

Bains Elementary

Student Handbook

2026-2027

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ADMINISTRATIVE STAFF

PRINCIPAL:	BRITTNEY ROSENBACH
ASSISTANT PRINCIPAL:	NICORRIE GORDON
ASSISTANT PRINCIPAL:	STEPHANIE WHETSTONE
ASSISTANT PRINCIPAL:	RYAN SOUTHALL

CLERICAL STAFF:

SECRETARY/BOOKEEPER:	RENEE NORSWORTHY
ATTENDANCE CLERK:	ASHLEY SMITH
RECEPTIONIST:	BRITTNEY JOHNSON

TELEPHONE NUMBER:	(225) 635-3272
FAX NUMBER:	(225) 635-3303
PUPIL APPRAISAL:	(225) 635-3838

EMAIL ADDRESS:	bains@wfpsb.org
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MISSION STATEMENT

Bains Elementary encourages and allows students to be leaders of their learning so that they can be as successful as possible in school and in life. (Written by Luminous Leaders)

Purpose Statement Student Success: Learning Today, Leading Tomorrow!

SCHOOL CREED

Bains leaders do **Believe**
Bains leaders can **Achieve**
Bains leaders will **Inspire**
Bains leaders **Never** tire
Bains leaders know **Success**
Bains soars above the rest!
Go Bains!

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**Bains Elementary School
P.O. Box 1940
St. Francisville, LA 70775
(225) 635-3272**

Dear Parents and Guardians:

Bains Elementary School has high expectations for instruction so as to continuously increase the level of achievement of our students. We have a staff of dedicated, aspiring men and women, who have a common goal - to do what is best for students and explore ways to achieve that goal. Some of our outstanding programs include:

- * Accelerated Reader Program
- * Literacy Support
- * Luminous Leaders
- * Structured Math Program with emphasis on Problem Solving (Eureka Math, Zearn)
- * Special Education
 - Gifted
 - Adaptive Physical Education
 - Occupational & Physical Therapy
 - Speech Therapy
 - Talented Art
 - Talented Theater
- * Art Program
- * Physical Education Program
- * S.I.T. (Student Intervention Team)
- * Behavior Response to Intervention Team
- * Multimedia
- * Music
- * School Building Level Committee
- * Staff Development for Professional Growth
- * STEM class
- * Chromebooks for all students (one-to-one technology program)
- * School Action Teams

Special offerings include:

- * Reading Incentive Programs
- * Weekly Teacher Newsletter
- * 4-H Clubs (Grades 4-5)
- * Jr. Beta Club
- * School Yearbook
- * PTL (Parent Teacher League)
- * Read Aloud Program
- * Classroom adoptions by businesses and friends of the school

Our focus for the future will be on service and excellence. The curricula focus is to promote active learning, inquiry, problem solving, cooperative learning, and other instructional methods that motivate students. Bains staff strives to develop in our students the abilities necessary to be lifelong learners. We are pleased to serve and work with your students. We at Bains Elementary recognize that parents are our partners and that goals are shared ones.

Attached you will find a description of our school policies and programs. Read it carefully and share it with your child. Should you have a concern or question, please feel free to contact me at 225-635-3272.

Sincerely,

Brittney Rosenbach, Principal

PHILOSOPHY

We at Bains Elementary, through the cooperative efforts of involved parents, innovative teaching staff, and effective administration, share in the belief that our school is a place of learning, caring and guidance.

We believe that every child, regardless of his background and ability, can learn. The best strategies and materials available, within budgetary constraints, are utilized to help each child attain his/her potential. The staff at Bains wishes to impart to each student a sense of values, as well as an ability to make decisions.

We believe that every child is a leader. Leadership can look different. Some children are leaders in the classroom, some are leaders on a field or court, and some may be leaders among their peers. The staff at Bains strives to have each student discover and grow their potential as a leader.

We believe in an environment of acceptance and understanding in order to nurture the process of learning. We respect and appreciate the dignity and worth of each child in our school and offer encouragement in his efforts to improve. We want learning to be an enjoyable experience, so we strive to provide each child with an opportunity to excel.



GRADING PERIODS FOR 2026-27

1st Semester

Quarter 1 August 7, 2026 to October 9, 2026
Report Cards issued on Friday, October 16, 2026

Quarter 2 October 15, 2026 to December 18, 2026
Report Cards issued on Friday, January 8, 2026

2nd Semester

Quarter 3 January 5, 2027 to March 5, 2027
Report Cards issued on Friday, March 12, 2027

Quarter 4 March 9, 2027 to May 20, 2027
Report Cards mailed by Friday, May 21, 2027

Attendance

Our local School Attendance Policy, as well as the State Policy, is that all students must attend school a minimum of 167 instructional days during the school year. Parents must insist that their child attend school daily.

Compulsory attendance is specified in the State of Louisiana Bulletin 741 subsection 1103 which can be found on the Louisiana Department of Education website (<http://www.doe.state.la.us/>). State law requires that students be in attendance a minimum of **167** instructional days for elementary schools. Based on our school calendar, this will consist of **(10)** absences per year.

Section 1103 of Title 28 of the LA Revised Statutes states that responsibility for a child's school attendance is placed with the child's parent or legal guardian. This responsibility includes awakening the child in sufficient time each morning and ensuring that the child, in fact, arrives at school by the appointed time.

If the child is chronically absent from school, the parent and/or child may be referred to Child Protection, Family Court, or local District Attorney's Office. Any school age child observed out of school during normal school hours may be subject to questioning or transporting to the Truancy Center if he/she cannot offer a legitimate reason for not being in school.

If a student is present for less than 95 instructional minutes of a school day, he/she will be counted absent. If a student is present between 96 instructional minutes and 189 instructional minutes, he/she is marked present for 1/2 day attendance.

If a student is absent 1/2 day or less, he/she will still be considered to have perfect attendance; however, if a student is absent for more than 1/2 day (more than 189 instructional minutes), he/she will not be considered to have perfect attendance.

All absences, excused or unexcused, are counted as an absence for reporting. Only when students are not present due to participating in an authorized school activity are they counted present.

TYPES OF ABSENCES

LOCAL CATEGORY 1 - The following types of absences will allow a student to make up missed work but **WILL** count toward a student's (10) day per year limit.

Verified Absence - Parent Note From Home

LOCAL CATEGORY 2 - The following types of absences will not qualify a student for make-up work and **WILL** count against a student's (10) day per year limit.

Unexcused Absence (No note or invalid reason)
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*examples of invalid reasons could include, but are not limited to: babysitting, missing the bus, and work conflicts.

LOCAL CATEGORY 3 - The following types of absences will allow a student to make up work and **WILL NOT** count toward a student's (10) day per year limit.

Doctor's Excuse
Extenuating Circumstances (See definition below)

STATE DEFINITION OF EXTENUATING CIRCUMSTANCES

The only exception to the attendance regulation shall be the enumerated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance. Students shall be temporarily excused from the attendance regulation for the following reasons:

1. extended personal physical or emotional illness in which a student is absent for three or more consecutive school days as verified by a physician or nurse practitioner licensed in the state;
2. extended hospital stay in which a student is absent for three or more consecutive school days as verified by a physician or dentist;
3. extended recuperation from an accident in which a student is absent for three or more consecutive school days as verified by a physician, dentist, or nurse practitioner licensed in the state;
4. extended contagious disease within a family in which a student is absent for three or more consecutive school days as verified by a physician or dentist licensed in the state; or
5. observance of special and recognized holidays of the student's own faith.
6. visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five school days per school year

Procedures For Returning To School After An Absence

If a student is absent from school, he/she shall produce upon his/her return to school a note from his/her parent or physician that includes the following:

1. Day(s) student was out
2. Reason for the absence
3. Student's name
4. Signature of parent or guardian
5. Parent phone number and cell number

This note from parent or physician must be turned in within FIVE DAYS of the student's return to school.

Tardies

Being tardy, or late for class, is considered a distraction and will not be tolerated. If a student is more than five minutes late without proper cause, the student will be considered as cutting class. Students are to be in their assigned classes at the designated times. No student should be in a class not scheduled, nor out of a class scheduled in, without a hall pass or permission from the office.

After three unexcused tardies, a student's parent will be called. **According to state and local policy, a student is truant after the fifth unexcused absence or the fifth unexcused occurrence of being tardy within any one semester.** Truancy is an important accountability issue, and one that must be addressed. Beginning with the sixth tardy, there will be a hearing with the school principal or his designee, the student, and the parent prior to the student returning to school.

All late arrivals must check in at the attendance office immediately upon arrival on campus. Any student arriving after 8:05 A.M. must be accompanied by parent. Students will not be allowed to check in after first hour unless accompanied by a parent. A student on campus without officially checking in shall be found in violation of school policy and subject to suspension.

Once a student arrives on campus, he/she is officially on campus and cannot leave the campus until the school day is over, or he/she officially checks out.

Students checking out during the school day will remain in class until they are called by school personnel. Exceptions may be made in the case of illness or other emergencies.

