

Westwood Elementary

Where a World of Learning Takes Place



Student Handbook
2013-2014

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Administration

Gerald Treme – Principal
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Paige Powers - Assistant Principal
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Kelly Parker – Counselor
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A Message from the Principal

Dear Parents and Students,

On behalf of Westwood Elementary faculty and staff, I welcome you to the 2013-2014 school year. We are delighted that you are part of our school family, and we are committed to helping your child's elementary years be as productive and enjoyable as possible.

Over the past several years, Westwood students have far exceeded state standards in most curricular areas. We have set and maintained high expectations, and as a result, we have earned a reputation of academic excellence. Just a few of our prestigious honors and awards include:

High Performing, High Poverty School; Chambers Southwest Quality Award; Designation as a Pacesetter School by the LA Dept. of Education, and PBIS State Model School status, and Recognized as 2011-2012 Top Gains School by Louisiana Department of Education.

The above accomplishments demonstrate the wonderful things that happen when the school, families, and the community work collaboratively in the quest for continuous school improvement.

This handbook provides important and useful information about our school's policies and procedures. We hope that it will offer a greater understanding of our daily routine and will explain the purpose of certain rules and regulations. We encourage you to read the handbook in its entirety and discuss the policies and procedures with your children.

I look forward to working with each and every one of you to build a strong community of learners and provide challenging and successful educational opportunities for your child.

Gerald Treme

A Message from the Assistant Principal

Dear Parents and Students,

Welcome to Westwood Elementary. As a faculty and staff, we are committed to providing a good learning environment that will meet each child's needs. We seek to help each child develop a self-concept that is both realistic and healthy. Westwood Elementary is proud to be a child-centered, family-involved, community-supported school dedicated to educational excellence. Our faculty and staff are concerned, caring, compassionate, and committed to preparing our students for a quality of life and to be productive citizens in tomorrow's society. We are looking forward to an exciting and successful year.

Paige Powers

A Message from the Counselor

Dear Parents and Students,

I am so excited to be a part of the Westwood Elementary staff as your school counselor. My name is Kelly Parker. I may be reached during the school day at 217-4940 ext. 3 or by email. Please feel free to leave a message if I am unavailable when you call. Students are encouraged to come see me and may be referred by themselves, a teacher, administrator, or a parent. I have an excellent library of parent materials dealing with a wide variety of topics, available for check out. I also have a "Counselor's Corner" on our school's Blackboard site that has wonderful information and games for students.

Kelly Parker

Calcasieu Parish Schools 2013-2014 Calendar

Students Report Wednesday, August 14, 2013

HOLIDAYS

Labor Day September 2, 2013

Teacher In-Service September 23, 2013

Teacher In-Service October 28, 2013

Veteran's Day November 11, 2013

Thanksgiving November 25-29, 2013

Christmas December 23-January 3, 2013

Return to School January 6, 2014

Martin L. King, Jr. January 20, 2014

Teacher In-Service February 3, 2014

Mardi Gras March 3-5, 2014

Easter/Spring Break April 18-25, 2014

Last Day for Students May 23, 2014

End of Session May 27, 2014

Report cards will be mailed.

Independence Day July 4, 2014

School Board Offices are closed.

Teacher In-Service Dates

(Students will NOT attend school on these dates.)

System-Wide Teacher In-Service August 8-9, 2013

School Administration In-Service In Each School

August 12-13, 2013

September 23, 2013

October 28, 2013

February 4, 2014

May 26-27, 2014

Nine-Week Periods End

First Nine Weeks Period October 15, 2013

Second Nine Weeks Period January 8, 2014

Third Nine Weeks Period March 18, 2014

Fourth Nine Weeks Period May 23, 2014

Our Mission Statement

To educate the mind and nurture the spirit of each and every student.

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.

School Discipline Plan

Component 1: Student's Rights and Responsibilities

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.

Component 2: Expectations for Student Behavior

3 B's:



KIND



SAFE



RESPECTFUL OF PROPERTY

Playground Expected Behaviors <i>Be Kind</i> -Share equipment with others <i>Be Safe</i> -Stay in boundaries of playground areas -Keep hands, feet, and objects to yourself <i>Be Respectful of Property</i> -Respect playground equipment and landscape	Cafeteria Expected Behaviors <i>Be Kind</i> -Use quiet voices -Use good manners <i>Be Safe</i> -Stay seated -Face forward in line -Walk at all times <i>Be Respectful of Property</i> -Keep all food on your tray Pick up after yourself
Restroom Expected Behaviors <i>Be Kind</i> -Be quiet -Give privacy to all <i>Be Safe</i> -Use sinks and toilets appropriately -Keep feet on the floor <i>Be Respectful of Property</i> -Flush toilets and wash hands -Conserve water, soap, and paper products -Keep restrooms graffiti free	Hallway Expected Behaviors <i>Be Kind</i> -Be silent in the hallways <i>Be Safe</i> -Use walking feet -Walk on right side of the hallways -Keep hands, feet, and objects to yourself <i>Be Respectful of Property</i> -Respect displayed work

Component 3: Consequences for Inappropriate Behavior

Violation	Consequence
1 st	Warning
2 nd	Note to parent (signed & returned)
3 rd	Parent contacted by phone
4 th	Request for conference
5 th	Discipline action by Principal
Severe	Discipline action by Principal

***Major Infractions include, but not limited to,** fighting, inappropriate language, profane gestures, vandalism, and serious disrespect to students, teachers, or staff. These consequences may include in school/out of school suspension.

