

# West Feliciana High School Student/Parent Handbook 2016-17



West Feliciana High School  
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**Nondiscrimination Statement:**

**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, or national origin (Title VI the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact Beverly Grant, Title IX Supervisor at (225)635-3891.**

# WEST FELICIANA HANDBOOK

## GENERAL INFORMATION

### Welcome

We welcome you as a student to our school. As a citizen of this school and of this community, you will follow the rules that are established for the well-being of the entire student body. Be proud of your school. Take good care of it and feel free to make constructive suggestions for improving it. As a school citizen, you must behave properly. You will have the opportunity to learn necessary and useful skills for the future. As a new student, you may find some things unfamiliar at first, but you will soon become accustomed to them.

### To Student

You must read the handbook carefully and consult with teachers and administrators about any part you do not understand. Knowing and understanding the contents of this booklet will help you not only enjoy your school days more, but also to be a better citizen of West Feliciana High School. Any situation that is not covered in this student-parent handbook will be decided by a **member of the administrative staff of West Feliciana High School.**

As a student you should:

- attend all classes daily
- be punctual
- be prepared with appropriate materials
- be respectful of all individuals and property
- be properly dressed and groomed
- abide by all rules and regulations
- conduct yourself in a respectful, responsible manner and
- **be where you are supposed to be, when you are supposed to be there, doing what you are supposed to be doing**

### To Parent

All of us at WFHS have the same goal for your children as you do: to give every one of them the opportunity and the guidance needed to realize their highest potential. To accomplish that goal, full cooperation between home and school is essential. The following statements are to help you make the fullest possible contribution to your child's success in school:

- **maintain regular communication with the school regarding academic progress and conduct**
- **ensure daily attendance; call the office to report any and all absences.**
- **assure your child's proper dress and grooming**
- **maintain current home, work, and emergency telephone numbers and other emergency information**
- **require a report card/progress report at the end of each nine-weeks period**
- **please do not telephone students during school hours. Contacting a student on his/her cell phone could result in disciplinary action for the student.**
- **read and familiarize yourself with the contents of this handbook.**

## **Conflict Resolution**

Conflicts occur in a school setting in spite of our best efforts to avoid them. Sometimes these conflicts are a result of a misunderstanding or a lack of communication or poor judgment or an honest mistake. Our goal is to avoid these problems whenever, and wherever possible. When they do occur we would like for the following steps to be followed:

- Student conference with teacher
- Parent conference with teacher/counselor/assistant principal
- Parent conference with Principal

## **Philosophy**

The purpose and responsibilities of the school are to teach students the democratic principles and to equip them with the essentials that will permit them to live a happy, successful, useful, and abundant life in our democratic society.

Students will be given opportunities to think logically and to express themselves. They will be offered guidance to enable them to make wise decisions, and encouragement in order to realize their capabilities and limitations.

Students will be provided with programs that will allow them to mature academically, physically, and emotionally, and which will enable them to show leadership, creativity, initiative, teamwork, and cooperation. Students will also be encouraged to take pride in, and show respect for their school, their community, their country, and themselves.

## **School Objectives**

The general objectives of self-realization, healthy relationships, civic responsibility, and economic efficiency are accepted by the faculty at West Feliciana High School. The curriculum and extra-curricular activities are planned to these ends.

In order to prepare individuals for the competitive society in which they live, we must evaluate the progress made toward certain goals. The following statement of specific objectives is imperative to such an evaluation:

- To help all students develop basic computation, reading, and communication skills that will enable them to function in the community.
- To maintain a disciplined environment in which teachers and students will be able to work efficiently.
- To provide counseling and classroom activities that will assist students in making wise career choices.
- To provide a sound testing program that will assist students in assessing their capabilities and limitations.
- To communicate with parents frequently for the purpose of achieving closer cooperation with teachers.
- To promote the high qualities of citizenship by teaching individual responsibilities, and cooperation through class work in civics, project work, band and choral activities, competitive sports, and student social activities within the school.
- To give basic training in reasoning through class work in mathematics, culinary, agriculture, industrial arts, and business education, and to acquaint young people with the biological and physical principles which govern the world in which they live.
- To stress in all class work, legible writing, clear speaking, good sentence structure, accurate spelling, and accepted forms of punctuation and capitalization, in order that the student be properly prepared to communicate effectively in the world, and as a citizen.
- To teach the importance of health, safety, and sanitation through classes in physical education, general science, agriculture, biology, services of the cafeteria, athletics, and the sanitation and safety

measures taken in the school plant.

- To prepare young people for leisure-time activities in later life by offering worth-while examples in physical education, band and choral activities, arts and crafts, library, intramural and competitive sports, and other student activities.
- To develop salable skills, understanding, and attitudes of respect for one's peers and for cultural ideas different from one's own, which make the worker an intelligent and productive participant in economic life.
- To encourage perseverance, persistence, and resilience in our young people by offering worth-while examples in physical education, band and choral activities, arts and crafts, library, intramural and competitive sports, and other student activities.

## **Our Beliefs**

1. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
2. Students learn best when they are actively engaged in the learning process.
3. Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
4. Teachers, administrators, parents, and the community share responsibility for the school's mission.
5. A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
6. A safe and physically comfortable environment promotes student learning.
7. Students' learning needs should be the primary focus of all decisions impacting the work of the school.
8. All students can learn.

## **Our Purpose**

*Student Success: Learning today, Leading tomorrow!*

## **ATTENDANCE**

Regular attendance is not only a matter of state law, but is essential for success in your school work. While enrolled at West Feliciana High School, your number one job is attending classes regularly and fulfilling all class requirements. Regular and punctual attendance is a habit and should be cultivated early in your career. Excessive absences will negatively affect class performance and grades. Truancy may result in the suspension of privileges and/or extracurricular activities.

**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/>).**

### **Types of Absences**

A. The days absent for elementary and secondary school students shall include non-exempted, excused; exempted, excused, unexcused absences and suspensions.

B. *Non-exempted, excused absences* are absences-incurred due to personal illness or serious illness in the family. These absences need to be documented by acceptable excuses, including a parental note. These absences DO COUNT toward truancy; however the student will be allowed to make up work and tests, and receive credit for work completed, and receive credit for a course and/or school year completed.

C. *Exempted, Excused Absences*—absences which are not considered for purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

D. *Unexcused Absence*—any absence not meeting the requirements set forth in the excused absence and extenuating circumstances definitions, including but not limited to absences due to any job (including

agriculture and domestic services, even in their own homes or for their own parents or tutors) unless it is part of an approved instructional program. Students shall be given failing grades in those days missed and shall not be given an opportunity to make up work.

E. *Suspension*—a non-exempted absence in which a student is allowed to make up his work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence is considered when determining whether or not a student may or may not be promoted, but is not considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:226, R.S. 17:235.2, and R.S. 17:416.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1274 (June 2005), amended LR 36:482 (March 2010), LR 37:1127 (April 2011), LR 39:2206 (August 2013).

**In addition, students with excessive absences must attend a hearing with the Supervisor of Child Welfare and Attendance as mandated by “No Child Left Behind”.**

### **Perfect Attendance**

In order to achieve perfect attendance, a student cannot miss any part of any class period except to participate in a school activity or field trip.

### **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 three (3) days of the students return to school.

### **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.

### **Checking In**

**All late arrivals must check in at the attendance office immediately upon arrival on campus. Any student arriving during first hour, but after 8:00A.M., must be accompanied by a parent, or the parent must have notified the attendance office before the student arrives on campus.** Students will not be

allowed to check in after first hour unless accompanied by a parent, or by having a doctor's or dentist's excuse (exception for seniors with no 1<sup>st</sup> hour). Students enrolled in a first hour study hall must adhere to regular attendance requirements. 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 here and cannot leave the campus until the school day is over, or he/she officially checks out.

## **Checking Out**

West Feliciana High School is a closed campus. Students may not leave the campus before the end of the day without doing so officially. Students may check out only in the custody of their legal guardian or after the office has obtained permission from their guardian. No other person can check a student out of school without the permission of the legal guardian.

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, reason, and a phone number where they can be reached. **This note should be brought to the attendance office before the start of school.**

Students checking out for any other reason may not return to campus for the remainder of the day.

**Students will not be allowed to check out, and then check back in later in the day, other than for medical appointments, funerals, or with administrative permission.**

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. Phone check outs will be limited to emergencies only. Any student who checks out must depart immediately. A note must be produced at the time of check-out or upon return to school.

## **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:

- 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
- extended hospital stay in which a student is absent for three or more consecutive school days as verified by a physician or dentist
- 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
- 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
- observance of special and recognized holidays of the student's own faith
- 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

## **TARDY POLICY**

**Tardiness** – Teachers will record tardies in Power School in each class. A student is considered tardy if he or she is not in the classroom when the tardy bell rings. Teacher must tell students when they mark the students tardy. After the 4<sup>th</sup> tardy, the teacher will have the student sign a form, acknowledging this warning and the fact the next tardy will be a referral.

