

Welcome to  
Moss Bluff Elementary  
Student Handbook  
2022-2023



215 School Street  
Lake Charles, LA 70611  
Phone: 217-4640 Fax: 217-4641  
<http://mossbluffelementary.cpsb.org>

# Welcome!

Dear Parents and Guardians,

Welcome to Moss Bluff Elementary School- Home of the Broncos! I am honored to be the instructional leader of this amazing school! My primary role as principal is to ensure instruction and learning is taking place in each classroom and to provide a safe and orderly environment for all. The MBE faculty and staff are dedicated and committed to providing a safe learning environment, present curriculum that is challenging, engaging, and technology enriched. We will work hard to ensure that all students reach their personal best.

This handbook is filled with important information regarding district and school policy as well as procedures. We feel open and clear communication between school and home is important to the success of our educational program.

Please read and discuss the information in this handbook with your child, then sign and return the Parent/Student Acknowledgement Sheet to your child's homeroom teacher. If you have any questions or concerns, please do not hesitate to call. Please refer to CPSB [Student Code Conduct](#) for additional information.

We look forward to working with each of you and with your support together we can help your child be successful at Moss Bluff Elementary.

It is a GREAT day to be BRONCO!

*Meg Reed*

Principal



Moss Bluff Elementary

215 School Street

Lake Charles, LA 70611

337-217-4640 Fax: 337-217- 4641

<https://www.cpsb.org/mossbluffelementary>

### Contact Information

Principal	Meg Reed	Ext. 1642	<a href="mailto:meg.reed@cpsb.org">meg.reed@cpsb.org</a>
Assistant Principal	Mikie Ferguson	Ext. 1643	<a href="mailto:mikie.ferguson@cpsb.org">mikie.ferguson@cpsb.org</a>
Assistant Principal	Johnethia Bellard	Ext. 1644	<a href="mailto:johnethia.bellard@cpsb.org">johnethia.bellard@cpsb.org</a>
Counselor	Alycia Bouillon	Ext. 1648	<a href="mailto:alycia.bouillon@cpsb.org">alycia.bouillon@cpsb.org</a>
Counselor	Shawn Heiss	Ext. 1649	<a href="mailto:shawn.heiss@cpsb.org">shawn.heiss@cpsb.org</a>
Bookkeeper	Chenell Henagan	Ext. 1647	<a href="mailto:chenell.henagan@cpsb.org">chenell.henagan@cpsb.org</a>
Secretary	Becky Bartee	Ext. 1645	<a href="mailto:rebecca.bartee@cpsb.org">rebecca.bartee@cpsb.org</a>
Secretary	Janet Yuhasz	Ext. 1646	<a href="mailto:janet.yuhasz@cpsb.org">janet.yuhasz@cpsb.org</a>
Librarian	Margaret Paris	Ext. 1650	<a href="mailto:margaret.paris@cpsb.org">margaret.paris@cpsb.org</a>
Librarian	Tracey Pearce	Ext. 1650	<a href="mailto:tracey.pearce@cpsb.org">tracey.pearce@cpsb.org</a>
Cafeteria	Susie Grimes	Ext. 1651	<a href="mailto:susie.grimes@cpsb.org">susie.grimes@cpsb.org</a>
Extended Day	Donna LeDay	Ext 1652	<a href="mailto:donna.leday@cpsb.org">donna.leday@cpsb.org</a>

**Most teachers can be e-mailed by using their first name.last [name@cpsb.org](#)**



## **Mission Statement:**

Building Young Minds for Future Times

## **Core Values:**

High Expectations

Continuous Improvement

Respect for all

Solution Oriented

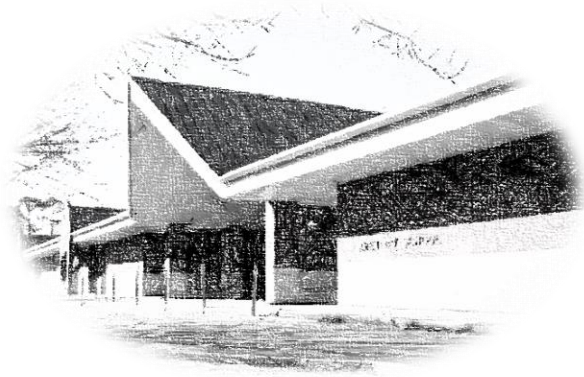
Data Driven

## **Behavior Expectations for All:**

Be Respectful

Be Safe

Be Responsible



## **MBE Quick Facts and Stats**

**Pre K- 5<sup>th</sup> Grade**

**Student Population: 911**

**42 Homeroom Sections**

**70 Instructional Staff**

**Tutors**

**2 Counselors (PreK-2 & 3-5)**

**7 Enrichment Teachers (Library, P.E., ART, STEM)**

**2 SPARK /Gifted Teachers**

**Speech Services**

**School Nurse**

**Extended Day after School Program**

**Curriculum Coordinator/ Instructional Support**

**Student Clubs/ Organizations**

## Reporting Days

Students' First Day..... 8/12  
Students' Last Day ..... 5/24

## Holidays/In-services

Students Do Not Report  
on the Following Days  
School System Offices Closed 6/19,7/4  
System-wide In-service ..... 8/8  
Paras report to work ..... 8/9  
School Level In-Service ..... 8/5,10,11  
School/system In-service ..... 8/9  
Labor Day ..... 9/5  
Fall Break ..... 10/10-10/11  
Teacher In-service ..... 10/12  
Election Day ..... 11/8  
Veterans Day ..... 11/11  
Thanksgiving ..... 11/21-25  
Christmas ..... 12/19-12/30  
Teacher In-service ..... 12/19  
MLK Day ..... 1/16  
Mardi Gras ..... 2/20-22  
Teacher In-service ..... 3/13  
Easter Break ..... 4/7-4/14  
Teacher In-service ..... 5/25-5/26

## Nine Week Periods

1st ..... 10/17  
2nd ..... 1/9  
3rd ..... 3/16  
4th ..... 5/24

## State Testing\*\*

LEAP ELA/Math/Sci. (3-8) ..... TBA  
EOC Fall CBT ..... TBA  
EOC Spring CBT ..... TBA  
ACT PBT ..... TBA  
LEAP Connect/LAA ..... TBA