Students who wish to check out because of a doctor's appointment, funeral, etc. must bring a written note from a parent or guardian indicating time and reason. This note should be brought to the attendance office before the start of school.

Students who feel the need to check out due to illness must report to the attendance office. The attendance clerk will try to contact the parent by phone. A note must be produced at the time of check-out or upon return to school, unless sent home by the school nurse.

Please, parents, do not just drop your child off when he/she is tardy. The parent or guardian must sign the student in at the Attendance Clerk's office when he/she arrives after the bell.

TYPES OF TARDIES

LOCAL CATEGORY 1 - The following types of tardies **WILL** count toward a student's truancy count. A student is Truant when he/she has five (5) category 1 tardies per semester.

Tardy Unexcused (No note or invalid reason)
Check In Unexcused (No note or invalid reason)
Check Out Unexcused (No note or invalid reason)

LOCAL CATEGORY 2 - The following types of tardies **WILL NOT** count toward a student's truancy count.

Tardy Excused (Doctor's note or a parent's note with a valid reason approved by administration)

Check In Excused (Doctor's note or a parent's note with a valid reason approved by administration)
Check Out Excused (Doctor's note or a parent's note with a valid reason by administration)

STATE DEFINITION OF TRUANCY (RS 17:233 and Act 745)

B.(1)(a) A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.

Parents or guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences.

Make-up Work

After an absence that qualifies a student to make up work, it is the responsibility of the student to make arrangements with the teachers immediately upon return to make up any missed assignments. The make-up work does not have to be an exact duplication of the work missed. Teachers shall establish the time and place of the make-up work.

Students who are in school when a test or assignment is announced and who miss only the day of the activity and return the next day, will be expected to take the test or complete the activity upon the day of their return. Students who miss more than one day consecutively will be allowed a minimum of one day for each day missed before being required to make up a test, turn in material, or complete an activity. If after notification, the student fails to accomplish the make-up assignment in the allotted time, a grade of "0" will be earned.

Attendance Recovery

Attendance recovery is offered as a way for students to make up work and time missed to avoid being truant per Louisiana attendance laws. Students will be able to make up a maximum of 8 days in a school year. Once a student reaches 5 unexcused absences/tardies in a semester or 10 absences in a school year, the student will be offered attendance recovery after school from 3:30-4:30 on Tuesdays and Thursdays. If a student misses the agreed scheduled attendance recovery days, make-ups will not be offered. Parents are responsible for picking up their child at 4:30. If a parent fails to pick up their child before 4:45, they shall be put in the Bains After School Enrichment Program and charged for the after care service.

Hospital / Homebound Services

A student who is enrolled in the West Feliciana Parish School System and who, as a result of health care treatment, physical illness, accident, or the treatment thereof, is temporarily (**a minimum of three weeks**) unable to attend school shall be provided instructional services in the home or hospital environment through special education, when appropriate.

Emergency School Closing

In the event of a school emergency, parents will be notified through an automated call system.

Delayed Opening Schedules for West Feliciana Parish Schools

The West Feliciana Parish School System will utilize a delayed opening schedule for schools during inclement weather and/or hazardous road conditions. The district may opt to delay the opening of school by 1 hour. Delays would affect only the opening of schools with dismissals taking place at regularly scheduled times. Afternoon activities will be held as normally scheduled. When delays are announced, the opening of school will occur one hour later than normal according to the following schedule:

School	1 hour delay start time
Bains Lower	9:00 AM
Bains Elementary	9:00 AM
WFMS	8:30 AM
WFHS	8:30 AM

School transportation pickups will occur one hour later than normal. School lunches will be served at their regularly scheduled times.

All employees are required to be at their site and/or duty location one hour later than normal.

Parents are not to send or drop off their children early on days when a delayed opening has been announced.

Homeless Services

Any family having children in the West Feliciana Parish School System and having no fixed monthly income, fluctuating monthly income, or lacking a regular and adequate resident with appropriate utilities; should contact the Supervisor of Special Education, who is also responsible for overseeing the homeless students. You can contact this supervisor at the West Feliciana Parish School Board Office, 225-635-3891, for any available assistance.

Visitors (Check-In / Check-Out)

Whenever visiting on campus, one must sign-in at the front office and get a Visitor's Pass. **IT IS FOR THE SAFETY, PROTECTION, AND WELL-BEING OF ALL STUDENTS AND STAFF THAT ALL VISITORS MUST CHECK IN WITH THE OFFICE AND HAVE THE VISIT APPROVED BEFORE ENTERING ANY OTHER AREA OF THE SCHOOL OR CAMPUS.**

Visitors should enter the school through the front door only. Do not plan to conference with teachers during instructional time or before school in the morning without making arrangements through the office to do so.

Front Entrance Security

To further increase the security of our campus, our exterior doors have been fitted with an electronic locking system. The entrance of the building will be locked at all times. A staff member will have to allow entrance into our building by releasing the doors.

Parents shall not visit the classrooms each morning or stand in hallways for the purpose of conferencing with teachers without following proper procedures. Bains Elementary teachers and

administration welcome parents to visit their children's classrooms, but teachers use their mornings to prepare for the day's instruction and need to know in advance or by way of the principal/assistant principal if a conference is desired.

Check- Outs

A parent must first go to the Attendance Clerk's office and ask to check out his/her child, sign the student out (proper identification must be given), and the Attendance Clerk will call the student to the office.

Students will not be allowed to check out any later than 2:45 p.m. except for emergencies. Parents will be allowed to pick-up their child from the office at 3:30 once parent pick-up has ended. Students checking out after 1:00 are considered tardy which will be accounted for in the student's attendance record.

Parent Pick-up/Drop-Off

Parents must come into Bains Elementary using the Office Entrance and Exit when dropping students or picking them up in the morning or afternoon. The same entrance and exit should be used morning and afternoon. Cars should remain in line and drop and/or pick up as they come to the ramp or along walkway.

Students will be picked up in the order that parents arrive. Parents will not break line to get ahead of others. If a student is brought to the parking lot, **THEY MUST BE ESCORTED TO THE OFFICE BY THE ADULT DROPPING THEM OFF. NO STUDENT IS ALLOWED TO BE UNATTENDED IN THE PARKING LOT OR CROSSING THE BUS/CAR RAMP WITHOUT REPORTING TO THE FRONT OFFICE WITH A PARENT.**

Students must not be dropped at school before **7:25 a.m.** and must be picked up by **3:30 p.m.**

If a student is chronically being picked up after 3:30 p.m., they shall be put in the Bains After School Enrichment Program and charged for the after care service.

Whenever students arrive after the first bell rings each morning, they shall check in at the Attendance Clerk's office. Whenever they leave campus prior to the ending of the school day, they must be signed out at the Attendance Clerk's office.

Bus information

Students shall maintain West Feliciana School standards of personal conduct while riding the bus to and from school. School rules shall be followed at all times on the bus. Students are to ride the same bus to and from school unless they have **WRITTEN PERMISSION** from their parents and office approval. Exchanging buses may not be allowed at all if it causes overcrowding on the bus. **DO NOT CALL THE OFFICE DURING THE SCHOOL DAY AND ASK FOR YOUR CHILD TO RIDE A DIFFERENT BUS.** If an emergency occurs and different arrangements must be made, the administration must be contacted, and it will be considered based on the circumstances. **THE SCHOOL WILL NOT BE HELD RESPONSIBLE FOR REQUESTS TO RIDE DIFFERENT BUSES THAT ARE MADE OVER THE TELEPHONE.** Any changes to your child's regular transportation from school must be sent in writing to the school office by **1:30 pm that school day** to ensure the request is honored. Please use Bains@wfpsb.org to request any transportation changes before the deadline.

If a family moves during the school year, and this requires the student to change buses, then the parent must come to the school and fill out a Bus Information Form so the child can be properly transferred to another bus.

I. **Louisiana School Bus Regulations**

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. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules:

- A. Cooperate with the driver; your safety depends on it.
- B. Be on time; the bus will not wait.
- C. Cross the road cautiously under the directions of the driver when boarding and leaving the bus.
- D. Follow the driver's instructions when loading and unloading.
- E. Remain quiet enough not to distract the driver.
- F. Have written permission and be authorized by the principal to get on or off at a stop other than the designated stop.
- G. Remain seated at all times when the bus is in motion.
- H. Keep arms, head, or other objects inside the bus at all times.
- I. Refrain from eating or drinking on the bus.
- J. Use emergency exits only for emergencies, and when instructed to do so.
- K. Avoid the use or possession of tobacco, matches, cigarette lighters, obscene material, weapons, drugs or other prohibited items on the bus.
- L. Take no glass objects or other objects on the bus if prohibited by state, federal law, or local school board policies.
- M. Take no band instruments, projects and other objects too large or too hazardous to be held by the passenger or stowed safely under the seat. They will not be permitted on the bus.
- N. Refrain from damaging the bus in any way.
- O. Be courteous, and safety-conscious. Protect your personal riding privilege, and enjoy the ride.

