student may return to the classroom.
- If a nurse is present at the time of return, she may assist trained school personnel in rechecking the student and counseling/educating the parent(s)/legal guardian(s) on lice treatment and prevention.

- If the student is not free of nits and lice, he/she shall be returned home by the adult who brought him/her back to school.
- A record shall be kept on all students excluded from school for lice and/or nits. This information shall include the following:
 -Name of student -Date of exclusion -Documentation of parental notification -A copy of letter(s) sent home to parent(s)/guardian(s) regarding lice and/or nits -Readmission date along with name of treatment
- Parents discovering this condition should notify the school so that classmates can be screened.
- Any student excluded from school for lice infestation shall have an excused absence for a limited time, not to exceed four (4) calendar days, and shall be allowed to make up classwork on that basis. The principal may extend this time if circumstances warrant.
- The School Nurse can offer extra help to families of children who are repeatedly or chronically infested. It may be necessary to meet with the parent(s)/legal guardian(s) for a face to face in order to counsel/ educate on lice treatment and prevention.
- If above protocol has been followed and student is still missing excessive days due to lice/nits, please contact TASK at the Office of Juvenile Justice.

Illness/Accidents at School:

- If your child becomes ill at school, you will be notified.
- A fever, vomiting, loose stools, or other such symptoms do demand that students be removed from school. Again, this is another reason for updated emergency information.

Immunizations:

- All children attending school must have evidence of having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis, measles, and other communicable diseases
- Booster shots are required and must be completed or in progress.

School Nurse:

- An employee of CPSB and such, her duties and responsibilities are determined by the Board and by the administrative staff. The school nurse will coordinate the services of the CPSB health program with the health unit providing services.

Vision and Hearing Screening:

- The nurses in the parish complete screenings on students in 3rd and 5th grade each school year. A parent will be notified of any concerns in these areas upon completion of such screenings.

Medical Excuse Policy:

- If for any reason your child should be excused from recess, going outside, or Physical Education due to an injury or illness; please send a medical excuse with your child. Excuses may also be faxed to the school at 337-217-4931.
- A parent/guardian note is allowed up to 3 consecutive days. These days are not an excused absence but will be marked as contact from parents. After the third day, a medical excuse must be sent to school.
- If you have any questions about extenuating circumstances, please contact a school administrator.

Medication Given at School:

- No medication will be dispensed by school personnel without proper documentation from a physician's office. (The proper forms to be completed are located in the school office.) The forms must be completed and signed by the physician and parent. Upon request of the forms, parents will be provided with the guidelines required to provide medication at school.
- Over the counter medications are handled in the same manner a prescription is handled.
- No prescription medication may be in a student's possession on school grounds, the school bus, a field trip, or any other school activity; while under the supervision of school personnel.

- If a parent provides a dose of medication to a student, while under the supervision of school personnel; proper documentation must be completed.

Student Services

Cafeteria

-Western Heights is a Community Eligible Program (CEP) school, which entitles all students at Western Heights to eat one free breakfast and one free lunch each day. No lunch money or breakfast money will be collected.

- Students are encouraged to participate in the school lunch program that is designed to provide a hot nutritious lunch for all students.
- Students may bring their own lunch to school and it must be eaten in the cafeteria.
- Parents, please call our cafeteria manager at 337-217-4930 prior to 9:00 AM **the day before you plan to eat with your child**. Adult Lunch-\$4.00. Parents are not allowed to eat breakfast with students.
- The meals scheduled to be served are posted on the CPSB website, under Departments (School Nutrition Programs).

School Fees

Supply Fees will be online, please visit <https://osp.osmsinc.com/CalcasieuLA/> to pay your child's fees. You will need to know your student's ID number. This can be found on the Student Access Center.

Student Progress Center

The Calcasieu Parish School System has made available to all parents an online system of tracking your child's academic and attendance information. This online tool will allow you to review the most up-to-date information regarding your child's progress. Information regarding procedures will be sent home in the first few weeks of school. <https://jcampus.cpsb.org/progess/>

Guidance and Counseling Services

WHES has a guidance counselor available. Services provided by the counselor includes individual counseling on a short-term basis, small group work, and classroom guidance activities. Our counselor can provide referrals for out-of-school services when necessary. Please feel free to contact us if you have any questions or concerns about your child.

Academic Information

Grading Policy

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

Nine weeks grades are an average of daily/weekly test and assignments. The following scale will determine the overall grade:

3.5-4.0=A
 2.5-3.4=B
 1.5-2.4=C
 1.0-1.4=D
 Below 1.0=F

Handwriting, Physical Education, Fine Arts, Spanish, and Conduct are graded according to the following scale: O-Outstanding S-Satisfactory N-Not Satisfactory

Report Cards

- Report Cards will be sent home on the 3rd day after the nine weeks ends.
- IPRs (Interim Progress Reports) reports are sent home every three weeks.
- Since the report cards are computer generated, the envelope must be signed and sent back to school. The parent/guardian's signature signifies that you have viewed the student's report card.

Grades shall be determined and reported in accordance with the procedures set forth herein and in the Calcasieu Parish Pupil Progression Plan. No teacher may have a grading policy which is inconsistent with the Grading Policy or the Pupil Progression Plan of the Calcasieu Parish School Board, and every teacher's grading policy is deemed to have incorporated therein the provisions of the Calcasieu Parish School Board's Grading Policy and the provisions of the Calcasieu Parish School Board's Pupil Progression Plan with respect to grades.

Final Grade - The Final Grade will be determined by averaging the students' nine weeks letter grades. The following grading range should be used: 4.00 – 3.50 = A = 4 Quality Points 3.49 – 2.50 = B = 3 Quality Points 2.49 – 1.50 = C = 2 Quality Points 1.49 – 1.00 = D = 1 Quality Point Below 1.00 = F = 0 Quality Point

Promotion Policy-Promotion will be based on the CPSB Pupil Progression Plan. Standards cited in Bulletin 741.

RESPONSE TO INTERVENTION (RTI)- Students who struggle to meet expectations in core content areas may be placed in small and/or individual settings for the purpose of receiving research based interventions designed to focus on academic areas of weakness. Participation will be flexible, depending on a student's ability to show adequate progress.

CONFERENCES- Conferences are held frequently throughout the year to discuss the progress of students. Parents are encouraged to contact their child's teacher at any time to arrange a conference. In order to ensure adequate instructional time, conferences must be held at a time other than the teacher's scheduled class periods.

