JI Watson Elementary
Yellow Jackets

201 Foreman Brothers St.
Iowa, 70647
phone: 337-217-4670 fax: 337-217-4671
website: https://watson.cpsb.org/

Student/Parent Handbook 2026 - 2027

Welcome to the 2026–27 school year at JI Watson Elementary! We're excited for a year full of learning, growth, and new opportunities for our students. At JIW, students are at the heart of every decision we make, and our goal is to continue raising student achievement to even higher levels. We truly appreciate your ongoing support and look forward to your active involvement in school events throughout the year.

I believe that success is a shared journey between our students, staff, and families. Parents play a vital role in this journey, and we warmly invite you to be as involved as possible. At JI Watson Elementary, we hold high expectations for everyone in our community. With strong leadership, effective teaching, and your support at home, our students will thrive and reach new heights.

By staying positive, encouraging one another, and learning together, we will achieve great things this year!

Wishing you a wonderful school year,

Heather LaFleur
Principal

OUR VISION

Leading CPSB in raising student performance.

OUR MISSION

A reflective, empowering center of excellence fostering continuous growth.

OUR CORE VALUES

Expectations · Consistency · Collaboration · Inspiring · Perseverance

School Contact Information

Main Office	217-4670
Fax	217-4671 and 217-4672
Principal - Heather LaFleur	217-4670 ext. 2856
Assistant Principal - Stacie O'Neal	217-4670 ext. 2878
Counselor – Alyson Albin	217-4670 ext.2861
Financial Secretary – Connie Peloquin	217-4670 ext. 2858
Cafeteria Manager – Leslie Roberts	217-4670 ext. 2863
Extended Day Care Director – Jennifer DiMarco	217-4670 ext. 2857
School Secretary - Patti Tilbury	217-4670 ext. 2859
Amy Kramer	217-4670 ext. 2877
School Nurse – Amanda Guidry	217-4670 ext. 2865

School Colors

Purple, Gold, and White

School Mascot

Yellow Jackets

General Information

JI Watson Elementary is a school that continually strives for excellence in student achievement. We have an enrollment of approximately 560 students and 78 employees at any given time during the school. Although we are a large Pre-K- 5th grade elementary school, we pride ourselves in promoting a welcoming, involved, community school environment.

JI Watson Elementary is a Title 1 school because the percentage of students who qualify for free and reduced lunch is greater than 40%. Title I provides assistance to improve the teaching and learning of children and is very important to our school.

Change of Address

Anytime during the school year that you move to an address that is different than the one indicated on the permit, you must return to Child Welfare and Attendance to get a new permit. This should be done even if the new address is within JI Watson's attendance zone.

Emergency Contact Information

Please be sure to fill out an ***Emergency Contact Card***. Be as specific as possible when indicating contact names and phone numbers. At any time during the year, if any of the information should change, please come by the school and update the information or send a note to the office requesting a new card be sent home for you to complete and return. The safety of your child depends on contact numbers that are current and working. * **NO *student will be released to anyone not listed on the Emergency Contact Card (unless approved by an administrator after following proper procedures).***

Legal custody papers, if applicable

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 shall 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 will be released to either parent.***

Transferring students during the school year

When it becomes necessary for a student to transfer to another school within the school year, a parent needs to notify the school office in advance so that 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).

Out-of-Zone Families

The JI Watson Elementary faculty and staff welcomes and appreciates every family that is represented. We are proud to be given the opportunity to educate your child. For those who join the JI Watson family on a non-resident student attendance waiver, please remember that approval is based on the following provisions: **1. Only if space is available, 2. Good attendance, 3. Good behavior, and 4. Adequate academic progress.**

Zone forms must be completed and returned to the Office of Child Welfare and Attendance, which is located at 2423 Sixth Street. If you are attending JI Watson Elementary on a waiver and you relocate during the school year, you must reapply due to the address change.

Parent/Visitor Information/Lunch Drop-off

Office Hours – 7:30 A.M. until 3:30 P.M. daily

School Schedule

7:15– 7:40	Breakfast is served for K-5th graders---Students who arrive to school as car riders must arrive by 7:30 am if they are going to eat breakfast.
7:45	Bell Rings – Instruction begins
7:50	Pre-K eats breakfast as a class in the cafeteria

Daily Bell Schedule

7:45 – Instruction begins-students in classes
7:55 – Morning Announcements
10:00-12:40 - Lunch is served (A grade-level lunch schedule can be shared)
2:55 – Walkers, car riders, & first bus load riders begin transitioning to dismissal areas.
3:00 – Dismissal of first bus loads (west entrance of North Campus), walkers (South Campus gate), and car riders in circle drive of North Campus.

Note: Students cannot be dropped off/walk-up before 7:15 AM and should be picked up by 3:30 PM, unless they are enrolled in the Extended Day Program (EDP). The third time a student is picked up after 3:30 the parent will be given a daycare registration packet. The student will have to be registered as daycare drop in for the remainder of the school year. Adequate adult supervision to ensure your child's safety is a top priority and cannot be guaranteed outside of the indicated hours.

Visitor Information

- All visitors, volunteers, and substitutes must be buzzed into the front office building.
- All visitors ***must*** sign in and receive a badge in the office before they may enter the campus areas.
- Visitors are to ***only*** visit their designated area of the school.
- Visitor parking is available on the north side of the school. Please do not park in the front driveways or the bus loading area.

Attendance

The Louisiana Compulsory School Attendance law, R. S. 17:2214, mandates that all children residing in the State of Louisiana between the ages of seven and eighteen must be enrolled in a public or private day school. This law also applies to any child below the age of seven who legally enrolls in school. In addition, state and local attendance policies require students in grades kindergarten through eighth to be in attendance 167 days of the school year in order to receive credit for the year's work. In other words, your child can be retained if he/she has 10 absences. Calcasieu Parish Schools, the office of Child Welfare and Attendance, and the Calcasieu Parish District Family Court enforce the attendance laws and policies.

Absences

Students are excused from school for personal illness, serious illness in the family, death in the family, or for recognized religious holidays of the student's own faith. 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.

Failure to send a note makes the absence unexcused and undocumented.
Unexcused absences do not allow an opportunity for students to make up missed assignments.
Students with five or more unexcused absences, two out of school suspensions, or excessive tardiness will be referred to the Office of Child Welfare and attendance for investigation.
All excused and unexcused absences will count toward your child's 10 absences. A full day absence is recorded when a student is absent for 75% or more of the school day. A half-day absence is recorded when the student is absent for at least 50% of the day, but less than 75% of the school day.

Arrival/Dismissal

Those students who arrive by car may not be dropped off at school prior to 7:15 a.m., as there is no teacher on duty until that time. Car rider drop off is located on the circle drive of north side of the building. **If a student arrives at school after 7:45 AM, a parent or other adult must sign him/her in at the front office.**

Crossing Guards

JI Watson has two crossing guards. For the safety of your children, crossing guards must be present and assist with crossing the street. Your child's safety is one of our top priorities.

Check–in and Check-out procedures

When signing out a child, the parent or other responsible adult must do so through the front office. The adults 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 permission is granted from an administrator.

- **No student will be checked out after 2:30 PM. (per district procedures)**
- **Parents must call the office before 2:00 p.m. if they are making a change in how the child normally gets home from school.**

Note: Early check-outs and tardies will be counted against students with regards to participating in the End of the Nine Weeks Celebrations, our End of the Year Celebration, and our End of Year Awards.

CPSB District-wide Elementary Dismissal Procedures
In order to protect our elementary students from any potential unsafe situations, CPSB has adopted a parish wide dismissal procedure. We have 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 to 5th grade students receive a CPSB tag outlining how they will be dismissed. Ex: (car rider, walker, bus with #, or extended day)
- 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 are getting home and communicate with your child's teacher by 1:30 p.m.
- 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 CPSB system believes in promoting a positive learning environment for all students. In order to meet the demands of Louisiana Standards, 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 dismissal procedures will help us increase high quality instruction and decrease the chances of dismissal errors. We thank you for your cooperation in advance.

Illness/Accidents at School

If your child becomes ill at school, you will be notified. A fever, vomiting, loose stools, or other such symptoms demand that students be picked up from school. This is another reason for current contact emergency information. Students are able to return once they have had 24 hours free of fever, vomiting, loose stools, or other symptoms that required them to be picked up.