II. **Role of Parents**

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.

Responsibilities of parents are as follows:

- A. Be familiar with and follow local board and school level policies for school bus transportation.
- B. Have children ready and at their designated pickup points along the route.
- C. Cooperate with the school and bus driver in teaching children safety precautions and good manners and habits for school bus passengers.
- D. Assist when there are disciplinary problems.
- E. Avoid detaining the driver on the route.
- F. Avoid contacting drivers to change schedules, route assignments, bus stops, etc. (If a problem arises contact the principal or Director of Transportation.)

G. Assist the school district in monitoring safe access to passengers by keeping bus loading and unloading zones free of parked vehicles, trash or debris, by keeping vegetation trimmed, etc.

Notes to ride a different bus must be brought to the office prior to the morning bell or sent before 1:30 to Bains@wfpsb.org.

Breaking Bus Rules

Bus drivers have been advised to follow this procedure if students refuse to obey rules:

1. Discuss rule infraction with student.
2. The bus driver will call parents and/or students will be referred to principal's office. A referral to the principal's office can result in temporary or permanent loss of bus privileges.
3. The principal, or designee, will send home by the student a copy of the bus referral and the consequences given or call the parent or counsel with the student.

Bus Notes/Parent Pick-Up Notes

Any changes to your child's regular transportation from school must be sent in writing or via email to the school office by **1:30 pm that school day** to ensure the request is honored. If multiple bus notes are received for one student in a school day, the school will follow the directions of the first note received by the office. **This convenience should be used rarely.** If a student is receiving bus notes multiple times in a month, the attendance office will call to change your transportation plan.

Car Riders

1. Students should be dropped off in the Parent Drop-Off area in the morning.
2. In the afternoon, cars will come around the semi-circle to pick up students.
3. In the afternoon, all children will remain in the "Parent Pick-up Area" until a parent or designated person comes for them. If parents are parked in Bains parking lot, parents must personally escort their children to the vehicle where they are parked. Students must be checked out by a school official.
4. We expect parents to be prompt in picking up students. **(All students should be picked up by 3:20 p.m.).**
5. **Due to the security and safety of our staff and students, parents will not be able to walk his/her student to the classroom.**

School Hours

School begins at 8:00a.m. Dismissal is at 3:13 p.m. Students are not to report to school before **7:25 a.m.** as there is no official supervision of students available before that time. **THE SCHOOL WILL NOT BE RESPONSIBLE FOR A CHILD'S SAFETY IF HE/SHE IS DROPPED AT THE SCHOOL BEFORE 7:25 A.M., AND CHILD PROTECTION WILL BE CALLED IF SUCH IS NOTED BY SCHOOL OFFICIALS.**

It is very important to not habitually bring your child to school late or pick him/her up early in the afternoon. This causes your child to miss valuable instructions, directions, and assignments.

School is dismissed at 12:08 P.M. on early dismissal days.

Morning Arrivals

All students will report to their halls each morning upon arrival or after eating breakfast in the

cafeteria.

When the bell rings at 8:00 a.m., students shall enter the hallways quietly, walking, not running. Students shall immediately report to their homeroom. Students should have tended to bathroom needs before the bell rings.

After School Policy

Loitering (wandering, loafing, standing, sitting, etc.) in the school building or on the grounds after school hours is not allowed unless accompanied by a sponsor or teacher. Students may not remain on campus between school dismissal and sports practice/activity unless such practice, activity, or function begins immediately after school. To go home with friends, students must have a note from a parent or guardian.

WATER BOTTLE POLICY

Clear, refillable plastic bottles are allowed on campus, containing water only with a collapsible/covered straw. No energy drinks, coffee, teas, sodas, or juices. All bottles should have a closable lid (screw cap or flip). Water bottles must be stored in student book packs or cubbies when not in use. Glass bottles, metal bottles, and any other closed opaque containers are not allowed, some examples entail: YETI, STANLEY, HYDRO JUG, BUBBA CUP, ARTIC, etc. Any unapproved cup will be held at the school office until the end of the school day.

STUDENT DRESS CODE

Good grooming and personal hygiene should be taught and enforced in the home in training children for responsible citizenship. All students shall be responsible in their dress and grooming by **avoiding extremes** and manifesting self-discipline. **Cooperation of parents/guardian is expected.**

No attire is considered proper for school wear that distracts or disrupts the learning environment. Each student is responsible for his or her appearance and personal hygiene. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures.

NOTIFICATION

The School Board shall notify the parent or guardian of each student of the dress code specifications and their effective date.

If the Board modifies the existing uniform policy, it shall notify, in writing, the parent or guardian of each student of the policy adoption or uniform policy modification at least sixty (60) days prior to the effective date of the new or revised policy. Each school shall display any uniform selected for a reasonable period prior to the proposed effective date for wearing of the uniform.

However, nothing shall prohibit the Board from requiring a new or revised dress code or uniform policy without the required notice in the event of an emergency. For the purposes of this policy, *emergency* shall mean an actual or imminent threat to health or safety which may result in loss of life, injury, or property damage.

FILE: JCDB

STUDENT DRESS CODE

Good grooming and personal hygiene should be taught and enforced in the home in training children for responsible citizenship. All students shall be responsible in their dress and grooming by avoiding extremes and manifesting self-discipline. Cooperation of parents/guardian is expected.

No attire is considered proper for school wear that distracts or disrupts the learning environment. Each student is responsible for his or her appearance and personal hygiene. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures.

The School Board shall not exclude a student on account of a natural, protective or cultural hairstyle. *Natural, protective, or cultural hairstyle* shall include, but is not limited to, afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.

NOTIFICATION

The West Feliciana Parish School Board shall notify the parent or guardian of each student of the dress code specifications and their effective date. The dress code shall be distributed in written form or posted on the school's website annually.

If the School Board modifies the existing uniform policy, it shall notify, in writing, the parent or guardian of each student of the policy adoption or uniform policy modification at least sixty (60) days prior to the effective date of the new or revised policy. Each school shall display any uniform selected for a reasonable period prior to the proposed effective date for wearing of the uniform.

However, nothing shall prohibit the School Board from requiring a new or revised dress code or uniform policy without the required notice in the event of an emergency. For the purposes of this policy, *emergency* shall mean an actual or imminent threat to health or safety which may result in loss of life, injury, or property damage.

BODY ARMOR

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exceptions as enumerated in La. Rev. Stat. Ann. § [14:95.9](#), which includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§ [14:95.2](#)(C) and [14:95.6](#)(B).

Body armor shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

MANDATORY DRESS

Mandatory dress standards will hopefully promote school safety, improve discipline and enhance the learning environment. Increasing levels of violence in schools across the nation require the imposition of all reasonable measures, including but not limited to mandatory dress standards reasonably calculated to enhance school security. Accordingly, all students enrolled in West Feliciana Parish Schools shall be required to comply with the provisions of this policy while in attendance at school during instructional hours.

Mandatory Dress Standards

Students shall wear the apparel described under *Mandatory Dress Standards* below. These guidelines may be amended by the School Board from time to time. Students that transfer into the parish shall be allowed five (5) school days to comply with the provisions of this policy.

Shirts:

- Colors: navy, white, royal blue, or a combination of these 3 colors
- Polo/golf style with not more than 3 buttons; or oxford shirts (No more than 2 buttons unbuttoned on polo or oxford collar shirts)
- All shirts must have collars; shirts can be short or long sleeved; no sleeveless shirts allowed
- No emblem, logo, or decoration larger than 4 square inches (except system approved logo or emblem)
- Only white T-shirts may be worn underneath the mandatory dress standard
- All shirts must be tucked in
- Spirit Day shirts may be worn with approved pants/shorts/ skirts on designated days set by the principal
- When jackets/coats/sweatshirts are worn, there must be an approved collared shirt underneath (see above for approved shirts).