## Calendar Code

	Students' First Day/Last Day
	Last Day for Students—half day
	School/Employee Holiday
	System-wide In-service
	Teacher In-service home
	Nine Weeks Period Ends
	Time Change
	System/School In-Service Day



# Calcasieu Parish School Board

BUILDING FOUNDATIONS FOR THE FUTURE  
Karl Bruchhaus, Superintendent

## 2022-23 District Calendar

182 Teacher Work Days  
172 Instructional Days  
4 Emergency Days

July 2022	August 2022	September 2022
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
October 2022	November 2022	December 2022
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
January 2023	February 2023	March 2023
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
April 2023	May 2023	June 2023
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

# Registration

**Office Hours – 7:30 a.m. until 3:30 p.m. each school day.**

Registration 8:30-11:30 Daily

## Registration Procedures

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

### Age Requirements

- Pre-Kindergarten – four years of age on or before September 30 of current school year. **Pre- K Registration is online only at [calcasieu4all.com](https://calcasieu4all.com)**
- Kindergarten – five years of age on or before September 30 of current school year
- First Grade - six years of age on or before September 30 of current school year
- Other Grades – based on chronological age and records from transfer school

### Age Verification

All children, upon entering a Calcasieu Parish school for the first time, are required to present a certified or original copy of their official birth certificate. Children born in Louisiana will be given a fifteen-day grace period to secure a copy. Children born out of the state will be given a thirty-day period.

### Items Necessary for Registration

**Parents/Guardian are also required to complete the CPSB online student registration process at the time of registration. <https://jcampus.cpsb.org/register/>**

- Proof of residence- two utility bills with parent/guardian in zone address.
- Birth certificate
- Immunization records
- Records from transfer school
- Social security number (card) – showing social security number
- Out of Zone Approval, if necessary- Must meet requirements. It is the parent responsibility to be aware of out-of-zone conditions.



### Immunizations

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

# Student Information

## Emergency Information

It is the responsibility of each parent/guardian to provide the school with information needed to notify the parent, guardian or designee should an emergency occur or arise. According to state guidelines, a school should be able to get in touch with a parent or guardian within a reasonable amount of time during the school day. At the beginning of the year or at registration each student will be given a form requesting emergency information. Please fill it out completely. This information will include the child's full name, address, social security, number, parent work numbers, and emergency contacts (with identifying information- SS#, Driver's License#, etc.), medical/health concerns plus any pertinent information regarding your child. Parents **must** notify the office of any changes in address, phone, place of work or any other emergency information. For the safety of our students, emergency information forms may also include information which would identify those persons should it become necessary for the school to contact them to pick up your child from school.

## Legal Custody

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

## Transfer Students

When a student transfers to another school, parents need to notify the school office in advance (24 hrs.) so necessary paperwork will be ready when requested. Processing the transfer paperwork does require time and the attention of the classroom teacher and counselor. Also, cafeteria records must be cleared before 1:15 p.m. The official withdrawal form will be released when all fees are cleared (lunch money, library books, workbook money, fund raiser money, etc.) and when the teacher is free from instructional duties, so grades and attendance can be calculated.

## Pre- Kindergarten Students

Pre-K students are a very important part of the educational program at Moss Bluff Elementary. Our program is a LA4 and District funded Pre-K Program, and we must follow the **guidelines specific** to those programs. Students who fail to meet attendance or discipline requirements may be dropped from the Pre-K program. Pre-K teachers will provide additional information specific to Pre-K.



# Parent and Student Responsibilities

## Attendance Rules and Regulations

School hours: Office 7:30 a.m. to 3:30 p.m.

Students report 7:45 a.m. to 2:50 p.m. Tardy bell rings at 7:50 a.m.

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

Louisiana law requires that an elementary student must be in attendance 160 days of a school year in order to be considered for promotion. Students who miss an excess of ten (10) days of school per year without approved documentation of extenuating circumstances may be denied credit. Parents who are in violation of the Compulsory Attendance will be referred to the Juvenile Justice Truancy Center and/or the 14<sup>th</sup> Judicial District Truancy Court. Parents may be fined up to \$250.00 or imprisoned for up to 30 days or both. Absences are considered "excused" when written notification has been given by a medical doctor. The Truancy Assessment and Service Center (TASC) was established to provide for early identification and assessment of truant students. The following guidelines are used for referrals:

- Elementary students with **5 or more unexcused, unexplained, or undocumented absences.**
- Elementary students with **excessive tardies and/or early checkouts.**

The only valid reasons for absences from school are:

1. Personal illness
2. Serious illness in the family
3. Death in the immediate family
4. Observance of established religious holidays

Tardiness is defined as any arrival after the 7:50 a.m. bell. Excessive tardiness may result in disciplinary action as approved by CPSB policy.



## **CPSB District-wide Elementary Dismissal Procedures**

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

### **The Dismissal Procedures:**

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

The Calcasieu Parish School System believes in promoting a positive learning environment for all students. In order to meet the demands of Common Core, we must teach until dismissal and it is very disruptive to our lessons and daily routines when

Approved:  
*[Signature]*  
8/27/14

*Building Foundations for the Future*

---

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

# School Routines

## Morning Arrival-

Students report to their rooms by 7:50 a.m. Upon arrival to school **ALL STUDENTS ARE REPORT TO THEIR DESIGNATED AREA.** For the safety of our students, if a student arrives after 7:50 a.m. they **must** be escorted into the building by the person that is bringing them to school. The duty teachers will leave their posts and report to their classrooms when the 1<sup>st</sup> bell rings at 7:45 a.m.



## Buses

Transportation is provided for students who reside further than one mile or further from the school and in our school zone. Students must ride the bus that the transportation department has assigned to them. Any variation in a bus schedule must be in writing on CPSB form and approved by school administration and the Transportation Department prior to riding the bus. Only in cases of emergency are the student permitted to ride the bus other than their own. Students are under school supervision while on the bus and misbehavior may result in the loss of the privilege of riding the bus.

Please make sure we have your correct phone number and email so that you will get bus split information as needed.

## Afternoon Bus Routines

Students are expected to be in the bus pick-up area. They are to conduct themselves in an orderly fashion while waiting for the bus.