Federal Programs/Policies

Families may access information about Federal Programs and State Accountability by visiting the CPSB website. <http://www.cpsb.org>. Under the Parent/Student tab, information may be found under Resources by going to Accountability and/or ESSA Parent Notification. Also, under the Parent/Student tab, information may be found under Departments by going to Federal Programs.

Title III Home Language Survey

Title III is the English Language Acquisition Grant. Under Title III high quality professional development is provided for classroom teachers of limited English Proficient students. Title III funds must be used in addition to funds provided for LEP students. Title III is to help ensure that children who are limited English proficient attain English proficiency, develop high levels of academic attainment in English and meet the same challenging LA academic standards as all children are expected to meet. Surveys are completed at the beginning of the school year or at the time of registration.

Title IV Safe and Drug Free School and Communities

Notice to Parents and Students of Calcasieu Parish

Upon the approval of the school board system to which he seeks admittance. The Calcasieu Parish School Board and the Louisiana State Department of Education have directed that each student and his parents/guardians be told that, without exception, a student shall not be under the influence of, bring on, consume or have in his/her possession on a school bus, on school premises, or at a school function away from school, any narcotic drugs or controlled dangerous substance as defined by state law, unless dispensed by a licensed physician as allowed by law. Any student of the Calcasieu Parish School System found to be in violation of this policy will be subject to expulsion as provided in the Drug Free Schools and Communities Act Amendment of 1989, Public Law 101-226. Terms of the law are mandatory and include a statement that referral sources are available to parents/guardians.

Act 909-1990 Louisiana Legislative Action

NOTICE TO PARENTS AND STUDENTS OF CALCASIEU PARISH

The Calcasieu Parish School Board and the Louisiana State Department of Education have directed that each student and his parents/guardians be told that, without exception, a student **shall not be under the influence of, bring on, consume or have in his/her possession on a school bus, on school premises, or at a school function away from school, any narcotic drugs or controlled dangerous substance as defined by State law, unless dispensed by a licensed physician as allowed by law.** Any student of the Calcasieu Parish School Board found to be in violation of this policy will be subject to expulsion as provided in the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. Terms of the law are mandatory and include a statement that referral sources are available to parents/guardians.

1. Mandates that any student, sixteen (16) years or older, found guilty of knowledge of and intentional distribution of or possession with intent to distribute any controlled dangerous substance on school property, on a school bus, or at a school event shall be expelled from school for a minimum of twenty-four calendar months.
2. Mandates that any student who is under sixteen (16) years of age and in grades 6-12 and who are found guilty as in (1.) above shall be expelled from school for a minimum period of twelve (12) calendar months.
3. Mandates that any student who is kindergarten through grade five and who is found guilty as in (1.) above shall be referred to the local school board through a recommendation for action from the superintendent.
4. Specifies procedures for review or appeal as follows:
 - A. The parent or tutor of the pupil may within five days after the decision is rendered, request the school board to review the findings of the superintendent or his designee.

- B. The parent or tutor of the pupil may, within ten days, appeal to the district court for an adverse ruling of the school board/superintendent.
- 5. Requires that upon recommendation by a principal for the expulsion of any student referred to above, a hearing shall be conducted by the superintendent or his designee to determine whether the student shall be expelled or if other corrective or disciplinary action shall be taken. Until such hearing, the student shall remain suspended from school.
- 6. Mandates that no student expelled pursuant to this act shall be readmitted to any public school in the State except upon the approval of the school board system to which he seeks admittance.

Title VII McKinney-Vento Homeless Information

This program helps provide educational stability-stability that is essential for academic success-for children and youth who lives have been disrupted by the loss of housing. The McKinney-Vento program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program, State Educational Agencies (SEAs) must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including public preschool education, as other children and youth. Homeless children and youth should have access to the educational and other services that they need to enable them to meet the same challenging state student academic achievement standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. States and districts are required to review and undertake steps to revise laws, regulations, practices or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children or youth.

Bulletin 741

§341. Homeless Children and Youth

A. Each LEA shall establish a written policy to provide for the placement in school and for the education of any child temporarily residing within the jurisdiction of the board who has no permanent address, who has been abandoned by his parents, or who is in foster care pursuant to placement through the Department of Social Services. However, this does not require the enrollment of any child not permitted by another school system to attend school, either permanently or temporarily, as a result of disciplinary action(s).

B. The term homeless child and youth mean the following:

- 1. Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- 2. Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- 3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- 4. Migratory children who qualify as homeless because they are living in circumstances described above.

C. According to a child or youth's best interest, each district must either continue the child/youth's education in the school of origin, or enroll the child in school in any public school that non-homeless students who live in the attendance area where the child/youth is actually living are eligible to attend.

- 1. School of origin is defined as the school the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.
- 2. In determining best interest, the district must, to the extent feasible, keep children/youth in the school of origin unless it is against the wishes of the parent/guardian.
- 3. A homeless child or youth's right to attend his/her school of origin extends for the duration of homelessness.

4. If a child or youth becomes permanently housed during the academic year, he or she is entitled to stay in the school of origin for the remainder of the academic year.
 5. Children and youth who become homeless in between academic years are entitled to attend their school of origin for the following academic year.
 6. If the district sends the child/youth to a school other than the school of origin or the school requested by the parent or guardian, the district must provide written explanation to the parent or guardian, including the right to appeal under the enrollment disputes provision.
- D. In the case of an unaccompanied youth (i.e., a youth not in the physical custody of a parent or guardian), the district's homeless liaison must assist in placement/enrollment decisions, consider the youth's wishes, and provide notice to the youth of the right to appeal under the enrollment disputes provisions. The choice regarding placement must be made regardless of whether the child or youth resides with the homeless parent or has been temporarily placed elsewhere.
- E. The school selected shall immediately enroll the child/youth in school, even if the child or youth lacks records normally required for enrollment, such as previous academic records, medical records, proof of residency or other documentation.
1. The terms enroll and enrollment are defined to include attending classes and participating fully in school activities. The enrolling school must immediately contact the last school attended to obtain relevant academic and other records.
 2. If a child or youth lacks immunizations or immunization or medical records, the enrolling school must refer the parent/guardian to the liaison, who shall help obtain necessary immunizations or immunization or medical records.
 3. Districts may require parents or guardians to submit contact information.
- F. If a dispute arises over school selection or enrollment, the child/youth must be immediately admitted to the school in which he/she is seeking enrollment, pending resolution of the dispute (five days).
1. The parent or guardian must be provided with a written explanation of the school's decision on the dispute, including the right to appeal.
 2. The parent/guardian/youth must be referred to the homeless liaison, who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute.
 3. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.
- G. Each LEA shall keep and have immediately available any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, of each homeless child or youth.
- H. Each LEA shall provide services comparable to services offered to other students in the school selected, including transportation services, educational services for which the child or youth meets the eligibility criteria (Title I, special education, limited English proficiency), programs in career and technical education, programs for the gifted and talented, and school nutrition programs.
1. School districts are required to adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin.
 2. If the homeless child or youth continues to live in the area served by the LEA in which the school of origin is located, that LEA must provide or arrange for the child's or youth's transportation to or from the school of origin.
 3. If the homeless child or youth continues his or her education in the school of origin but begins living in an area served by another LEA, the LEA of origin and the LEA in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child with the transportation to and from the school of origin. If the LEAs cannot agree upon such a method, the responsibility and costs must be shared equally.
- I. Each LEA shall designate an appropriate staff person, who may also be a coordinator for other federal programs, to serve as a homeless advocate to coordinate services and ensure that there are no barriers