Bottoms:

- Colors: khaki, navy, navy and white plaid
- Pants with belt loops must be worn with the belt at the natural waistline of the student and be sized appropriately (no excessively tight or loose clothing shall be permitted)
- For boys: can include traditional/standard trousers or walking shorts, no cargo, carpenter or painter pants allowed
- For girls: can include slacks, capri pants, skirts, skorts, jumpers, or walking shorts; no cargo, carpenter or painter pants allowed
- Length: skirts, skorts, jumpers and shorts must be no shorter than four inches above knee when being measured from the floor while kneeling
- Leggings/tights may only be worn under dresses/skirts; solid colors of navy, white, khaki, or black are allowed
- Yoga style pants and sweatpants are never allowed

Belts:

- Belts shall be black, brown, navy, khaki, white, or a combination of these colors
- Belt buckles should be plain; standard buckles

Outer:

- Colors: navy, white, khaki, royal blue, gray, black, or a combination of these colors
- Curricular/Extracurricular jackets, sweaters, or sweatshirts issued by the school and approved by the principal may be worn.
- Outerwear issued by clubs/teams outside the school system are **not** permitted.
- Sweater vests, long sleeved pullovers, or long sleeved cardigans are allowed
- A school approved shirt must be worn under all outerwear
- No emblem, logo, or decoration larger than 4 square inches (except system approved logo or emblem)

Shoes:

- Flip-flops, slippers, thongs, beach shoes, and Croc-like shoes are **not** permitted
- Shoes requiring laces must have the laces, and they must be kept tied
- Any other shoes deemed inappropriate or unsafe by the administration shall also be prohibited
- All shoes must have a back

Headwear:

- Not allowed: hats, caps, scarves, bandanas, hairnets, visors, hair combs, metal picks, curlers, sunglasses, rat-tail combs, spinners
- Headbands are allowed but may not be larger than two inches

Additional Regulations:

- Uniforms such as Girl Scout, Boy Scout and ROTC may be worn on club/uniform days or on special occasions approved by the principal.
- Special "dress up days" may be approved by the principal (students shall have an option of "dressing up" or wearing their uniforms on these days)
- No extremes in style of dress/grooming/colors/accessories shall be permitted
- When in doubt about the appropriateness of any component of the uniform, the student shall check with an administrator for approval before wearing it
- Hair must be reasonably trimmed and combed; vision must not be obstructed
- No hairstyle or hair color that distracts or disrupts the learning environment is allowed. All decisions as to whether or not there is a distraction is at the discretion of the administration.
- Book bags or book sacks with wheels will **not** be allowed unless there is a documented medical condition that requires one

- Backpacks and book bags which are made of bullet-resistant metal or other material intended to provide protection from weapons or bodily injury shall be allowed
- Facial hair should be neatly groomed.
- Earrings (including studs or loops) and a single stud nose piercing are allowed
- No other visible body pierce jewelry is allowed
- Non-prescription sunglasses are prohibited.
- Fingernails must be kept clean and of a manageable length so that students are able to accurately type and use writing utensils

School Specific Regulations:

At the elementary level, any hooded outwear must be removed upon entering the building.

Free Dress:

All dress must be deemed appropriate by administration. Students must adhere to the following free dress guidelines:

- Shorts, skirts, or skorts must meet the appropriate length requirements (must be no shorter than 4 inches above knee when being measured from the floor while kneeling)
- No mid drifts exposed
- No tank tops
- No flip flops, house shoes, or slippers (ex. Nike slides)
- No yoga pants, sweatpants, or warmup pants
- No clothing with obscene language or inappropriate slogans
- No holes in jeans
- No extreme jewelry
- No head wear (hat, bandana, scarf, etc.)

All decisions as to whether or not there is an infraction of the dress code shall be at the discretion of the administration.

DRESS CODE VIOLATIONS

Students who violate the dress code shall be disciplined in accordance with the *Student Code of Conduct*.

A student enrolled in grades prekindergarten through five shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.

Personal Property

Your child's name shall be put on coats, sweaters, hats, school supplies, etc. There is a Lost and Found located at the school, and parents are welcome to come search for lost items or ask at the office. At the end of December and June any items left in the Lost and Found will be bagged and donated to a local charity.

Students should not wear or bring expensive jewelry to school nor should students bring expensive or valued items or belongings of any description to school. The school shall not be liable for such.

Students are not to bring money to school other than the amount for extra milk or juice or admission to specific events or for fundraisers, which parents will know about in advance. Breakfast and lunch money should be placed in an envelope.

DO NOT bring to school the following items:

- Glass containers
- Baseball gloves
- Balls (baseballs, basketballs, footballs, etc.)
- Jewelry and other expensive valuables which may be lost or stolen
- Knives, metal combs and other instruments that can cause harm to another student
- Hats or caps
- Electronic devices
- Cellular phones
- Game cards or other collectable cards
- Video games or battery-operated games
- Any object or belonging not requested by teachers and/or administration

Electronic Devices

Per Act 313 added to Statute 17:239:

No student shall possess, on his/her person, an electronic telecommunication device throughout the instructional day. If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day. Electronic telecommunication devices shall include, but not be limited to, cellular telephones, smart watches, electronic instruments, iPads, iPods, tablet devices, e-readers, or similar devices.

Neither the school nor the district are responsible for the loss, theft, damage or vandalism to the student cell phone, and/or smart watches as well as other student property. Students are strongly encouraged not to leave their property unattended or unsecured.

If electronic device is found on a student's person, the device will be confiscated, and parents will be contacted to pick up the device from the front office. If student refuses to comply, further disciplinary action will be taken.

THE PRINCIPAL OR HER DESIGNEE SHALL BE THE FINAL INTERPRETER OF ANY QUESTIONABLE ITEMS.

Parent Involvement

We have an excellent parent-volunteer program. If you have any free time available and would like to become a volunteer, please contact the office. We feel that school improvement comes more quickly when the school, home and community work together. However, it is important to volunteer your time directly to a teacher or a department and be scheduled for certain duties, jobs, or activities.

Drop-in volunteers with no arrangements made in advance are not helpful. A student's homeroom teacher is the most appropriate person to contact if you wish to volunteer. From time to time requests for volunteers for special events are made. (The Librarian needs parent volunteers to assist her with activities in the library and other duties. The PTL can really use your help with the annual fundraiser and other important assistance.)

Instructional Supply Fee

Students are charged a \$50 fee that aids the school in purchasing instructional materials the students use throughout the year as well as materials to be used during ancillary classes. It is imperative that all fees are collected in order for the school's finances to be in order. The fee amount can be collected in total or paid in smaller increments throughout the year. Please contact the front office to set up a payment plan if needed. **Students will not be allowed to participate in non-instructional school privileges that have a cost including, but not limited to, Snack Attacks, Snow Cone sales, Food Fest, etc. until their school fees are paid in full.**

Economic Hardship Waivers:

A student or his/her parent or legal guardian may request and receive a waiver of payment of a fee due to economic hardship. Waivers of fees shall be granted based on objective criteria which shall include, but not be limited to the following, relative to the student or his/her family:

1. Is receiving unemployment benefits or public assistance including Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, supplemental security income, or Medicaid.
2. Is in foster care or is caring for children in foster care.
3. Is homeless.
4. Is serving in, or within the previous year has served in, active military service.
5. Is eligible for free or reduced priced meals in schools not participating in the Community Eligibility Provision Program.
6. Is an emancipated minor.

A written request for a waiver of fees shall be submitted to the principal of the school or his/her designee for consideration. Proof of eligibility shall be included with the fee waiver request. A written decision on the waiver request shall be rendered within five (5) school days of the date of receipt of the request. Should the initial request to the principal of the school for a waiver be denied, a written appeal may be made to the Superintendent or his/her designee, who shall respond to the appeal in writing within five (5) school days of the receipt of the appeal.

All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be confidential.

All records associated with a fee waiver request due to economic hardship shall not constitute a public record, but may be audited to ensure compliance with the School Board's policy. A student's personally identifiable information associated with such a waiver request shall not be made public.

School Books and Technology

All textbooks, chrome books, iPads, hot spots, equipment, and materials are on loan to the students. Each student is responsible for all items whether lost, stolen, or damaged. Students are expected to return these items in good condition. They will be expected to pay for lost or damaged items. Certain courses require the use of privately purchased books and materials or the payment of special fees. A student's records will not be released until money for lost or damaged property or for unpaid workbooks or lunchroom balances have been received by the school.

Chromebook Care and Replacement Costs

Students are expected to take proper care of their school-issued Chromebook. Families may be held financially responsible for repair or replacement costs if a device is damaged due to negligence, misuse, or is lost.

Replacement and repair costs are as follows:

- **Chromebook Device:** The maximum replacement cost for a new Chromebook is **\$900**. This replacement cost decreases by **\$100 per year** based on the age of the device, for up to four years. For example:
 - Less than 1 year old: **\$900**
 - 2 years old: **\$700**
 - 3 years old: **\$600**
 - 4 years old or older: **\$500**
- **Keyboard Replacement: \$35**
- **Screen Replacement: \$50**

The school will determine the appropriate repair or replacement cost based on the age of the Chromebook and the extent of the damage.

Withdrawals

When a student is leaving our school system, please make sure that the student has been checked out through the office and has received a withdrawal form.

Telephones

Use of the office phone by students will be allowed only with permission of the teacher or authorized office personnel. Use of classroom phones by students will be allowed by the teacher or paraprofessional only.

Student Health

- Louisiana RS 17:170 requires that students entering a public school system are required to provide proof of current immunizations prior to entering school. The child's parent or guardian may obtain the record from the primary care provider or a public health unit.
- Any child who has fever over 100 degrees, vomiting, or diarrhea must remain at home until 24 hours after the child is symptom-free without medication. No child should return to school the next day after being sent home with any of these symptoms. Students who have other communicable diseases such as pink eye, scabies, measles, mumps, or chicken pox must be treated by a physician and may not return until documentation of release by physician is provided.