Tardy Consequences:

- 2<sup>nd</sup> – Teacher warning, student signs tardy report and teacher calls parent
- 3<sup>rd</sup> - Teacher sends a referral to the office. Student receives after school detention or 2 days lunch detention
- 4<sup>th</sup> – Saturday detention
- 5<sup>th</sup> – In school suspension
- 6<sup>th</sup> – Parent conference and in school suspension or out of school suspension if parent conference cannot be held.
- 7<sup>th</sup> Tardy – Out of school suspension

**If tardies persists, additional disciplinary action will be issued.**

## **ACADEMICS**

### **Accelerated Mathematics Program**

Students receiving a Carnegie Unit in Algebra I in the 8<sup>th</sup> grade are expected to continue the accelerated mathematics program in grades 9 through 12.

Students who complete Algebra I in the 8<sup>th</sup> grade with a B or better will receive a “P” (**Proficient**) on their transcript. Students must begin the Accelerated Mathematics Program in 7<sup>th</sup> Grade.

### **Foreign Language Eligibility:**

In order for a student to be eligible to be enrolled in a foreign language course in grades 9 and/or 10, the student must have earned a “B” average or better in English the previous year.

### **ACT Series Assessment**

- **All Freshmen are required to take the Aspire test.**
- **All Sophomores are required to take the Pre ACT test.**
- **All Juniors and Seniors are required to take the ACT in March as part of Louisianas mandatory testing program.**
- Juniors who took Algebra II their sophomore year may want to take it earlier.
- Students may get testing dates and online registration information in the guidance department. The ACT test is given at West Feliciana High School in October, and June. The school ACT code is 192-615. The test center location code is 184280. To have the ACT score reported to the state department for TOPS, use code 1595.

## **Athletic Eligibility**

### **Grading Scale**

4.0 - 3.5 A

3.49 - 2.5 B

2.40 - 1.5 C

1.49 - .5 D

.49 - 0 F

## **NCAA Eligibility**

Students interested in participating in collegiate athletics must register with the NCAA Clearinghouse. There are minimum ACT, core curriculum, and GPA requirements that must be met. Students are responsible for making certain that all Clearinghouse information is submitted and that all other requirements are met. This information is available online at [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

## **Advanced Placement and Honors Classes Grading Policy/Pre-Requisite**

Extra quality points will be awarded for honors and advanced placement courses **pending the completion of the Advanced Placement examination**. No extra quality points will be awarded if advanced placement examinations are not completed. The grading scale for those courses will be the same as for other courses. However, an extra quality point will **only** be awarded for a grade of “C” or higher.

## **Calculation of Grade Point Average**

The grade point average (GPA) is very important for students. It is used for determining graduation honors. Please note that EVERY semester grade (1<sup>st</sup>, 2<sup>nd</sup>, Summer) is used in calculating cumulative GPA for grades 9-12. Cumulative GPA is determined in the following manner:

Total number of quality points earned in grades 9-12 divided by total number of grades earned each semester in grades 9-12

Semester GPA is determined in the following manner: Total number of quality points earned during semester divided by total number of grades earned for the semester

## **Grading Policy**

Grading periods will be on a semester basis. Students will receive a report card at the end of each semester. Progress reports will go out at the end of the 1<sup>st</sup> and 3<sup>rd</sup> nine weeks. The grading scale is as follows:

A - 93-100

B - 85-92

C - 75-84

D - 67-74

F - 66-below

These marks are derived from the cumulative grades earned by the student during the grading period. Only two grades will be given; one at the end of each semester. A numerical average will be assigned for each semester for the report card. The letter grade equivalent will be used on cumulative records for determining the grade point average. Semester grades of .5 and above will be rounded to the next whole number. For example, 64.8 rounds to a 65 but a 64.4 remains a 64. Grades 9-12 are on a semester system. A ½ Carnegie Unit is earned for completion of each semester passed (minimum grade of “D”). In order to receive one credit for a course, both semesters must be passed. If a semester is not passed, it must be repeated. Semesters are not averaged together.

## Quality Point Calculation

Quality points are earned in the following manner:

Grade	Honor/AP classes	Regular classes
A	5	4
B	4	3
C	3	2
D	1	1
F	0	0

Students may repeat a course which they previously passed in order to improve their knowledge or skill in a particular class, with the approval of the administration. However, the grade(s) and credit received in the course the first time it was taken will be the official grade(s) and credit recorded on the transcript. Students will receive grades for the repeat course, but cannot count the repeat course for credit. All grades received in a course will be computed in the student's overall grade point average.

An additional quality point is given for each letter grade beyond a "D" for grades which are earned in honors and advanced placement courses. For these courses the following values are given:

- A - 5 quality points
- B - 4 quality points
- C - 3 quality points
- D - 1 quality point
- F - 0 quality points

## Calculating GPA for Transfer Students

When calculating the grade point average for students who transfer into the system, extra quality points will be accepted only in those courses in which they are awarded at West Feliciana High School.

## Schedule Change

Schedule changes cannot be made after the second full week of the semester (10th day), without the administration's approval.

## Early Graduation

Students may be eligible for Early College Admission or Dual Enrollment provided they meet the criteria outlined in the **WFPSB Pupil Progression Policy**. The School Building Level Committee will review any evidence of extenuating circumstances provided by a parent/guardian, and will make a recommendation to the principal.

## Foreign Exchange Student Policy

As a participant in the Foreign Exchange Program, West Feliciana High School has established the following guidelines for agencies and host families. Students will be accepted only under these conditions:

- No more than three exchange students per school year will be admitted.
- Students will be admitted for cultural exchange only. Credits will not be awarded toward a Louisiana High School Diploma. A student's home school will make the determination whether or not to accept the course work for credit toward a high school diploma or certificate in the student's home country. EXCHANGE STUDENTS WILL NOT BE ALLOWED TO PARTICIPATE IN COMMENCEMENT/GRADUATION EXERCISES.
- Students, regardless of grade placement in their home country, will not be placed in any grade higher than grade 11.
- Students who have graduated from high school in their home country will NOT be accepted as an exchange student.

- It is the responsibility of the agency placing students with a host family to contact the school prior to such placement. West Feliciana High School has the authority to accept or reject any applicant.
- Exchange students will be accepted only under the conditions noted above.

### Online/Correspondence Courses

Correspondence/online courses are designed for those students who need to remove academic deficiencies in order to meet high school graduation requirements and for acceleration. The following guidelines for correspondence course work are effective for students in grades 8-12:

- Students may enroll in a correspondence/online course only after the student and parent consult with a counselor and the principal, and the principal grants approval.
- Core courses offered at WFHS must be taken at WFHS unless the student has an approved Early Graduation Plan or the course has already been attempted.
- Seniors enrolled in correspondence/online courses must complete all course work no later than April 24.
- Grades and credits earned must be received at the school no later than the last day senior grades are due to be turned in to the guidance office. Grades received after that date for courses needed to graduate will not be considered, and students **WILL NOT** be eligible to participate in the graduation ceremony.

## **GRADUATION**

The administration reserves the right to deny participation in graduation to students who may be deemed disruptive to the ceremony. Anyone attending graduation must have a ticket.

**Inclement Weather:** The principal has the authority to change the time, place, and date of graduation in the event of unforeseen weather conditions. Your graduation planning should allow for delays of graduation up to a week.

**Graduation Requirements:** Students must meet the graduation requirements specified by his/her pathway and/or diploma track. The pathway and diploma track requirements are available in the guidance office. **A student must pass with a Fair or better on the following EOC Tests: Algebra I or Geometry; English II or English III; Biology or American History to be eligible for and participate in graduation.**

**Graduation Speakers:** The West Feliciana Student will deliver the main student address. The Welcome and Farewell will be delivered by the two students chosen as 2<sup>nd</sup> and 3<sup>rd</sup> in the student of year competition.

