

# Western Heights Elementary

One Team Building for the Future



Student Handbook  
2018-2019

## Administration

-Beth Flanagan – Principal  
[beth.flanagan@cpsb.org](mailto:beth.flanagan@cpsb.org)

-Paul Champagne - Assistant Principal  
[paul.champagne@cpsb.org](mailto:paul.champagne@cpsb.org)

## Counselor

-Anita Sanders  
[anita.sanders@cpsb.org](mailto:anita.sanders@cpsb.org)

## School Information

Western Heights Elementary School  
1100 Elizabeth Street  
Westlake, Louisiana 70669  
School Phone - 337-217-4930  
School Fax – 337-217-4931  
[www.westernheights.cpsb.org](http://www.westernheights.cpsb.org)

## Our Mission Statement

One Team Building for the Future

### We believe that.....

- All students can learn, achieve, and experience success.
- The development of the whole child is essential and each child has unique interests, needs, and abilities.
- A positive educational environment encompassing students, teachers, parents, and the community builds relationships of mutual respect and enhances student self-esteem.
- Students who are actively engaged in the learning process use critical and problem solving strategies to respond to the challenge of learning.
- Competence with technology is integral to the enhancement of individual learning styles and improvement of student achievement.
- Learning is a fulfilling and enjoyable lifetime experience that is greatly enhanced by engaging students in a wide variety of learning opportunities.
- Every student should be provided with a safe and secure learning environment.

## Office Staff

-Rhonda Cortz  
[rhonda.cortez@cpsb.org](mailto:rhonda.cortez@cpsb.org)

-Fonda Hayden  
[fonda.hayden@cpsb.org](mailto:fonda.hayden@cpsb.org)

## Curriculum Coordinator

-Jessica Conrad  
[Jessica.conrad@cpsb.org](mailto:Jessica.conrad@cpsb.org)

## A Message From.....

Dear Parents and Students,

Western Heights Elementary School is destined for amazing things in 2018-2019.

The gifts and talents of our students combined with the dedication and passion of our teachers allows us to strive for excellence. Excellence is not the result of a good intention. It is not a value that is easily achieved. It comes from a strong desire to improve how we do things when we see something we can do better. Because our entire staff is dedicated to excellence, we have achieved an “A” school status. We will continue to work hard to ensure that Western Heights Elementary will be recognized as a school that sets their students and teachers up for success.

I believe that strong community and school relationships are essential to high academic achievement. Find any successful school and you will also find parents and community members that are involved and supportive of the school. This community recognizes the value of education. I hope you are proud of our students as they reflect these expectations through their character and commitment. Your support is greatly appreciated.

Parents, please read all items in this handbook carefully. It will answer many of your questions about policies and procedures at Western Heights. If you have other questions, please feel free to contact me by phone or email.

*Beth Flanagan, Principal*  
beth.flanagan@cpsb.org

## Calcasieu Parish Schools 2017-2018 Calendar

Students Report ..... 8/14  
 Students' Last Day ..... 5/23

### **Holidays/Inservices\***

Students Do Not Report on the Following Days  
 School System Offices Closed ..... 7/4  
 System-wide Inservice ..... 8/6-8-7  
 Teacher Inservice at school ... 8/8, 8/9, 8/10  
 Teacher Planning/Prep Day...8/13  
 Labor Day ..... 9/3  
 Teacher Inservice at school ..... 10/15  
 Election Day...11/6  
 Veterans Day ..... 11/12  
 Thanksgiving ..... 11/19-11/23  
 Christmas..... 12/24-1/4  
 Teacher Inservice at school ..... 1/7  
 MLK Day ..... 1/21  
 Mardi Gras ..... 3/4-3/6  
 Teacher Inservice at school ..... 3/18  
 Easter Break ..... 4/19-4/26  
 Last day for students 1/2 day ..... 5/23  
 Teacher Inservice ..... 5/24

### **Nine Weeks Periods**

1st ..... 10/13  
 2nd ..... 1/5  
 3rd ..... 3/14  
 4th ..... 5/24

### **State Testing\*\***

LEAP ELA/Math/Sci. (3-8) ..... TBA  
 EOC Fall CBT ..... TBA  
 EOC Spring CBT ..... TBA  
 PLAN (10) CBT ..... TBA  
 ACT (11) PBT ..... TBA  
 LAA1 PBT..... TBA  
 ELDA PBT ..... TB

## School Discipline Plan

Western Heights Positive Behavior tracking sheets are located in each students' yellow PBIS folder.