- Students who have head lice must be treated at home and cleared by a nurse prior to returning to school. Students will not be allowed to return if live lice or a large number of nits remain in their hair.
- Routine screenings will be performed on students by school nurses throughout the year. The nurses will also be available at various times in each school to respond to illness and injuries. The nurses will contact parents or guardians if the student needs further care or needs to leave school. If your child has special medical needs, please complete the [Health Information form](#) which can be found on the district website. The completed form can be sent to the school nurse for appropriate follow up.
- Absences related to illness or head lice will be unexcused until a physician's excuse is brought to school. If the school nurse requests for your child to stay home after checking out ill or with head lice, she will excuse **one day only**. After that time, a physician's note will be required to excuse those missed days. (*Refer to the Attendance Policy on pages 7 & 8 of this handbook.*)
- All students are expected to participate in ancillary and PLAY 30 class activities unless they have a note from home stating otherwise. After 3 days of nonparticipation, a doctor's excuse is required.

Medication

- Parents of students who require medications to be administered during the school day must provide a [State of Louisiana Medication Order form](#) signed by a licensed medical provider along with a completed [Parent/Guardian Consent form](#) which can be obtained from the district website or the school nurse.
- Medications may only be transported to and from school by a responsible adult in the original container or pharmacy labeled container. **Do not send any medications to school with a student. They will be subject to disciplinary action for carrying medication of any type.**
- If special circumstances exist and your child needs medication to be administered during school hours, the following policy must be followed:
 - The parents must bring to the school written orders from a physician giving the **name of the drug, dosage, and time** the medication is to be taken.
 - The parent must come to school to sign a written request and permission form and sign a letter of request and authorization.
 - The medication must be in a container that meets acceptable pharmacy standards.
- Students will not be allowed to take medicine back and forth between home and school. Medicine should be brought to school by a parent or guardian and any surplus or leftover doses will be returned to home only by the parent or guardian. At the end of the year, parents must pick up the medication by the end of the first week of summer vacation or it will be disposed of at that time.

Childhood Diseases

No one who has a temperature of 100 degrees or above should attend school. **Students should have a temperature of less than 100 degrees at least 24 hours before they return to school after illness.** No one who has vomiting and/or diarrhea should attend school.

A. Immunizations

Louisiana Law requires students to be immunized against certain communicable diseases. Please check with your local health unit or private physician to ensure that your child's

immunization record is up to date. An updated record should be sent to Bains Elementary.

B. Head Lice

A student with head lice **cannot** attend school. The child must remain isolated at home until he has been adequately treated. Once a child has been treated for head lice, he has to be cleared by the school nurse before returning to class. Child Welfare and Attendance will be informed if a child misses school beyond the necessary time to rid a child's family of lice. If attended to properly, it is a short time process.

C. Communicable Diseases

If a child has any communicable disease, the parent shall obtain a note from a physician saying it is safe for the child to return to school. (Examples: Ringworm, Impetigo, Pink Eye, Chicken Pox, Scabies, Measles, Mumps)

Leadership Expectations

Our goal is to help our students discover the leader within them. We use student-led assemblies called Synergy Assemblies, conduct student-led parent conferences, and have students set and track academic, behavioral, and personal goals all as part of having students explore their leadership qualities. Because this is a core belief of our school, Bains Elementary maintains very high expectations of student behavior. We expect students to be respectful, kind, and helpful to all. We expect students to try their hardest and give their best each day.

DISCIPLINE

Education is a parental responsibility, only part of which is delegated to the school. In order to help create an atmosphere which encourages learning according to our school philosophy, it is necessary that certain levels of conduct and discipline be maintained. To achieve this end, certain guidelines are to be followed to enable the teacher and the student to be more comfortable with one another.

Our discipline is a system of rules that govern behavior and actions so that order and safety prevail. **Students will not be allowed to stop the teacher from teaching or prevent other students from learning.** Each classroom establishes rules, rewards, and consequences. There are also guidelines for out-of-class behavior, in the halls, bathrooms, cafeteria, and on the playground. The choice of behavior is the student's. Appropriate behavior will be rewarded; students may receive praise, special activities or positive phone calls or notes to parents.

Inappropriate behavior and poor choices will be met with consequences. The consequences consist chiefly of the withdrawal of privileges related to the offense(s) that negatively impacted the learning environment of the school or it will consist of extra assignments when deemed necessary.

*** Parents must be contacted during the school day to discuss discipline problems at times. Make certain the school is given information that assists with this when filling out the emergency form.**

*Since the school always has a responsible adult(s) on duty whenever the students are under the supervision of the school, Bains Elementary believes the opportunity for a student to have to resort to responding to force with force to protect himself will be for all practical purposes **NON-EXISTENT**.

Parents who encourage their child to fight are encouraging their child to break school rules.

Bains Elementary stands with the belief that nearly all problems or conflicts can be settled through discussion that evolves into an understanding that resolves the conflict; physical force is dangerous and is not a solution.

- A. A **participant** is one that does not avail oneself of the opportunity to escape from the situation, but willingly becomes actively involved. The school advocates that a student exercise the option to walk away. The **instigator** is one who starts the fight and is actively involved in the confrontation.
- B. Bains Elementary recognizes the need for self-defense, **only so long as it is necessary to protect oneself**; when the danger is past, resorting to violence is no longer sanctioned. Thus, the school only recognizes self-protection, not **RETALIATION**.
- C. It is the professional belief of the staff and administration at Bains Elementary School that our disciplinary plan will assist in providing a safer, healthier and happier atmosphere for your child to learn. **Review the rules with your child and insist that your child observe the rules and their consequences.** These rules apply to situations within and outside the classroom, halls, lunchroom, recess, buses, etc. The rules are divided into two categories - **MINOR INFRACTIONS** and **MAJOR INFRACTIONS** (automatic referral to the Principal or Assistant Principal).
- D. **Minor Infractions (For example)**
 Running in halls, lunchroom, etc.
 Excessively loud talking in classrooms, lunchroom and halls
 Gum chewing
 Inappropriate behavior in the lunchroom such as loud talking, playing with food, etc.
 Disobeying teachers
 Being late for class
 Failure to follow general classroom guidelines
 Name calling
 Classroom disturbances
 Obscene language or profanity in personal conversation
 Inappropriately dressed
 *Please note that this does not represent a complete list, just examples for reference

Consequences of Minor Infractions

First Offense -	Warning
Second Offense -	If a student receives 3 conduct marks in a day, they will be sent to the office for redirection and possibly a phone call home in an effort to be proactive in our discipline.
Third Offense -	If a student receives 4 conduct marks in a day, they will receive a Discipline Referral.

Teachers, Administration and staff reserve the right to write a discipline referral immediately after a behavior using their discretion.

B. Major Infractions (For example)

Damage to school property (Vandalism) including technology
Disrespect for teachers/staff such as refusing to follow a given direction
Obscenity directed at a particular person or group
Stealing
Inappropriate behavior at bus stop or on the school bus that may cause danger to another student
Indecent behavior
Bodily injury to students and/or staff
Threatening student(s) and/or staff
Leaving campus (unauthorized)
Possession of weapon (firearm, knife, or other)
Harassment (student(s)/staff)
Forging signatures
Leaving class without permission
Smoking
Possession or use of a vape
Use, possession, or distribution of drugs (without a written prescription from a doctor) or alcoholic beverages
Continuous violation of school rules
Habitual tardiness
Willful disobedience
Gambling
Having any form of tobacco while on campus
Vulgar and offensive conduct not tolerated by the norms of the community
Creating a disturbance on campus that is disruptive or threatening to the learning environment
Fighting (physical force is utilized)
Bullying-as identified by school investigation

Consequences of Major Infractions

Automatic referral to principal or assistant principal. These referrals may lead to After-School Detention, TOR, Alternative School setting, Saturday Detention, or to suspension, depending upon the gravity of offenses and repetitions of the behavior.