If a child is injured at school, every effort will be made to contact the parent or other responsible adult as listed on the emergency card. If no adult can be contacted and the child requires medical attention, the administration may transport the child to his/her doctor or to the nearest emergency facility as deemed necessary.

If you are notified that your child is sick and needs to be sent home, please make every effort to report to the school as quickly as possible. We understand that this might require you to make childcare arrangements; however, we do not have the facilities to house ill students.

Tardiness

Any student arriving after 7:45 AM will be marked tardy. <u>An adult must sign in students</u> <u>arriving at school after the tardy bell rings in the office.</u>

**In 2008-2009, a new legislative bill, ACT 745, regarding tardies and early dismissals, was passed. Under this new act passed by the legislature and signed by the governor, a student is considered habitually absent or tardy when they have accumulated five unexcused absences or tardies or have

been checked out of school prior to the end of the regular school day five times within any school semester.

According to the bill, the parents of children found to be habitually absent or tardy shall be accountable as follows:

- First Offense— A fine of fifty dollars or not less than twenty-five hours of community service.
- Second Offense— In accordance with R.S. 17:221 which provides for a fine of two hundred and fifty dollars and/or thirty days in jail.

Communication

The JI Watson Elementary staff strives to keep lines of communication open between parents, students, and the community, while not interrupting the instructional school day. Parents are given a teacher contact information at our Meet and Greet, Open House, and our contact procedures are shared with parents.

***During the instructional school day, parents are asked to contact the office when attempting to reach their student's teacher or you may email your child's teacher directly.**

*** The office will take a message and email your message to the teacher.**

Teachers will make their best efforts to respond to your calls or emails in a timely manner.

The following are ways that the JI Watson Elementary staff disseminates information:

- **School Newsletter:** sent home once a month.
- **The school website (https://watson.cpsb.org/)**
  Our website contains important information. Upcoming Events and News are updated weekly. The website also contains information about curriculum support. In addition, you will find tabs that contain information regarding breakfast and lunch menus and links to your child's teacher's individual websites.
- **BbComms Notification System**
  This is an automated phone system that will allow us to send a pre-recorded message to all of our parents and students. This system also allows texts and emails to be sent. This will be used to notify parents of important upcoming events, emergencies, or unforeseen changes. It is very important that you make sure you keep current phone numbers on file with the office. We will be sending home the information that is on file for verification purposes. It is very important that this information be verified and that you notify us of any changes.

- **The Marquee**
  The marquee is located in the front of the school on South Campus. Be sure to make note of the important information that is posted.
- **Student Progress Center (SPC)**
  Your child's progress and grades can be checked through the **SPC** with a personal username and password. Please contact your teacher for this information.
- **Teacher Newsletters**
- **Social Media**
  School platforms such as Facebook and Instagram
- **Teacher Websites & Weekly Graded Paper Cover Pages**
  Your child's teacher will inform you of important information throughout the year using their classroom websites and on the weekly graded paper cover pages. Announcements and homework will be posted/shared weekly and other information will be available as needed.

Visit, follow, and like our JI Watson Facebook & Instagram

Uniform Requirements:

There is a district mandatory uniform policy.

Note: JI Watson has made a few uniform revisions in order to best meet the needs of our JI Watson Students. These revisions are in bold print and underlined.

- Uniform shirts can be white, hunter green, or navy blue polo 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.

- **JI Watson students may wear their 2026-2027 JI Watson Spirit Shirt any day of the week.**

- T-shirts (solid white, hunter green, or navy blue) will be allowed under the uniform shirt. White, hunter green, or navy-blue turtlenecks with no emblem, logo, decoration, or decorative trim are acceptable.

- Khaki pants/shorts, blue jeans or black denim (no rips or tears), blue jean

skirts (no rips or tears), black pants or navy blue pants, skirts, shorts, skorts or jumpers must be uniform style and color (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.

- Dresses, shorts, skorts, and skirts must measure (front and back) no shorter than three inches above the knee.

- Belts should be with no emblem, logo or decoration and must be worn with pants and shorts that are designed to have belt loops. Belts must be visible and worn around the waist. We highly encourage belts be worn by fifth graders as this will help them transition to Middle School requirements.

- **Belts are optional for pre-k and kindergarten.**

- **Socks are required.** JI Watson students may wear no shoes or sports socks.

- **JI Watson female students may wear stockings or leggings under their shorts, dresses, skirts, and skorts.**

- Appropriate shoes must be worn for the safety of children. Flip Flop thongs or slip-on styles such as sandals are not appropriate. Sandals and slip-ons are not allowed in elementary grades. **Crocs are not allowed. Also, please make sure that on days that your child has PE as an enrichment that they wear shoes that will allow them to fully participate in physical activities and lesson the potential for accidents.**

- Acceptable outerwear for the classroom is limited to include sweaters, sweater vests, jackets with a full zipper, and sweatshirts. They may be of school colors. **The uniform shirt must be worn under outerwear.**
  - Heavy coats and jackets worn to and from school and/or outdoors are not restricted. Such outerwear is not to be worn in the classroom. It is suggested for students to have a light jacket for the classrooms. **JI Watson students may wear jackets in the classroom if they are cold.**
  - No headwear shall be worn on campus with the exception of knit caps in extremely cold weather while outdoors.

Other Dress Code Regulations

- Prohibited items include bandannas, hair rollers, or extremes in hair styles.
- Sunglasses, nose rings, visible body piercing and excessive or inappropriate jewelry are not allowed.

- Clothing worn is not to be suggestive or indecent or vulgar.
- Acrylic or press-on nails are not acceptable at the elementary level.
- 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 and not to constitute a health or safety hazard.

Academic Information

JI Watson Homework

Home learning is designed to support the learning process and to enrich and reinforce subject matter taught at school. **It is the student's responsibility to complete all homework and turn it in as assigned. Please, monitor this closely!** If a student is absent from school, please call the office by 8:30 a.m. to obtain homework that day or for several days. If a parent requests homework, then it must be picked up in the office after 2 pm of the day requested. Instructions may also be given to send work home with a sibling or friend.

- **Student Promises**
  1. Student will be responsible for all homework assignments.
  2. Student will complete all assignments carefully and return by due date.
  3. Student will seek help if necessary.

- **Teacher Promises**
  1. Teachers will be familiar with local school homework policy. The following time chart suggests a ***minimum*** amount of time children should spend on homework, daily, Monday – Thursday:
     - Kindergarten – 10 – 15 minutes
     - Grades 1 -3 – 15 – 30 minutes
     - Grades 4-6 – 40- 60 minutes
  2. Teachers will post homework assignments on class webpages weekly
  3. Teachers will provide appropriate learning environment.
  4. Teachers will communicate with parents if homework is not being done.

- **Parent Promises**
  1. Parents will be familiar with local school homework policy.
  2. Parents will check student planner/folder on a daily basis and sign/initial if necessary.
  3. Parents will review and sign weekly graded papers on Wednesdays.
  4. Parents will provide an appropriate learning environment.
  5. Parents will communicate with the teacher if homework is not being done.

Parent/Teacher Conferences

The CPSB requires a teacher to schedule at least 2 conferences per year with a child's parent/guardian, one in the first semester and one in the second semester. A parent or teacher may request additional conferences by making contact via e-mail, phone call, through the school office, or counselor.

Parents, we encourage you to immediately contact your student's teacher and schedule a conference at the onset of any concern or question.

Grading

The following grading scale is in effect for all Calcasieu Parish elementary schools for reading mathematics, language, social living, science, and social studies:

Grade	Percentage
A	100 – 90
B	89 – 80
C	79 – 70
D	69 – 60
F	59 – 0

NINE-WEEK PERIODS: Report Cards/IPR's

Nine Weeks Periods

1st.....10/16
2nd..... 1/11
3rd 3/18
4th..... 5/26

JI Watson will have 7-9 grades in a 9-week **period for each subject.**
IPRs will be sent home every 3 weeks.

****All grades shall be derived from quality assessments aligned with the State Standards.**
Students shall have multiple opportunities to demonstrate mastery of identified skills.