LOUISIANA JUMPSTART CAREER CURRICULUM  
FOR GRADUATING CLASS OF 2018 & BEYOND

<b>JUMPSTART CAREER CURRICULUM</b>		
<b>EARNED CREDIT</b>	<b>COURSES</b>	<b>CREDIT NEEDED</b>
	<b>English</b>	<b>4</b>
	English I	1
	English II	1
	Technical Writing	1
	Business English	1
	<b>Math</b>	<b>4</b>
	Algebra I	1
	Geometry, Algebra II, Math Essentials, Financial Literacy or Business Math	3
	<b>Social Studies</b>	<b>2</b>
	Civics	1
	American History	1
	<b>Science</b>	<b>2</b>
	Biology	1
	Physical Science	1
	<b>Physical Education/Health</b>	<b>2</b>
	Physical Education I or JROTC I	1
	Physical Education II or JROTC II	.5
	Health (JROTC I and II will substitute for .5 Health)	.5
	<b>Electives</b>	<b>9</b>
	*Shall include minimum courses required to complete Career/Technical Jumpstart Pathway with required certification.	9
	<b>TOTAL CREDITS</b>	<b>23</b>

LOUISIANA TOPS UNIVERSITY DIPLOMA CURRICULUM  
FOR GRADUATING CLASS OF 2018 & BEYOND

LA TOPS UNIVESITY DIPLOMA CURRICULUM		
EARNED CREDIT	COURSES	CREDIT NEEDED
	English	4
	English I	1
	English II	1
	English III	1
	English IV	1
	Math	4
	Algebra I	1
	Geometry	1
	Algebra II	1
	Pre-Calculus, Calculus, Prob & Stat, Functions & Stat, Adv. Math	1
	Social Studies	4
	Civics	1
	American History	1
	World History, World Geography	2
	Science	4
	Biology	1
	Chemistry	1
	Physics, Biology II, Chemistry II, Environmental Science or Physical Science	2
	Physical Education/Health	2
	Physical Education I or JROTC I	1
	Physical Education II or JROTC II	.5
	Health (JROTC I and II will substitute for .5 Health)	.5
	Fine Arts	3
	Foreign Language	2
	Fine Arts Survey, Art, or Music	1
	Electives	3
	Electives (3 credits)	
	<b>TOTAL CREDITS</b>	<b>24</b>

The Louisiana TOPS University Curriculum represents minimum graduation requirements.  
It may not be the same as the TOPS Core Curriculum requirements for college admissions  
and/or the TOPS Scholarship.

Beginning with students entering the 9<sup>th</sup> grade in 2014-2015 and graduating in the 2017-2018 school year and thereafter, the calculation of the TOPS Core Curriculum grade point average (GPA) will use a five- (5.00) point scale for grades earned in certain designated Advanced Placement (AP) courses; International Baccalaureate (IB) courses; Gifted courses; Dual Enrollment courses, Honors courses and Articulated courses offered for college credit by the Louisiana School for the Math, Science and the Arts used to complete the TOPS Core Curriculum. The courses currently designated to be calculated on the 5.00 point scale can be viewed at <https://www.osfa.la.gov/5scale>. At this time, BESE and the Board of Regents have not designated the Honors or Articulated courses that will be calculated on the five- (5.00) point scale. For the designated courses, five quality points will be assigned to a letter grade of “A”, four quality points will be assigned to a letter grade of “B”, three quality points will be assigned to a letter grade of “C”, two quality points will be assigned to a letter grade of “D”, and zero quality points will be assigned to a letter grade of “F”. Note that students earning credit in courses graded on the five (5.00) point scale may earn a grade point average on the TOPS Core Curriculum that exceeds 4.00.

## WHAT IS TOPS?

Louisiana's Taylor Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships for Louisiana residents who attend a Louisiana public college or university or LA community and technical college. TOPS has four award components. See a counselor for eligibility and renewal requirements of each award.

## HOW AND WHEN TO APPLY FOR TOPS?

To apply for all TOPS awards a student must submit the Free Application for Federal Student AID (FAFSA) for the academic year beginning in October of his/her graduation year. For example, if a student will graduate from high school this year, submit next year's version of the FAFSA. The name of a Louisiana postsecondary school must be listed for the application to be considered. An abbreviated FAFSA may be filed in its paper form by students who do not qualify for federal grant aid. The FAFSA may be filed beginning in October, and should be received by May 1 for priority consideration and, to avoid penalties, must be received by the final state deadline of July 1.\* A FAFSA form may be obtained by calling the Office of Student Financial Assistance at (800)259-5626, Ext. 2012 or a student may apply over the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

\*A qualified student who enlists in the Armed Forces within one year of graduation from high school must enroll in an eligible college within five years of the date of graduation or within one year of separation from active duty, whichever is earlier. The veteran must not have been discharged with an undesirable, bad conduct or dishonorable discharge. A student, who meets these requirements and did not previously apply, must file a FAFSA within one year of separation from active duty.

## APPLYING FOR TOPS

There is no application for TOPS. To qualify, **three components are necessary:**

- Complete TOPS Core Curriculum with the minimum GPA required
  - 2.5 on TOPS Core Curriculum for Opportunity
  - 3.0 on TOPS Core Curriculum for Performance
  - 3.0 on TOPS Core Curriculum for Honors
- Have the minimum required ACT score
  - 20 for Opportunity
  - 23 for Performance
  - 27 for Honors
- Apply for FAFSA between October and July 1 of the student's senior year.

## TOPS Core Curriculum (Graduates of 2015 and beyond)

### UNITS COURSES

- 4 English I, II, III, and IV
- 1 Algebra I (one unit) or Applied Algebra IA and IB (two units)
- 1 Algebra II
- 2 Geometry, Calculus or an approved advanced math substitute
- 1 Biology
- 1 Chemistry
- 2 Earth Science, Environmental Science, Physical Science, Biology II, Chemistry II, Physics
- 1 American History
- 2 World History, Western Civilization or World Geography
- 1 Civics and Free Enterprise (one unit combined) or Civics (one unit, non-public)
- 1 Fine Arts Survey (or substitute one unit of performance courses in music, dance and/or theater; or one unit of visual art; or one unit of studio art)
- 2 Foreign Language (two units in the same language)

**19 Units**

## **Honor Roll**

In order to make the honor roll:

- The student's semester grade point average must be 3.0 or above.
- The student must be enrolled in a minimum of five courses.
- At least three of the student's courses must be academic courses; that is, in the areas of English, math, science, social studies, or foreign language.
- The student must have no grade lower than a "C".

## **Honor Graduates**

In order to be eligible for honor graduate status, a student must have a minimum cumulative GPA of 3.5 for grades 9-12.

### **High School Honor Graduate for 2015 and Beyond**

Beginning with the graduating class of 2014-2015 honor graduates will be recognized at graduation according to the following categories:

Summa Cum Laude	Weighted GPA of 4.100 or above
Magna Cum Laude	Weighted GPA of 4.000 – 4.099
Cum Laude	Weighted GPA of 3.800 – 3.999

The number of quality points is divided by the number of courses taken in order to get the GPA used for ranking. That number is carried out three decimal places.

Only academic cords for Summa Cum Laude, Magna Cum Laude, Cum Laude, and Beta stoles will be worn at graduation. No extracurricular cords will be allowed.

The West Feliciana High School Student of the Year will deliver the main student address. The Welcome and Farewell will be delivered by the two seniors chosen as 2<sup>nd</sup> and 3<sup>rd</sup> in the student of the year competition.

### **High School Non-Diploma Program**

Criteria:

- at least 17 year old
- Entering third year of high school with 5 or fewer Carnegie units
- Administrative approval

## **Pupil Progression Grades 9-12**

Grade assignments will be based on the number of Carnegie Units earned and years in high school. (Students must meet both requirements.)

9 <sup>th</sup>	0-5
10 <sup>th</sup>	5.5-10.5
11 <sup>th</sup>	11-16.5
12 <sup>th</sup>	17-24

## **Scheduling**

Pre-Scheduling for classes will take place each spring for the following year. Request to change classes will not be accepted after the first full week of each semester.

# STUDENT DRESS CODE

## General Appearance

The object of the dress code is to create a safe environment that will be conducive to learning. Any form of dress or grooming that attracts undue attention, disrupts school, or detracts from the learning process is not acceptable. **The final interpretation of the dress code will be at the discretion of the administrators as to whether or not the infraction will impair the learning environment.**

## Mandatory Uniform Policy

### Shirts

- **Color must be solid navy, white, or royal blue.**
- Style may be pull-over (no more than 3 buttons), button-up, or turtleneck (short or long sleeve), but all shirts must have collars.
- **Only white undershirts** may be worn underneath the mandatory approved shirt.
- **All shirts must be tucked in at all times.**
- No bare midriff, see-through, strapless, sleeveless shirts or blouses, or tank tops.
- Shirts that expose the midriff when arms are extended above the head are not permitted.
- **No emblem, logo, or decoration larger than 2 square inches (except system approved logo or emblem)**

### Pants

- **Color must be khaki or navy blue. White shirts may be worn with navy or khaki pants. Navy shirts may only be worn with khaki pants.**
- Style must be traditional, standard trousers, or capri pants.
- Pants with belt loops must be worn with a belt at the natural waistline.
- Belts shall be black, brown, navy, or khaki. Belt buckles must be plain standard buckles.
- Excessively tight or loose clothing will not be permitted. **Pants worn below the waistline are prohibited.**
- No jeans, cargo, painter, carpenter, overalls, or coveralls.