C. TOR

A student may be sent to the Time Out Room by the principal or assistant principals. TOR is a **disciplinary action** of removing a student from a scheduled class and placing him/her in an isolated, closely-supervised environment. The purpose is to modify the student's behavior without interrupting his/her educational training and time on task. **TOR WILL ALSO BE HELD SATURDAYS FOR STUDENTS WHOSE OFFENSES ARE OF SERIOUS MAGNITUDE OR FOR THOSE WHO HABITUALLY BREAK SCHOOL RULES.** The student is required to do **school work.**

TOR Regulations:

- Students assigned to TOR for one or more days must report to the office as soon as they arrive on campus each morning, but no later than 8:05 A.M.
- If a TOR student is unable to attend due to an emergency or illness, it will be the responsibility of the parent to notify the proper authorities (Principal or Assistant Principals) before 8:15 A.M. that day. TOR will then be extended and a normal absentee recorded for the day.
- TOR students will be counted as present for all days they attend the TOR room and will receive credit for all work done in the program.
- Students are required to bring all school books and materials needed to the TOR clinic. Work assignments will be assigned by the student's teacher and put in the TOR paraprofessional's box, sent to the office or sent directly to TOR.
- If a parent has any questions about the program, he/she must contact the proper school authorities (Principal or Assistant Principals) at 635-3272.
- **Students assigned to TOR will not be allowed to attend or participate in any activities during the school day while assigned to TOR.**
- A student may be assigned to TOR for a time period less than a day. An administrator may, during the school day on which an offense occurs, obtain an assignment from the student's teacher and walk the student to TOR that day. A letter will be sent to the parent that afternoon. Students assigned to TOR for one or more days will eat breakfast and lunch with the TOR paraprofessional (isolated from other students).
- Students that create behavioral problems while in TOR will be subject to additional punishment which could result in at-home suspension. This decision will be made by the Principal or her designee.
- The Principal or designee assigns students to TOR. Parents can expect to receive a letter or phone call the day before or the same afternoon on which a TOR detention occurs.
- Students assigned to TOR on Saturdays must report to West Feliciana High School for **8:00 A.M.** and be dismissed at **12 Noon.** Parents are held responsible for the child's transportation to and from the school. Parents must make arrangements for their child to report to TOR if assigned for a Saturday morning or the student may be suspended without the privilege of making up his/her work.
- Students are required to wear school uniforms during Saturday TOR.
- A student who refuses to go to TOR will be sent home, and on his return to school, must still fulfill the assigned time in TOR.

Sexual Harassment and/or Bullying

Sexual harassment and/or bullying at Bains Elementary will not be tolerated either on the part of any employee or student towards another employee or student within the confines of the school setting. Conduct in violation of this prohibition shall result in disciplinary action.

Security

The West Feliciana Parish Public School System is committed to ensuring the safety of students, employees, and visitors through effective policies and procedures, educational programming, and community involvement. The safety and security of all students and staff is our first priority. Our goal is to promote a safe, nurturing and welcoming environment. Therefore, we have installed security doors at the entry of Bains that will remain locked throughout the school day. Parents and visitors will be checked in by the receptionist. As a result, parents will no longer be able to walk students to their classrooms after the first week of school. Students may be dropped off at parent drop/parent pick-up or bus. We appreciate your cooperation in keeping our students and faculty safe.

The overall goals are:

- To create a safe environment conducive to learning by providing campus-wide patrol and surveillance
- Responding to various campus incidents and calls for aid
- Daily inspection of security systems, equipment, buildings and property

School Resource Officer Program

The West Feliciana School Resource Officer (SRO) Program places experienced law enforcement professionals at BLE, Bains, WFMS, and WFHS. The School Resource Officer (SRO) Program reflects a community partnership between West Feliciana Parish Schools and the West Feliciana Parish Sheriff's Office to ensure that our schools have safe, secure, and orderly learning environments.

The SRO provide a wide array of services. The officer acts as a law enforcement officer/safety expert, liaison to community resources, and educator. In addition to outlined duties/responsibilities (see appendix) **we are asking that they conduct home visits in order to secure contact information if the need arises.**

Lunch Program

No outside food or drink is allowed in the cafeteria. If would you like to eat with your child, please call and notify the office staff prior to your child's lunch time so that our cafeteria staff can prepare.

Special Diet Request

The school secretary, the food services manager, or the nurse may be contacted to receive a DIET PRESCRIPTION REQUEST for MEALS at SCHOOL FORM. When the form is returned correctly completed by the physician, the diet request will be forwarded to the Child Nutrition Department for evaluation. Until such a determination is made, parents may be required to send their child's meals to school. Diet prescriptions must be made each school year.

School Building Level Committee (SBLC)

The Bains Elementary School Building Level Committee is made up of five members. They meet once a week after school to assist the faculty with those students who are having difficulties in academics, behavior, social adjustment, health, and other areas that can prevent the students from doing "their best" in the classroom. Parents are always involved when the child is discussed. We feel that this cooperative effort of parents and teachers working together has contributed to the success of this program. Please, when contacted by the School Building Level Committee, respond quickly and keep all appointments.

Family Service Center

The Family Service Center is located in a wing adjacent to Bains Lower Elementary. Many services are provided for students of every age and their families, including:

Counseling

Family Literacy and Adult Education (adults and children)

Early Head Start (pregnant women and infants and toddlers)

Head Start (3-year-old children)

Parenting Education and Support (including programs for teens)

Health Education

Enrollment for Louisiana Children's Health Insurance
Staff Wellness
Salvation Army for emergency needs

There is no charge to you for these services. Funding is provided through federal, state and private grants and contracts. Please call the Family Service Center at 635-5299 for more information.

Student Insurance

Student insurance is available at no cost to parents. The first \$150.00 of Covered Medical Expenses incurred will be paid according to the Policy Schedule of Benefits in addition to the Insured's other insurance. Students who are not insured through a family policy will be insured for school hours. Families may purchase twenty-four hour coverage if they wish.

Reporting and Grading System

Report cards are sent home the Friday after each nine weeks period. Papers will be sent home a minimum of every two weeks. The administration encourages teachers to send papers home weekly. Parents should contact teachers any time that helpful, evaluative information, positive or negative, can be provided for understanding their child's progress. Parents, it is important to learn when to expect papers from your child, ask for them if not given, sign and return them immediately so that the communication between school and home can flow efficiently and effectively. **THE SCHOOL EXPECTS PAPERS TO BE SIGNED AND RETURNED. STUDENTS ARE HELD RESPONSIBLE FOR THIS DUTY, SO PLEASE MAKE CERTAIN YOU SIGN AND RETURN PAPERS IN A TIMELY FASHION.** If you do not receive your child's papers from school, contact the teacher and question your child. The teacher will do likewise if she/he fails to see that papers are returned. This is a two-way process. Help It Along! Help your child grow to be a **responsible** human being.

Subjects must be mastered at the grade level of participation. This minimum level of mastery will be measured by course objectives, teacher evaluations and mastery tests.

Communication

Communication between home and school is extremely important to the success of our students. Bains is committed to providing as many opportunities to make communication quick and easy for parents. Listed below are the multiple ways to communicate with the school:

- Email or phone: Parents can expect a response within a reasonable time frame.
- Apps: One-way texting feature for quick announcements and homework reminders
- Conferences: Please call the school office to schedule conferences. We cannot guarantee a teacher's availability without advanced notice.
- [Oncourseconnect.com](https://oncourseconnect.com): The school's information system that allows you to check grades and attendance.

Please remember to contact the school or your child's teacher should circumstances arise that could affect your child's performance at school.

Conferences - Parents/Teacher

Parents are encouraged to communicate with their child's/children's teachers throughout the year. Parent/Teacher conferences can be:

A. **Requested by Teacher:**

The teacher will send home a form requesting a conference, note such on the report card, or contact a parent by phone. Please respond to these requests and attend these conferences. They are very important to your child's progress in school. Notify the office if you cannot make it. It is important to make every effort to keep open communication going between the home and school.

B. **Requested by Parent:**

Parents should call the office for an appointment or contact the teacher. The teacher or a secretary will return the call and set up a time for the conference. **Do not expect to conference with teachers without making prior arrangements.** Valuable instruction time can be lost when a parent shows up unexpectedly. **Be certain not to go directly to a teacher's room without checking in at the office first.** The teacher will ask you for your Visitor's Pass.

C. **Student-Led Conference:**

Every child at Bains will conduct a student-led conference with a parent, guardian, or employee of our district. This is an incredible experience for parents to be part of and we ask you to be certain to attend at least one of these conferences. This is your child's time to share their accomplishments and goals. The teacher will provide scheduling options and parents can sign-up at their convenience.

Conferences will be scheduled during the school day at the teacher's planning time or before or after school when necessary if arranged in advance. Parents are welcome at school events and are encouraged to communicate with their children's teachers throughout the year.

Conference Expectations:

The goal of any parent/teacher conference is to share information that will result in increasing the student's academic, behavioral, and social/emotional achievement at school. To ensure this goal is met, the following expectations will be in place for all parent/teacher conferences:

- Please come with an open mind and be willing to listen to ideas and concerns.
- If you are concerned or worried about something, please share this information in a way that provides the teacher the opportunity to clear misconceptions or explain events that have occurred.
- Parents can expect teachers to have evidence of student's academics and behavioral decisions available for discussion at the conference.
- Yelling, use of profanity, making accusations or bringing up matters not related to the student will NOT be tolerated by the parent, teacher, or any other adult in the conference. If behaviors like these occur, the conference will immediately be ended.
- If the student (or any other children are present), only respectful behaviors and conversation will be permitted. If parents and teachers need to disagree or discuss a concern, the student (or other children) must be removed from the room.
- If a parent or teacher feels uncomfortable at any time, a member of the administrative team can end the conference. It will be up to the principal to determine how to move forward.

On Course Parent Portal

The **On Course Parent Portal** gives parents and students access to real-time information including attendance, grades, assignment descriptions, school bulletins. This gives everyone an opportunity to stay connected. Students stay on top of assignments, and parents are able to participate more fully in their student's progress.