1. I have the right to be a unique individual and the responsibility to respect the uniqueness of others. Not everyone thinks, acts, feels, dresses, looks, or learns the same way.
  2. I have the right to be treated with compassion and fairness, and the responsibility to treat others the way I would like to be treated.
  3. I have the right to express my thoughts and feelings in an appropriate tone and manner, and the responsibility to give others the opportunity to do the same.
  4. I have the right to feel safe, and the responsibility to help create a hazard free environment. I must know and follow school rules.
  5. I have the right to learn and study, and the responsibility to respect the rights of others to learn and study. No one has the right to interfere with the education of others.
- A conduct grade will be averaged at the end of each nine weeks.

## Student Responsibilities

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

## Homework Responsibilities

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 AM to request homework for that day or for several days.
- Parents are asked to pick up homework by 2:00 PM for the day requested.
- Parents may also request homework to be sent home with a sibling or friend.

Student textbooks are provided for each child by the CPSB. These texts are expensive and must be paid for if lost or damaged. Students are assessed a replacement fee at a pro-rated amount depending on the age and use of the textbook.

## Arrival/Dismissal Times

- Students should arrive at school between 7:05 and 7:40 AM.
- **No student should arrive before 7:05!**
- If your child is going to eat breakfast at school, they **must** enter the cafeteria by 7:30.
- Instructional time begins at 7:40.
- Students arriving after 7:40 are considered tardy and must be signed in at the office by an adult.
- Private transportation students are dismissed at 2:45. Bus students are dismissed at 2:47. Walkers are dismissed at 2:50.
- **Walkers may not be picked up by car in the front driveway or in the front of the school.**
- **All students should be picked up by 3:00.**

## Attendance

- Please refer to the Attendance Policies outlined in the Student Code of Conduct.
- 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.
- Personal illness and death in the family are considered excused.
- When a student returns to school, he/she must bring a dated note from the parent or a doctor's excuse stating the reason for the absence.
- All notes from the parent or a doctor's excuse must be turned in to the child's teacher.

## Tardiness

- Students are tardy after 7:40 AM.
- A detailed tardy policy is included in this handbook.

## Check In/Out Procedures

- Parents or other responsible adults must go to the office to sign in or out a child.
- The adult must be on the **Emergency Card** and must be ready to present picture identification.
- **Only those persons on the emergency card will be allowed to check out that student unless other arrangements have been made with the office.**
- **Transportation changes are no longer allowed after 2:00 P.M. This is a parish policy.**
- **No student check outs allowed after 2:30 P.M. This is a parish policy.**
- We ask for your patience as we strive to keep your child safe.

## Money Envelopes

- Any time money is required, please place the money in an envelope with your child's name, teacher's name, and the specific use intended.
- A check rather than larger amounts of money should be sent to school.
- Your cooperation in the following is greatly appreciated –
  - Complete all information on an envelope for each child.
  - Fill out an envelope for each different event.
  - Send exact amount, as change is not usually available.
  - Any questions, please call the front office at 217-4930.

## Folders/Planners

- School folders are sent home on **Tuesdays**.
- Please respond the next day to a teacher's request for information, signatures, conferences, supplies, etc.
- Request for field trip permission, money, etc. should be sent back immediately.
- Teachers communicate through these planners, so please check them daily for important events and homework assignments.