Nine weeks grades will be an average of daily/weekly tests and assignments. 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, conduct, and Social Living (grades K-2) will be graded according to the following scale:

O - Outstanding
S – Satisfactory
N – Not Satisfactory

Report Cards

Report cards for all students in grades K– 5th will be sent home the week following the end of the nine weeks period. The CPSB calendar indicates the end of each 9 weeks.

Kindergarten students will not receive grades for the first nine weeks of school because this is considered an adjustment period. Kindergarten teachers will be required to send home a skills checklist on the first nine weeks.

Note: All school fees (including, but not limited to assessment fees, extended day care fees, and lost or broken technology fees) must be paid at the end of the nine weeks

Student Progress

All teachers, in grades K-5, have agreed to send home graded papers on **Thursday** each week. Each grade level will provide information as to procedures for graded papers. **If you do not receive graded papers weekly, please contact your child's teacher.**

Parents may also monitor and access their child's academic progress through the ***Student Progress Center***. **If you need to create a username/password for Student Progress Center, please reach out to your child's teacher for assistance in obtaining the PSN#**

***Please contact your student's teacher and schedule a conference at the onset of any concerns. Please do not wait! We want to address concerns immediately.**

The Assessment Process

****All grades shall be derived from quality assessments aligned with the State Standards.** Students shall have multiple opportunities to demonstrate mastery of identified skills.

School wide Aligned Classroom Procedures:

Announcements, Pledge, Silent Prayer

****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.***

Class Morning Meeting –Each classroom will hold a class morning meeting daily. Morning meetings build relationships and focus on responsive classrooms.

Focus: Responsive Classroom

***Engaging Academics** ***Positive Community**

***Effective Management** ***Developmental Awareness**

RTI

Response to Intervention (RTI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom.

Our ***Response to Intervention (RTI)*** will vary throughout the day based on the grade-level. Please check for your child's RTI time before making any appointments. This time is very important to the academic growth of your child.

PBIS

Positive Behavior Intervention and Support: (PBIS) is an effective way to address the behavior of all students.

JIW PROMISES

RESPECT for others RESPONSIBILITY for ourselves

LOYALTY to our school and community

ENRICHMENTS

Art

There is one full-time art teacher. Students will participate in art as part of the total rotating enrichment program.

Learning Library

The JIW library provides an inviting place for reading, researching, or pursuing other activities that support the total school curriculum. Students use their ID number to check out books.

Spanish

There is one part-time French teacher on staff at JI Watson Elementary. 4th/5th grade students who qualify will participate in Spanish every day.

Physical Education (PE)

With two full time physical education teachers on staff, students at JIW experience well- planned developmentally appropriate physical activities as they participate in PE as part of the total rotating enrichment program. Strength and conditioning with the goal of improving fitness and general physical preparedness is implemented within PE.

D.A.R.E.

All fifth graders participate in the Drug Abuse Resistance Education program sponsored by local law enforcement agencies. A Lake Charles police officer provides an hour of anti-drug education weekly. The eighteen-week program culminates in a special graduation ceremony at the parish and school levels.

General School-wide club policies

- Every club has a staff sponsor and co-sponsor
- Any student who has an ODR (office discipline referral form) can be removed from ALL clubs. Any exceptions must be approved by an administrator at the request of the sponsor.
- Late Pickup—
    - 1st time late (more than 10 minutes)—Parent will be notified (verbally or written) that their student must register for after-care)
    - 2nd time late (more than 10 minutes)—Student will be dismissed from the club.
- Students will leave for after school clubs at 3:15.
- JIW Clubs: Run Club, Robotics/STEM, Choir, Art, Student Council, Beta, Flag Team, and Morning News.

Services for Students with Academic Needs

JI Watson Elementary is committed to educating each child, the maximum extent appropriate, in the school and classroom he or she would otherwise attend. JI Watson Elementary is committed to bringing support services to the student. Opportunities are provided for all students, regardless of their disability.

- **504 Classification**
  This classification allows for qualifying students to receive accommodations and/or modifications in the classroom to help the students be successful. Teachers and/or parents may request that the school counselor conduct a 504 screening. This must be done before a student can be referred to Pupil Appraisal for Special Education.
- **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 in these areas:

  1. Speech – Speech classes are available for students who have been diagnosed with a speech, language, voice, or fluency problem.
  2. Mild/moderate generic classifications – Those students identified by Pupil Appraisal of meeting the guidelines for a disability according to Bulletin 1508 may receive special assistance according to the individual education program (IEP) that is written with the assistance of the special education teacher, a representative of the testing team, the counselor, parents, and student. The Special Ed Resource teacher will work collaboratively to ensure that each child is addressing the general curriculum and has goals and objectives that reflect strengths and concerns for each student.
  3. 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. Evaluations by local

psychologists are accepted for review and placement in this program by Pupil Appraisal of the CPSB.

JI Watson Elementary Plan for Positive Behavior

JIW believes in using Positive Behavior Intervention and Support (PBIS) as an effective way to address the behavior of all students. We are working very hard this year to improve in this area by implementing school wide new strategies and incentives.

At JI Watson Elementary we believe that our students are responsible for their learning and behavior. Every teacher in our school is authorized to hold each student to strict accountability for any misbehavior in school, on the playground, or on the way to and from school.

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.

An additional booklet entitled, "Calcasieu Parish Student Code of Conduct" will be included in the ***Beginning of the Year Packet*** that you will receive at the Meet and Greet Conferences. Please be sure to go over the information in this book with your child.

The faculty and staff at JI Watson recognizes that every student can be successful if all individuals within the school community work together in a respectful climate where everyone understands the rules and expectations for appropriate behavior. JI Watson Elementary has focused on developing and implementing a positive behavior plan. We continue tweaking our plan in order to meet the changing needs of our students year to year.

School-wide Procedures

To ensure that JI Watson Elementary is a safe and orderly campus, procedures have been developed for arrival and dismissal from school, cafeteria, hallway, restroom, and playground. Administrators conduct student assemblies during the first days of school to share school procedural promises and behavior promises (including bullying, etc.).
During the first weeks of school, teachers focus on class/team building, promises, and procedures/routines which are presented, modeled, and practiced consistently throughout the school year. These procedures have been posted on the JI Watson website (http://watson.cpsb.org).

JI Watson PBIS Plan

- It is suggested that conduct grades are entered at the end of 9 weeks
- Each grade level will celebrate the students with all O's in conduct at end of each 9 weeks.
- Grading Scale: O = 0-1, S = 2-4, N = 5 or more or any ODRs
- One teacher per grade level will be assigned to monitor students who earn walking tickets during recess.
- 9 Week Celebrations will celebrate all students who make Honor Roll/Banner Roll and Perfect Attendance
- "Earning Jackets" (compliments for homeroom class; rewards selected from 5 different tiers and voted on by class)
- Each student will have a PBIS folder. This folder will go home with each student daily and must be signed by a parent. This is a daily communication tool used between the classroom teacher and parent(s).

Another way for students to reflect on inappropriate behaviors will be through a "Walking Ticket," where a student will walk the walking trail during recess for 3-5 minutes. They will not miss their entire recess but will be walking and reflecting instead of being sent to the office.

In addition, each classroom/grade level will have a few specific promises developed by teachers and students. Teachers will also include various types of positive reinforcements in their classroom, such as: a class store, treasure box, student reading to the class, student sitting in the teacher's chair, student eating lunch next to the teacher, etc.

Consequences for habitually breaking the promises may include the following:

- A warning—an opportunity to redirect
- Student/Teacher/Counselor conference
- A Parent Contact, either written or verbal--to enlist assistant of parents
- Time-out in the office—redirect outside of classroom to maximize learning for other students
- In-school isolation—in lieu of out-of-school suspension; students will be able to complete schoolwork supervised by a staff member.
- Suspension-students receive 0's for all schoolwork missed. *JI Watson Elementary students will be given an opportunity to complete missed work/tests.
- Expulsion-students receive 0's for all schoolwork missed.

During your initial conference with your child's teacher and/or during the first week of school, you should receive a copy of the behavior management

plan that the teacher will be following. It should convey to you the student promises, positive reinforcements, and consequences. We thank you in advance for your cooperation in supporting positive, appropriate behaviors.