You can access the **On Course Parent Portal** at the following site: [Oncourseconnect.com](https://oncourseconnect.com)

Contact the school office for your child's personal username and password.

The grading scale for Bains Elementary is:

A = 90 - 100 B = 80 - 89 C = 70 - 79 D = 60 - 69 F = 0 - 59

The **final average** should be determined by averaging all 4 nine weeks grades. When averaging the 4 grades, the number grades are averaged, and a student receives a letter grade based on the grading scale as listed above.

Homework Policy

Homework is a part of school life. It is the natural outcome of a child's experiences or activities which aid in developing independent study habits. Homework which helps a child gain a mastery of material or skills is to be endorsed. Additionally, it provides an opportunity to involve parents.

Homework Guidelines follow:

1st - 3rd graders - maximum 1 hour per day

4th and 5th graders - maximum 1 hour thirty minutes per day

Homework is to be given only in the amount that teachers will check or review. Credit, not grades, will be given for completed daily homework. If homework is not completed and turned in, the student will not receive credit. A percentage of completed homework turned in will count for part of the nine weeks grade.

Homework Assistance Services

HomeworkLouisiana (HomeworkLa.org), a service of the State Library of Louisiana, offers **FREE** online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies or English from a **live tutor**. The services can be accessed from Louisiana public library, from your home computer or from your mobile device.

Pupil Progression

The following criteria for promotion will be followed. This is not an arbitrary decision by the parent or teacher. The Teacher / Principal Recommendation point(s) is/are not assigned or withheld carelessly and will be decided in an educationally sound, evaluation manner. Parents, please note your child's report card as to whether he/she is working at grade level. Passing marks do not necessarily mean he/she is ready for the next grade if the student is achieving below grade level.

Criteria for Promotion:

Grade 1:

Each student must attain a minimum weighted score of 13 out of 16.

1. **Language Arts** - Attain a minimum grade of "S/D" 6 points

- | | |
|--|----------|
| 2. Mathematics - Attain a minimum grade of "S/D" | 4 points |
| 3. Science - Attain a minimum grade of "S/D" | 2 points |
| 4. Social Studies - Attain a minimum grade of "S/D" | 2 points |
| 5. Teacher/Principal Recommendation | 2 points |

Grade 2:

Each student must attain a minimum weighted score of 13 out of 16.

- | | |
|--|----------|
| 1. Language Arts - Attain a minimum grade of "S/D" | 6 points |
| 2. Mathematics - Attain a minimum grade of "S/D" | 4 points |
| 3. Science - Attain a minimum grade of "S/D" | 2 points |
| 4. Social Studies - Attain a minimum grade of "S/D" | 2 points |
| 5. Teacher/Principal Recommendation | 2 points |

Grade 3:

Each student must attain a minimum weighted score of 13 out of 16.

- | | |
|--|----------|
| 1. Language Arts - Attain a minimum grade of "S/D" | 6 points |
| 2. Mathematics - Attain a minimum grade of "S/D" | 4 points |
| 3. Science - Attain a minimum grade of "S/D" | 2 points |
| 4. Social Studies - Attain a minimum grade of "S/D" | 2 points |
| 5. Teacher/Principal Recommendation | 2 points |

The DIBELS Next will be administered to students at the beginning, middle, and end of kindergarten, first, second, and third grades. The assessment determines if the students require remedial reading instruction or intensive remedial instruction.

Grade 4:

Each student must attain a minimum weighted score of 13 out of 16.

- | | |
|--|----------|
| 1. Language Arts - Attain a minimum grade of "S/D" | 6 points |
| 2. Mathematics - Attain a minimum grade of "S/D" | 4 points |
| 3. Science - Attain a minimum grade of "S/D" | 2 points |
| 4. Social Studies - Attain a minimum grade of "S/D" | 2 points |
| 5. Teacher/Principal Recommendation | 2 points |

Grade 5:

Each student must attain a minimum weighted score of 13 out of 16.

- | | |
|--|----------|
| 1. Language Arts - Attain a minimum grade of "S/D" | 6 points |
| 2. Mathematics - Attain a minimum grade of "S/D" | 4 points |
| 3. Science - Attain a minimum grade of "S/D" | 2 points |
| 4. Social Studies - Attain a minimum grade of "S/D" | 2 points |
| 5. Teacher/Principal Recommendation | 2 points |

- Yearly averages are determined by adding the numerical grades of the two semesters. If the average of the two semesters is equal to or greater than 67, the student receives the total pupil progression points for that course (even if he/she fails one semester).
- If a student's yearly average is less than 67, but he/she passes one of the semesters, the

student receives half the pupil progression points for that course.

- If a student's yearly average is less than 67, and he/she failed both of the semesters, the student receives 0 pupil progression points for that course.

Special Education & Grading

Students receiving special education services less than 180 minutes must address regular standards for the time they are in the regular education program.

Students who are in special education classes for more than 180 minutes must achieve 70% of their short term objectives based on their individualized educational plan.

Balloons, Flowers, and Baked Goods

The school cannot handle the delivery of balloons, flowers, gifts, etc. to students during the school day. Please DO NOT have such deliveries made to the school. The school will not be responsible for delivery, and classes will not be disturbed for such deliveries. The school bus drivers will not allow balloons, flowers, etc. to be brought on the bus.

No home baked goods will be allowed to be sold or given out to students during a school event or on school campus at any time. **Baked goods MUST be store bought and individually wrapped.** The packaging cannot be tampered with in any way.

Elevator

The elevator is only for the use of disabled or injured students **WHO HAVE SUBMITTED A DOCTOR'S NOTE TO THE SCHOOL NURSE or as noted on their IEP/504 plan.** Only an administrator or the school nurse may authorize the use of the elevator.

EMERGENCY EVACUATIONS

A. Shelter Guidelines:

If advised to take **Shelter**, teacher's will:

1. Have students report indoors to their respective classroom if they are presently outdoors. Time permitting, all classes will report to their homeroom. Students will be calmly informed of the situation as it was explained to teacher.
2. Remain with students indoors and close all windows and exterior doors.
3. The teacher will take roll and maintain a record of those students in his/her classroom for the duration of the emergency.

No student shall be released to a parent or guardian without the concurrence and knowledge of the principal.

4. Only those restrooms within the interior of the school building which do not require exposure to the outdoors will be used if the situation necessitates. Students shall always be accompanied by an adult.
5. Telephones will be used only if it is absolutely necessary. Lines will be left open for official use.

6. Remain indoors until you receive official notice that it is safe to go out or you are instructed to evacuate.
7. If you must go outside, protect your breathing. Place a damp cloth over your nose and mouth. Fold the cloth several times.

B. **Tornado Procedure:**

The following actions should be taken in case of a tornado warning and/or spotting:

1. Spotters may be posted to watch for a possible approaching tornado.
2. If a tornado is spotted the warning alarm will be sounded.
3. The warning alarm will be distinctively different from the fire alarm. **A TORNADO ALARM WILL BE A CONTINUOUS RING OF THE SCHOOL BELL.**
4. Open all windows and doors.
5. If a classroom is next to a restroom or vacant room, the student in the second seat from the door shall check that room. If anyone is in the room, he/she will be instructed to proceed with the group to the shelter area or assembly point.
6. The student in the seat nearest the door will open and lead students in to the hallways and corridors. The teacher will accompany the group and take her class roll book with her.
7. Move quickly, without running; quietly, without talking.
8. Keep calm, regardless of the situation. Listen for instructions.
9. Assume positions of best protection.
 - a. Sitting down with knees up, head down and hands over head.
 - b. Kneeling with hands covering head.
10. The group shall stay together until authorized to move back to the classroom or elsewhere.

C. **Nuclear Disaster**

Sirens will sound for about three (3) minutes and may be repeated several times throughout an emergency. When the siren is heard the following steps will be taken:

1. All students and staff will go indoors.
2. Officials in charge, Civil Defense, will tell us what to do.
3. All windows and doors will be closed, heating or cooling system will be turned off, and only after receiving official notice that it is safe will we go out.

4. If an emergency should occur while schools are in session, school officials will make every effort to release school early if time permits. If your children's school is required to evacuate to a safer place, they will be the first to move. Their teachers and other adults will take them to the BR river Center. You will be told by WJBO - 1150 AM or WFMF 102.5 FM that your children have been taken to their reception center. Do not go to your children's school to pick them up; that could delay their move to a safer place. School officials will take special care of your children. Do not try to call your children's school. The phone lines will be needed for official business.
5. If asked to leave the area, students and staff will be bused to the BR River Center in Baton Rouge. Their family members will meet up with each other.

POLICY NOTIFICATION

The West Feliciana Parish School Board adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, religion, age, natural origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973) and political affiliation or belief, in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact Georgia Dudley, Title IX Supervisor at (225) 635-3891.

Activities Experienced at Bains

Accelerated Reader: Students choose a book from a particular range of difficulty based on their performance, and take a computerized comprehension test. They earn points based on the score achieved.