to the enrollment, transportation, attendance, and success in school for homeless children and youth. Additionally, the homeless advocate will promptly solve disputes regarding educational placement.

- J. Each LEA shall ensure the prompt resolution (within five school days) of disputes regarding the educational placement of homeless children and youth following the procedures in the Louisiana State Plan for Educating Homeless Children and Youth.
- K. Each LEA that receives a homeless direct grant award from the SEA Office of Education for Homeless Children and Youth (EHCY) must coordinate the services provided and designate a homelessness liaison to carry out certain mandates.
- L. Each LEA shall review and revise any policies that may act as barriers to the enrollment of homeless children and youth. Further, LEAs must adopt policies and practices to ensure that homeless children and youth are not isolated or stigmatized.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:238; 20 USCS 6311, 6312, 6313, and 6315.
HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1262 (June 2005).

- If you think your family may qualify for services under Bulletin 741, please see our school counselor.

Title IX

Student to Student Sexual Harassment

The School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can contribute to an unacceptable educational environment. The Board, therefore, will not tolerate sexual harassment on the part of any student toward another student. Each school shall educate its student population and staff concerning the School Board's intolerance of such harassment and shall require students and staff to report any such behavior to the school administrator. Harassment policy information shall be disseminated to the student population.

Any severe, persistent, or pervasive conduct related to this type of harassment that limits a student's ability to participate in or benefit from the education program or to alter the conditions of the student's educational environment is hereby prohibited. Such incidents may include verbal or written assaults involving phrases with direct or implied sexual meaning; physical harassment such as unnecessary or offensive touching, or visual harassment such as drawings, looks, or gestures.

Harassment does not depend solely upon the perpetrator's intention, but also upon how the targeted person perceives the behavior and is affected by the behavior. All reports of such behavior shall be received and properly and adequately investigated. Appropriate disciplinary actions shall be taken when violations of this policy have been determined.

The Board shall prohibit retaliation against any employee or student for a complaint made or for participating in an investigation of alleged harassment. Nothing contained in this policy and/or procedure shall restrict or diminish the authority of the superintendent to suspend or expel students in accordance with the policies of the CPSB, state, and federal laws and acceptable regulations.

A copy of the Title IX Student-to-Student Sexual Harassment Policy is sent home at the beginning of each school year.

ESSA PARENT NOTIFICATION

Families are to be given timely information about Title I programs and their children's progress, and be involved in their children's education. There are numerous opportunities for family engagement provided through the Title I program through structured activities, volunteering or serving on committees, or just receiving information, resources, or assistance with a specific problem.

Parents may find additional information regarding Federal Programs and the State Accountability Program on the Louisiana State Department website at <https://www.louisianabelieves.com/>

Parents are encouraged to be actively involved in all aspects of their child's education and have a right to know about their child's school performance and the qualifications of their child's teacher or paraprofessional. Parents may access their child's teacher qualifications through a new Teach Louisiana link <https://www.louisianabelieves.com/> on the Louisiana State Department of Education website or contact their child's school.

Parents will be notified if their child is placed in a program for English Language (EL) students, or if they will be taught for four or more consecutive weeks by a teacher not meeting the ESSA definition of certified.

Louisiana Department of Education Complaint Procedures for The Elementary and Secondary Education Act of 1965

If the Calcasieu Parish School Board Title I Program is not providing services in accordance with state and federal regulations, a parent may file a complaint in accordance with The Louisiana Handbook for School Administrators, Bulletin 741, Section 349, which is available online: http://wwwprd.doe.louisiana.gov/LaServices/PublicPages/ServiceDetail.cfm?service_id=2317. Parents may also request a copy of this bulletin by calling the Department's toll-free number 1.877.453.2721. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §6301, et. seq.(ESEA). Summarized from the above handbook, complaints to the Louisiana Department of Education must (1) be in writing and (2) describe a violation of the law or a violation of federal statutes or regulations. The written complaint must include: • A statement of the violation of requirement of pertinent federal statute or regulation; • The facts on which the statement is based, including the name of the local education agency; • A proposed solution for the problem; • The parent's signature and contact information; • Only violations occurring within the past year. A parent is notified when a complaint has been received by the Department, and complaints will be resolved within 60 days of receiving the complaint, unless the timeline has been extended. The parent will receive a written decision addressing each violation and will also be informed of the right to request that the Secretary of the United States Department of Education review the decision made by the Louisiana Department of Education.

TITLE I DISTRICT PARENT/FAMILY ENGAGEMENT POLICY CALCASIEU PARISH SCHOOL BOARD (CPSB)

"The mission of Calcasieu Parish School Board is to work in partnership with students, families and the community to ensure that each student acquires the knowledge, skills and core values necessary to achieve personal success and to enrich the community."

The School Board recognizes the importance of the school and home working together as partners in the education of each child as stated in the mission. The Calcasieu Parish Title I Parent/Family Policy encourages the engagement of all families. The district Title I Parent/Family Policy as well as each school's Parent/Family Policy are jointly developed, written and annually reviewed by

school staff and parent/family members in order to improve and promote student academic success. These policies incorporate the requirements under the *Every Student Succeeds Act (ESSA) of 2015*. Title I is a major provision of the *Every Student Succeeds Act (ESSA) of 2015*. Title I, Part A –Improving the Academic Achievement of the Disadvantaged provides assistance for students in high-poverty schools.

In order to accomplish our mission, the following policies have been developed to ensure parental/family engagement in the CPSB Title I Schools.