## Partners in Education

- Western Heights Elementary is fortunate to be part of the *Partner in Education* program that was developed by the Chamber Southwest and the Calcasieu Parish School Board.
- Area businesses have partnered with local schools in an effort to enhance the quality of education within the parish.
- SASOL North America and Lakeside Bank are valued and supportive partners providing monetary and manpower commitment each year.
- Statistics indicate that children do much better in school when their parents are involved in school activities.

## Registration

### - Office Hours

-7:30 AM – 3:15 PM each school day

### - Age Requirements

- Pre Kindergarten – four years of age on or before September 30<sup>th</sup> of current school year
- Kindergarten – five years of age on or before September 30<sup>th</sup> of current school year
- First Grade – six years of age on or before September 30<sup>th</sup> of the current school year
- Other Grades – based on chronological age and records from previous school/s.

### - Age Verification

- All children entering the Calcasieu Parish School Board for the **first** time shall be required to present a **certified** or **original copy** of their official birth record.
- Children born in Louisiana will be given a **fifteen** (15) day grace period to secure a copy of their birth record.
- Children born out of state will be given a **thirty** (30) day grace period to secure a copy of their birth record.

### - Items Necessary for Registration

- Address verification – Two current utility bills showing legal guardian’s name and address
- Birth Certification – a certified copy or an original as described under Age Verification
- Immunization Record
- Records from transfer school (if applicable)
- Social Security Card
- Legal custody papers (if applicable)

## Visitor Information

- All visitors, volunteers, and substitutes must register in the office upon arrival at school and receive a badge.
- Visitors’ parking is available in the front of the school.
- Visitors should not park in the driveway or the bus loading and unloading areas.

## Conveying Messages to Students

- Please protect instructional time.
- Immediate messages will be given to students only in case of an emergency.
- All other messages will be given at the end of the day.
- All changes of transportation messages need to be called in to the office **before 2:00** to ensure that the message reaches your child.

## Conveying Messages to Teachers

- Immediate messages will be given to teachers only in case of an emergency.
- Teachers will not be called to the telephone.
- Email is a great form of communication between parent and teacher. Please remember to complete **the subject line** when sending an email. Our system blocks messages that do not have a subject.
- If you need a teacher to get a message by a specific time, please provide the office with that information when you leave the message.
- Please keep in mind that teachers are in class teaching, so messages will be checked at the end of the day.

## Emergency Information

- Please have accurate information on file concerning your child.
  - At the beginning of the year teachers will send home an emergency information card. **Please complete all information requested!** This includes **child's full name, address, parent work 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 can be made on the child's card.
  - It is imperative that the school is able to contact a parent or another adult who will take responsibility for a child in an emergency.
  - Where the **LEGAL CUSTODY** of a student has been judicially assigned to one parent, to a legal guardian, or foster parents, a **certified copy** of the judgment must be submitted to the school office. A copy of the judgment will be kept on file. In the absence of a legal document, a child may be released to either parent.
- When a **STUDENT TRANSFERS** to another school within the school year, a parent needs to notify the school office in advance so the necessary paperwork will be ready when requested. The official withdrawal transcript will be released when **all** fees are cleared (library books, workbook money, fundraiser money, etc.).

## Emergency Procedures

- Regularly held **fire drills** and **emergency evacuation procedures** ensure a definite plan of action in case of an emergency. The safety of the children is of the utmost concern at all times.
- In the event of school dismissal due to an emergency, 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.
- **IMPORTANT: Please remember that when a school lockdown/shelter in place has been declared, no child may be checked out until an "all clear" has been approved through CPSB Risk Management Department and/or law enforcement.**

## Field Trips

- Field trips must be an extension of the curriculum for that particular grade level. A teacher must request permission from the school administrator and the appropriate director before planning such a trip.
- Parents are welcome to attend, if space permits.
- A permission form must be completed and signed by the parent/guardian before going on the trip.
- All students in the class must travel on the bus with the teacher to and from the field trip.
- Only students in the class are permitted on the trip. **NO SIBLINGS WILL BE ALLOWED TO ATTEND FIELD TRIPS.**
- Once the cost of the trip has been figured, notes sent home, and fees collected, money may not be refunded should the student/parent not attend.