### Shorts/Skirts/Skort/Jumpers

- **Color must be khaki or navy blue, or navy and white plaid for girls.**
- Style must be walking shorts; must have a hem or cuff.
- Length should not exceed **six (6) inches above the knee**, when being measured from the floor, while on knees.
- No cargo, "Umbro", boxers, gym shorts, biker's shorts, spandex, leggings, or frayed hems are allowed.

### Outerwear

- Curricular/Extra-Curricular jackets must be approved by the principal.
- **Sweatshirts and sweaters should be solid white, navy blue, royal or khaki, with no logos, emblems, or decorations.**
- **Outerwear issued by clubs/teams outside the school system are not permitted.**
- No trench coats or **denim jackets** will be allowed.
- Coats should be solid white, navy, royal or khaki *with no logos, emblems, or decorations.*

### Exceptions

- School logos or emblems may be worn with **approval of the principal.**
- Sports uniforms may be worn on uniform days, or special occasions, **if approved by the principal.**
- Spirit shirts may be worn with approved pants/shorts/skirts/skort on designated days **set by the principal.**
- Special "dress-up days" may be **designated by the principal.** Students will have the option of "dressing up" or wearing their mandatory uniform.

## Other

- No extremes in style of dress/grooming/color/accessories will be permitted.
- **“Flip-flops”, thong sandals, shower shoes, house slippers, and beach shoes are prohibited.**
- **Hats/Caps of any kind may not be worn on campus.**
- **Sunglasses will not be permitted.**
- Hair should be clean, combed, and well-groomed at all times. No extreme or unusual hair length, style, or color will be permitted.
- Bandanas, head bands, rollers, or combs may not be worn in the hair.
- Jewelry that is showy, distracting to the learning environment or a safety hazard will not be permitted.
- Piercing of body parts, which includes but is not limited to the tongue, nose, navel, eyebrows, or excessive piercing of the ear or ear lobe shall be forbidden.
- Any style or object which suggests violence, gang activity, drug or alcohol use, profanity, or vulgarity is prohibited.
- **Facial hair must be neatly groomed.**

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

## 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 exception as enumerated in La. Rev. Stat. Ann. §14:95.9. 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 within one thousand feet of any school campus and within a school bus.
- Body armor shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

## **Dress Code Violation Policy**

For the first infraction, a student may correct the violation if possible, such as an untucked shirt. The teacher will give the student a warning and notify Coach Grant so it can be recorded on the tracking log.

If the dress code violation cannot be corrected and is egregious and/or overly distracting, the teacher should send the student with a violation slip to the Time Out Room (TOR). An example is not being in school colors. Upon arrival to TOR, the student will be given a return to class slip, and the infraction will be recorded on the TOR tracking chart. Upon the 3<sup>rd</sup> referral and thereafter any infraction that cannot be corrected will result in the student being placed in TOR for the day along with subsequent consequences.

Any removable items such as hats, jackets, earrings, sweatshirts, etc. will be turned in to Coach Grant. Students may retrieve item(s) at the end of eighth period, or at the end of their school day.

A second referral to the office will result in a phone call and or letter/e-mail sent home.

### **After the second referral the following consequences will apply:**

3<sup>rd</sup> offense: After school detention

4<sup>th</sup> offense: After school detention (and possibly TOR if violation cannot be corrected)

5<sup>th</sup> offense: Saturday detention and Conference with Administrator(s) (possible TOR)

6<sup>th</sup> offense: Saturday detention and Conference with Parent(s) or Guardian (possible TOR)

7<sup>th</sup> offense: TOR/ In-school suspension

**Any subsequent violations after a suspension will result in further suspensions and /or recommendation for expulsion.**

### **Free Dress Policy**

All dress must be deemed appropriate by Administration

- No Bermuda shorts
- No mid drifts exposed
- No tank tops
- No flip flops, house shoes or slippers
- No sweat pants or warm ups
- No clothing with obscene language or inappropriate slogans
- No holes in jeans
- No short skirts (6 inches above the knee)
- No excessive jewelry
- No head wear (hat, bandana, scarf, etc.)

**\*On designated “Blue Jean” days, jeans must be blue in color.**

# DISCIPLINE

## Jurisdiction

West Feliciana High School has jurisdiction over its students during the regular school day and while they are going to and from school on school transportation. The school's jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, and any other school-related activity regardless of time or location. (**La. Revised Statute 17:416**)

## Student Code of Conduct

All students shall be afforded the basic rights of citizenship recognized and protected for persons of their age and maturity. West Feliciana High School will foster a climate of mutual respect for the rights and privileges of students, teachers, and staff. Students shall exercise their rights and responsibilities in accordance with rules established for the orderly conduct of the school's mission. Students who violate the rules of conduct shall be subject to disciplinary measures designed to correct the misconduct so that an environment conducive to learning can be maintained.

## Disciplinary Action

The ultimate responsibility for determining the disciplinary action shall be left to the discretion of the administration. Disciplinary action includes, but is not limited to, the following:

- **Warning/Probation** -students are counseled and placed on behavioral probation.
- **Restitution** -reimbursement due to vandalism, damage, or theft.
- **Loss of Privilege** -denial of specific opportunities or rights.
- **Work Assignment** -a specific act or required action involving physical or mental labor.
- **Lunch Detention** -assignment to a specific area during lunch break.
- **After-School Detention** -assignment to a specific area on designated afternoons from 2:45 until 4:15. Parents will be required to pick up students at the appropriate time. Failure to attend an assigned ASD shall carry a **Maximum Penalty** of Saturday Detention. **Students will not be rescheduled for convenience.**
- **Time Out Room (TOR)** - Students must report to the TOR room immediately upon arrival to school and remain there the entire day. Students are required to bring all books and materials needed for school work. Students will not be allowed to participate in activities during the day while being assigned to TOR, and any behavior problems may result in an at-home suspension.
- **Saturday Detention** -assignment to a classroom for school work on Saturdays from 8:00 a.m. until 12:00 noon. Failure to report to an assigned Saturday detention without advanced notification of an administrator shall result in an at-home suspension. **The student could receive a 2 day suspension at home. School uniforms must be worn for Saturday Detention.**
- **Alternative School Placement** -assignment to the Alternative School setting for a designated period of time. Parents must provide transportation to and from the Alternative School unless approved by an administrator. School work will be sent from the classroom when, and if, possible. **Certain subject areas cannot have work provided and could result in failure and/or loss of credit in that course. School uniforms must be worn when assigned to the Alternative School.** Students are prohibited from participating or attending any school activity during the duration of their assignment to the Alternative School.
- **At-Home Suspension** -removal of the student from the school campus for a designated period of time. Students are prohibited from participating or attending any school activity during the time of the suspension. The suspension officially begins either immediately, or at the close of the school day, and lasts until the beginning of the day the student may return to school. Students on campus at any time during a suspension shall be considered trespassing and may be prosecuted. **All at-home suspensions are followed by at least one day in TOR in order to matriculate back into the school environment.**

- **Expulsion** -removal of a student from the school campus for a semester or longer. A hearing must be held in order for an expulsion to be administered. The at-home suspension rules apply for expelled students.

## ACT 732

ACT 732 provides for the suspension of driving privileges of a student who is expelled or suspended from school for 10 or more consecutive days for committing certain infractions or who withdraws from school under certain circumstances. The infractions are as follows: the sale or possessions of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff.

## Violations/Infractions

The following is a list of disciplinary infractions which are violations of the discipline code. Other infractions may exist and will be handled at the discretion of the administrators.

- **Alcohol/Drugs/Drug Paraphernalia** - use or possession of alcohol, drugs, drug paraphernalia, or their look-alikes. *Maximum penalty* - Suspension/Recommended Expulsion, and/or arrest, charges filed with authorities.
- **Bullying/Threats/Harassment/Stalking/Retaliation** - any comment or action used to tease, intimidate, disturb or warn of revenge or danger committed against another student or adult. *Maximum penalty* - Suspension/Recommended Expulsion, arrest, charges filed with authorities. *All threats will be taken seriously and dealt with accordingly.*
- **Bus Misconduct** - any act which poses a health or safety threat while loading, unloading, or on a school bus. *Maximum penalty* - Suspension 1-10 days, denial of bus privilege.
- **Cell Phones** – The use of cell phones is prohibited and shall result in confiscation of the phone and assignment to Saturday Detention. Cell phones should not be seen or heard. Parents must retrieve the cell phone during school hours. 1<sup>st</sup> Offense – Saturday Detention; 2<sup>nd</sup> Offense – 2 Saturday Detentions; 3<sup>rd</sup> Offense – 1 Day at home suspension. Refusal to turn over cell phones shall result in suspension.
- **Cheating/Plagiarism** - unauthorized help on a test or assignment. *Maximum penalty* - an “F” or “0” on the assignment, removal from an office or position of responsibility, ineligibility to hold any office or position of responsibility, loss of eligibility for scholarship consideration, or special awards or recognition, 3 days BMC.
- **Disobedience** - failure to follow instructions; includes but not limited to, refusal to respond, not prepared for class, or violation of class rules. *Maximum penalty*- Suspension 1 day.
- **Disrespect** - disregard of authority by words, actions, or attitude. *Maximum penalty* -Suspension 1-10 days.
- **Disturbance or Disruption** - anything that interferes with the learning environment or campus safety. (Some disturbances may be listed as *Other Misconduct*). *Maximum penalty*- Suspension 1-10 days.
- **Dress Code Violations**
- **Electronic Devices** – unauthorized use of devices such as, but not limited to, iPods, CD players, headphones, laser lights, games, or other technical gadgets. *Maximum penalty* - Confiscation of item for remainder of school year and suspension 1-5 days.
- **End of Year Infractions** – Violations which occur on the last day of school shall be carried over into the next school term.
- **Failure to comply with reasonable request of school personnel and/or school authority** – *Maximum Penalty* - Suspension 1-10 days
- **Fighting/Assault** - verbal or physical exchange between persons. *Maximum penalty* – Indefinite suspension of extra-curricular activities and athletics. Suspension/Recommended Expulsion, arrest, charges filed with authorities.