Extended Day Program/Summer EDP

JI Watson Elementary is one of the schools in the parish that participates in the Extended Daycare Program that was established to provide a safe and secure daycare. This program extends through the summer and is closed only on holidays and when our campus is closed due to inclement weather.

The Extended Daycare Program utilizes:

- Attendance Tracking
- Tuition Express
- Check-In Station

For additional information, contact the JI Watson Elementary Day Care Director, **Ms. Jennifer DiMarco**, at jennifer.dimarco@cpsb.org.

Fee Schedule for EDP: Refer to EDP packet

Fee Policies (Please refer to the EDP Handbook for more information)

- ***All fees are payable in advance. If fees are owed, students will not be allowed to attend EDP until the fees are paid.***
- Fees for weeks containing fewer than 5 school days are pro-rated.
- Drop-in fees must be paid at the time the service is utilized.
- Late fees are included for after 6 PM pick-ups ($10 per child for every 10 minutes interval or portion thereof)
- No refunds are made for absences
- A $25 charge will be assessed for all NSF checks, and all future fees may be required in cash
- IRS Form W-10 is provided for Federal Income Tax purposes
- Children may purchase snacks after school for EDC from machines at JI Watson.
- ***Untimely payment of fees is reason for dismissal***
- Child Care assistance is available through the Office of Family Services.

Summer Program EDP

The summer program is available at JI Watson. Field trips and activities ***may*** be scheduled weekly. School bus transportation is provided for field trips; however, each student is responsible for fees such as movie or skating admission.

Summer Fee Schedule- TBA

EDP Discipline

- 1ST violation – Warning and Parent Contact
- 2nd Violation – Behavior Report writing – Notify parent and administrator
- 3rd Violation – Written Behavior report and parent notified that additional misbehavior will warrant dismissal from EDC (**specified period or permanent dismissal as determined by administrator**)
- 4th Violation – Dismissal or suspension for specified time as previously determined

Note: **The information reported in this section was current at the time of printing; however, prices and day care openings and closings are subject to change based on information received from the Calcasieu Parish Day Care Supervisor. We apologize for any inconvenience that this may cause, and we will inform our parents immediately of any changes.**

The Extended Day Program (EDP) Parent Handbook, with necessary forms, is available in the office.

Important Reminders:

- **No fidget spinners are allowed at school**
- **No play guns or anything that resembles a weapon is allowed at school**

Health Services

Returning to School Following a Febrile Illness

The policy of the Calcasieu Parish School System specifies that before returning to school:

1. following a mild illness (no physician was involved) the child's temperature must have remained below 100.5 degrees F (oral or rectal) for at least one full day, or
2. following a more severe illness (a physician was involved) the child's temperature must have remained below 100.5 degrees F (oral or rectal) for at least one full day, and a written note from the physician states that it is safe for the child to return to school and that he or she is not a health threat to others.

Communicable Diseases

School staff and faculty willingly cooperate with their assigned school nurse in efforts to protect the health and well-being of all students while in school by excluding the ill and by preventing the return to school of those not yet recovered from an illness of communicable disease. These include the following:

- Scabies (itch), ringworm, impetigo (Indian fire) – Children with these skin diseases must be referred to a physician and must obtain a note from that physician indicating that it is permissible for the child to return to school.
- Lice – a child identified as having lice will be referred to the principal or his designee. An attempt to notify the parent will be made. A letter will be sent to the parent of the student/s involved. The child will be excluded from school until the head is free from eggs and lice. This shall be determined through an inspection by a physician, the principal or his/her designee or the school nurse. **The parent must escort the child to school for such an examination.** Any student excluded from school for lice infestation shall have an excused absence for a limited time – not to exceed 4 calendar days and shall be allowed to make up class work on that basis. The principal may extend this time if circumstances warrant.
- Communicable diseases including measles, chicken pox, and mumps – Children with these conditions are to be excluded from school and may return as noted:
  - Measles – when rash disappears
  - Chicken Pox – Seven days after the appearance of the vesicle or when the vesicles are healed or only a few remain which are well covered by scabs.
  - Mumps – When the swelling subsides.

Medications Given at School

School personnel, without the completion of the appropriate medication forms, will not dispense medication. This includes aspirin and all other over the counter drugs as well as prescribed medications.

The parent or guardian who wishes medication to be administered at school to his/her child has the following responsibilities:

1. To obtain a written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year will not be accepted. No corrections will be accepted on the physician's medication order form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an

incomplete form or a form with a physician's stamp, or orders that are faxed will not be accepted.

2. To obtain a prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. Only the physician or his/her staff may write on the medication order form. The physician must sign this form.
3. To arrange for the safe delivery of the medication to and from school (by a responsible adult), in a properly labeled container as dispensed by the pharmacist. The parents/legal guardian will need to obtain two containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication container is not properly labeled and does not match the physician's orders exactly, the medication will not be given.
4. To provide an authorization form that contains the students' name; clear instructions for school administration; Rx number, if any; current date; student diagnosis; name, amount of each school dose, time of school administration, route of medication, and reason for use of medication; physician's or dentist's name; the parent/guardians' printed name and signature; parent/guardian's emergency phone numbers; statement granting or withholding release of medical information.
5. To provide a list of all medications the student is currently receiving at home and at school.
6. To list names and phone numbers of persons to be notified in case of a medication emergency in addition to the parent/legal guardian and licensed prescriber.
7. To request unit dose packaging whenever possible.
8. To provide no more than a 20-school day supply of medication, in a properly labeled container, to be kept at school.
9. To administer the initial dose of a medication outside the school jurisdiction with sufficient time for observation for adverse reactions.
10. To cooperate in counting the medication with the designated personnel who receives it and signs the Drug Receipt form.
11. To cooperate with the school staff to provide a safe, appropriate administration of medication to the students, i.e., provide information such as positioning, and suggestions for liquids or foods to be given with the medication.
12. To assist in the development of the emergency plan.
13. To comply with written and verbal communications regarding school policies.
14. To grant permission for school nurse/physician consultation.
15. To remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medication according to the school guidelines.

Nutrition

JIW follows the district menu calendar. They may be times when the menu days are switched due to inventory of ingredients/products.

Snacks

- Pre-K students share snacks together in their classroom.
- Some grade levels may have a healthy snack, brought from home, during the day (Your teacher will communicate this with you.)
- After the school day, while in Extended Day, a snack will be provided. EDP parents have the option to send a snack for their child.

Special Events

We are very proud of our students and believe in celebrating their successes.

End of the Nine Weeks Celebration

Each nine weeks, students who made Honor Roll, Banner Roll and/or Perfect Attendance will participate in the End of the Nine Weeks Celebration. Perfect Attendance not only involves being present at school each day but also means the student was not tardy and did not have any early dismissals during the nine weeks. Celebrations may include extra recess, pizza parties, popsicle parties, and/or other treats.

End of the Year Celebrations

Awards Day Programs

At the end of the year, K-5th grade will each have an Awards Ceremony where the students will be recognized for their dedication and hard work.

Family Involvement:

We encourage family involvement and invite all JIW students, along with their family, to participate in scheduled JI Watson events***. Thank you for your support in all fundraisers and events.***

*Reading, Math, or STEM Family Nights

All JIW students and families are invited to these events.

*Grandparent's Day

Grade levels invite grandparents to participate in our Grandparents Activities.

Student Services

School Counselor

JI Watson Elementary is proud to have our full-time counselor on our staff. Alyson Albin is a certified elementary school counselors, may be reached during the school day at 217-4670. Please feel free to leave a message if she is not available when you call. Students are encouraged to visit the counselor and may be referred by a teacher, administrator, or a parent.

Class Parties

Calcasieu Parish School Board policy allows for two classroom parties—Christmas and Easter.

*****It is acceptable to bring a cake, cookies, or cupcakes for a child's birthday, but please contact the teacher for information concerning the most appropriate time.

***<u>All birthday items will have to be dropped off, and our office staff will deliver them at the appropriate time.</u>**

***** No balloons please. Balloons will not be allowed to go to the classrooms due to latex allergies.

<u>Siblings</u>

Due to safety concerns and limited space in the classroom/school, siblings (of any age) will not be allowed to attend parties, celebrations, and other classroom/school events, unless otherwise stated. *We do offer several all-family members involvement events throughout the year.