## Transportation

- **Bus Students**
  - Transportation is provided for students who reside further than one mile from school.
  - Students are under school supervision while on the bus and misbehavior may result in loss of privilege of riding the bus. Parents will be notified of misconduct on the bus.
  - All rules in the Student Code of Conduct are to be followed on the bus. Any violations of these rules will result in disciplinary actions.**



## Private Transportation Students

-All students transported to and from school by car need to be dropped off and picked up only at the car ramp. Please be sure to follow the signs. **Do not drop off at the bus ramp.**

### - Bicycle Riders and Walkers

- Students will not be allowed to walk or ride their bikes home in the rain. Please have an alternate plan in place.

- Students who walk or ride bicycles to school should not arrive prior to 7:05 AM. Bike racks are provided on the south side of the campus. Parents are encouraged to provide bike locks. All students who walk or ride bikes to school are expected to go straight home upon dismissal.

- **We strongly encourage all parents to use the car line when picking up your child. This is the safest way. We DO NOT recommend using other parking lots.**

### - Important Transportation Information

-Please inform and establish a consistent routine on how your child will be getting home. Children often forget, so a note to the teacher is crucial, especially when there is a change in their regular routine. In emergencies, please call the office and we will notify your child of the change. It is very important, however, that you call **before 2:00 PM** to ensure that your child receives your message. This is a CPSB policy.

## Cafeteria

- **Western Heights Elementary 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. If a lunch is brought from home, the student may not eat a cafeteria lunch.

-Parents, please call our cafeteria manager at 217-4930 prior to 9:00 AM **the day before** you plan to eat with your child. Adult Lunch - **\$4.00** (both include a choice of milk)

## Academic Information

### - Grading

-**All Elementary Schools are on a Nine-Weeks Grading Period.**

-100% - 93% = A	Excellent =	4 Quality Points
- 92% - 85% = B	Above Average =	3 Quality Points
- 84% - 75% = C	Average =	2 Quality Points
- 74% - 67% = D	Below Average =	1 Quality Point
- 66% and below = F		

-**Nine weeks grades are an average of daily/weekly tests of assignments and the following scale will determine the overall grade.**

A	3.5 – 4.0
B	2.5 – 3.4
C	1.5 – 2.4
D	1.0 – 1.4
F	0.0 – 0.9

**-Handwriting, physical education, fine arts, French, and conduct will be graded according to the following scale.**

O – Outstanding

S – Satisfactory

N – Not Satisfactory

## - Report Cards

-Report cards for all students in grades kindergarten through five will be sent home on the 3<sup>rd</sup> day following the end of the nine weeks period.

-Mid nine weeks reports are sent home by teachers in grades one through five every three weeks.

-Since report cards are computer generated and are not returned, the envelope must be signed and returned as verification that you have reviewed the report card.

## - Evaluation

-Students will be evaluated according to district policies.

## - Honor Roll & Banner Roll

-Banner Roll – “A” in all subjects

-Honor Roll – no lower than a “B” in all subjects

## - Modified Program

-Students who qualify for 504 and have an Action Plan in place will have a special notation to identify participation in this program.

-A slash and the symbol (\*) will follow the letter grade.

-At the bottom of the report card, the symbol (\*) will indicate a modified program.

## - Special Education Students

-Those students who have qualified for assistance through the special education program will receive a report card that will indicate those grades obtained from an altered or modified program. They will also receive a written report of their progress toward goals and objectives as outlined on their IEP.

## Promotion Policy

- Promotion from one grade to another is based on the policies and regulations of the Calcasieu Parish School Board in compliance with standards cited in Bulletin 741.

## School Uniforms

### Uniform Shirts

- Uniform shirts will be **white, hunter green, navy blue, black, or orange**/golf style shirts (short or long-sleeves with a collar) or shirts that button or snap down the front with a collar. **Shirts must be tucked in at all times.**
- 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 opt to have students wear the official school logo on the school’s designated shirt.

### Pants, skirts, shorts, skorts, or jumpers

- 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. Capri pants are acceptable.