PART 1. Division Practices and Expectations

CPSB will put into operation programs, activities and procedures for the engagement of parents/families of participating students in all Title I Schools.

CPSB families of participating children will give input for developing programs and activities that are planned and operated with meaningful consultation through our District **ATP (Action Team Partnerships)**. CPSB Title I specialists will work with the served schools to ensure that the required school-level family engagement policies meet the requirements of the law and that each policy will include a school-family compact.

CPSB will provide full opportunities, to the extent practicable, for the participation of family members with limited English proficiency, family members with disabilities, and family members of migratory children to receive, information and school reports in an understandable format and language family members can understand.

CPSB will submit all comments from family members, with the plan, to the Louisiana Department of Education if any family members are not satisfied with the district policy.

CPSB will engage the Title I families in decisions about how the one percent of Title I, Part A funds reserved for family engagement, will be spent.

CPSB supports and agrees with the statutory definition of parent/family engagement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

CPSB family engagement means the participation of parents/family members in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- *that families play an integral role in assisting their child's learning;*
- *that families are encouraged to be actively engaged in their child's education at school;*
- *that families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.*

PART 2. Implementation of CPSB Title I Family Engagement Components

CPSB will engage family members in the joint development, implementation and evaluation of the district-wide policy by serving on our district **ATP**. The results of the evaluation will be used to identify barriers and better design strategies for increased family engagement.

CPSB Title I specialists will provide technical assistance and other necessary support to assist the schools in developing and implementing effective family engagement policies and activities by participating in the development of the One Year Action Plan as a component of the school wide plan (Balance Score Card), and other events at the served schools in order to improve academic achievement. CPSB Title I programs at the district and school levels will coordinate and integrate, as necessary, family engagement activities, workshops and meetings with the following programs: Head Start, Pre-K, PIE (Partners in Education), Special Education, and Adult Education.

CPSB Title I schools will provide multiple opportunities/activities for family members of participating students.

PART 3. ADOPTION

This District-wide Family Engagement Policy has been developed jointly with, and agreed on with, family members of children participating in the Title I, Part A programs, as evidenced by meeting agendas emails at the district and school level.

This policy was adopted by Calcasieu Parish School Board Title I ATP and will be in effect for the period of one year. CPSB will distribute this policy to all families of participating Title I, Part A, children upon adoption.



Loree L. Smith, Coordinator Family Engagement
loree.smith@cpsb.org
Title I Family Engagement
2423 6th Street
Lake Charles, LA 70601
Phone: 337-217-4170 Ext. 2406 Fax: 337-217-4173

Title I Parental Involvement Policy

Western Heights Elementary recognizes that parental involvement is a key factor in the success of our students' education. We believe that when teachers, parents, and students commit to and strive toward the common goal of quality education that together we will empower not only quality students but productive citizens. We will provide a variety of opportunities to encourage strong parental involvement.

Western Heights Elementary School will provide a variety of opportunities to encourage strong parental involvement. The following activities are designed to encompass the involvement of our students' parents.

- Meet and Greet
- Open House
- STEM Night
- Family Tailgating
- Books for Breakfast
- ATP Meetings
- Volunteer Opportunities

We will use the following tools to communicate with parents:

- Remind 101
- School Messenger
- Western Heights Elementary Facebook
- Western Heights Elementary Website
- Monthly Newsletter
- Take Home Tuesdays (Weekly Papers will be sent home.)
- PBIS Tier I Behavior Tracking Folder (yellow folder-signed by parents/guardians every Tuesday)
- Our School Sign will be updated with Information

Teachers, parents, and administration will continue to work cooperatively together to plan these and other activities to ensure the success of our Parental Involvement Program. All activities will be held in compliance with the Calcasieu Parish School Board Parental Involvement component and also with those of the Louisiana Department of Education.

- **Family Educational Rights and Privacy Act (FERPA)
Notice for Postsecondary Institutions and Directory
Information**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of postsecondary institution ("School" or "Institution")] receives a request for access. A student should submit to the registrar, dean, head of the academic department, [or other appropriate official,] a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If [School] decides not to amend the record as requested, [School] will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before [School] discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

[School] discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the [School] in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service of function for which the school would

otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the [School].

[Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request or the disclosure is initiated by the student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Calcasieu Parish School Board, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Calcasieu Parish School Board may disclose appropriately designated "directory information" without written consent, unless you have advised the Calcasieu Parish School Board to the contrary in accordance with Calcasieu Parish School Board procedures. The primary purpose of directory information is to allow the Calcasieu Parish School Board to include information from your child's education records for the purpose of providing students with opportunities for public recognition and participation in school-sanctioned activities.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a

parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

You shall notify the Calcasieu Parish School Board in writing if you do not want Calcasieu Parish School Board to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent. Calcasieu Parish School Board has designated the following information as directory information:

- **Full Name**
- **Age**
- **City and state of residence**
- **Place of birth**
- **School(s) attended**
- **Grade level and classification**
- **Major field of study**
- **Participation in officially recognized activities and sports, e.g. membership in FFA, track team**
- **Height and weight of members of athletic/sports teams**
- **Dates of attendance in Calcasieu Parish schools**
- **Degrees and awards received**
- **Photographs and videos**
- **Academic/school honors/recognitions, e.g. honor/banner roll, scholarships, class ranking, graduation information, test achievement awards**
- **Activity and Athletic honors/recognitions, e.g. ranking at state or regional tournaments and rallies, sports honors**
- **Student club membership, honors and recognitions**
- **Confirmation of academic eligibility, e.g. to colleges and college level athletic teams**

Western Heights Elementary

We will be accepting ONLINE payments for the 2021-2022 school year.

You may pay class fees.

You will need to know your student's ID number.

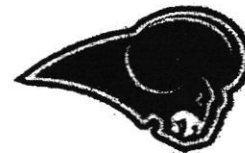
This number can be found on the Student Progress Center Website.

Instructions:

1. Open osp.osmsinc.com/CalcasieuLA in any web browser.
2. Hover over Elementary School and choose Western Heights Elementary from the drop-down menu.
3. Select items you would like to pay for and add to the cart.
4. Once you have chosen all items, click on the shopping cart in the upper right corner.
5. Click Checkout under the total.
6. If you are not already signed in, the website will ask you to sign in or create a new parent account.
7. This will then start the check out process. For each individual line item, you will need to select student profile, click on the down arrow to display your student(s) name(s). If your list of students is empty, select the add student profile on the right. Click Next.
8. On the address page, type billing information. If there is any difference, be sure it is your billing address that is associated with your credit card. Click Next.
9. On the order review page, please make sure the order looks correct. Select the box to agree to the terms and conditions, then click next.
10. On the payment page, enter your credit card information. Click Place Order.
11. Please print your receipt.