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. Other guidelines include the following:

- A permission form to attend the trip must be completed and signed by the parent or guardian before going on the trip.
- **<u>All students in the class must travel on the bus with the teacher to the destination.</u>**
- Only students in the class are permitted on the trip. (Siblings or other children will not be allowed to attend)
- Chaperoning expectations and responsibilities will be discussed with the classroom teacher and assignments given in advance.

Lost and Found Articles

Parents are urged to put the child's name on all jackets, sweaters, sweatshirts, etc. that are worn to school.

- Any such article that is found outside the classroom should be turned into the "***Lost and Found,"*** located under the stairs**.**
- Students will be given opportunities to search the ***"Lost and Found"*** throughout the school year.
- Parents may request permission from the office to search in ***"Lost and Found"*** also.
- Items that have not been claimed will be donated to a local charity.

Recess

Each grade has 1 designated recess time and each class a designated area of play. Organized games and social interaction are encouraged during this time. For the safety of our students, there are teachers on duty at recess. Playground promises will be discussed with all students. Any issues/concerns need to be brought to the attention of the duty teachers immediately.

School Support

Fundraisers

Fundraisers are a necessary means of providing funds to our school for the purposes of maintaining all copying machines, teacher supplies, furniture/equipment, technology, and many other needs. **Participation in fundraisers is always optional.**

- Sprit shirts, Sweatshirts
- Grandparents Day Pictures
- Fall Fundraiser – Cookie Dough
- Field Day Snacks
- Book Fair
- Spring Fundraiser - Popcorn
- And more

JI Watson Elementary Parent, Teacher Organization (PTO)

This organization is open to all parents, grandparents, and supporters of JI Watson Elementary.

We encourage your involvement and membership. Our goal is for every JIW family to be enrolled as a member of our PTO . JIW Grandparents are welcomed!

If you would like to volunteer to work in this organization as they strive to support the school throughout the year, please call the school office and leave your name and number. One of the board members will get in touch with you.

The PTO shows its support for JI Watson Elementary by:

- coordinating volunteers to help run copies for teachers
- cover lunch duties on special occasions,
- assist with the End of the Nine Weeks and Year Celebrations,
- coordinate Teacher Appreciation Week,
- PTO Fundraisers.

Our PTO has provided funds for such things as: Technology for student use in classrooms, LED sign, benches, Student rewards

Partners in Education(PIE)/ Community Sponsors

JI Watson 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. Businesses have partnered with local schools in an effort to enhance the quality of education within the parish.

If you are interested in becoming a partner/sponsor, please contact Mrs. LaFleur at 217-4670 or at heather.lafleur@cpsb.org.

We appreciate the continual support from our many community sponsors. Your contributions of funding, personal time, and donations of needed school materials/items is instrumental in JI Watson steadily moving successfully forward.

McNeese State University and JI Watson Elementary

JI Watson participates in a collaborative effort with McNeese State University as the local elementary Professional Development School (PDS). JIW will collaborate with MSU to provide a meaningful, effective, and real-life arena for teaching residents and observers who come to JI Watson to work with

experienced teachers. McNeese will, in turn, provide valuable professional development opportunities for JI Watson teachers. This partnership will enrich the total school program at JI Watson Elementary.

Transportation Information

*JI Watson uses a dismissal tag procedure.

All students are required to wear a dismissal tag on their backpack (first name-last initial, grade, teacher, street name, bus #(if applicable) to assist with proper dismissal.

Buses

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.

Bulletin 1191

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

1. **Cooperate with the driver; your safety depends on it.**
2. **Be on time; the bus will NOT wait.**
3. **Cross the road cautiously under the direction of the driver when boarding and leaving the bus.**
4. **Follow the driver's instructions when loading and unloading.**
5. **Remain quiet enough not to distract the driver.**
6. **Have written permission and be authorized by the principal to get on or off at a stop other than the designated stop. (Written permission requires parent's signature, principal's signature, and permission slip given to the bus driver to be filed on the bus.)**
7. **Remain seated at all times when the bus is in motion.**
8. **Keep arms, head, or other objects inside the bus at all times.**
9. **Refrain from throwing objects in the bus or out the windows and doors.**
10. **Use emergency exits only for emergencies, and when instructed to do so.**
11. **Refrain from eating or drinking on the bus.**
12. **The following items are not allowed the use or possession of tobacco,**

matches, cigarette lighters, obscene materials, weapons, drugs, or other prohibited items on the bus. For additional items see your child's school policy handbook.

13. **No glass objects or other objects allowed on the bus if prohibited by state or federal law or local school board policies.**

14. **No band instruments, projects, and other objects too large or too hazardous to be held by the passenger or stowed safely under the seat will be permitted on the bus.**

15. **Refrain from damaging the bus in any way.**

16. **Remove or secure any drawstrings on clothing or book bags to prevent injury to yourself or others.**

17. **Be courteous, and safety-conscious. Protect your personal riding privilege and enjoy the ride.**

STATE OF LOUISIANA DEPARTMENT OF
EDUCATION ROLE OF PARENT / GUARDIANS
Bulletin 1191

Parents should be informed of and should understand their responsibility in working with the bus driver and school system personnel for the welfare and safety of their children.
Also, emphasis should be placed on the problems involved with safe transportation and the extent of responsibility placed on bus drivers who are transporting their children.
The Responsibilities of Parents / Guardians are:

1. Be familiar with and follow local board and school level policies for school bus transportation.
1. Have children ready and at their designated pickup points along the route 5 to 10 minutes before the bus is due to arrive.
2. Cooperate with the school and bus driver in teaching children safety precautions and good manners and habits for school bus passengers.
3. Assist when there are disciplinary problems.
4. Avoid detaining the driver on the route.
5. If a problem arises contact your child's school principal or the Transportation Department. Avoid contacting drivers to change schedules, route assignments, bus stops, etc.
6. Assist the school district in monitoring safe access to passengers by keeping the bus loading and unloading zones free of parked vehicles, trash or debris, and keeping vegetation trimmed, etc.

Bus Discipline:

Listed below are concerns that create an unsafe environment on a bus:

- Standing while the bus is in motion
- Fighting
- Arms and heads out of the windows
- Excessive noise on the bus
- Teasing and horseplay
- Vandalism

Please note that parents will be responsible for any repairs to school buses due to vandalism by their children on the bus.

In the event that a child chooses to act in such a manner that puts him and others in an unsafe condition, the following procedures will be followed:

1. Driver will contact parent on first violation
2. On second violation, the driver will report student to the school administrator. Following an investigation, the student may be placed on probation for a period of time established by administrator. The parent will be notified.
3. The Third violation will also be reported to the principal and may result in the child being suspended from the bus to up to 5 days.
4. The Fourth violation will result in the student having a choice of being suspended from school for 3 days or denied bus riding privileges for 3 weeks.
5. The fifth violation will result in the student being denied bus-riding privileges for the remainder of the school year.

In some severe cases such as vandalism or fighting, a student may move to suspension from the bus if deemed appropriate by the administrator without warning or probation.

Each bus rider and his/her parents must sign and return a copy of the discipline plan to the bus driver. This indicates that the parent and student are aware of the bus rules and regulations.

Walkers

Walkers will begin transitioning from their classrooms at 2:55 each day. Students will exit the doors on the north side of the gym and meet their parent/guardian.

Car Riders

All students transported to and from school by car need to be dropped off and picked up in the driveway designated for cars located on the circle drive of the north campus. Students will begin transitioning from their classrooms at 2:55. Car line will begin at 3:00.