- 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

- Belts should be black, brown, navy blue or khaki with no emblem, logo or decoration and must be worn with slacks and shorts that are designated to have belt loops. Belts must be **visible** and worn around the waist. Belts are optional for pre- k, kindergarten, and first grade students.

### Socks/stockings

- 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.

### Shoes

- Appropriate shoes must be worn and do not include flip flops. Sandals are not allowed in elementary grades. Crocs and other forms of backless shoes are not acceptable.

### Outer Wear

- Acceptable outer wear 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, and white. No emblem, logo, or decoration is allowed on classroom outerwear. The uniform shirt must be worn under outerwear.
- Heavy coats and jackets worn to and from school and/or outdoors are not restricted, but recommended to be colors of navy blue, white khaki or hunter green.
- No headwear shall be worn on campus with the exception of knit caps in extremely cold weather.

### Other Dress Code Regulations:

- **Only Western Heights spirit shirts purchased during the 18-19 school year may be worn.**
- **Western Heights 2018-2019 spirit shirts may be worn with uniform bottoms on any day of the week.**
- **Black or orange polo style shirts (without emblems) may be worn any day of the week.**
- Prohibited items include bandanas, hair rollers, extremes in hair styles, hair dyed a color other than the natural color, 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, distraction, or interfere with the instructional programs.
- Clothing, jewelry, and general appearance are to be such as not to constitute a health or safety hazard.
- 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, cheer-leaders, band, chorus, etc. Other questions about uniforms should be referred first to the school authorities, then to the central office staff.

## Health Services

### Communicable Diseases

- A student with any condition that is contagious cannot remain at school. The following considerations will be made for a child's return to school:
  - **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

### Skin Diseases

- Scabies, ringworms, impetigo require a note from a physician stating that the child may return to school.

### Lice Policy

- School personnel periodically check for head lice.
- The parent will be notified if head lice are found and the student will be excluded from his class immediately, according to guidelines established by the CPSB.

- The student shall be excluded from school until he has been treated with a medication that kills lice and eggs and until all nits have been removed from the hair.
- School personnel shall be responsible for checking the student to be sure he/she is free of nits before the child may return to the classroom.
- Parent must show proof of treatment (empty medication bottle) before the student is to be allowed back on campus.
- For cases of lice, parent must show proof of treatment and the hair must be free of "nits."

## **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 current 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.

## **The School Nurse**

- An employee of the Calcasieu Parish School Board and as 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 in providing health

## **Vision and Hearing Screening**

- The nurses in the parish complete screening on children in grade **Pre-K, K, 1st, 3<sup>rd</sup>, and 5th** each school year. A parent will be notified of any concerns in these areas upon completion of such screening.

## **Medical Excuses 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 an excuse to school with your child.
- A parent/guardian note is allowed for up to three (3) consecutive days.
- After the third day, a doctor's note is required.
- You may have the doctor's note faxed to school at the number provided in the front of the handbook.

## **Medications Given at School**

- No medication will be dispensed by school personnel without the proper form (available in the school office). This form must be signed by a doctor and a parent.
- All medication must be properly labeled with the child's name, physician' pharmacy, name of medication, dosage, and exact time for administering.
- Aspirin and other over-the counter drugs are considered medication and will be handled on the same manner.
- No prescription or over-the-counter medication can be in the student's possession at any time. All medication must be signed in at the front office by a parent.

# **Extensions to the Curriculum**

## **Special Education**

- Students experiencing difficulty in any area of school life may be referred to the School Building Level Committee (SBLC) for consideration. That committee, with the counselor as the chairperson, will provide suggestions and modifications to the teacher and parent. If deemed necessary, pupil appraisal personnel may be brought in for an evaluation. Those students qualifying according to the state regulations may receive special assistance according to their individual needs.

## **Speech**

- Speech classes are available for students who have been diagnosed with a speech, language, voice or fluency problem.