- **Forgery** - the act of counterfeiting documents, signature, or other work in an attempt to deceive. *Maximum penalty* - Suspension 3 days.
- **Gambling** - participating in games for money or other stakes. *Maximum penalty* - Suspension 5 days.
- **Habitual Violation of School Rules** - two or more infractions of any school rule or policy. *Maximum penalty* - Suspension/Recommended Expulsion.
- **Hazing** – Any form of initiation which may be deemed harmful to a student in any way is prohibited. *Maximum penalty* – Suspension/Recommended Expulsion, charges filed with authorities.
- **Leaving campus** - unauthorized departure from campus without permission or without following proper procedures. *Maximum penalty* - Suspension 1-10 days.  
*Maximum penalty*- suspension/recommended expulsion. **Senior pranks will not be tolerated.**
- **Obscenity/Pornography** – All obscene/pornographic material on school property is prohibited. *Maximum penalty* – Confiscation, suspension/recommended expulsion, charges filed with authorities.
- **Offenses against Faculty/Staff** – Any on or off campus acts carried out against school staff may result in expulsion and charges filed.
- **On Campus Unauthorized** - being on campus without following check-in procedures. *Maximum penalty* - Suspension 1-10 days.
- **Parking/Driving Violations** - any violation of the school parking/driving policy **including loud/and or obscene music is prohibited.** *Maximum penalty* - Suspension 3-5 days, denial of parking privilege, charges filed with authorities.
- **Pranks** – a mischievous trick or practical joke which violates handbook policies.
- **Public Display of Affection**-excessive physical contact in any way is prohibited. *Maximum penalty*- Suspension
- **Skipping** - leaving or not being in class without permission. *Maximum penalty* - Suspension 5 days.
- **Stealing** - taking or being in possession of another’s property without their permission. *Maximum penalty* - Suspension 1-10 days, recommended expulsion, restitution.
- **Terrorism** - use of terror or fear to intimidate or enforce demands. *Maximum penalty* - Suspension/Recommended Expulsion, arrest, charges filed with authorities.
- **Tobacco Violations** - possession or use of any tobacco product or look-alike product. *Maximum penalty* - Suspension 3 days, charges filed with authorities.
- **Unassigned Area** - being in a location designated as off-limits, including, but not limited to, the parking lot, behind the gym, behind the auditorium, behind the agriculture building, beyond the bus ramp, by the softball field, and between the T-buildings. Other areas may be designated off-limits at certain times. Students must remain within eyesight of teachers on duty at all times. *Maximum penalty* - Suspension 3 days.
- **Under the Influence** – *Maximum penalty*- suspension/recommended expulsion
- **Vandalism/Graffiti/Littering** - malicious abuse and/or damage or destruction of property. *Maximum penalty* -Suspension 1-10 days and restitution, recommended expulsion, charges filed with authorities.
- **Weapons/Explosives** - use or possession of any instrument or device which may cause injury or create fear. *Maximum penalty* - Suspension/Recommended Expulsion, arrest, charges filed with authorities.
- **Other violations** - Any other infraction not specified shall be dealt with at the discretion of the administration.

## **OTHER INFORMATION**

### **After School Activities**

Loitering in the school building after hours or during school related activities is strictly prohibited. Students involved in extracurricular activities are not allowed in the building after school hours unless accompanied by their sponsor.

### **Appointments**

Conferences with administrators, counselors, coaches and teachers should be by appointment only.

### **Automobiles and Parking**

Students who drive to school and park on campus must register their vehicle and pay a \$5.00 registration fee **and park in the student parking lot only**. After parking vehicles, students should immediately enter the school building. Loitering in the parking lot is prohibited. Students are not allowed in the parking lot without administrative permission during the school day unless they have checked out of school. No unregistered vehicles will be allowed to park on campus. A \$5.00 late fee will be charged for not registering a vehicle. The "Parking Policy" will be distributed upon registration of the vehicle. A copy of registration, insurance and driver's license is required to purchase a parking permit. **Loud and/or obscene music is prohibited in the student parking lot, in the parent pick up line or anywhere else on school grounds.**

### **Vehicular Violations:**

**1<sup>st</sup> Offense – Warning**

**2<sup>nd</sup> Offense – Suspend driving privileges for 3 days**

**3<sup>rd</sup> Offense – Suspend driving privileges for the rest of the semester or at the discretion of the administration.**

### **Book Bags**

Rolling book bags are not permitted on school grounds without a Doctor's note.

### ***Bus Privilege***

The privilege of riding a bus is conditional on proper behavior and observance of rules and regulations. Behavior on a bus that is detrimental to health and safety shall result in the privilege of riding the bus being denied.

Permission to ride another bus temporarily must be approved by an administrator. Permanent changes must be approved by the Supervisor of Transportation.

### **Cafeteria**

Students should report to the cafeteria promptly at the designated time. The rights of others shall be respected by not breaking line and by using proper table manners. Improper behavior, breaking in line, and leaving items on the table shall result in strong disciplinary action. Students are not allowed in the building during the lunch period, except if inclement weather occurs. **Students must have a pass in order to visit the library or a teacher's room during lunch.** Students are restricted to certain areas of the campus during the lunch period so as not to disrupt the learning environment. **Soft drinks may not be consumed inside the cafeteria.** (cokes, gatorade, etc). **No food may be consumed anywhere other than in the cafeteria.** **STUDENTS MAY NOT BRING FOOD, DRINKS, OR DRINK CONTAINERS IN THE SCHOOL BUILDING OR IN THE COURTYARD DURING LUNCH PERIODS** with the exception of a clear container of capped, bottled water.

## **Change of Address/Phone Number**

Emergency data forms are to be completed at the beginning of the school year. *New forms should be filled out if a change of address or phone number occurs.*

## **Change of Schedule**

Schedule changes will not be made after the first ten days of each semester. Students should report any schedule change immediately to the Attendance Office.

## **Debts**

*Debts owed to West Feliciana High School must be paid as soon as possible.* If debts are not paid by end of the semester, report cards will be held. If debts are not paid by graduation day, the student will not be allowed to participate in the graduation ceremony or graduation activities.

## **Deliveries**

*Deliveries of food, flowers, balloons, or gifts of any kind are prohibited.*

## **Drug Policy**

Any student with illegal drugs or controlled substances (as defined by La.R.S. 40:961), in his/her possession on school grounds, school bus, or school-sponsored activities, shall be recommended for expulsion.

## **Drug Testing**

Mandatory, random drug testing of athletes is required by the Louisiana High School Athletic Association. This policy will be made available to all athletes by their coaches.

## **Eligibility for Extracurricular Participation**

In order to be eligible for extracurricular activities, including athletics, clubs, organizations, or other after-school activities, a student must pass six subjects, which count toward graduation, and must earn at least a C average.

## **Field Trips**

If a student is failing a subject at the time a field trip is planned, he or she may not attend. Students who go on field trips, whether during the school day or at other times, remain under the jurisdiction of the school. Therefore, all school rules and regulations apply and shall be enforced.

## **Food and Drink**

**Students are not allowed to bring in food from off campus or to have someone bring them food.**  
**Only bottled water is allowed in a clear bottle.**

## **Hall Passes**

Students who are not in their assigned classroom during class periods must have a hall pass signed by their teacher.

## **Hallway**

Due to the traffic on the hallways, common courtesy rules shall apply. Students should walk on the right side of the hall and keep their hands to themselves. Grouping on the hallway disrupts the orderly flow and shall be prohibited.

## **The Halo**

The Halo is a student-produced publication which documents the school year. All students, faculty and administrators are given the opportunity to have their picture taken and included in the publication. Students will be grouped according to the homeroom to which they are assigned. To be featured in the senior section, a student must be in a senior homeroom, or be a candidate for graduation at the time pages are submitted for production.