- **<u>Students must not be dropped off prior to 7:15 AM unless they are registered for morning daycare.</u>**
- Morning daycare students may arrive as early as 6:00 AM (when enrollment is offered)
- Please be sure to follow all posted signs with respect to pick up and drop off of students. **The car line closes at 7:45. Parents arriving after 7:45 will have to park in the parking lot and walk their child** to the office to sign them in.
- **Parents are not allowed to leave their vehicle unattended in the car rider line or driveway.**
- **You must remain in your vehicle while waiting for car riders.**
- ***It is the parent's responsibility, not the JIW staff member, to secure their child into a car seat or seat belt.***
- For safety purposes, it is important that the traffic keeps flowing. **No student is to be dropped off or picked at any location other than the circle drive on the North Campus.**

******Please remember: Schools are a non-smoking zone******

CPSB Policies

The following policies are required to appear in each school's Student/Parent Handbook:

- **FERPA**
- **Dangerous Weapons**
- **Electronic Telecommunication Devices**
- **Prayers in School**
- **Bullying**
- **Acceptable Use Policy for Internet and District Network Resources (Another copy of the Acceptable Use Policy will be sent home with your child. Please sign and return only page 4 by the end of the first week of school.)**
- **Federal Programs**
    - NCLB Title 1 Parent Notification
    - Title I District Parent/Family Involvement Policy
    - Title IV Safe and Drug Free School & Communities Dangerous Substances Policy
    - Title IX Notice of Prohibition of Unlawful Discrimination Based on Sex
    - Title X McKinney-Vento Homeless
    - Home Language Survey (**Please complete and return to the school if a language other than English is spoken in the home.)**
    - Louisiana Student Residency Questionnaire Form
    - Federal Programs Signature Page **(This is a separate document, please sign and date it and return it to your child's teacher by the end of the first week of school.)**

FERPA-

How did we get here?

The new Louisiana student privacy law, now commonly referred to as Act 837, passed in the spring of 2014.

- The was written with the intent of
    1. Preventing the sale and/or illegitimate release of student information;
    2. Limiting the Louisiana Department of Education's broad access to student information and Forcing the LDOE to adopt a unique student identification system to end the practice of submitting student social security numbers to the state.

The original language of the law passed along a number of unintended consequences to local districts.

How do we…

a. *Continue to print and sell yearbooks full of student information?*
b. *List the names of graduates for a graduation program?*
c. *Send student information to local media for recognition?*
d. *Obtain consent from parents for each individual release of*

student information throughout the entire school year?

e. In 2015, the legislature passed a handful of amendments to the law to remove many of those unfortunate consequences while allowing the law to continue to protect student information.
f. Act 837 and its amendments went into full effect on Aug. 1, 2015.

How will we continue to safely use student information with the new law?

b. The law permits the sharing of student information with outside entities in four ways.

State reporting & auditing: All CPSB students have been assigned a new unique state ID number, referred to as the Louisiana Secure ID and "SA SID" in JCampus, which is separate from the CPSB ID numbers. This number is now the only student identifier the LDOE can see in state reporting.

The state has modified its reporting systems to accept the Louisiana Secure ID number.

CPSB employees should never release – whether by email, phone, fax, or other methods – any student identifiers or PII to the LDOE staff other than Louisiana Secure IDs. The use of other student identifiers in communication with the state dept. is never permitted (e.g, full name, social security number, DOB, parent name).

Louisiana Secure IDs should never be connected directly to any other student PII (e.g., printed roster lists, student id badges). This practice will protect the security of the number.

The following items may be used as permissible student non-PII when submitting student information to the state department:

1. First three letters of last name;
2. First letter of the first name;
3. Day of birth only; and
4. Louisiana Secure ID.

i. **Contracted/Purchased Student Services**: Whether new or existing, all contracted software and services used with student information must meet 837's compliance measures. **Please note there is no difference between student information entered/released by a student or by an employee**.

1. CPSB schools and departments must follow the district's Network Evaluation process for all web-based contracted/purchased services **used with student information**. Examples of these items include but are not limited to:
    a. A textbook/curriculum's online content (Pearson realize, McGraw-Hill Connect);
    b. Online supplemental curriculums (Successmaker, Zearn, AR, ACT Mastery, etc);
    c. State-mandated testing (ACT, EOC, PARCC); and
    d. Online student services (JCampus, Tardy Calculator, School Messenger).

    The Network Evaluation form, privacy addendum, and accompanying instructions for completion and submission are located online on the Act 837 webpage under Employee Programs/Resources.
    a. The individual responsible for initiating the purchase of the software/service must complete the form.
    b. The software/service vendor must sign the attached privacy addendum to verify compliance under 837.
2. CPSB schools and departments that contract with an outside agency to provide supplemental student services, such as counseling and rehabilitation, must also obtain a signed privacy addendum with the contractor. This addendum is available on the Act 837 webpage under Employee Programs/Resources.
3. A list of approved CPSB and state services used with student information is available on the Act 837 webpage under Employee Programs/Resources.

ii. **Parental Consents**: Act 837 allows for releases of student information with parental consent under specific instructions. There are three types of Act 837 consents for our district and one type from the state. Please visit the Act 837 webpage under Employee Programs/Resources to access the form downloads and instructions for use. Once a signed consent form is returned to school, a parent must specifically revoke the consent by visiting the school's office.

1. The district's Photo Release Form, or CPSB Act 837 Photo Release Form 1501, located in the Student Code of Conduct has new language that

meets the requirements of Act 837. This form will be managed in the same manner as past years. **This is not a new consent form for our district.**

2. Teachers must use the CPSB Act 837 Academic Consent Form 1504 to obtain consent from parents/legal guardians before students may register for testing, vocational certifying, and/or dual-enrollment opportunities. This form allows for releases of student information to companies offering legitimate academic testing and vocational certifying opportunities and colleges/universities with dual-enrollment offerings. Examples of legitimate academic testing and vocational certifying companies include but are not limited to:
    a. Advanced Placement;
    b. CLEP;
    c. HiSET/GED;
    d. NCCER;
    e. Microsoft;
    f. Adobe;
    g. Louisiana State Board of Cosmetology;
    h. Southwest Louisiana Safety Council (CISCO-C);
    i. American Red Cross;
    j. American Petroleum Institute; and
    k. National Restaurant Association (ProStart).

    Teachers are responsible for adapting the form for each item by entering the following:

    a. The name of the class or program which requires the release of student information (entered into the first blank in the first paragraph);
    b. The name of the testing or vocational certifying company or the dual- enrollment college/university (entered into the available bullet-point blanks in the first paragraph); and
    c. Additional items of student information as required by the specific test, certification, or dual-enrollment opportunity

    (entered into the available bullet-point blanks in the second paragraph).

Schools can track the academic consents by following these steps.

a. Each teacher will send home the necessary consent forms for her students.
b. Once a teacher collects the signed forms, she must enter the consent in JCampus under the BLANK SECTION for each student. All consents must be entered with the same naming pattern, the name of the item followed by the word "consent" (e.g., Advanced Placement Testing

Consent, NCCER Vocational Consent, Microsoft Vocational Consent, McNeese Dual-Enrollment Consent).

c. Next, the forms must be submitted to the school's front office and filed in the corresponding student's cumulative folder.

These steps allow teachers and school staffs to view each student's consent status in JCampus. Additionally, these steps prevent the schools from acquiring consents for the same items annually.

3. Counselors must use the CSPB Act 837 Transcript Release Form 1505 before releasing student transcripts to private Louisiana colleges/universities and all out-of-state colleges/universities.
    a. Once a counselor receives a transcript release request from a student, the counselor must send home the form with the student in order to obtain a parent's signature.
    b. The transcript may not be released until a signed form is returned.
    c. These forms can be tracked in the same manner as the academic consent forms by entering "Transcript Release Consent" in the BLANK SECTION of JCampus and filing the form in the student's cumulative folder.
4. Counselors must also use the state-mandated LOFSA/TOPS Consent Form for transcript releases and eligibility reporting to Louisiana public colleges/universities and the TOPS Scholarship Program. Counselors used this form last spring, and it should be managed in the same manner as last year. T**he form is no longer required annually.** It does not have to go home with students who have already have consent in JCampus (Special Code "CON").
    (entered into the available bullet-point blanks in the second paragraph).