## **Spark**

- Seeking Purposeful Analytical Realistic Knowledge is the local name for the program for academically gifted students in Calcasieu Parish.
- The identification of gifted students begins with a referral by a teacher, friend, or parent of the student with approval of the local school communities (SBLC).
- The Pupil Appraisal team completes a screening. Once a student is classified as academically gifted, an Individual Education Program (IEP) conference is held and the student is placed in the program
- Western Heights SPARK students attend classes one day a week at Moss Bluff Elementary.

## **Spanish**

- Instruction in conversational Spanish is provided on a daily basis for 4<sup>th</sup> and 5<sup>th</sup> graders who are identified as academically able by the guidelines for this program. The primary emphasis is on oral communication and students are graded with an O, S, or N.

## **Computer Labs**

- Three Title I labs provide students with individualized math and reading instruction. The program is based on each student's functioning level and automatically progresses students as they become successful at their current level.

## **Library**

- The Western Heights Library provides a place for reading, researching, or pursuing other activities that support the education of all students. Students in grade 3<sup>rd</sup> -5<sup>th</sup> are provided ample time to visit the library.

## **Art**

- We are fortunate to have a full time Art teacher. Under the instruction of Miss Harrell, Western Heights' students have won many honors at the district, state, and national levels.

## **Physical Education**

- The State of Louisiana requires Physical Education for all elementary students. One full-time teacher provides a well-structured program. Good sportsmanship and skill development are emphasized. Students are graded on their skills, participation, and effort.

## 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 produce not only quality students but quality 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 parents of all students attending Western Heights Elementary.

- |  |                                 |
|--|---------------------------------|
| • Meet and Greet                               | • Fundraising Volunteers        |
| • Open House                                   | • Parents Working with Students |
| • Reading/Math Parental Involvement Activities | • Western Heights Newsletter    |
| • Parent/Student Luncheons                     | • Western Heights Website       |

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 Parent Involvement component and also with those of the Louisiana Department of Education.

### Title IV Safe and Drug Free School & Communities

#### 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 System 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.

#### Act 909—1990 Louisiana Legislative Action

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.

## District and State Policies

**\*\*\* All Western Heights students will adhere to the Student Code of Conduct.**

**\*\*\*Smart Watches will be powered off and kept in the student's backpack.**

**\*\*\*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 a 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.**

### • **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 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**

### Cell Phone Policy

- No student, unless authorized by the school principal or his/her designee, shall possess, use or operate any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any elementary, middle or secondary school building, or on the grounds thereof or in any school bus used to transport public school students.
- A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school.
- Possessing or using a cell phone and/or any telecommunication device is strictly prohibited on any campus in the Calcasieu Parish School System by students.
- Students are not allowed to possess or use cell phones or any other telecommunication device during the school day or while being transported by a school bus.
- **\*\*\*Smart Watches and cell phones will be powered off and kept in the student's backpack.**

**Prayer Policy**

- The Calcasieu Parish School Board shall permit school authorities of each school to allow an 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 or secondary 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 or secondary 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.

**Title IX Student-to-Student Sexual Harassment**

- The Calcasieu Parish School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can often contribute to an unacceptable educational environment. The Board, therefore, will not tolerate sexual harassment on the part of any student to another student. Harassment is defined, as “gender based” conduct directed because of a student’s sex.
- 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 students’ 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 action 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 law and applicable regulations.

**Sabra Soileau, Title IX Coordinator** (337-217-4150 EXT.1502)

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

**FEDERAL PROGRAMS**

- Parents and Guardians may access information about Federal Programs and State Accountability by visiting the CPSB website. <http://www.cpsb.org>

**ESSA (Every Student Succeeds Act) PARENT NOTIFICATION**

- Parents 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 involvement 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 about the U.S. Department of Education Parent Involvement Resource Centers (PIRC), and information regarding Federal Programs and the State Accountability Program on the Louisiana State Department website at <http://www.louisianaschools.net>

- 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 <http://www.teachlouisiana.net> 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 Limited English Proficient (LEP) students, or if they will be taught for four or more consecutive weeks by a teacher not meeting the NCLB definition of highly qualified.