## Walkers and Bike Riders

Students who walk or ride bicycles are **NOT** to arrive at school before 7:00 a.m. If crossing the street, students must cross with the crossing guard. Bicycles are to be place in the racks and not left on the playground. Parents are urged to provide locks for their child's bicycle. Students departing in the afternoons are dismissed at 2:50 p.m. Students walking to the crossing guard must walk with a school administrator to assist in crossing the street. Students walking to the West gate must have a guardian meet them at the gate to be released. Please make sure phone your phone is correct in jcampus. All messages for walkers will be sent to phone number on file about afternoon dismissal changes due to inclement weather.

## Private Vehicles

Students must **NOT** arrive until 7:00 a.m. and may only be dropped off in the designated drop off area which is at the front entrance of the school (South side).

**Please follow these procedures to ensure the safety of your child and to assist in traffic flow:**

**Mornings-**when preparing to disembark their car, students should be organized and ready to get out of their vehicle. Cars will pull up to the cones as far as they can, students will exit the vehicle on the passenger side, and then enter the building through the covered entrances.

**Afternoons-** car riders and 2<sup>nd</sup> bell students leave at 2:55 p.m. each day. Students who are to be picked up by cars are to be seated outside in their assigned grade level areas and watch for their cars until their name is called. All car riders are provided with a name card for their vehicle dash which should be displayed so that the teachers on duty can read them easily. You will not be allowed to pull into car pickup circle until 2:55. Car pick- up ends at 3:15.

### **Visitors**

Parents are welcome in our school, for the safety of the students all visitors and volunteers **MUST** report to the office upon arrival to sign in as well as wear a visitor's badge. You must sign out when you leave the school.

### **Parking**

Space is limited at MBE. We ask that you try to park in a conservative manner and use the spaces on the South side of the school. The spaces in the North parking lot are reserved for staff members. **Please do not park on School Street.**

### **Telephone**

Students are allowed to use the telephone for emergencies as verified by the teacher. Parents should avoid calling during the school day.

### **Class Interruptions**

To prevent interruptions, we ask that you make every effort to inform your student of all necessary information they need before they get to school. We will, however, pass along a message at the appropriate time if it is necessary.

### **Deliveries**

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

## Crossing Guards

The Calcasieu Parish Sheriff's Department has provided the school with crossing guards. It is imperative that students and parents follow the instructions of the crossing guards. The guards are on duty from 7:00 a.m. to 7:55 a.m. and from 2:45 p.m. to 3:15 p.m. Please thank these very dependable safety officers for the excellent job they do.

**School Street:** Parking, stopping, or standing is prohibited on the following streets, lanes, avenues, etc. **School Street** in Ward 1 Per Calcasieu Parish Police Jury

## Emergency and Safety Procedures

The safety of the children is of the utmost concern at all times. Regularly held fire drills, lock-downs, tornado, bus evacuation drills, shelter –in-place drills, and emergency evacuation practices ensure a definite plan of action in case of an emergency. In the event of inclement weather conditions or other emergencies that may necessitate the closing of schools or dismissal of school, the local media will be informed, and parents will be contacted. The phone-based School Messenger Service will be utilized to disseminate critical information during emergency situations. Please ensure all contact phone numbers are accurate and up-to-date. This decision will be made by the CPSB school district not the school. If students are already at school, every attempt will be made to notify parents. You are asked not to telephone personnel, schools, law enforcement agencies, radio or television stations because this tie up the needed communication lines. A school employee will stay at school until all children have been picked up. During safety drills or an actual emergency event, parents should not enter the building unless they are contacted by the administration.



## Student Services

### Guidance and Counseling Services

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

## Extended Daycare

MBE participates in the Calcasieu Parish School Board Extended Day/Year Program providing a healthy secure environment for children whose parents elect to enroll their children. During the school term, after-school care is provided until 6:00 p.m. There is a registration fee per child (includes school insurance fee). This fee must be paid before the child enters the program on a full-time, part-time, or drop-in basis. Students must be registered in order to use drop-in services. If the program is extended to whole days during the holidays, there are additional costs. See Extended Day Program Parent Handbook for more information. If you have any questions, please feel free to contact the school office or our daycare director for more information.



**School Nurse-** We are fortunate enough to have a school nurse assigned to our school.

## Vision and Hearing

Periodic visual and auditory exams for students are given and an evaluation of immunization records is completed twice a year. If a problem is detected, the school nurse will notify parents. A parent or teacher may request a vision or hearing screening for any student at any time.

## Communicable Diseases

For the safety and welfare of the entire school, any student that has or may have (until a physician's diagnosis is made) a condition that is contagious cannot remain at school. The school nurse should be contacted if parents have questions. Here are some helpful points to remember:

- Children need to be referred to a physician and obtain a note indicating when they can return to school.
- Skin Diseases- scabies, ringworm, impetigo
- Eye Disease- pink eye
- Fever, Vomiting, Diarrhea, or Rashes unidentified by a physician – students must free for 24 hours.
- Sores or until all of the spots have scabs, mumps- when fever or swelling are gone.
- Pediculosis- (Lice) Children with lice must be excluded from school until the following conditions are met:
  1. Accompanied by a parent/guardian

2. Must provide proof that a prescription or over the counter treatment has been used.
3. All eggs or nits must be removed

Parents discovering this condition should notify the school so that classmates can be screened.

The school nurse or school personnel will re-check for lice as time permits. Students will not be readmitted to school if lice or nits remain. While we realize this may create an inconvenience for you and your child, the health and safety of the other students, faculty and staff must remain our greatest concern. Every attempt is made to handle the situation with complete confidentiality.

### Medication Given at School

The medication policy in effect for all Calcasieu Parish Schools states: **Absolutely NO** medication can be given internally, externally or by injection at school without the signed written instruction from a physician prescribing the medicine and written permission from a parent/guardian. NO medication policy also applies to creams, ointments, aspirin, Tylenol, cough syrup, topical antiseptics and cough drops. Over-the counter items follow these same guidelines. Students may not bring medicines to school or have them in their possession at any time. This protects you, your child, and the other children.

In order for medication to be dispensed by school personnel, procedures, and policies established by the Calcasieu Parish School Board and the State of Louisiana to allow for medication dispensation must be followed. When a parent decides the necessity for the school to administer medication, a medication procedure packet should be requested. The form(s) included in the packet must be properly completed and signed by a doctor and parent. All medication must be properly labeled with the child's name, physician, pharmacy, and name of medication, dosage and exact time for administering. The information on the medication label of the medicine bottle must exactly match the information provided on the required medication form signed by the physician or the medication will not be accepted. If a parent has questions or comments regarding these procedures, the Calcasieu Parish School Board Nursing Department should be contacted.