## **Homecoming Criteria**

Students at West Feliciana High School are eligible for selection to the homecoming court provided that:

- The student is enrolled at WFHS.
- The student has not previously served on the homecoming court.
- Students who are earning Carnegie Units must have a minimum of 17 credits by the first day of registration of the current school year and are beginning the fourth year in high school.
- The student must meet the academic eligibility requirements. (C average and pass six subjects)

Students suspended or expelled from school during the time of the scheduled homecoming activities will not be permitted to serve on the court or attend any school function related to homecoming. Should a student be unable to serve on the court for this or any other reason, the Homecoming Committee will have the authority to determine whether or not a replacement will be selected.

Homecoming court campaigning is strictly prohibited and could result in the candidate forfeiting her eligibility to be on court.

## **Homeless**

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 the supervisor at the West Feliciana Parish School Board Office, 225-635-3891, for any available assistance.

## **Insurance**

Student insurance is available at no cost to parents. If you have a family policy, all claims must first be filed with your insurance. Student insurance is secondary insurance. Students who are not insured through a family policy will be insured for school hours. Families may purchase 24-hour coverage if they wish.

## **Lockers**

Lockers may be rented at a cost of \$3.00 per year. Students are not allowed to share lockers or locker combinations. Lockers should be kept locked at all times. Students who accept the lockers do so with the understanding that they will be subject to periodic locker checks. ***The school is not responsible for valuables kept in the locker.***

## **Lost and Found**

Articles found in a classroom should be given to the teacher in charge of that room. Articles found in other parts of the school campus should be turned in at the front desk.

## **Medication**

No student can be given medicine at school unless a consent form is filled out by the parent, and signed by the physician, allowing the medication to be administered at school. Please note the following:

- 1) The doctor must send written consent that the medicine has to be given during school hours or kept there for emergencies.

- 2) The medicine must be brought to school by the parent/guardian. **DO NOT SEND MEDICINE WITH THE STUDENT ON THE BUS.**
- 3) It must be in its original container labeled by a pharmacist.
- 4) Any time there is a change in medication, a new consent form must be filled out.
- 5) Students shall not be allowed to have medication **of any kind** in their possession.
- 6) Over-the-counter medications will not be administered to students.

## **Parties**

Class parties during the school day shall be prohibited.

## **Physical Education**

Students in physical education classes are required to wear the proper uniform because of health reasons. These uniforms must be worn in P.E. classes only. The student should place his/her name on the shorts and the shirt and not allow others to wear the uniform. **Hard sole shoes will not be allowed on gym floors. Valuables should not be brought to class or left in lockers. West Feliciana High School is not responsible for any items stolen, damaged, or misplaced on campus.**

## **Restrooms**

Restrooms are to be used for their designated purpose only. Misuse or abuse of restroom privileges or facilities shall result in strong disciplinary action.

## **Search and Seizure**

Random searches may be made of all school property and moveable property located on the school campus. A personal search may be conducted if the administration has a reasonable suspicion. The *Random Search and Seizure Procedure* and the *Procedure When Prohibited Substances Are Discovered* policies are available in the office.

## **Telephone Use**

Telephones are for school personnel use only. **Students are only permitted to use the office telephone in case of an emergency and with the permission of an administrator. Students will not be allowed to receive personal telephone calls.** Prank phone calls (especially 911 phone calls) are a serious offense and law enforcement officials will be notified in addition to a long term suspension. **Students may not use cell phones to make or receive calls or text messages during the school day.**

## **Textbooks**

*Students will be held responsible for the books they receive and must pay for books lost or damaged. Textbooks must be turned in to the classroom teacher before semester exams may be given.*

## **Valuables**

Students are advised to leave all valuables, including **large** sums of money, at home. **West Feliciana High School is not responsible for any items stolen, misplaced, or damaged on campus; however, every effort will be made to assist in the recovery of these items.**

# Library Policies and Procedures

## 2016-17

### West Feliciana High School Library

The High School Library contains 11,982 items. These materials are housed in a large open space with 5 desktop computers and 25 laptop computers for faculty and student access. These computers are reserved by teachers for classroom instruction when technology is used to implement the learning process. The High School currently owns 104 fiction and nonfiction eBooks and is expecting to add to that collection in the future. They can be accessed by logging into the high school library catalog through the school website.

### Library Organization

- a. Fiction books are arranged by author in an alphabetical format.
- b. Nonfiction books are arranged by the Dewey Decimal System.
- c. Books that have Accelerated Reader (AR) and Lexile rankings are labeled on the spine and will be available for students to meet their English requirements.
- d. The title page of any AR book will also have AR and Lexile information.
- e. Nonfiction books with a “colored dot” on the spine of the book, have an AR test and can be used to meet AR point requirements for English classes.
  - a. *It is recommended that students earn AR points through a combination of fiction and nonfiction books to strengthen their reading skills in preparation for standardized testing.*

### Library Procedures and Behavior Rules

The library is a place where students can work on research and assignments as well as access student information such as grades and assignments given by teachers. It also is a place to enjoy reading a good book or magazine.

1. All classroom and school rules apply in the library. Please see the WFHS Student handbook for further information.
2. If students misbehave or break any school rules, they will be asked to leave the library and promptly return to their class.
3. Students are not allowed to use the library to get to other classes. They must use the halls to walk to their classes. For this reason, they need to plan ahead to make sure they arrive to their classes on time.
4. No food or drink is allowed in the library. Bottled water is allowed.
5. Students are expected to work while in the library. The library is not a place to skip out of core classes or to work on unfinished work that is due for another teacher.
6. Students will be expected to come to the library with a pass and return to the classroom they came from 15 minutes before the end of that same class period. Students are expected to return immediately to the class they left.
7. Students should understand that when space is reserved by classroom teachers, they will not

be allowed to use these resources. Teachers make plans in advance with the library to have adequate time for completion of classroom projects.

- a. *Students should use their classroom time wisely and make sure to complete work that is assigned when their classes visit the library. Teachers allow plenty of time to complete projects that require computer or library usage. If students need to print a project they worked on at home, they may do this before or after school or during their lunch break.*
8. Students cannot check out books for other students. If they are caught doing this, library privileges will be suspended for a short period of time. The account that the book is checked out under assumes all responsibility for that book in the event it becomes damaged or lost.

### **Library Hours:**

- a. 7:00 am -3:00 pm
- b. Special Hours as needed (during exam times)
  - a. *Please contact the library if a group needs to study together during exam week. Attempts will be made to accommodate the groups' study needs.*

### **Check-out Times**

- a. Before School- 7:00 am-7:24 am
- b. Lunch- Lunch A or Lunch B with a pass from their teacher
- c. After School- 2:42 pm -3:00 pm
- d. During class if allowed (*Students must have a valid library pass from their teacher*)

### **Circulation Information**

1. Students can have 2 items checked out at time.
2. Check-out periods: 2 weeks for books and 1 week for magazines.
3. Renewal-Students may only renew a book 2 times before having to return it to the library. This is to ensure that all students have access to educational items and leisure reading material when it is needed.
4. E-books are available for checkout. Students can download these to their devices, i-pads, i-phones, e readers, tablets, laptops and android smart phones through special apps so that they can read books even though they do not have online access at home. E books are also checked out for 2 weeks at a time and automatically disappear from their library account when the due date arrives. Directions about how to access these books will be available at the beginning of the school year.
  - a. *Students are expected to erase from their devices, any eBook checked out from the High School's Library when they are finished reading it. This protects the school from copyright infringement violations and fines.*

## Library Fines and Fees

1. .05/day for every school day that an item is not returned. School holidays and weekends are not calculated as part of the late days.
2. The computer system gives a 1 day grace period before the item is counted late.
3. Fines can be paid in the library or the business office if a receipt is needed.
3. E books that are checked out will have no late fees for library materials because the materials are automatically returned in the system.
4. Students will not be allowed to check out more books if they have outstanding fines for books that have been lost or not returned. If a student pays some money toward the fine, they may check out one additional book until the remainder of the fine is paid.
5. Overdue Notices will be generated and distributed throughout the year instead of having one notice at the end of the year. This is to encourage students to begin taking responsibility for their personal business, prepare them for adulthood, and to help alleviate the occurrence of lost books.
6. Books can only be renewed 2 times. This helps to keep books in circulation and prevents long wait times for those who have requested specific books.

The library would much rather have a book returned than to have it lost which causes larger costs to the student and their families and affects the resources available for other students who may need the same materials for classroom study and assignment completion.

## Lost or Damaged Books

1. If a book is damaged or lost, the student will be charged the replacement cost.
2. If the book has been specially bound for heavy library usage, the cost to replace the title will not be the same as a standard hardbound book or paperback. It will cost more.