Component 4: Positive Reinforcement for Appropriate Behavior

- Classroom teachers have individual plans to reward appropriate behavior

Component 5: Conduct Grade

- A conduct grade will be averaged at the end of each six weeks. Each grade level will devise an appropriate scale for determining the grade.

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 AM 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.

Student Arrival/Dismissal Times

- Students should arrive at school between 7:15 and 7:45 AM.
- **No student should arrive before 7:15!**
- If your child is going to eat breakfast at school, they must enter the cafeteria by 7:30.
- Instructional time begins at 7:45.
- Students arriving after 7:45 are considered tardy and must sign in at the office.
- Bus students are dismissed at 2:50, immediately followed by the dismissal of car students.
- Walkers and bike riders are dismissed immediately after car students.
- **All students should be picked up by 3:00.**

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.

Tardiness

- Students are tardy after 7:45 AM.
- Students may be given a one day suspension after **five** unexcused tardies.

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.**
- We ask for your patience as we strive to keep your child safe.

Absences

- The Louisiana Board of Elementary and Secondary Education require elementary and secondary to be present a minimum of **170 days** during the school year in order to receive credit for that school year.
- 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.

Money Envelopes

- A Westwood envelope will be sent home any time money is required.
- If a Westwood envelope is not available, please place the money in an alternate 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 217-4940.

Student's Folder/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.
- School planners are provided for students in grades 3-5.
- Teachers communicate through these planners, so please check them daily for important events and homework assignments.

Partners in Education

- Westwood 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 continues to be a valued and supportive partner providing monetary and manpower commitment each year.

Westwood PTO

- Our PTO (Parent Teacher Organization) is active and open to all parents, grandparents, and supporters of Westwood Elementary.
- A form is sent home within the first few weeks of school allowing parents to designate the events with which they are willing to assist.
- 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 30th of current school year
- Kindergarten – five years of age on or before September 30th of current school year
- First Grade – six years of age on or before September 30th 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 area between the hours of 7:00-7:45 and 2:00-2:50.

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.
- 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 (lunch money, 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.
- 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.
- A student requesting to ride a bus with another student for one time must have a note. The note should include children's names, the date and time, as well as the bus number and driver. Permission will be granted providing this does not cause overcrowding as determined by the school administrator and the bus driver. This note must be signed by administrator and returned to the child requesting the bus ride.
- Only with a note in hand will the child be permitted to get on the bus. The note should be given to the bus driver once the child gets on the bus.
- In the event of a lengthy stay at a friend's house due to an emergency and thus the need to ride a bus with that friend, the parent/guardian should contact an administrator about the details.

- Car 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 or at the bus ramp.**

- Bicycle Riders and Walkers

- Students who walk or ride bicycles to school should not arrive prior to 7:15 AM. Bike racks are provided on the north 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.

- 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. We cannot guarantee that messages called in after 2:00 PM will reach your child.

Extended Day Care Program

- Extended Day provides a safe and secure after school day care facility for students.
- Children are kept at school and monitored by a paid staff under the guidance of the school administration and guidelines established by the CPSB.
- During the school year, after-school care is provided until 6:00 PM.
- A one-time fee of \$30.00, which included registration and insurance, must be paid before the child enters the program.
- Payments are due prior to care.
- Failure to pay in a timely manner is a valid reason for dismissal.
- Fees for Extended Day are:

<u>Fees</u>	<u>1st Child</u>	<u>Additional</u>
PM Weekly	\$35.00	\$20.00
Drop-In	\$10.00	\$ 5.00

Cafeteria

- Breakfast

- A nutritious breakfast is available for all students each day from 7:15-7:30 AM in the cafeteria.
- The cost for breakfast is 50¢ per day and is paid for on a daily basis.

- Lunch

- Students are encouraged to participate in the school lunch program that is designed to provide a hot nutritious lunch for all students.
- The cost of the lunch is \$1.35 and includes a choice of milk.
- No charging allowed. All lunches must be prepaid.**
- Lunch money is collected daily in the cafeteria from 7:15-8:00 AM.
- Students may bring their own lunch to school and it must be eaten in the cafeteria.
- Canned or bottled soft drinks are not allowed.
- Fast foods may not be brought into the cafeteria.
- Parents are allowed to eat lunch with their child when space and numbers permit.
- Please call our cafeteria manager at 217-4940 prior to 9:00 AM on the day you plan to eat.
- Cost: Student Lunch - \$1.35 **Adult Lunch - \$_____ (both include a choice of milk)**

- Free and Reduced Lunches

- Applications for free or reduced lunch are distributed to all students on the first day of school. Please return the completed forms in a timely manner if you need this service.
- All information on free and reduced lunches is strictly confidential.