Schools can track the academic consents by following these steps.

d. Each teacher will send home the necessary consent forms for her students.
e. Once a teacher collects the signed forms, she must enter the consent in JCampus under the BLANK SECTION for each student. All consents must be entered with the same naming pattern, the name of the item followed by the word "consent" (e.g., Advanced Placement Testing Consent, NCCER Vocational Consent, Microsoft Vocational Consent, McNeese Dual-Enrollment Consent).
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iv. **Policy/FERPA Allowance: Act 837 allows school districts to cover certain releases in district policy. CPSB policy JR-AP Student Records utilizes FERPA to allow for the release of student information designated as "directory information" for the specific purpose of providing our students with opportunities for public recognition and participation in school-sanctioned activities.**
    1. **CPSB defines student "directory information" as the following:**
        a. **Full Name;**
        b. **Age;**
        c. **City and state of residence;**
        d. **Place of birth;**
        e. **School(s) attended;**
        f. **Grade level and classification;**
        g. **Major field of study;**
        h. **Participation in officially recognized activities and sports, *e.g.* membership in FFA, track team;**
        i. **Height and weight of members of athletic/sports teams;**
        j. **Dates of attendance in Calcasieu Parish schools;**
        k. **Degrees and awards received;**
        l. **Photographs and videos;**
        m. **Academic/school honors/recognitions, *e.g.*, honor/banner roll, scholarships, class ranking, graduation information, test achievement awards;**
        n. **Activity and Athletic honors/recognitions, *e.g.*, ranking at state or regional tournaments and rallies, sports honors;**

o. Student club membership, honors, and recognitions; and

p. Confirmation of academic eligibility, *e.g.,* to colleges and college level athletic teams.

***Please note CPSB does not define a student's address, phone number, or email as directory information.**

2. CPSB policy outlines the following types of releases and entities permitted to receive student directory information:

a. Postings on school or district web sites, official social media pages, student newspapers, and newsletters;
b. Disclosures to news media, *e.g.,* television, newspaper;
c. Releases to facilitate a student's participation in a school-sanctioned extracurricular activity, contest, or competition, including but not limited to a sport, organization, or club;
d. Releases to facilitate the operation and daily activities within district facilities, including but not limited to the display and use of student information in and around student facilities;
e. Printing/publishing companies, *e.g.,* for yearbooks, athletic and activity programs, and rosters;
f. Programs related to school-sanctioned performances or productions, events, award programs, and graduations;
g. LHSAA, NCAA and other related sports programs or sanctioning entities;
h. Businesses which furnish trophies and awards;
i. Public announcers, *e.g.,* for announcement of homecoming queen, introduction of seniors, announcement of test achievement awards;
j. Companies which retail educational items and services, *e.g.,* senior rings, school pictures, graduation announcements, cap, and gown;
k. Organizations which recognize student achievement, *e.g.,* civic organizations;
l. Educational promotional product suppliers, *e.g.,* team shirts
m. School booster clubs; and
n. Athletic video sharing organizations, such as Hudl and Crossover.

CPSB never sells student directory information to outside companies or organizations.

A. To review, student information may only be released externally in the following ways:

a. For state reporting with the Louisiana Secure ID number and/or permissible non-PII items;
b. Through contracted CPSB and state services;
c. With parental consent to companies offering legitimate academic testing and vocational certifying opportunities and colleges/universities; and
d. Through CPSB policy (JR-AP, FERPA) only for the specific purpose of providing our students with opportunities for public recognition

and participation in school-sanctioned activities.

B. CPSB employees may continue to share student information internally with other employees who have permission to access the student information. Additionally, many of the district's resources that are used with student information are housed on internal servers, which means the information is never released externally. A list of Those resources is available on the Act 837 webpage under Employee Programs/Resources.

What ways does the law prohibit the use of student information?

o. CPSB employees may never enter student information into web-based services or iPad/Android apps that are not listed as an approved item. Examples of these items include but are not limited to:

i. Google Apps, e.g., Google Docs, Forms, Drive;
ii. ClassDojo;
iii. PBworks;
iv. Wordpress.com and Wordpress.org;
v. xtraMath;
vi. Annotate; and
vii. ThinkBuilder.

Many of these items are offered free of charge online or with a minimal fee through an app store. Our district and its employees do not know what the service or app does with our student information once it is collected. The law was written with the specific intent of preventing this type of illegitimate release. **If an employee wants to continue the use of an unapproved web-based service or app with students, the employee must substitute all student identifiers or PII with one or all of the following items:**

1. **First letter of the first name;**
2. **First three letters of last name; and/or**
3. **Louisiana Secure ID.**

p. Parents/legal guardians may choose to remove a child from two types of releases, CPSB policy JR-AP Student Records (FERPA) and/or Military Recruiters, by declaring their choice in person to the front office at their child's school.

i. When a parent requests to remove a child from public lists, which is the release under Policy JR-AP (FERPA), the child will not be included in any of the items permitted under the policy for the specific purpose of providing our students with opportunities for public recognition and participation in school- sanctioned activities. This is tracked in JCampus under General Permissions as

"F. Option to Remove child from Public Lists." Once this permission is selected for a student, JCampus will send an email notification to the faculty at the student's school. **This child's name and/or image may no longer appear in public…anywhere!**

Teachers should review their students' data-sharing preferences regularly in the reports menu of gradebook.

ii. Parents may choose to remove a child name from releases to Military Recruiters. This is tracked in JCampus in the special codes section as "LI1: UL for all use." The student will no longer be included in releases to the military. An email notification will not be sent to the school.

What resources are available to employees to help navigate the complex requirements of the new law?

q. Employees may view the Act 837 webpage under Employee Programs/Resources to access the following information:
   i. Approved district and state contracted services and CPSB-hosted resources;
   ii. Act 837 Flowchart for utilizing online or web-based services; and
   iii. Act 837 consent guidance with forms and instructions for use and tracking.

r. Employees should never release or share student information if they are not certain they have permission to do so. Principals and department heads will help facilitate any questions regarding Act 837 and student information.

Dangerous Weapons update play gun policy

The Board shall authorize the principal of each school to automatically suspend, and recommend expulsion for, any student found in possession of a dangerous weapon on the school grounds, on school buses and/or at any school-sponsored event, at any time, during or after regular school hours, with limited exception. A dangerous weapon means any gas, liquid, or other substance or instrumentality, which in the manner used, is likely to produce death or great bodily harm. When the student is found in possession of a weapon, the Superintendent shall be immediately notified and the principal shall take appropriate disciplinary action.

If a student is detained for carrying, or the principal or designee confiscates or seizes a firearm or concealed dangerous weapon from a student while on school property, on a school bus, or at a school function, the principal or school official shall immediately report the detention of the student or seizure of the firearm or weapon to the police department or sheriff's office where the school is located and shall deliver any firearm or weapon seized to that agency.

Failure to report the detention of the student or seizure of a firearm or concealed weapon by a principal or school official to a law enforcement agency within seventy-two (72) hours may result in a misdemeanor offense with a fine of up to $500 or a sentence of up to 40 hours of community service, or both.
If a student is detained for carrying a concealed weapon on campus, the principal shall immediately notify the student's parents.

It is unlawful for a student or non-student to intentionally possess a firearm or dangerous weapon on school property at a school sponsored function or within 1000 feet of school property or while on a school bus at any time. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated firearm free zones. The School Board, in cooperation with local governmental agencies, and the State Department of Education, shall designate and mark firearm free zones which surround all schools and school property.

Electronic Communication Devices

***No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device,* including any facsimile system, radio paging system, mobile telephone system, intercom, or electromechanical paging device in any elementary, middle, or secondary school building or on the grounds during the instructional day 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.

Cell phones and all other telecommunication devices must be turned off, stowed away, out of sight and not used during the instructional day or while riding a school bus.

For the purpose of this policy, the instructional day will be defined to be the time students arrive on campus in the morning till the time they are officially dismissed in the afternoon.

On field trips, telecommunication devices may be possessed/used at the discretion of the Principal or his/her teacher.

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

*Confiscation of the cell phone and parent called

* Option to use

* ISI for repeated 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. <u>Parents must sign the release form in</u> <u>person.</u>

Bullying and Hazing

The Calcasieu Parish School Board is committed to maintaining a safe, orderly, civil, and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements, or actions of bullying, hazing, or similar behavior towards other students, school personnel, or school property shall be unacceptable. All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

Bullying shall mean: A pattern of any one or more of the following:

A. Gestures, including but not limited to obscene gestures and making faces.
B. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
D. Repeatedly and purposefully shunning or excluding activities.