Those who find these safe measures a problem are certainly free to come to school and administer medication to their child, however, you are required to fill out a medication log listing the medication, dosage, amount, and time medication is given to your child.



## Cafeteria

### **For the 2022-2023 School Year Moss Bluff Elementary will be participating in the Community Eligibility Provision (CEP)**

This means all students enrolled in MBE are eligible to receive a healthy breakfast and lunch at no charge to your household each day of the 2022-2023 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

**NOTE:** You are still responsible for any balances for previous school year. Please refer to Policy EEA, *Unpaid Meal Charges*, regarding delinquent bills.

MBE cafeteria menus are published in the newspaper and school newsletter, posted in the classrooms, at the entrance to the cafeteria, on school website, and announced on various morning news programs. Both breakfast and lunch are served. Students may bring their lunch from home.

**Serving hours are from 10:30 a.m. to 1:00 p.m.**

MBE has a cafeteria manager. She is available from 6:00 a.m. to 10:45 a.m. Questions can be answered during office hours by calling 337-217-4640 Ext. 1651

**NOTE:** Any parent wishing to eat with their student should notify the teacher for approval beforehand. Lunches are counted and limited, and at times there may not be enough prepared.

## **School Fees**

Supply fees will be online, please visit <https://osp.osmsinc.com/CalcasieuLA/> to pay your child's classroom fees. You will need to know your student's ID number. This can be found on their report card. Face to face classroom fees for Pre-K are \$10.00 K-5 are \$15.00 Grades 3-5 also have a planner fee of \$3.00

These fees are to help cover additional classroom materials and supplies needed during the school year. Please pay all fees by the end of the first nine weeks. If you are unable to pay your fees by this deadline, please email or send a note to your child's homeroom teacher. All requests for economic hardship waivers of student fees and any and all related documentation used in considering the validity of any request for a waiver shall be confidential and do not constitute public records, but may be audited to ensure compliance with School Board policy. [District Fee Policy](#) information.



# Academic Information

## Curriculum

The elementary curriculum consists of reading, language arts, mathematics, social studies, science, fine arts, and physical education. French is taught to academically able fourth and fifth grade students. Special education services (for students who qualify) include resource classes, a speech pathologist, REACH, SPARK (gifted) classes, and Talented Arts program.

## Report Cards

Report cards are issued after the end of each nine weeks period for grades kindergarten through five. Kindergarten students are issued a progress report the first nine weeks. When nine weeks grades are averaged, the overall grade is determined as follows:

A	3.50 – 4.00
B	2.50 – 3.49
C	1.50 – 2.49
D	1.00 – 1.49
F	0.00 – 0.99



## Homework

Home learning is an integral part of the learning process to support, enrich, and reinforce subject matter taught at school. It is the student's responsibility to complete assignments and turn them in on time. Parents can assist by close communication with the teacher and making sure that homework assignments are completed and accurate.

## Student Progress

Graded papers are sent home every Wednesday. Interim Progress Reports (IPR) are sent home every three weeks in addition to the nine-week report cards. These progress reports are to inform you of the academic progress of your child in each subject area. Please contact your child's teacher if you have any concerns about your child's progress.

Student Progress Center <https://jcampus.cpsb.org/progress/>

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

## Parent/Teacher Conferences

Parent-teacher conferences are a necessary means of communication between school and home. Teachers will hold two parent conferences a year concerning your student. Our school will host student-led conferences with students leading the process of explaining to their parents the progress they have made so far. Teachers act as facilitators and will arrange for private conferences if necessary. Parents may request a conference at any time throughout the school year.

## Promotion

The promotional policy in Calcasieu Parish is based on standards cited in Bulletin 741. Students will be considered for promotion when the following requirements are met:

**Visit [Pupil Progression Plan](#) on CPSB website for updated information.**

## State Testing

Standardized state tests are administered in the spring. Third, fourth, and fifth graders take the approved Louisiana State Test. Students work toward a goal of mastery on these tests.

Please feel free to visit [LDOE family support toolbox library](#) for more information.

# Grading Policy

CPSB directs that evaluation of student progress be based on various aspects of performance as measured against standards for that grade level or subject.

Grading shall be based on:

1. Achievement as it reflects a reasonable and conscientious effort on the part of the pupil to fulfill in quantity and quality the requirements of the course.
2. The ability of the pupil as it relates to the demonstrated effort, and
3. Grades will be determined and reported in accordance with the procedures outlined by the district.
4. Other criteria as may be developed.

Teachers shall use letter grades consistently in all places where marks are recorded. No school employee shall attempt directly or indirectly to influence, alter, or otherwise affect the grade received by a student from his teacher, unless it is determined that the grade is an error or that the grade is inconsistent with the teacher's grading policy.

- Marking period- teachers should evaluate student progress at least Seven (7) different times during each grading period that include from a variety of sources. (i.e. (formative) class participation, experiments, investigative reports, projects, journal, checklist, portfolios, concept mapping, rubrics, (summative) end of unit or chapter test, district or interim test, and benchmark tests.
- Remediation and educational support from a SPED resource/inclusion teacher will be indicted by an asterisk on the report card.
- Guidelines concerning grading
  1. A student will receive no more than 1 grade for any test, written response, or work sample unless that grade is in two different areas such as vocabulary/comprehension, etc.
  2. A student will not be penalized for misspelled words, grammar, or mechanics in content area subjects unless these are specifically addressed in the lesson objective.
  3. No more than two (2) assessments should be scheduled on one day.

The following is the district grading scale for reading, mathematics, language, spelling, social living, science, and social studies.

<b>100% - 93 %</b>	<b>= A Excellent</b>
<b>92% - 85%</b>	<b>= B Above average</b>
<b>84% - 75%</b>	<b>= C Average</b>
<b>74% - 67%</b>	<b>= D Below Average</b>
<b>66% - 0%</b>	<b>= Failing</b>

Handwriting, health/ physical education, fine arts, French, work habits, and conduct will be graded according to the following scale.

**O Outstanding    S Satisfactory    N Not satisfactory**

# Curriculum and Extracurricular Enrichment

## Computer Lab and

Students K-5 will have the opportunity to use the computer lab or classroom devices to work on various title one programs to complete classwork. This will allow opportunities for students to reinforce math and reading skills, practice keyboarding skills, and test-taking skills.