*For this reason, please take care of library materials. Make sure they are not left in the rain or under extremely hot conditions that could affect glues and binding or make pages yellowed and brittle...(such as outdoors or in a car for several days or weeks.)*

*Also, be careful to keep library books and items away from small children or pets so that accidents can be avoided.*

3. Borrowers should not lend books to others, since they will be responsible for payment if the book is damaged or lost.

## Accelerated Reader (AR)

1. Students are required to read books and obtain their individualized number of AR points for each grading period.
2. The library will not administer AR tests unless the teacher has contacted the library in person and given permission.

**\*\*\*Cheating on AR tests can result in privileges being removed or further academic punishment or consequences. Students will need to get further information and guidelines about AR from their assigned English Teacher.**

## Club READ

The library will sponsor Club READ. In order to become a member of Club Read, students must have a signed permission slip from parents, pay the club dues and meet requirements each semester. This includes promoting reading in the school, the community and also reading 2 books from the list given each semester.

If those requirements are not met, they will not be a member in the next consecutive semester.

Students can work toward being reinstated in Club Read after they have not been a member for 1 full

semester.

Those members of Club READ who wish to attend the LTLA (*Louisiana Teen-Age Librarians Association*) Conference must be in good standing with no behavior referrals and will be required to read and take an Accelerated Reader test over 2 assigned books by December.

### **Collection Development**

The collection is developed using ALA guidelines and professional development tools. Every effort is made to include materials that are appealing to students and will encourage them to read. The collection is also developed to complement/support and strengthen learning objectives and standards that are set by the Department of Education for the State of Louisiana as well as be aligned with curriculum standards.

### **Computer Use**

Students are expected to follow the "Computer Use Policy" established by the school district. Students may use the computers for school research. The use of games and game related sites is NOT ALLOWED. If passwords are lost, a student may access those through their English Teachers or the Technology Department. The library does not have a list of student log-ins and passwords.

### **Printing**

All printing should be related to school. There is no charge for copies at this time. Please only make 1 copy of the article needed for classroom use if it is absolutely needed. It is best to do a "Print Preview" before printing an article so that you are aware of how many pages will be printed in advance. If it is over 7 pages, it should be saved to your student H: drive. World Book online will allow students to save articles to their account so that it can be accessed from home if needed.

### **School Supply Store**

Students can purchase school supplies for projects for a nominal fee in the library. The items available include index cards, pencils, pens, erasers, poster boards, pocket folders, manila folders, and composition books. Students can come to the front desk at any time during library hours to purchase these materials.

### **New Book Request/ Wish List**

Students and faculty are encouraged to share the titles of books they would like to see available in the library. Every effort will be made to add items that students are interested in reading as long as there is money in the budget and it meets the criteria for school's library collection needs.

### **Academic Ethics and Honesty**

When doing research for papers and projects, students are expected to do their own work and credit others' words, pictures, and ideas from online resources as well as peer ideas. Any form of plagiarism is not condoned or tolerated.

### **Gifts**

1. The library does accept donations of books if they are in good condition.
2. The library reserves the right not to add it to the collection if it does not meet the needs or objective of the library and is not a part the curriculum needs for the school. The library cannot affix a monetary value on items donated to the library, for this reason, all we can do is give you a receipt with the number of items that were donated and add our signature if this is needed for tax purposes.

LOUISIANA IMMUNIZATION REQUIREMENT FOR STUDENTS IN ACCORDANCE TO  
R.S.17.170 STUDENT IMMUIZATIONS  
SCOPE OF REQUIREMENTS

**Middle School Requirement:**

Beginning with the 2009-2010 school year and continuing thereafter, a student shall provide satisfactory evidence of current immunizations against meningococcal disease, and any other age appropriate vaccines, as a condition of entry into the sixth grade. Further, any student who has attained the age of eleven years or who is entering grade other than grade six shall provide satisfactory evidence of current immunizations again meningococcal disease and any other age appropriate vaccines as a condition of entry into that grade.

At the time of registration, students must show proof of immunization of the following vaccines: Tetanus, Diphtheria Acellular Pertussis vaccine (Tdap); two (2) doses of Varicella vaccine; two (2) Measles, Mumps, Rubella (MMR) vaccines; three (3) Hepatitis B (HBV) vaccines; and one (1) Meningococcal Vaccine (MCV4).

**Kindergarten/First Time Enterers:**

Beginning in school year 2009-2010, two (2) doses of Varicella vaccine shall be required in Louisiana schools for entry into kindergarten or first time enterers into school. In addition, prior to school entry, these students must have documented proof of immunizations for: two (2) doses of Measles, Mumps, Rubella (MMR) vaccine; three (3) doses of Hepatitis B (HBV) vaccine; and booster doses of Diphtheria Tetanus Acellular Pertussis (DTaP) and Poliovirus (Polio) vaccines administered on or after their fourth birthday *and* prior to school entry. If a student is not complete (up-to-date for age), he/she must present a record indicating the student is in progress of receiving vaccines, and follow-up must be provided for compliance with the above requirements.

**Pre-Kindergarten/Daycare/Head Start:**

Beginning school year 2009-2010, two (2) doses of Varicella vaccine will be required in Louisiana schools for entry into Pre-K, Kindergarten, Daycare, and Head Start programs for children aged 4 years or older. If a second dose of Varicella vaccine has been received at least 30 days after the first dose, no additional doses are required. This is in addition to the regular age appropriate vaccines required depending on the child's age. Prior to entry, these students must have documented proof of immunizations for: two (2) doses of Measles-Mumps-Rubella vaccine; three (3) doses of Hepatitis B vaccine; and booster doses of DTaP and Polio vaccines administered on or after their 4<sup>th</sup> birthday and prior to school entry.

All children aged less than 4 years of age enrolled in Pre-K, Daycare and Head Start should be vaccinated against and must show proof of immunizations for; Diphtheria Tetanus Acellular Pertossis vaccine (DTaP); Inactivated Poliovirus vaccine (IPV); Haemophilus Influenza Type B vaccine (Hib); Hepatitis B vaccine (HBV); Pneumococcal Conjugate Vaccine (PCV for children less than 24 months of age). If a child is less than 24 months of age and has received 4 doses of PCV -7 he/she is to get a single dose of PCV-13 for Daycare and Head Start; and one (1) dose of Varicella vaccine. If the child is not complete or up-to-date for age, he/she must present a record indicating that the child is in progress of receiving vaccines, and follow-up must be provided for compliance with the above requirements.

## STATE OF LOUISIANA

## MEDICATION ORDER

TO BE COMPLETED BY LA, TX, AR, OR MS LICENSED PRESCRIBER

(In most instances, medications will be administered by unlicensed personnel.)

**PART 1: PARENT OR LEGAL GUARDIAN TO COMPLETE.**

Student's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Parent or Legal Guardian Name (print): \_\_\_\_\_

Parent or Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please note: A parental/legal guardian consent form must also be filled out. Obtain from the school nurse.)

**PART 2: LICENSED PRESCRIBER TO COMPLETE.**

1. Relevant Diagnosis(es): \_\_\_\_\_

2. Student's General Health Status: \_\_\_\_\_

3. Medication: \_\_\_\_\_

4. Strength of medication: \_\_\_\_\_ Dosage (amount to be given): \_\_\_\_\_

Check Route:  By mouth  By inhalation  Other \_\_\_\_\_

Frequency \_\_\_\_\_ Time of each dose \_\_\_\_\_

*School medication orders shall be limited to medication that cannot be administered before or after school hours. Special circumstances must be approved by school nurse.*5. Duration of medication order:  Until end of school term  Other \_\_\_\_\_

6. Desired Effect: \_\_\_\_\_

7. Possible side-effects of medication: \_\_\_\_\_

8. Any contraindications for administering medication: \_\_\_\_\_

9. Other medications being taken by student when not at school:  
\_\_\_\_\_  
\_\_\_\_\_

10. Next visit is: \_\_\_\_\_

Prescriber's Name (Printed) \_\_\_\_\_ Address \_\_\_\_\_ Phone and Fax Numbers \_\_\_\_\_

Prescriber's Signature \_\_\_\_\_ Credential (i.e., MD, NP, DDS) \_\_\_\_\_ Date \_\_\_\_\_

*Each medication order must be written on a separate order form. Any future changes in directions for medication ordered require new medications orders. Orders sent by fax are acceptable. Legibility may require mailing original to the school. Orders to discontinue also must be written.***PART 3: LICENSED PRESCRIBER TO COMPLETE AS APPROPRIATE.****Inhalants / Emergency Drugs****Release Form for Students to be Allowed to Carry Medication on His/Her Person***Use this space only for students who will self-administer medication such as asthma inhaler.*1. Is the student a candidate for self-administration training?  Yes  No2. Has this student been adequately instructed by you or your staff and demonstrated competence in self-administration of medication to the degree that he/she may self-administer his/her medication at school, provided that the school nurse has determined it is safe and appropriate for this student in his/her particular school setting?  Yes  No3. If training has not occurred, may the school nurse conduct a training program?  Yes  No\_\_\_\_\_  
Licensed Provider's Signature \_\_\_\_\_ Date \_\_\_\_\_