### **TITLE I DISTRICT PARENT/FAMILY INVOLVEMENT POLICY – CPSB**

“The mission of Calcasieu Parish School Board is to work in partnership with students, families and community to ensure that each student acquires the knowledge, skills & 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 involvement 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. In order to accomplish our mission, the following policies have been developed to ensure parental/family involvement in the CPSB Title I Schools.

#### **PART 1. Division Practices and Expectations**

CPSB will put into operation programs, activities and procedures for the involvement 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 PAC (Parent Advisory Council). CPSB Title I specialists will work with the served schools to ensure that the required school-level family involvement 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 involve the Title I families in decisions about how the one percent of Title I, Part A funds reserved for family involvement, will be spent. CPSB supports and agrees with the statutory definition of parent/family involvement, and expects that the Title I schools will carry out programs, activities and procedures in accordance with this definition:

*CPSB family involvement 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 involved 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 Involvement Components**

CPSB will involve family members in the joint development, implementation and evaluation of the district-wide policy by serving on our district PAC. The results of the evaluation will be used to identify barriers and better design

strategies for increased family involvement. CPSB Title I specialists will provide technical assistance and other necessary support to assist the schools in developing and implementing effective family involvement policies and activities by participating in the school improvement plan, 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 involvement 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 Involvement 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 at the district and school level. This policy was adopted by Calcasieu Parish Public Schools on April 28, 2010 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, Federal Programs Coordinator**

Title I Family Involvement

2423 6<sup>th</sup> Street Lake Charles, LA 70601

Phone: 337.217.4170 Ext. 2406 Fax: 337.217.4173

#### **Title X McKinney-Vento Homeless**

##### ***Education of Children and Youth in Homeless Situations***

The federal McKinney-Vento Act protects the rights of children and youth in homeless situations to attend and succeed in school, including pre-school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular and/or adequate residence, including children and youth who are: staying with friends or relatives because they lost their housing; awaiting foster placement; or living in emergency or transitional shelters, motels, domestic violence shelters, campgrounds, inadequate trailer parks, cars, public spaces, abandoned buildings and bus/train stations. Your child will receive a sample of the ***Louisiana Student Residency Questionnaire Form*** in their school's student handbook. If you think you may qualify for the Title X program, please contact your school counselor or the school's Title X contact person.

#### **Carolyn Toups, District Liaison, Title X McKinney-Vento Homeless**

2423 6<sup>th</sup> Street Lake Charles, LA Phone: 337.217.4170 Ext. 2408 Fax: 337.217.7173

## WESTERN HEIGHTS ELEMENTARY SCHOOL

### TARDY POLICY

Attendance and arriving to school on time are essential to a child's academic success. Please read the information below carefully.

**Students arriving at school after 7:40 AM are tardy and must be checked in at the front office by an adult.**

Each tardy will be recorded on the attendance record as "Late to school".

**1<sup>st</sup> "Late to School"** – documented and a verbal reminder

**2<sup>nd</sup> "Late to School"** – documented and given a written reminder of the tardy process

**3<sup>rd</sup> "Late to School"** – documented and student will be assigned a detention during a non-academic activity. Parents will be required to sign and return the detention notification prior to the assigned detention date.

**4<sup>th</sup> "Late to School"**- documented and student will be assigned a detention after school. **5<sup>th</sup> "Late to School"** – documented and reported to TASC (truancy).

**NOTE: STUDENTS LATE TO SCHOOL WILL NOT BE ALLOWED TO GO TO CLASS UNTIL AN ADULT SIGNS THEM IN.**

Parents, we appreciate your efforts to get your children to school on time so that they are ready to learn when the 7:40 bell rings. If you have any questions, please don't hesitate to call me.

Thank you for all you do.

Beth Flanagan, Principal

# Western Heights Elementary

One Team Building for the Future



Student Handbook

2018-2019

I \_\_\_\_\_ have read the contents of the 2018-2019 Student Handbook.

(parent's signature)