## One to one device

All PreK- 2<sup>nd</sup> grade student will use iPads in the classroom during the day to complete classwork. Students in grades 2-5 will use laptops to complete research and assignments. Students are assigned their own device are expected to follow CPSB acceptable use policy for internet and district network resources found in CPSB code of conduct.

## Enrichment:

MBE students have an enrichment period once a day. We are on a seven -day rotation schedule: The students have the opportunity to attend the following enrichments:

## Library

The Library houses a larger selection of Accelerated Reader books. K-5<sup>th</sup> grade students attend a scheduled Library time during their enrichment rotation. Our librarians will also teach lessons on digital citizenship and using digital resources.

## Art

Our students participate in visual art classes during their enrichment classes.

## STEM

Students will engage in authentic **STEM** experiences. Curriculum is based on the idea of educating students in four specific disciplines — science, technology, engineering, and mathematics — in an interdisciplinary and applied approach.

## Physical Education

Physical Education Teachers provide instruction for all Moss Bluff Elementary students. With a focus on health and fitness includes emphasis on proper nutrition as well as good sportsmanship and skill development. Students are graded on their skills, participation, and effort. Field Day is a culminating event in the spring.

## **Other Student Opportunities**

### **4- H**

4<sup>th</sup> and 5<sup>th</sup> grade students will have the opportunity to join our school club. Monthly meetings will be conducted in the cafeteria and will be led by students, the sponsor, and outside agency.

### **D.A.R.E.**

All fifth-grade students participate in D.A.R.E. (Drug Abuse Resistance Education) which is taught by a member of our local law enforcement agency. A DARE graduation ceremony is held at the end of the program for fifth graders and their parents.

## **Student Leadership Team**

3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> grade students are elected by their homeroom class to serve as school leaders and work collaboratively with faculty and staff. These students serve as representatives of the student body and provide support during the school year.

### **Jr. Beta**

The National Jr. Beta Club is a student-centered organization that provides opportunities and experiences for 4<sup>th</sup> and 5<sup>th</sup> grade students to demonstrate the ideals of character achievement, service and leadership in school and community.

## **Recycling**

Student representative in 5<sup>th</sup> grade assist with various recycling and clean campus activities throughout the school year. Each classroom is provided a recycle bin to help reduce paper waste.

## **Special Education**

Students who qualify according to state criteria receive help in special education classes.

- Speech – Speech classes are available for children who have been diagnosed with a speech, language, voice or fluency problem.
- Resource/Self-Contained – Students who have been identified by a Pupil Appraisal Team according to Bulletin 1508 and are eligible to receive individualized educational programming from our special education teachers in cooperation with the classroom teacher and the parent.
- SPARK (Seeking Purposeful Analytical Realistic Knowledge) - The SPARK program is for students that have been identified as academically gifted students in Calcasieu Parish. Students are provided services one day a week within our school.

# Discipline

Moss Bluff Elementary School is committed to implementing methods and strategies to help children develop attitudes of respect and responsibility. We strive for children to recognize, understand and internalize the traditional ideas of honesty, self-control, responsibility, cooperation and self-motivation. Behavior education based upon good practices in health habits, safety, and consideration of others. Students are expected to take pride in caring for their school building, books, and all school equipment. Students are expected to be respectful of school staff as well as other adults and students on the school premises.

## **Moss Bluff Behavior Expectations:**

**Be Respectful**

**Be Safe**

**Be Responsible**

These guidelines are for all areas of the campus and specific rules for each area will be applied.

The Louisiana Department of Education has mandated the use of a School Behavior Report for discipline referrals. This report is sent home with any student referred to the office for discipline. Our District Student Code of Conduct provides a comprehensive explanation of all behaviors and discipline policies.

Please refer to [CPSB Student Code of Conduct](#) for further information.

## **Cell Phone District Policy**

### **ELECTRONIC TELECOMMUNICATION DEVICES**

No student, unless authorized by the school principal or his/her designee, shall use or operate any device which records sound and/or images, electronic telecommunication device, or other electronic device included but not limited to any camera, video/audio recorder, MP3, iPod, or gaming device in any elementary, middle or secondary school building, or on the grounds during the instructional day or in any school bus or other school system vehicle used to transport public school students. Please note that principals of BYOD (Bring Your Own Device) approved schools have discretion at any time during the instructional day or year to continue or discontinue electronic device privileges. BYOD schools are allowed to use electronic devices at the discretion of the school principals.

Cell phones and all other telecommunication devices must be turned off, stowed away out of sight, and not used during the instructional day or while riding a school bus. For the purpose of this policy, the instructional day will be defined to be the time students arrive on campus in the morning till the time they are officially dismissed from the campus in the afternoon. On field trips, telecommunication devices may be possessed/used at the discretion of the Principal or his/her designee.

❖ Calcasieu Parish School Board will not be responsible for any electronic device carried onto the school campus by a student or parent.

❖ Photographing, audio recording or videotaping of any persons/activities/incidents/etc. during the instructional day is strictly prohibited unless authorized by the school principal or his/her designee. The device will be confiscated and additional disciplinary actions, beyond the list below, may be administered.

Use of cell phones or other electronic devices by a student shall result in the confiscation of the cell phone/electronic device and a parent phone call. Schools have the option of using other corrective strategies for repeat offenders. All confiscated cell phones/electronic devices shall be returned to a parent or guardian when a request has been made and a release form provided by the school has been signed by parent.

Code of Conduct for Elementary Students -use of cell phones by an elementary student shall result in:

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

All confiscated phones shall be returned to a parent or guardian when a request has been made and a release form provided by the school has been signed. Parents must sign the release form in person. Ref: La. Rev. Stat. Ann. "17:239, 17:416, 17:416.

# School Support

## Fundraisers

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

## Partners in Education

Partners in Education program is to improve the quality of education through the direct involvement of business with our school. A BIG BRONCO THANK **YOU** goes out to our Partners in Education listed below:

- Avail Hospital
- Baggett, McCall, Burgess, Watson & Gaughan Law Firm
- BECI
- Coca-Cola
- Custom Metal Fabricators
- Geico – Steven and Associates
- Christopher Guillory, Attorney at Law
- Heaven on Earth Garden Center
- JD Bank
- Melanie Perry- State Farm
- Service Tire and Auto Moss Bluff
- Taco Mel

If any area business is interested in partnering with our school, please contact [laura.church@cpsb.org](mailto:laura.church@cpsb.org) or the front office at 337-217-4640.