## WEST FELICIANA PARISH SCHOOL CALENDAR FY 2016-2017

Monday, July 4, 2016 .....	Fourth of July Holiday
Wednesday, August 3, 2016 .....	Staff Dev Day/No Students/ Teachers’ First Day
Thursday, August 4, 2016 .....	Staff Dev Day/No Students
Friday, August 5, 2016.....	Staff Dev Day/No Students
Monday, August 8, 2016 .....	Staff Dev Day/No Students
Tuesday, August 9, 2016 .....	Students’ First Day
Monday, September 5, 2016 .....	Labor Day Holiday
Monday, September 19, 2016 .....	Staff Dev Day/No Students
Monday, October 10, 2016 .....	Staff Dev Day/No Students
October 21, 2016 .....	Early Dismissal for Homecoming
Monday, November 7, 2016 .....	Staff Dev Day/No Students
Tuesday, November 8, 2016 .....	Election Day (President) Holiday
Monday, November 21 through	
Friday, November 25, 2016 .....	Thanksgiving Holiday
Tuesday, December 20, 2016 .....	Early Dismissal for Exams
Wednesday, December 21, 2016 through	
Tuesday, January 3, 2017.....	Christmas Holidays
Wednesday, January 4, 2017.....	Staff Dev Day/No Students
++Contingency Day 2	
Monday, January 16, 2017 .....	Martin Luther King, Jr. Holiday
Monday, February 27 through	
Tuesday, February 28, 2017 .....	Mardi Gras Holidays
Wednesday, March 1, 2017 .....	Staff Dev Day/No Students
Monday, April 10, 2017 through	
Monday, April 17, 2017 .....	Easter Holidays/Spring Break
++Contingency Day 3 (April 17)	
Wednesday, May 17, 2017 .....	Early Dismissal/Exams/ Students’ Last Day
Thursday, May 18, 2017 .....	Staff Dev / Work Day
Friday, May 19, 2017 .....	Staff Dev / Work Day / Teachers’ Last Day
Monday, May 29, 2017 .....	Memorial Day Holiday

182 Days

171 Instructional Days - Equivalent to 178 Days @ 360 minutes per day

11 Staff Development/Work Days

4-day work week, June 6, 2016 - July 29, 2016

++ Contingency days – Day 1 is built into the calendar. Day 2 is January 4. Day 3 is April

17. (Contingency days may be used to make-up lost instructional time in the event of a school closure.)

If January 4 is used as a contingency day, Monday, May 22, 2017, will be a Staff Development Day.

2016 – 2017 Testing Calendar has not been set by the Department of Education. Spring holidays are subject to change depending on spring testing dates.

**APPROVED: 3/15/16 Regular Board Meeting**

**DISPERSED: 3/16/16**

**Report Card Dates:**

**1<sup>st</sup> Quarter**

**Fri., October 14, 2016**

**2<sup>nd</sup> Quarter**

**Fri., January 6, 2017**

**3<sup>rd</sup> Quarter**

**Fri., March 17, 2017**

**4<sup>th</sup> Quarter**

**Will be mailed by Mon., May 22, 2017**

# West Feliciana High School



## Home of the Saints 2016

<u>Date</u>	<u>Opponent</u>	<u>Site</u>	<u>Time</u>
August 26, 2016	Jamboree		5:00PM
September 2, 2016	East Feliciana	Home	7:00PM
September 9, 2016	Livonia	Away	7:00PM
September 16, 2016	Live Oak	Away	7:00PM
September 23, 2016	U Lab*	Home	7:00PM
September 30, 2016	Donaldsonville*	Away	7:00PM
October 7, 2016	Brusly*	Home	7:00PM
October 14, 2016	Port Allen*	Away	7:00PM
October 21, 2016	Baker*(Homecoming and Sr Night)		7:00PM
October 28, 2016	Parkview Baptist	Away	7:00PM
November 3, 2015	Glen Oaks*	Away	7:00PM

\*Denotes District Games

Homecoming pre-game festivities will start at 6:30P

**Geaux Saints!**

# Bell Schedule

## Regular Bell Schedule "A Lunch"

(Mon, Tue, Fri)

Bell	7:25
1st Period	7:29 - 8:18
2nd Period	8:22 - 9:09
3rd Period	9:13 - 10:00
4th Period	10:04 - 10:51
Lunch A	10:51 - 11:21
5th Period	11:25 - 12:12
6th Period	12:16 - 1:03
7th Period	1:07 - 1:54
8th Period	1:58 - 2:45

## Regular Bell Schedule "B Lunch"

(Mon, Tue, Fri)

Bell	7:25
1st Period	7:29 - 8:18
2nd Period	8:22 - 9:09
3rd Period	9:13 - 10:00
4th Period	10:04 - 10:51
5th Period	10:55 - 11:42
Lunch B	11:42 - 12:12
6th Period	12:16 - 1:03
7th Period	1:07 - 1:54
8th Period	1:58 - 2:45

## Early Dismissal

Bell	7:25
1st Period	7:29 - 7:56
2nd Period	8:00 - 8:24
3rd Period	8:28 - 8:52
4th Period	8:56 - 9:20
5th Period	9:24 - 9:48
6th Period	9:52 - 10:16
7th Period	10:20 - 10:44
8th Period	10:48 - 11:12
Lunch	11:12 - 11:42

## Block Bell Schedule 1 "A Lunch" (Wed)

Bell	7:25
2nd Period	7:29-9:09
4th Period	9:13-10:51
Lunch A	10:51-11:21
6th Period	11:25-1:03
8th Period	1:07-2:45

## Block Bell Schedule 1 "B Lunch" (Wed)

Bell	7:25
2nd Period	7:29-9:09
4th Period	9:13-10:51
6th Period	10:55-12:33
Lunch B	12:33-1:03
8th Period	1:07-2:45

## Block Bell Schedule 2 "A Lunch" (Thur)

Bell	7:25
1st Period	7:29-9:09
3rd Period	9:13-10:51
Lunch A	10:51-11:21
5th Period	11:25-1:03
7th Period	1:07-2:45

## Block Bell Schedule 2 "B Lunch" (Thur)

Bell	7:25
1st Period	7:29-9:09
3rd Period	9:13-10:51
5th Period	1:55-12:33
Lunch B	12:33-1:03
7th Period	1:07-2:45

## Morning Activity "A"

Bell	7:25
1st Period	7:29 - 8:12
2nd Period	8:16 - 8:56
3rd Period	9:00- 9:40
Activity Period	9:44 - 10:25
4th Period	10:29 - 11:09
Lunch A	11:09 - 11:39
5th Period	11:43 - 12:23
6th Period	12:37 - 1:17
7th Period	1:21 - 2:01
8th Period	2:05 - 2:45

## Morning Activity "B"

Bell	7:25
1st Period	7:29 - 8:12
2nd Period	8:16 - 8:56
3rd Period	9:00- 9:40
Activity Period	9:44 - 10:25
4th Period	10:29 - 11:09
5th Period	11:13 - 11:53
Lunch B	11:53- 12:23
6th Period	12:37 - 1:17
7th Period	1:21 - 2:01
8th Period	2:05 - 2:45

40 Min Activity Period; 40 Min Classes

## Afternoon Activity "A"

Bell	7:25
1st Period	7:29 - 8:14
2nd Period	8:16 - 8:59
3rd Period	9:03- 9:46
4th Period	9:50 - 10:33
Lunch A	10:33 - 11:03
5th Period	11:07 - 11:50
6th Period	11:54 - 12:37
7th Period	12:41 - 1:24
8th Period	1:28 - 2:11
Activity Period	2:15 - 2:45

## Afternoon Activity "B"

Bell	7:25
1st Period	7:29 - 8:14
2nd Period	8:16 - 8:59
3rd Period	9:03- 9:46
4th Period	9:50 - 10:33
5th Period	10:37 - 11:20
Lunch B	11:20- 11:50
6th Period	11:54 - 12:37
7th Period	12:41 - 1:24
8th Period	1:28 - 2:11
Activity Period	2:15 - 2:45

30 Min Activity Period; 43 Min Classes

## HOMWORK 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 a Louisiana public library, from your home computer or from your mobile device.

## 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 1, 2016.

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

Andrea Mathis – Bains Lower Elementary  
Jodi Lemoine – Bains Elementary  
Jovanka Ganes – West Feliciana Middle School  
Abby Cochran – 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](mailto:mcclurel@wfpsb.org) 225-635-3891

## **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.

2. 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.

3. 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))

## PPRA Model Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **West Feliciana Parish Schools** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year.

This list is not exhaustive and, for surveys and activities scheduled after the school year starts, **West Feliciana Parish Schools** will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)