One Team Building for The Future

Sonia Lockhart, Principal



Western Heights Elementary

Teacher- Parent- Student Learning Compact

Please sign and return to homeroom teacher

Teacher's Commitment - Signature/Date _____

I am committed to providing a quality education for each child in the following ways:

- * I will protect the safety, interests, and rights of all students in my classroom and throughout Western Heights Elementary.
- * I will plan and implement lessons that reach a wide range of learner needs.
- * I will provide current academic feedback to students and their parents.
- * I will create a classroom discipline plan that is aligned with school and district plan to ensure fair and equitable treatment of all students.
- * I will ensure that correspondence between home and school is sent in a timely manner in a variety of ways (phone, email, website, newsletters, and planners).

Parent/Guardian Commitment- Signature/Date _____

We are committed to our child and the teachers/staff at Western Heights Elementary in the following ways:

- * We will ensure that our child attends school each day, 7:40 a.m. to 2:45 p.m.
- * We will ensure our child completes his homework each night.
- * We will ensure that our child spends time reading every evening.
- * We will sign and return all graded papers that are sent home weekly.
- * We will carefully read all correspondence sent home from school
- * We will hold our child accountable for his/her own behavior.
- * We will support the teacher's classroom discipline plan which is aligned to the school wide discipline plan.
- * We will abide by the rules and policies of Western Heights Elementary and CPSB.
- * We will attend parent conference as requested by the teacher. If we are unable to attend, we will reschedule the appointment in a timely manner.

Student's Commitment- Signature/Date _____

I am committed to learning and doing my best at school in the following ways:

- * I will do my best to arrive at school each day on time.
- * I will listen to all adults, be respectful, and complete all work assigned to me.
- * I will behave properly and in a manner that protects the safety, interest, and rights of all people at Western Heights Elementary.
- * I will accept personal responsibility for my academic growth and behavior.
- * I will set academic and person goals and do my best to meet my goals.
- * I will complete all homework assignments and be responsible for bringing home all items I need to complete my homework.

Act 745 Regarding School Attendance

- The CPSB believes that regular attendance in the school, accompanied by the responsibility to study and participate in school activities, is essential to the learning process.
- Once a student arrives at school, he is expected to remain and attend class throughout the day.
- **ATTENDANCE LAW ACT 745 OF HOUSE BILL NO. 1133** We believe that attendance is very important. It is our goal for students to be on-time and present each day. Students who are absent miss out on so much. Please make every effort to send your child to school every day. If your child is absent, please send a note indicating the reason and the date. This note should be sent with the child the day she/he returns to school. If the child is seen by a doctor, you may send the doctor's excuse. **Revised Attendance Law** During the regular legislative session of 2008, Act. No 745 of House Bill No. 1133 was revised. Here are the revisions:
 - This law affects cases of habitual absence, tardiness, which includes late to school and early check-outs.
 - A student shall be considered habitually absent or habitually tardy when all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.
 - The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.
 - The principal of the school, or his designee, shall notify the parent or legal guardian in writing upon a student's third unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. The student's parent or legal guardian shall sign a receipt for such notification.
 - The parent or legal guardian of any student in K-8 th grade who is considered habitually absent or habitually tardy shall be punished as follows: • A first offense shall be punishable by a fine of not more than fifty dollars or the performance of not less than twenty-five hours of community service. • Any subsequent offense shall be punishable in accordance with R.S. 17:221(A)(2)
 - For purposes of this section, the term, "tardy" shall include but not be limited to leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day.
 - **The Calcasieu Parish School Board Policy manual states the following regarding excused and unexcused absences:**
 - o **Excused Absences:** Students shall be considered temporarily excused from school for personal illness, serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith and shall be given the opportunity to make up work.
 - o **Unexcused Absences:** Students shall not be excused for any absence other than those listed under excused absences above, and shall be given failing grades in those subjects for work missed, and shall not be given an opportunity to make up work. Students shall not be excused from school to work on any job including agriculture and domestic service, even in their own homes or for their own parents or tutors.
 - o **Absences Due to Suspensions:** Students missing school as a result of any suspension shall be counted as absent and shall be given failing grades for work missed. Suspensions are counted as unexcused absences.

Western Heights Elementary

1100 Elizabeth St.
Westlake, LA 70669

"Building Foundations For the Future"

Phone 337.217.4930
Fax 337.217.4931

Act 745

Regarding School Attendance

Calcasieu Parish School Board
Child Welfare & Attendance
Documentation of Parent Notification

Please review with your child.

This document indicates that I have been informed of and received a copy of ACT 745 regarding school attendance. ACT 745 explains guidelines for school attendance and penalties imposed upon parents or guardians of minor children who are habitually absent, tardy or checked-out early from school.

Name of parent or guardian

Date

Signature of parent or guardian

Name of Student

Student Signature

Please sign and return this sheet to your teacher.

FEDERAL PROGRAMS SIGNATURE PAGE

I have read and understand the following documents in my student's Code of Conduct regarding Federal Programs:

- ❖ **Federal Programs Information**
- ❖ **Parent Notification Information**
- ❖ **District Parent/Family Involvement Policy**
- ❖ **School-Family Learning Compact**
- ❖ **Title III Home Language Survey**
- ❖ **Act 909**
- ❖ **Title IX Information**
- ❖ **Title X McKinney-Vento Homeless Information**
- ❖ **Title X McKinney-Vento Louisiana Student Residency Questionnaire Form**
- ❖ **LA Dept. of Education Complaint Procedures For The Elementary and Secondary Education Act of 1965**

My Signature indicates I have received these documents.

Parent/Guardian Signature

Date



HOME LANGUAGE SURVEY

Student's Name: _____

School Name: _____

Today's Date: ____/____/____

Student's Age: _____ Student's Birthdate: _____

Country of Birth: _____

IS A LANGUAGE ***OTHER*** THAN ENGLISH SPOKEN IN YOUR HOME?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

If the answer is NO, stop here.

If the answer is YES, please complete the entire survey below.

Which language(s)

- is spoken in the home? _____
- did your student learn first? _____
- does your student speak most frequently at home? _____
- does your student use most often with other children/friends? _____
- would the parent/guardian prefer to get information from the school? _____

How often is ENGLISH spoken in your home?

