

# Western Heights Elementary Student Handbook



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

# Welcome!

Dear Parents,

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

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

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

Sincerely,

**Sonia Lockhart**

Principal



Western Heights Elementary  
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Westlake, Louisiana 70669  
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<https://www.cpsb.org/westernheights>  
Facebook: @cpsbwhe

Principal	Sonia Lockhart	sonia.lockhart@cpsb.org	Ext. 6951
Assistant Principal	Jessica Corbello	jessica.corbello@cpsb.org	Ext. 6952
Counselor	Anita Sanders	anita.sanders@cpsb.org	Ext. 6957

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



Vision:

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

Behavior Expectations for All:

Be Respectful

Be Safe

Be Responsible

Four Houses-One Family



Office Hours are 7:30-3:30  
**Registration Procedures:**  
**Registration Hours: 8:30-2:00**

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

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

**Items necessary for Registration**

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

**Immunizations**

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

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

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

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

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

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

**Emergency Information**

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

**Legal Custody**

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

**Transfer Students**

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

## Parent and Student Responsibilities

### Attendance Rules and Regulations

\*School Hours:

Office: 7:00-3:00

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

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

The only valid reasons for absences from school are:

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

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

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

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



### CPSB District-wide Elementary Dismissal Procedures

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

#### The Dismissal Procedures:

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

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

Approved:  
Jill Portie  
8/27/14

*Building Foundations for the Future*

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

## School Routines

### Morning Arrival

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

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

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

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

### Buses

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

### Afternoon Dismissal

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

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

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

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

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

### Visitors

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

### Conveying Messages to Students

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

## **Conveying Messages to Teachers**

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

## **Deliveries**

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

## **Emergency and Safety Procedures**

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

## **Student Responsibilities**

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

## **Homework**

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

## **Water Fountains**

Water fountains will not be in use this school year. We have water filling stations. Students will receive a refillable water bottle. If it is damaged, you will need to send a replacement water bottle to school. Disposable water bottles will not be provided.



## School Discipline Plan

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

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

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

## District, State, and School Policies

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

### Electronic Telecommunication Devices

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

## Code of Conduct for Elementary students-

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

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

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

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

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

## Prayer Policy

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

## Calcasieu Parish School System Dress Code for Students

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

- Uniform shirts will be **white, black, orange, hunter green or navy blue** polo/golf style shirts (short or long sleeves with a collar) or shirts that button down the front with a collar. **No emblem, logo, decoration, or decorative trim is allowed.** White, hunter green or navy blue, turtlenecks with no emblem, logo, decoration, or decorative trim are acceptable. Turtlenecks can be worn separately or under uniform shirt.
- T-shirts (solid white, hunter green, or navy blue) will be allowed under the uniform shirt.
- Spirit shirt/club shirt may be worn on day/s determined by the school administrator.
- Administrators may option to have students wear the official school logo on the school's designated shirt. Students may wear daily.
- Khaki (shades may vary) or navy blue pants, skirts, shorts, skorts, or jumpers must be uniform style and color or blue jeans without holes or decorations no corduroy or wind-suit materials, no sweat pants, no stretch pants or leggings, no spandex, no baggy pants, no bell-bottoms, no carpenter or cargo styles, no hip-huggers, no side-knee pockets). Emblems, logos, or decorations are not allowed.
- Shorts and skorts must measure (front and back) **no shorter than three inches above the knee and no longer than mid-knee.** Skirts and jumpers

must measure no shorter than three inches above the knee.