## ATP ( Action Team Partnership)

Our ATP Committee meets regularly to form partnerships with students, families, and the community to ensure each student acquires skills for personal success that enriches the community.

# BIG BRONCO THANK YOU!





# Parent Involvement Opportunities

## District Parent/Involvement Policy

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

The staff and faculty at Moss Bluff Elementary provide a quality education for all students and quality community and parental involvement activities such as:

- ✓ PTO (Parent Teacher Organization)
  - Family- School Partnerships
  - Media Center Support
  - Copies for teachers
  - Teacher Appreciation Week in May
  - Meet and Greet/ Open House
  - Help with parties for special occasions
  - Donation of supplies
  - Fundraisers
  - Volunteer for the teacher in the classroom
  - Popcorn parties
  - Field Day
  - Louisiana Day
  - AR Celebrations
  - PTO Newsletter
- ✓ ATP Committee (Action Team Partnership)
- ✓ ATP Parent Meetings
- ✓ Teacher/Parent Conferences
- ✓ Field Trips
- ✓ Arts and crafts activities
- ✓ Read a book to the class
- ✓ Room Mom or Dad
- ✓ Library Aide
- ✓ Tutoring
- ✓ Science and Social Studies Fair
- ✓ Present talks and/or demonstrations about a specialized knowledge or skill.
- ✓ Assist with school recycling projects
- ✓ Donations to classroom library
- ✓ Campus beautification project

# Special Events

## Field Trips

Each grade level will organize a field trip(s) for their students. Information will be provided via newsletter or parent note regarding arrangements and Fees. All fees paid for a field trip are **non-refundable**.

## Honors/Awards Day

At the end of the school year students are recognized for their academic and extracurricular accomplishments in a special school assembly. All parents and family members are invited to attend the fifth-grade celebration.

## Family Involvement and Partnership Activities

We host several family events each year focusing on academics. We look forward to seeing you and your family on these occasions. Please refer to our monthly newsletter and website throughout the school year for additional family involvement activities.

- **Field/ Fun Day:** Students have the opportunity to participate in field day, which gives them a chance to participate in a non-competitive way in various physical events.
- **Louisiana Day:** Community members and parents will host activities for students that are directly aligned to Louisiana culture and the grade level standards for Social Studies, Science, Math, and ELA instruction.
- **ATP Parent Meetings are held 4 times a year.** Look for topics, dates, and more information on our website and monthly parent newsletters.

## Birthdays

Please contact your child's homeroom teacher if you would like to provide a special snack for your child's birthday. All treats for classroom MUST be individually wrapped or packaged.



# State and District Policies

## Calcasieu Parish Dress Code

### SCHOOL UNIFORMS

The Calcasieu Parish School Board expects the dress code policy will support a positive school culture by identifying attire that promotes school safety and student health. In all cases, the school principal shall inform the student, parent, and school community about the school dress code. All students and parents are expected to follow the written policy.

The policy of the Calcasieu Parish School Board shall be that no mode of attire shall be considered proper for school wear that distracts or disrupts classroom and school decorum. The School Board feels it is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of school. Cleanliness shall be a basic consideration. For health and safety reasons, students must wear shoes to school.

Questions about the school Dress Code Policy should be referred first to the school principal or other school authority. Individuals who still have questions about a school's Dress Code Policy can contact the Calcasieu Parish School Board's Office at (337) 217-4150 ext. 1501.

**School Dress Code-** Please refer to [CPSB Student Code of Conduct](#) for further information.

Principals may declare spirit or club days and allow students to wear school spirit shirts, or dress up days (i.e., when school pictures are scheduled) or allow students to wear other uniform attire such as uniforms or special dress for Boy Scouts, Girl Scouts, athletes, cheerleaders, band, chorus, etc. Guidelines for any other dress code attire not addressed by the Dress Code Expectations will be at the discretion of the school's administration. Other questions about dress code should be referred first to the school authorities, then to the central office staff.

### DRESS CODE VIOLATIONS:

All Pre-K through 12 schools in Calcasieu Parish shall strive to achieve full compliance of the Dress Code Policy and should resort to disciplinary measures only when positive measures fail. Students who violate the dress code shall be disciplined in accordance with the Student Code of Conduct. A student enrolled in grades prekindergarten (Pre-K) through five (5) shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.

Staff will direct students to correct inappropriate attire that can be immediately corrected with no further action.

## Discipline Guidelines Related to Uniforms

- Parent/guardians may request exemption from the school uniform policy with a written request using the "Exemption Form".
- Timeline for requesting this form is five (5) school days after the beginning of the school year; for the students transferring into the parish, it must be done within 5 days.
- Students that are considering non-compliance with the school uniform policy and who have not been granted exemption will follow this plan for discipline:

### **Action taken by Teacher:**

1<sup>st</sup> Offense: Counseled and contacted parent/guardian with a copy of this written notice as a warning.

2<sup>nd</sup> Offense: Phone call to parent/guardian and copy of written notice sent to parent.

### **Action taken by Principal (Administrator):**

3<sup>rd</sup> Offense: Administrator, parent/guardian, and student conference and this notice will be mailed with warning of after school detention.

4<sup>th</sup> Offense: After School Detention

## Prayer Policy

The Calcasieu Parish School Board shall permit school authorities of each school to allow an opportunity, at the start of each school day, for those students and teachers desiring to do so to observe a brief time in silent prayer or meditation.

Public schools shall be prohibited from adopting or using any official or standard prayer. Voluntary, student-initiated, student-led prayer in accordance with the religious views of the student offering the prayer may be permitted, however.

-No student attending the school shall be required to participate in any religious activity at school. No law, rule or policy shall deny to any student attending a public elementary or secondary school the right to participate in voluntary, student-initiated, student-led prayer during school or on school property, before or after school or during free time.

-No law, rule or policy shall prevent any student who attends a public elementary or secondary school and who is responsible for or presiding over a meeting of a school organization or assembly from calling upon a student volunteer to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation, at the sole option of the student volunteer.

A student organization shall not be denied recognition or any privilege or benefit solely because it is religious in nature, has a religious affiliation, or has no religious affiliation.

## Annual FERPA Notification

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) Visit [www.cpsb.org](http://www.cpsb.org), OUR DISTRICT, Policies, Annual Parent Notifications for a complete list of rights and additional details.