Please check one ➡

0%-25%	25%-50%	50%-75%	75%-100%
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE CHECK YES OR NO TO EACH QUESTION BELOW

	YES	NO
Does the student read in a language(s) other than English?	<input type="checkbox"/>	<input type="checkbox"/>
Does the student write in a language(s) other than English?	<input type="checkbox"/>	<input type="checkbox"/>
Has the student received schooling/education in a language(s) other than English?	<input type="checkbox"/>	<input type="checkbox"/>
Does the student interpret for you or anyone else in a language(s) other than English?	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE PUT FULL DATES TO THE QUESTIONS BELOW

	DAY	MONTH	YEAR
When did your student enter the U.S.A.?			
Has your student ever been enrolled in a school in the U.S.A.? ____ YES ____ NO			
If yes, please give his/her entry date into a US school for the first time.			

Name, city, and state/country of previous school _____

Last grade level completed by student: _____

Nationality of student's parents: Mother: _____ Father: _____

Circle if applicable

AT YOUR STUDENT'S PREVIOUS SCHOOL, DID HE/SHE HAVE A	LEP Plan (limited English proficient)	SPED IEP (Special Education)	504 PLAN
--	---------------------------------------	------------------------------	----------

Is there any other information we should know in order to best serve your student?



Teacher Name: _____

Grade Level: _____

Health Information

TO BE FILLED OUT BY PARENT/LEGAL GUARDIAN

Student's Name: _____ Date of Birth: _____

School: _____ Grade: _____

Parent/Legal Guardian's Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Physician's Name: _____

Physician's Address: _____

Physician's Phone: _____

Please check if your child has any medical condition(s) that have been diagnosed by a physician.

If YES, please explain.

CONDITION	YES	CONDITION	YES
ADD/ADHD		Heart Condition	
Asthma		Blood Disorder	
Cystic Fibrosis		Cerebral Palsy	
Diabetes		Down Syndrome	
Gastrostomy		Sickle Cell (disease)	
Spina Bifida		Shunt	
Seizures		Cancer	
Arthritis		Migraines	
Insect Allergy (severe)		Food allergy (severe)	
Traumatic Brain Injury		Tracheostomy	
Breathing Disorder		Immunodeficiency Disease	
Hearing Loss		Vision Loss	

Other/Explanation:

Any/All medications taken by student:

Parent/Guardian Signature_____
School Nurse_____
Date*Building Foundations for the Future*Nursing Department 2423 6th Street Lake Charles, LA 70601 Phone 337-217-4260 Fax 337-217-4261

Calcasieu Parish School Board Parent Concern Form Response to Intervention - Behavior

Dear Parent,

In an effort to address behavioral and/or social/emotional concerns, the Calcasieu Parish School Board is utilizing a proactive approach to provide interventions to students. Factors such as number of office discipline referrals, poor academic performance with no indicators of academic weakness, parental input and staff recommendations are considered. Interventions would be provided to assist students in addressing social/emotional concerns that are obstacles to education or the learning environment.

Parent input is critical in early awareness of social and/or emotional concerns. If you believe your child has significant social or emotional difficulties, please complete this page and return it to your child's teacher. The information will be reviewed by school personnel to determine if further screening is recommended; no action will take place without parent notification.

_____ Yes, I have concerns regarding my child's social skills or significant emotional difficulties.

I would like my child _____ screened for these concerns.

I can be reached at (daytime phone #) _____ or (evening phone #) _____.

Additional information I would like the school to consider is:

Parent Signature: _____ Date: _____

**Parent - Only sign if you wish to hear from the school
regarding your concern for your child's behavior.**

STATE OF LOUISIANA DEPARTMENT OF EDUCATION RULES FOR SCHOOL BUS RIDERS

Bulletin 1191

A school bus with undisciplined passengers is a hazardous bus. The misbehavior of the students can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly discipline the students while the bus is in motion. A student's behavior on the bus should be no different than in a classroom. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules:

1. Cooperate with the driver; your safety depends on it.
2. Be on time; the bus will NOT wait.
3. Cross the road cautiously under the direction of the driver when boarding and leaving the bus.
4. Follow the driver's instruction when loading and unloading.
5. Remain quiet enough not to distract the driver.
6. Have written permission and be authorized by the principal to get on or off at a stop other than the designated stop.
(Requires parent's signature, principal's signature, and permission slip given to the bus driver to be filed on the bus.)
7. Remain seated at all times when the bus is in motion.
8. Keep arms; head or other objects inside the bus at all times.
9. Refrain from eating or drinking on the bus.
10. Use emergency exits only for emergencies, and when instructed to do so.
11. The following items are not allowed: the use or possession of tobacco, matches, cigarette lighters, obscene materials, weapons, drugs or other prohibited items on the bus. For additional items see your child's school policy handbook.
12. No glass objects or other objects allowed on the bus if prohibited by state or federal law or local school board policies.
13. No band instruments, projects and other objects too large or too hazardous to be held by the passenger or stowed safely under the seat will be permitted on the bus.
14. Refrain from damaging the bus in any way.
15. Be courteous, and safety-conscious. Protect your personal riding privilege and enjoy the ride.

MY CHILD AND I HAVE READ AND UNDERSTAND THE BUS RIDER'S RULES. (page 54 requires verification)

Calcasieu Parish School Board Parent Concern Form Response to Intervention - Behavior

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Parent Signature: _____ Date: _____

**Parent - Sign ONLY sign if you wish to hear from the school
regarding your concern for your child's behavior.**



2021-2022 Student Code of Conduct

Student and Parent/Guardian Acknowledgement

The Student Code of Conduct is in place to help students gain the greatest possible benefit from their educational opportunities in the Calcasieu Parish School Board's Public-School System. We encourage parents and students to review this Student Code of Conduct together and talk about the importance of being safe, responsible, and respectful at school and in everyday life.

Parents/Guardians, please acknowledge that you have read and understand the Student Code of Conduct and have read and understand the Addendum to the Calcasieu Parish School Board's Student Code of Conduct. Also, that you understand that your child will be held accountable for complying with these discipline rules and may be subject to disciplinary action in accordance with the Student Code of Conduct for violations thereof.

Please initial & have your child initial in the blanks, sign below and have your child sign below, and return this sheet to your child's school.