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
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- Report Cards

-Report cards for all students in grades kindergarten through five will be sent home on the 3rd 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 are evaluated both formally and informally in order to provide diagnostic information, to assess individual student performance, to assess instructional program effectiveness, and to provide information for curriculum planning and decision making.

-Such evaluations may include informal tests, inventories, projects, products, daily class work, classroom observations, student work portfolios, and activities designed and administered by the teachers to diagnose and to assess student performance.

- 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.

Louisiana Accountability Program

- Fourth graders throughout the state of Louisiana are given a criterion-referenced test in the spring that assesses students' knowledge and application of knowledge in relation to the state content standards. Students must pass these tests in order to be considered for advancement to the next grade level. Those students, who do not pass, but wish to be given remediation and retake the test, are given that opportunity during the summer. Students in grades three and five take the state adopted iLEAP Test, a criterion-referenced test aligned to our state's academic content standards during this spring testing time.
- Using scores derived from student results of these tests, as well as data on attendance, each school in the state is given a score and a goal to be achieved over the next 10 years. The school performance score for last year will be arriving in the fall and all parents will receive this valuable information.
- Over the past several years, depending on budget constraints, students in grades one and two have also taken the Iowa Test of Basic skills in order to identify not only strengths and weaknesses of individual students, but also evaluate programs and teaching methods.

Promotion Policy

- All elementary students in Louisiana must be in attendance 160 days of the school year in order to be considered for promotion to the next grade.
- Kindergarten students moving to first grade must have completed a full day public or private kindergarten for a full year and must have a successful classroom performance as indicated on the student Progress Report.
- Kindergartners promoting to first grade must also score at least 80% on the academic readiness-screening test for first grade.

Grades K-5 course requirements include passing session grades in:

1. To pass KINDERGARTEN students must be present 167 days, score READY, and report card must reflect successful classroom performance.
2. To pass FIRST GRADE students must pass LANGUAGE and MATHEMATICS.
3. To pass SECOND GRADE students must pass LANGUAGE and MATHEMATICS.
4. To pass THIRD GRADE students must pass LANGUAGE and MATHEMATICS.
5. To pass FOURTH GRADE in addition to the State's High Stakes Policy, students must pass 3 of the following 4 subjects: LANGUAGE, MATHEMATICS, SCIENCE, and SOCIAL STUDIES.
6. To pass FIFTH GRADE students must pass 3 of the following 4 subjects: LANGUAGE, MATHEMATICS, SCIENCE, and SOCIAL STUDIES.

School Uniforms

Uniform Shirts

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

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, 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:

- Prohibited items include bandanas, hair rollers, extremes in hair styles, 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, 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, 3rd, 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's 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.

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
- Westwood SPARK students attend classes one day a week at Moss Bluff Elementary.

French

- Instruction in conversational French is provided on a daily basis for 4th & 5th 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.

Beta Club

- Beta Club is an honor society for selected fifth grade students exhibiting scholarship, citizenship, leadership, and good character.

4-H Club

- The 4-H Club is also open to 4th and 5th graders. The organization is an extension of the LSU Ag Center and promotes good citizenship as members “learn by doing” and work “to make the best better.”

Computer Labs

- Two 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 Westwood Library provides a place for reading, researching, or pursuing other activities that support the education of all students. Students in grade K-5th 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, Westwood 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. Two full-time teachers, Coach Simpson and Coach Pitre, provide 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

Westwood 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.

Westwood 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 Westwood Elementary grades Pre-K through fifth.

- | | |
|----------------------------|---------------------------------|
| • Meet and Greet | • Workroom Volunteers |
| • PTO Open House | • Fundraising Volunteers |
| • AR Reading Nights | • Parents Working with Students |
| • Classroom Visitations | • Westwood Newsletter |
| • Parent/Student Luncheons | • Westwood 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

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.

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.

Penny Haxthausen, Title IX Coordinator (337-217-4170 EXT. 2409)

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>
- Under the Parent/Student tab, information may be found under Resources by going to Accountability and/or NCLB. Also under the Parent/Student tab, information may be found under Departments by going to Federal Programs.

NCLB 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.

LOUISIANA DEPARTMENT OF EDUCATION COMPLAINT PROCEDURES FOR THE ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965

If the Calcasieu Parish School System Title I Program is not providing services in accordance with state and federal regulations, a parent may file a complaint in accordance with the *The Louisiana Handbook for School Administrators*, Bulletin 741, Section 349, which is available online at the following website address:

<http://www.doa.louisiana.gov/osr/lac/28v115/28v115.doc> 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 INVOLVEMENT POLICY – CPSB 2010/2011

“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. A district Parent Handbook is printed and distributed to all families in the fall of each year. 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. These policies incorporate the requirements under the *No Child Left Behind Act of 2001, section 1118 of the Elementary and Secondary Act. Title I* is a major provision of the *Elementary and Secondary Education Act of 1965 (ESEA)*, as amended by the *No Child Left Behind Act of 2001(NCLB)*. *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 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

Date

Title I Family Involvement

2423 6th 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 6th Street Lake Charles, LA

Phone: 337.217.4170 Ext. 2408 Fax: 337.217.7173