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

**Hoodies are NOT allowed at school. No Exceptions.**



## **Communicable Disease Control (Further explanation, JGCC part II)**

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

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

### **Lice -- the following shall be adhered to:**

#### **Lice/Nits Protocol for Schools**

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

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

### **Illness/Accidents at School:**

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

### **Immunizations:**

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

### **School Nurse:**

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

### **Vision and Hearing Screening:**

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

### **Medical Excuse Policy:**

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

### **Medication Given at School:**

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

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

## Student Services

### Cafeteria

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

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

### School Fees

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

### Student Progress Center

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

### Guidance and Counseling Services

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

## Academic Information

### Grading Policy

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

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

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

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

### **Report Cards**

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

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

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

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

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

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

## Federal Programs/Policies

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

### Title III Home Language Survey

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

### Title IV Safe and Drug Free School and Communities Notice to Parents and Students of Calcasieu Parish

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

### Act 909-1990 Louisiana Legislative Action NOTICE TO PARENTS AND STUDENTS OF CALCASIEU PARISH

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

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



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

## **Title VII McKinney-Vento Homeless Information**

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

### **Bulletin 741**

#### **§341. Homeless Children and Youth**

- A. Each LEA shall establish a written policy to provide for the placement in school and for the education of any child temporarily residing within the jurisdiction of the board who has no permanent address, who has been abandoned by his parents, or who is in foster care pursuant to placement through the Department of Social Services. However, this does not require the enrollment of any child not permitted by another school system to attend school, either permanently or temporarily, as a result of disciplinary action(s).
- B. The term homeless child and youth mean the following:
  1. Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
  2. Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
  4. Migratory children who qualify as homeless because they are living in circumstances described above.
- C. According to a child or youth's best interest, each district must either continue the child/youth's education in the school of origin, or enroll the child in school in any public school that non-homeless students who live in the attendance area where the child/youth is actually living are eligible to attend.
  1. School of origin is defined as the school the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.
  2. In determining best interest, the district must, to the extent feasible, keep children/youth in the school of origin unless it is against the wishes of the parent/guardian.
  3. A homeless child or youth's right to attend his/her school of origin extends for the duration of homelessness.

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

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

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

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:238; 20 USCS 6311, 6312, 6313, and 6315.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1262 (June 2005).

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

## **Title IX**

### **Student to Student Sexual Harassment**

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

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

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

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

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



## ESSA PARENT NOTIFICATION

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

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

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

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

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

If the Calcasieu Parish School Board Title I Program is not providing services in accordance with state and federal regulations, a parent may file a complaint in accordance with The Louisiana Handbook for School Administrators, Bulletin 741, Section 349, which is available online: [http://wwwprd.doa.louisiana.gov/LaServices/PublicPages/ServiceDetail.cfm?service\\_id=2317](http://wwwprd.doa.louisiana.gov/LaServices/PublicPages/ServiceDetail.cfm?service_id=2317)

Parents may also request a copy of this bulletin by calling the Department's toll-free number 1.877.453.2721. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §6301, et. seq.(ESEA). Summarized from the above handbook, complaints to the Louisiana Department of Education must (1) be in writing and (2) describe a violation of the law or a violation of federal statutes or regulations. The written complaint must include: • A statement of the violation of requirement of pertinent federal statute or regulation; • The facts on which the statement is based, including the name of the local education agency; • A proposed solution for the problem; • The parent's signature and contact information; • Only violations occurring within the past year. A parent is notified when a complaint has been received by the Department, and complaints will be resolved within 60 days of receiving the complaint, unless the timeline has been extended. The parent will receive a written decision addressing each violation and will also be informed of the right to request that the Secretary of the United States Department of Education review the decision made by the Louisiana Department of Education.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **PART 2. Implementation of CPSB Title I Family Engagement Components**

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

CPSB Title I specialists will provide technical assistance and other necessary support to assist the schools in developing and implementing effective family engagement policies and activities by participating in the development of the One Year Action Plan as a component of the school wide plan (Balance Score Card), and other events at the served schools in order to improve academic achievement.

CPSB Title I programs at the district and school levels will coordinate and integrate, as necessary, family engagement activities, workshops and meetings with the following programs: Head Start, Pre-K, PIE (Partners in Education), Special Education, and Adult Education.

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

### **PART 3. ADOPTION**

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

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



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Loree L. Smith, Coordinator Family Engagement  
[loree.smith@cpsb.org](mailto:loree.smith@cpsb.org)  
Title I Family Engagement  
2423 6<sup>th</sup> Street  
Lake Charles, LA 70601  
Phone: 337-217-4170 Ext. 2406 Fax: 337-217-4173

### **Title I Parental Involvement Policy**

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

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

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

We will use the following tools to communicate with parents:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

# Western Heights Elementary

## Technology Misuse Policy

### CPSB Code of Conduct Level 2 Infraction Technology Misuse

Student engages in use of technology without the permission of those in authority during instructional time at school or otherwise CPSB jurisdiction.

The following are examples of but not limited to misuse of technology: emailing other students, emailing staff members without permission, changing their home screen, downloading pictures, accessing programs the teacher has not authorized, and any other tasks the student has not been directed to access on the student laptop.

Students are provided the laptops to access curriculum and in preparation for LEAP testing. The student laptops are the property of the Calcasieu Parish School Board. Students are responsible for proper use of the devices.

#### Consequences of Technology Misuse:

1<sup>st</sup> Infraction-Half Day Detention

2<sup>nd</sup> Infraction-Full Day Detention

3<sup>rd</sup> Infraction-In-School Suspension

4<sup>th</sup> Infraction-Level 3B Infraction-Computer Abuse-Out of School Suspension

We have read the information in the Technology Misuse Policy and agree to comply with the policy. We understand if the policy is violated the consequences for Technology Misuse Policy will be enforced.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*Welcome to Our House*

---

Sonia Lockhart, Principal

**Attention:**  
**Parents and Students of**  
**Western Heights Elementary**

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

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

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

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

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

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Parent/Guardian's Signature

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Student's Signature

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Date