I have received, reviewed, and understand the Calcasieu Parish School Board's Student Code of Conduct

(Parent)

(Student)

I have received, reviewed, and understand the Addendum to Student Code of Conduct Addressing Virtual Student Discipline

(Parent)

(Student)

I have received, reviewed, and understand the Calcasieu Parish School Board's Use of Electronic Device Policy

(Parent)

(Student)

I have received, reviewed, and understand the LA Department of Ed Rules for School Bus Riders Bulletin 1191

(Parent)

(Student)

Print Student's Name

Student's Signature

Date

Print Parent/Guardian's Name

Parent/Guardian Signature

Date

*** Must have Student sign!!**

Student Internet and District Network Resources Contract Adopted April 9, 2019
Please sign and return to your assigned teacher

Student Internet and District Network Resources Contract Please return only this page to your assigned teacher

Last Name: _____ First Name: _____ Student ID Number: _____

STUDENT CONTRACT AGREEMENT AND APPLICATION FOR CALCASIEU PARISH SCHOOL BOARD INTERNET AND DISTRICT NETWORK ACCESS Directions: After reading the Calcasieu Parish School Board Internet and District Network Resources Terms and Conditions, please read and fill out the appropriate portions of the following contract completely and legibly. The signature of a parent or guardian on the Parent Contract is also required. I have read the Calcasieu Parish School Board Internet and District Network Resources Terms and Conditions. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the Terms and Conditions is unethical and illegal. Should I commit any violation, my access privileges may be revoked and/or school disciplinary action or other appropriate action may be taken.

*** User Signature:** _____ **Date:** _____

Parent Internet and District Network Resources Contract As the parent or guardian of this student, I have read the Terms and Conditions of the Acceptable Use Policy. I understand that this access is designed for educational purposes and Calcasieu Parish School Board has taken available precautions to monitor safe and appropriate student access. However, I also recognize it is impossible for Calcasieu Parish School System to restrict access to all controversial materials. I will not hold the Calcasieu Parish School System responsible for materials acquired on the network. I understand that my child will be held responsible for any disregard of the Acceptable Use Policy. I hereby give permission for my child to have school use of the Internet and District Network Resources.

Domiciliary Parent or Guardian (please print): _____

Signature: _____ Date: _____

Daytime Phone: _____ Evening Phone: _____

CALCASIEU PARISH SCHOOL BOARD
Consent Regarding Payment from Medicaid Benefits for Nursing Services

The Louisiana department of Health and Hospital (DHH) Medicaid program allows school districts to request reimbursement for costs associated with provision of state mandated medical services. These services include vision and hearing screening and nursing consultations.

PARENTAL CONSENT TO SEEK MEDICAID REIMBURSEMENT

I, _____, hereby authorize Calcasieu Parish School Board to seek reimbursement for Medicaid-covered health services provided to my child if my child is eligible to receive Medicaid benefits at the time of the service. I understand that this access may not result in any decrease in available lifetime coverage, may not result in any cost to me or my family, may not increase any premiums or lead to the discontinuation of my child's benefits or insurance, and may not create any risk of loss of my child's eligibility for home and community based waivers based on total health related expenditures.

I understand that my refusal to allow access to the Medicaid benefits does not relieve the school system of its responsibility to ensure that all mandated nursing services are provided at no cost to me.

Student's Full Name (Please Print) _____

Parent/Guardian Signature

Relationship to Student

Date

PLEASE COMPLETE AND RETURN TO YOUR STUDENT'S SCHOOL -
EACH STUDENT IS REQUIRED TO HAVE A COMPLETED FORM ON FILE 58

Calcasieu Parish School Board

Karl Bruchhaus, Superintendent

Louisiana Student Residency Questionnaire Form
(Form Must Be Included In School Enrollment Packet)

Date _____ District/Parish Calcasieu School Name _____

Student Name _____ Student ID# _____

Male/Female _____ Date of Birth _____ Address _____

Telephone Number _____ Last School Attended _____ Current Grade _____

Parent/Guardian/Adult Caring for Student _____ Relationship _____

Disclaimer: This questionnaire is intended to address the McKinney-Vento Act. Your child may be eligible for additional educational services through Title I Part A, Title I Part C-Migrant, Individuals with Disabilities Education Act (IDEA) and/or Federal McKinney-Vento Assistance Act, 42 U.S.C.11433. Eligibility can be determined by completing this questionnaire. It is illegal to knowingly make false statements on this form. If eligible, students are to be immediately enrolled in accordance with Bulletin 741, section 341.

1. ☐ Yes ☐ No Is the student's address a temporary living arrangement? (Note: If this is a permanent living arrangement or the family owns or rents their home, sign under item 9 and submit form to school personnel.)

2. ☐ Yes ☐ No Is the temporary living arrangement due to loss of housing or economic hardship?

3. Where is the student currently living? (Check all that apply)

- ☐ In an emergency/transitional shelter

☐ Temporarily with another family because we cannot afford or find affordable housing

☐ With an adult that is not a parent or legal guardian, or alone without an adult (Unaccompanied Youth)

☐ In a vehicle of any kind, trailer park or campground without running water/electricity, abandoned building or substandard housing

☐ Emergency Housing (i.e. FEMA Trailer or FEMA Rental Assistance)

☐ In a hotel/motel ☐ Other specific information _____

4. ☐ Yes ☐ No Does your child have a disability or receive any special education services? (Check One)

5. ☐ Yes ☐ No Does your child exhibit any behaviors that may interfere with his or her academic performance?

6. Would you like assistance with ☐ uniforms ☐ student records ☐ school supplies ☐ transportation ☐ other? (Describe: _____)

7. ☐ Yes ☐ No Foster Care

8. ☐ Yes ☐ No Migrant - have you moved at any time during the past three (3) years to seek temporary or seasonal work in agriculture (including poultry processing, dairy, nursery, and timber) or fishing?

9. ☐ Yes ☐ No Does your child have siblings (brothers or sisters)?

Name: _____ Grade: _____ DOB: _____ Name: _____ Grade: _____ DOB: _____

Name: _____ Grade: _____ DOB: _____ Name: _____ Grade: _____ DOB: _____

10. Signing below certifies that the information provided above is accurate. In compliance with Act 837, I give permission to the CPSB McKinney-Vento staff to disclose my child's personal information to the Louisiana Educational Accountability Data System (HTS) and release my child's name, classification, picture, art, written work, voice, verbal statements, and contact information only as related to student achievement, accomplishment, recognition, scholarship procurement, and state/national club membership for summer camps.