## Federal Programs

### **TITLE I DISTRICT FAMILY ENGAGEMENT POLICY CALCASIEU PARISH SCHOOL BOARD (CPSB) 2018/2019**

"The mission of Calcasieu Parish School Board is to work in partnership with students, families and the community to ensure that each student acquires the knowledge, skills and core values necessary to achieve personal success and to enrich the community." The School Board recognizes the importance of the school and home working together as partners in the education of each child as stated in the mission. The Calcasieu Parish Title I Family Policy encourages the engagement of all families. The district Title I Family Policy as well as each school's Family Policy are jointly developed, written and annually reviewed by school staff and family members in order to improve and promote student academic success. These policies incorporate the requirements under the Every Student Succeeds Act 2015, section 1118 of the Elementary and Secondary Act. Title I is a major provision of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA). Title I, Part A –Improving the Academic Achievement of the Disadvantaged provides assistance for students in high poverty schools. In order to accomplish our mission, the following policies have been developed to ensure family engagement in the CPSB Title I Schools.

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

### **ESSA PARENT NOTIFICATION**

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

Parents may find additional information regarding Federal Programs and the State Accountability Program on the Louisiana State Department website at <http://www.louisianabelieves.com> Parents are encouraged to be actively involved in all aspects of their child's education and have a right to know about their child's school performance and the qualifications of their child's teacher or paraprofessional.

Parents may access their child's teacher qualifications through a new Teach Louisiana link <http://www.teachlouisiana.net> on the Louisiana State Department of Education website. Click verify Louisiana Certificate (may have to click more than once), type in teacher's name.

Parents will be notified if their child is placed in a program for English Learners (EL) students, or if they will be taught for four or more consecutive weeks by a teacher who has not yet met requirements for a standard certificate as defined by ESSA.

## **Title III Home Language Survey**

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

## **Title IV Safe and Drug Free School & Communities**

### **NOTICE TO PARENTS AND STUDENTS OF CALCASIEU PARISH**

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

## **Act 909—1990 Louisiana Legislative Action**

1. Mandates that any student, sixteen (16) years or older, found guilty of knowledge of and intentional distribution of or possession with intent to distribute any controlled dangerous substance on school property, on a school bus, or at a school event shall be expelled from school for a minimum of twenty-four calendar months.
2. Mandates that any student who is under sixteen (16) years of age and in grades 6-12 and who are found guilty as in (1.) above shall be expelled from school for a minimum period of twelve (12) calendar months.
3. Mandates that any student who is kindergarten through grade five and who is found guilty as in (1.) above shall be referred to the local school board through a recommendation for action from the superintendent.
4. Specifies procedures for review or appeal as follows:
  - A. The parent or tutor of the pupil may within five days after the decision is rendered, request the school board to review the findings of the superintendent or his designee.
  - B. The parent or tutor of the pupil may, within ten days, appeal to the district court for an adverse ruling of the school board/superintendent.
5. Requires that upon recommendation by a principal for the expulsion of any student referred to above, a hearing shall be conducted by the superintendent or his designee to determine whether the student shall be expelled or if other corrective or disciplinary action shall be taken. Until such hearing, the student shall remain suspended from school.
6. Mandates that no student expelled pursuant to this act shall be readmitted to any public school in the State except upon the approval of the school board system to which he seeks admittance.

## **Title IX Sexual Harassment**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities which receive Federal financial assistance. It is the policy of the Calcasieu Parish School Board, in compliance with the requirements of Title IX, to maintain a learning environment that is free from prohibited sexual discrimination or sexual harassment. CPSB does not discriminate on the basis of sex in its educational programs or activities. Title IX additionally prohibits such discrimination in admission and employment. All forms of unlawful sex discrimination on the part of an employee-to-employee, employee-to-student, student-to-student, or any person to another person or any combination of these relationships are prohibited. Inquiries about or complaints of violation of this policy or of Title IX of the Education Amendments of

1972 may be directed to the Title IX Coordinator, Dr. Felicia Coleman , 337.217.4981 ext. 3618 email: jeanice.biondini@cpsb.org or the Assistant Secretary for Civil Rights of the U.S. Department of Education, Office for Civil Rights, Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-1100, Email: ocr@ed.gov, 1-800-421-3481.

The School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can contribute to an unacceptable work and educational environments. The Board, therefore, will not tolerate sexual harassment by any student toward another student. Each school shall educate its student population and staff concerning the School Board's intolerance of such harassment and shall require students and staff to report any such behavior to the school administrator. Additional reporting options are listed in Policy JCED. Harassment policy information shall be disseminated to the student population. Formal Procedures for Student-To-Student Sexual Harassment and Other Title IX Complaints can be found in CPSB policy JCED

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

## **McKinney- Vento Homeless Information**

### **Overview:**

This program helps provide educational stability – stability that is essential for academic success – for children and youth whose lives have been disrupted by the loss of housing.

### **Purpose:**

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

Each school has a contact person who is trained to assist a family/student throughout the school year. A Dispute Resolution Form and procedures are available by contacting the Homeless Liaison Office: Carolyn Toups, District McKinney-Vento Homeless Liaison 2423 6th Street Lake Charles, LA Phone: 337.217.4170 Ext. 2408 Fax: 337.217.4173 Email: carolyn.toups@cpsb.org

Foster Care Foster Care Parents will provide DCFS Foster Care Placement Forms to the assigned schools. Carolyn Toups, Foster Care Point of Contact 2423 6th Street Lake Charles, LA Phone: 337.217.4170 Ext. 2408 Fax: 337.217.4173 Email: carolyn.toups@cpsb.org



## Bulletin 741

### §341. Homeless Children and Youth

A. Each LEA shall establish a written policy to provide for the placement in school and for the education of any child temporarily residing within the jurisdiction of the board who has no permanent address, who has been abandoned by his parents, or who is in foster care pursuant to placement through the Department of Social Services. However, this does not require the enrollment of any child not permitted by another school system to attend school, either permanently or temporarily, as a result of disciplinary action(s).

B. The term homeless child and youth mean the following:

1. Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
4. Migratory children who qualify as homeless because they are living in circumstances described above.

C. According to a child or youth's best interest, each district must either continue the child/youth's education in the school of origin, or enroll the child in school in any public school that non-homeless students who live in the attendance area where the child/youth is actually living are eligible to attend.