2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

3. The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Calcasieu Parish School Board Acceptable Use Policy for Internet and District Network Resources

CPSB Acceptable Use Policy (AUP)

All students, teachers, staff, and any guests are required to sign and date a copy of the Internet Acceptable Use Policy prior to accessing the Internet at school. This policy is given to students and parents at meeting prior to school or on the first several days of school at the opening of each school year. This policy is signed by both student and parents. See this complete policy on the last pages of this document

Introduction

Internet access is available to students, employees, and guests in the Calcasieu Parish School System. We are very pleased to bring this access, and we believe that the Internet offers vast, diverse, and unique educational resources to all participants.

The Internet is an "electronic highway" connecting billions of computers and individual subscribers all over the world. Our goal in providing this service to students is to enhance innovative education for students through access to unique resources and collaborations. Furthermore, employees and guests will improve learning and teaching through research, teacher training, communication, collaboration, and dissemination of successful educational practices, methods, and materials.

Terms and Conditions are provided so that Internet users are aware of the responsibilities they will assume when using this CPSB resource. Responsibilities include efficient, ethical, and legal utilization of the network resources. The user's signature on the attached contract is legally binding and indicates that he/she has read the *Terms and Conditions* carefully and agrees to abide by them.

Terms and Conditions

1. **Personal Safety and Privacy**

a. Users will not publish online any personal contact information (e.g., address, phone number) about themselves or any other person on any CPSB webpage. Calcasieu Parish School Board home pages will use Calcasieu Parish School Board phone numbers and cpsb.org email addresses. Personal photos and work can be published if a signed district release form is on file.

b. Users will not agree to meet with someone they have met online without appropriate approval. Inappropriate contacts should be reported to school authorities immediately.

2. **Illegal Activities**

a. Users will not attempt to gain unauthorized access to the network, any computer system or another person's account or files.

b. Users will not intentionally attempt to disrupt or intentionally disrupt the computer system or alter/destroy data by spreading computer viruses or by any other means.

c. Users will not engage in any illegal activity, such as, but not limited to, illegal drug activity, fraud, engaging in criminal gang activity or threatening the safety of a person or persons, etc.

d. Users will not attempt to impersonate another individual or organization using CPSB network or other technology resources for any reason (ie. "phishing").

3. **Security**

a. Users are responsible for their individual account and should take all reasonable precautions to prevent others from being able prevent others from being able to use your account.

b.Under no condition should users give their password to another person nor post the password in written form where it can be easily seen by others.

c. Users will log off or lock their personal accounts when away from the computer for more than a few moments to prevent unauthorized access.

d. Users will immediately notify school authorities if they have identified a possible security problem. However, testing or purposely looking for possible security problems may be considered as an illegal attempt to gain access. Any security concerns should be addressed to the CPSB Tech Support Center.

e. Users will avoid the spread of computer viruses by ensuring that their district computer has up-to- date antivirus software provided by the district. The user may not remove, disable, or replace the district antivirus software solution for any reason.

f. Users will not download and install unnecessary programs from the Internet since most of this installs "spyware" on the computer and hinders the performance of the computer (ie. Toolbar helpers, email add-ons, screen savers, search engine assistants, pop-up blockers, etc.) f. Users should be aware that the CPSB network, Internet use and system email is maintained and regularly monitored for inappropriate use. If any

misuse is detected by the staff, appropriate disciplinary action will be taken against the person or persons involved.

g. Users are not allowed to install software to capture or monitor the computer activity of other users on the network or network traffic. Only authorized CPSB tech support staff is permitted to do this in the course of administering the network.

4. Network

a. All computers are to be setup and maintained with connection to the CPSB domain for network administration and security. Removing a computer from the CPSB domain without the permission of a CPSB tech support staff member will be considered an act to circumvent district network security and is strictly prohibited.

b. All wireless devices on the CPSB network will be setup using official CPSB wireless policies. All wireless devices purchased must be equipment approved by the network department. No unauthorized wireless devices will be attached to the CPSB network and doing so will be considered a network security breach and dealt with accordingly.

c. Non-CPSB devices (ie. personal devices) are not eligible to be setup on or use CPSB wireless or wired network resources.

d. Network bandwidth is a limited resource of which must be conserved to serve all of the network needs of the district. Users must understand that the use of rich Internet content (ie. listening to streaming audio, viewing streaming video sites, and downloading extremely large files, etc.) should not be abused where it impacts network use by others.

e. Important information regarding the CPSB network will be sent out to all employees from time to time during the year addressed from the email account "tech.help@cpsb.org." It is the responsibility of all employees to open and read all emails from this account and then act accordingly. Excuses such as "not reading" or deleting the messages from this account will not be acceptable.

5. Inappropriate Content

a. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, unprofessional, or disrespectful language in any electronic form using the CPSB network. This includes personal attacks or harassment of another person.

b. Users will not use the CPSB network to access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, unprofessional or disrespectful content in any electronic form including audio, images, video, and text.

c. Users will not circumvent district content filters using any means in order to access inappropriate content as listed above.

6. Resource Limits

a. Users will use the system email, Internet, and network resources only for educational and professional development activities. Personal use of these resources is prohibited. This includes using district network resources for personal monetary gain such as operating a personal business.

b. Users will not post or forward email "chain letters," jokes, or send annoying or

unnecessary messages to others.

c. Users will not use district email to mass email and "spam" any users (internal and external) with unauthorized communications or solicitations.

d. Users will subscribe only to high-quality discussion groups and information feeds that are relevant to educational or professional development activities. Users will not subscribe others to such services without their consent.

7. Access and Use of Materials

a. Users will not take the ideas or writings of others and present them as if they were their own.

b. Users will respect copyrighted materials and other intellectual property. Users may not duplicate, copy, or distribute electronic resources without the appropriate permissions, documentations, or citations.

c. Users will immediately report to school authorities any website they access with inappropriate content.

8. Consequences of Misuse

a. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of privileges and/or other disciplinary action as deemed appropriate by administration, faculty, and staff.

b. Users should expect no privacy of the contents of personal files and information on district

c. computers and email on the district system. Messages relating to, or in the support of, illegal activities must and will be reported to the authorities.

d. The Calcasieu Parish School Board allows for the suspension of network services and email for the inappropriate or illegal use of the Internet or email by students and employees. Other disciplinary action may also be warranted.

e. Misuse of the system can result in possible legal action and/or prosecution and will require restitution for costs associated with system restoration, hardware, or software costs.

f. Users bringing illegal and/or inappropriate materials into the system's electronic environment will be subject to disciplinary action.

Disclaimer The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District uses a variety of vendor-supplied hardware and software. Therefore, the District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the District warrant that the system will be uninterrupted or error-free, nor that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not necessarily the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's computer systems and network.

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 Parent Notification. 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.lousiana.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 statue 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 CALCASIEU PARISH SCHOOL BOARD
(CPSB) 2009/2010

"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. 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** (**P**arent **A**dvisory **C**ouncil). 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, 2009, and will be in effect for the period of one year. CPSB will distribute this policy to all families 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 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.

Title IX

NOTICE OF PROHIBITION OF UNLAWFUL DISCRIMINATION BASED ON SEX

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs or activities which receive Federal financial assistance. It is the policy of the Calcasieu Parish School Board to maintain a learning environment that is free from prohibited sexual discrimination or sexual harassment. All forms of unlawful sex discrimination on the part of an employee-to-employee, employee-to-student, student-to- student, and any person to another person or any combination of these relationships are prohibited. Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and verbal harassment of a sexual nature are some examples of prohibited conduct. 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. Inquiries about our

complaints of violation of this policy or of Title IX of the Education Amendments of 1972 may be submitted to:

Title IX Coordinator
Calcasieu Parish
School Board 3310
Broad Street Lake
Charles, LA
70615 (337) 217-4170
(Ext. 2409)

or as provided in the Calcasieu Parish School Board complaint and grievance procedures *(Formal Procedure for Sexual Harassment Complaints* and *Formal Procedure for Student-to-Student Sexual Harassment Complaints),* copies of which may be obtained from the Calcasieu Parish School Board's main office at:
3310 Broad
Street Lake
Charles, LA 70615
(337) 217-4000

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.