Adopt-A-Class: Local businesses and individuals are encouraged to support our school by adopting a class for the school year. Any money donated is used to enhance instruction in various ways in each class.

Ancillary Opportunities: Students at Bains have several additional learning opportunities beyond their core classes. Classes include Art, Music, Library, STEM, and Free Play for 1st, 2nd and 3rd graders. Classes include Art, Music, Library, Spanish, and STEM for 4th and 5th graders.

Bains' Best: Students who earn an A in conduct and home responsibilities are recognized and awarded each nine weeks and with "mini-celebrations" throughout the nine weeks. It pays to have excellent conduct.

Classroom Reading Incentives: Each classroom teacher develops ways to encourage, promote, and reward students for recreational reading.

Components of Effective Reading Program: Fluency, Phonics, Phonemic Awareness, Comprehension, Vocabulary, Writing, and Oral Language.

Digital Literacy Program: A program for students to develop and build basic computer operating skills, word processing, and multimedia tools.

Field Day: This fun-filled day is used to promote physical activities for students with friendly classroom and grade level competition. Field Day includes classroom relays, prize booths, a goodies stand, and presentations to promote physical well-being. Parent volunteers play a major role in the success of this program.

Field Trips: Field trips will be taken at the discretion of the classroom teacher. All school rules and regulations apply when away from the school site. Students are not allowed to be "checked out" from the field trip. All students must return to campus and be checked out through the attendance office. Costs of field trips vary.

G.I.T. Get It Together: Students are sent to the G.I.T. Room in order to make up tests and /or gain control of their emotions / behavior.

Guest Readers: Our school encourages volunteers to read to our students. This time can be pre-arranged with teachers.

Luminous Leaders: Students are invited to apply to be part of the Luminous Leaders. This group of students lead our school in all leadership activities. They provide school tours, lead Synergy Assemblies, conduct meetings, review the suggestions from the suggestion box, and make presentations to better the school to administrators.

Mardi Gras Parade and Fun Fest: Each homeroom is responsible for a float to represent their class in the Mardi Gras parade. Fun Fest will be a time where various food items are sold.

Math Challenge: Math challenge competition is held each nine weeks. The top math student from each class competes at grade level. Winners are based on speed and accuracy.

May Celebration: A celebration for fifth graders is held during the last week of school to celebrate their move to the Middle School. Fifth grade recognitions are made at this program.

Prime Time: 45 minutes daily where students, based on their individual needs, receive intervention or enrichment.

Recognition Program- A celebration of learning will occur at the end of the year to award students in grades 1st through 4th for academic excellence and for winning Math Challenge, Good Citizen, Bains Best, and the Lindsey Award.

Reading Intervention: Reading Intervention is a reading group that addresses the needs of students that have been identified as at-risk for reading difficulties according to the DIBELS Next assessment. Reading intervention instruction is planned to start the child at his/her level and fill in the missing component, so that the reading difficulty is diminished by the end of third grade. The key components to reading intervention are the analyzing of DIBELS Next to address each student's specific weakness in one of the areas of the five components of reading, on-going assessment of student's progress to direct instruction, and on-going staff development. Through intervention students can build the confidence to become successful in the classroom because they start seeing themselves as readers.

Student-Led Conferences: All students have a minimum of one student-led conference with an important adult in their life. Students use the data they have been monitoring in their Leadership Notebook to share in their conference.

Synergy Assemblies: At the end of each nine weeks, students lead the entire school in a celebration of our school- and grade-level accomplishments.

Traditions- Each grade level has a tradition that makes Bains special. 1st grade-Book Character Parade; 2nd Grade-Mother's Day Tea; 3rd Grade- Dancing with Dear Ones, 4th Grade-Picnic with Parents; 5th Grade- Fall Fest

Zearn: This math supplemental curriculum is a web-based program that allows students to solve rigorous math problems through an online platform. The program has built-in hints, videos, and interventions to support students.

Universal Screeners: In order to have the best picture of what our students know, we give Universal Screeners 2-4 times each year. This data is not included in their grades on report cards. It is strictly used to inform teachers of each student's progress and identify areas he/she may need additional support. Our screeners for ELA are the NWEA MAP and DIBELS for 1st through 3rd graders. Our screeners for math are NWEA MAP. This data can be made available to parents upon their request.

BAINS PARENT INVOLVEMENT POLICY

STATEMENT OF PURPOSE

Bains Elementary encourages parental involvement and participation in the administration of the school's mission statement and objectives. We strive to always have an open-door policy which allows for parental input in all areas of school life at any time. We have a very active PTL, Parent Teacher League; which meets quarterly with the principal to discuss matters of concern and upcoming events and programs.

BASED ON THE LATEST NEEDS ASSESSMENT THE FOLLOWING STRATEGIES HAVE BEEN IMPLEMENTED

- I. District Parent/Community Involvement Plan and School-Parent Compact are distributed to parents and students in the Student/Parent Handbook, which is made available on the district and school websites at the beginning of the school year. Teachers review the handbook and policies with the students at the beginning of the year. Parents are asked to read and discuss the handbook with their children and sign and return the acknowledgement form.
- II. Information about school policies and involvement opportunities are communicated through direct parent contact by the following means:
 - A. Open House will be held the day before students return to introduce all teachers to the community and discuss policies, procedures, curriculum and other important school matters. Students will meet their teachers, visit their classrooms, and can pay supply fees and bring school supplies.
 - B. Conferences are encouraged and held at the requests of parents, teachers, or administrators.
- III. Annual and regular meetings of parents will be convened to discuss school wide or targeted assistance programs, including their right to be involved in the school plan.
 - A. An open forum for parents and community members is conducted by the Elementary Supervisor annually.
 - B. Parents/community members are asked to serve on committees as needed.
 - C. Parents are invited to two evening meetings (one in the fall and one in the spring) to involve parents in their child's learning. Such events as Family Night, State Testing Awareness, and Celebrate the Arts Night are planned and held to provide fun and engaging activities for parents and students.
- IV. Parents will be provided information on school performance, students' individual assessment, and school curriculum.

- A. Each parent receives his/her child's state assessment results.
- B. The district's web site provides information on staff, individual school calendars, standardized testing information, and other important school announcements.
- C. Parents can access their child's grades online.
- D. Superintendent Milton's Monday Memo.
- E. Every homeroom teacher sends a weekly newsletter home that keeps parents informed of the units of study, skills, and concepts being taught and activities scheduled.

V. School-Parent Compact

PARENT/TEACHER LEAGUE (PTL)

The Parent/Teacher League (PTL) of Bains Elementary is an independent organization, committed to uniting parents and teachers for the betterment of our education system. The PTL is not affiliated with Parent Teacher Association (PTA), and therefore is not governed by National and State guidelines. This freedom allows us to develop projects that are specific to the needs of our students and faculty here in West Feliciana. Membership dues are used solely for PTL endeavors! This means that 100% of your money is used for the benefit of our own children and for the enhancement of the education received at Bains.

Membership

Membership in Bains Elementary Parent Teacher League is open to anyone who desires to promote the best in quality education for the children at our school. Your participation is welcomed, encouraged, and needed. As an added bonus, the class with the highest PTL membership will win a Popsicle Party. Your membership counts for each of your children and if both parents join that counts as two memberships for each of your children.

Meetings

The PTL will meet quarterly to discuss business, give updates on current projects, and announce upcoming events. The meetings are open to all interested parties. Please make every effort to attend our meetings. These meetings are your chance to voice ideas and suggestions that will enable us to provide our children with the best education possible. We look forward to your participation. Feel free to contact any of our officers if you have any issues and concerns to bring before the PTL. Your input and support is important to the success of the program, and your ideas are certainly welcome.

Volunteers

The PTL will need many volunteers to aid in school endeavors this year. The Bains PTL is very effective because of volunteers and parental support.

NOTICE FOR DIRECTORY INFORMATION

Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that the West Feliciana Parish School System (WFPSS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, WFPSS may disclose appropriately designated "**directory information**" without written consent, unless you have advised the WFPSS to the contrary in accordance with WFPSS procedures. The primary purpose of **directory information** is to allow the WFPSS to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (20 U.S.C. § 7908; 10 U.S.C. § 503(c))

If you do not want the WFPSS to disclose any or all of the types of information designated below as **directory information** from your child's education records without your prior written consent, you must notify the WFPSS in writing by September 18, 2025.

Please send your written notice to: the principal of your child's school:

Elizabeth Bristow. – Bains Lower Elementary
Brittney Rosenbach – Bains Elementary
Brian Cutrer – West Feliciana Middle School
Karolyn Taylor – West Feliciana High School

The WFPSS has designated the following information as **directory information**:

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Current Teacher**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**

- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user**
- **A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.**

For further information about this notice, please contact: Leslie McClure
mcclurel@wfpsb.org
635-3891

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 calendar days after the day the West Feliciana Parish School System (WFPSS) receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the WFPSS to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a

disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the WFPSS will disclose education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the WFPSS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))
- Information the WFPSB has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))