Print Parent/Guardian Name/Adult Caring for Student _____

School Use Only

☐ Free or Reduced-Price Meals Form submitted/signed

☐ Referral Form completed/submitted

Signature _____

Date _____

Print School Contact _____

Homeless Liaison Use Only - Check All That Apply

☐ Shelter ☐ Doubled-Up ☐ Unsheltered/FEMA ☐ Hotel/Motel ☐ Awaiting Foster Care Placement ☐ Yes ☐ No Unaccompanied Youth

Title _____

Signature (required) _____

Date _____

(Revised 1/2010)



Calcasieu Parish School Board

BUILDING FOUNDATIONS FOR THE FUTURE

Karl Bruchhaus, Superintendent

Calcasieu Parish School Board
Act 837 Program/Club Consent Form

Dear Parents and Guardians,

You are receiving this consent form because your child is participating in an extra-curricular activity, program, or club offered through the Calcasieu Parish School Board and your child's school. School activities, programs, and clubs allow students opportunities for public recognition by sharing some personally identifiable information through release to:

- News media
- Print shops (event programs)
- School yearbooks/newspapers/programs
- School/district websites and social media
- School/district videos
- Local/state/national governing or parent organizations (e.g., BETA, FFA)
- Organizations that recognize the achievements of student athletes

I understand that:

- As part of my student's participation in school activities, programs, and clubs, my student's school will provide information about my student through the sharing of some or all of the following student information with my permission:
 - First and last name
 - Image
 - Grade and classification
 - School and district name
 - Participation in school activities, programs, and clubs
 - Honors and recognitions at the local, state, and national level
 - Confirmation of academic eligibility for activity/program/club participation (such as transcripts)

I give permission to the Calcasieu Parish School Board and/or my school/staff to disclose my child's personal information to the entities listed for the purposes stated above.

Signature of Parent/Legal Guardian

Parent/Legal Guardian's Full Name (print)

Date

Child's Full Name (print)

Building Foundations for the Future



Western Heights Elementary

Positive Behavior Interventions and Supports

Dear Parents and Students,

Welcome to another year of Positive Behavior Interventions and Supports for all our students at Western Heights Elementary. Please read the following information.

- Each student will have a **yellow PBIS folder** to track his/her discipline daily.
- This folder will travel **to and from school** and to all classes each day.
- There will be a tracking chart for each week of the school year.
- Teachers will code inappropriate behaviors or offenses and the location in which they occur. **All tracking charts will remain in the yellow folder for the entire year.**
- Parents will be able to see the folder **daily** and will **sign the weekly tracking chart on Tuesdays, when other information is sent home.**
- **At the end of the nine weeks grading period the students who have an "S" or "O" average will be able to attend the PBIS party.**
- Any Office Discipline Referral (ODR) during the nine weeks period, will result in a student not being able to attend the PBIS party for the nine weeks period.

Please remember to sign the weekly tracking chart on the Tuesday, after the previous week. This folder will provide a history of the student's behavior for the entire school year. Please sign and date below, after reading this cover letter.

Parent Signature

Date

Student Signature

Date

Student's Name _____

Grade _____ Teacher _____ Last _____ First _____ DOB _____

Street _____ City/Town _____

Home# _____ Cell# _____

Email _____

Person child lives with: () Both () Father () Mother () Guardian

Father _____ Mother _____

(Birth) _____ (Birth) _____

Employer _____ Employer _____

Phone _____ Phone _____

Siblings: _____ Grade _____ DOB _____

(Birth) _____

_____ Grade _____ DOB _____

Transportation: _____ Car _____ Bus _____ Bus # _____ Walk _____ Ex.Day

Emergency Information:

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Medical Information:

Physician _____ Phone _____

Any medical concerns that require special attention:

Student's Name _____

Grade _____ Teacher _____ Last _____ First _____ DOB _____

Street _____ City/Town _____

Home# _____ Cell# _____

Email _____

Person child lives with: () Both () Father () Mother () Guardian

Father _____ Mother _____

(Birth) _____ (Birth) _____

Employer _____ Employer _____

Phone _____ Phone _____

Siblings: _____ Grade _____ DOB _____

(Birth) _____

_____ Grade _____ DOB _____

Transportation: _____ Car _____ Bus _____ Bus # _____ Walk _____ Ex.I

Emergency Information:

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Medical Information:

Physician _____ Phone _____

Any medical concerns that require special attention:

Reporting Days

Students' First Day.....8/13
Students' Last Day5/25

Holidays/In-services

Students Do Not Report
on the Following Days

School System Offices Closed.....7/5
System-wide In-service8/9
Paras report to work8/10
School/System In-Service8/10
Labor Day9/6
Fall Break.....10/11-10/12
Teacher In-service 10/18
Veterans Day 11/11
Thanksgiving11/22-11/26
Christmas.....12/20-12/31
Teacher In-service.....1/3
MLK Day 1/17
Mardi Gras 2/28-3/2
Teacher In-service.....3/14
Easter Break..... 4/15-4/22
Half Day Students Only.....5/25
Teacher In-service..... 5/26-5/27









Nine Week Periods

1st 10/19
2nd 1/11
3rd 3/18
4th 5/25

State Testing**

LEAP ELA/Math/Sci. (3-8) TBA
EOC Fall CBT TBA
EOC Spring CBT TBA
ACT PBT TBA
LEAP Connect/LAA..... TBA

Calendar Code

	Students' First Day/Last Day
	Half day—students only
	School Holiday
	System-wide In-service
	Teacher In-service home
	System/School In-Service Day
	Nine Weeks Period Ends
	Time Change



Calcasieu Parish School Board

BUILDING FOUNDATIONS FOR THE FUTURE

Karl Bruchhaus, Superintendent

2021-22 District Calendar

July 2021							August 2021							September 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
October 2021							November 2021							December 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				
January 2022							February 2022							March 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			
April 2022							May 2022							June 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

Attention:
Parents and Students of
Western Heights Elementary

This signature page serves as acknowledgment that you and your child have reviewed the WHES handbook online at our school website, <https://www.cpsb.org/westernheights> . Please refer to CPSB code of conduct for additional school board policies and on the guidelines for Federal Programs.

Please sign and return this page to your child's homeroom teacher at Western Heights Elementary within one week of receiving this handbook.

As students and parents/guardians, we agree to comply with attendance regulations as stated in this handbook, to be on time and diligently work toward completion of class and homework assignments.

We have read the information in this handbook and agree to comply with attendance and classroom, school regulations and requirements as stated.

We also agree to attend all required parent/teacher/principal conferences as requested.

Parent/Guardian's Signature

Student's Signature

Date

2021-2022 COVID Protocols

*All Bus Riders Must Wear a Mask on the Bus.