1. School of origin is defined as the school the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.
2. In determining best interest, the district must, to the extent feasible, keep children/youth in the school of origin unless it is against the wishes of the parent/guardian.
3. A homeless child or youth's right to attend his/her school of origin extends for the duration of homelessness.
4. If a child or youth becomes permanently housed during the academic year, he or she is entitled to stay in the school of origin for the remainder of the academic year.
5. Children and youth who become homeless in between academic years are entitled to attend their school of origin for the following academic year.
6. If the district sends the child/youth to a school other than the school of origin or the school requested by the parent or guardian, the district must provide written explanation to the parent or guardian, including the right to appeal under the enrollment disputes provision.

D. In the case of an unaccompanied youth (i.e., a youth not in the physical custody of a parent or guardian), the district's homeless liaison must assist in placement/enrollment decisions, consider the youth's wishes, and provide notice to the youth of the right to appeal under the enrollment disputes provisions. The choice regarding placement must be made regardless of whether the child or youth resides with the homeless parent or has been temporarily placed elsewhere.

- E. The school selected shall immediately enroll the child/youth in school, even if the child or youth lacks records normally required for enrollment, such as previous academic records, medical records, proof of residency or other documentation.
  - 1. The terms enroll and enrollment are defined to include attending classes and participating fully in school activities. The enrolling school must immediately contact the last school attended to obtain relevant academic and other records.
  - 2. If a child or youth lacks immunizations or immunization or medical records, the enrolling school must refer the parent/guardian to the liaison, who shall help obtain necessary immunizations or immunization or medical records.
  - 3. Districts may require parents or guardians to submit contact information.
- F. If a dispute arises over school selection or enrollment, the child/youth must be immediately admitted to the school in which he/she is seeking enrollment, pending resolution of the dispute (five days).
  - 1. The parent or guardian must be provided with a written explanation of the school's decision on the dispute, including the right to appeal.
  - 2. The parent/guardian/youth must be referred to the homeless liaison, who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute.
  - 3. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.
- G. Each LEA shall keep and have immediately available any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, of each homeless child or youth.
- H. Each LEA shall provide services comparable to services offered to other students in the school selected, including transportation services, educational services for which the child or youth meets the eligibility criteria (Title I, special education, limited English proficiency), programs in career and technical education, programs for the gifted and talented, and school nutrition programs.
  - 1. School districts are required to adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin.
  - 2. If the homeless child or youth continues to live in the area served by the LEA in which the school of origin is located, that LEA must provide or arrange for the child's or youth's transportation to or from the school of origin.
  - 3. If the homeless child or youth continues his or her education in the school of origin but begins living in an area served by another LEA, the LEA of origin and the LEA in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child with the transportation to and from the school of origin. If the LEAs cannot agree upon such a method, the responsibility and costs must be shared equally.
- I. Each LEA shall designate an appropriate staff person, who may also be a coordinator for other federal programs, to serve as a homeless advocate to coordinate services and ensure that there are no barriers to the enrollment, transportation, attendance, and success in school for homeless children and youth. Additionally, the homeless advocate will promptly solve disputes regarding educational placement.
- J. Each LEA shall ensure the prompt resolution (within five school days) of disputes regarding the educational placement of homeless children and youth following the procedures in the Louisiana State Plan for Educating Homeless Children and Youth.

- K. Each LEA that receives a homeless direct grant award from the SEA Office of Education for Homeless Children and Youth (EHCY) must coordinate the services provided and designate a homelessness liaison to carry out certain mandates.
- L. Each LEA shall review and revise any policies that may act as barriers to the enrollment of homeless children and youth. Further, LEAs must adopt policies and practices to ensure that homeless children and youth are not isolated or stigmatized.

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

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

**"If you think your family may qualify for McKinney-Vento, please see your child's school counselor or contact the district Liaison, Carolyn Touns.**

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

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

[http://wwwprd.doe.louisiana.gov/LaServices/PublicPages/ServiceDetail.cfm?service\\_id=2317](http://wwwprd.doe.louisiana.gov/LaServices/PublicPages/ServiceDetail.cfm?service_id=2317)

Parents may also request a copy of this bulletin by calling the Department's toll-free number 1.877.453.2721. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §6301, et. seq.(ESEA). Summarized from the above handbook, complaints to the Louisiana Department of Education must (1) be in writing and (2) describe a violation of the law or a violation of federal statutes or regulations.

The written complaint must include:

- A statement of the violation of requirement of pertinent federal statute or regulation;
- The facts on which the statement is based, including the name of the local education agency;
- A proposed solution for the problem;
- The parent's signature and contact information;
- Only violations occurring within the past year.



## HOME LANGUAGE SURVEY

Student's Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student's Age: \_\_\_\_\_ Student's Birthdate: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

IS A LANGUAGE OTHER THAN ENGLISH SPOKEN IN YOUR HOME?

YES	NO

If the answer is NO, stop here.

If the answer is YES, please complete the entire survey below.

This form is only for determining whether the student needs English learner services and will not be used for immigration matters or reported to immigration authorities.

\*\*\*\*\*

Which language(s)

- is spoken in the home? \_\_\_\_\_
- did your student learn first? \_\_\_\_\_
- does your student speak most frequently at home? \_\_\_\_\_
- does your student use most often with other children/friends? \_\_\_\_\_
- would the parent/guardian prefer to get information from the school? \_\_\_\_\_

How often is ENGLISH spoken in your home?

**Please check one** ➡

0%-25%	25%-50%	50%-75%	75%-100%

PLEASE CHECK YES OR NO TO EACH QUESTION BELOW		YES	NO
Does the student read in a language(s) other than English?			
Does the student write in a language(s) other than English?			
Has the student received schooling/education in a language(s) other than English?			
Does the student interpret for you or anyone else in a language(s) other than English?			

PLEASE PUT FULL DATES TO THE QUESTIONS BELOW		DAY	MONTH	YEAR
When did your student enter the U.S.A.?				
Has your student ever been enrolled in a school in the U.S.A.? ____ YES ____ NO				
If yes, please give his/her entry date into a US school for the first time.				

Name, city, and state/country of previous school \_\_\_\_\_

Last grade level completed by student \_\_\_\_\_

**Circle if applicable**

AT YOUR STUDENT'S PREVIOUS SCHOOL, DID HE/SHE HAVE A .....	LEP Plan (limited English proficient)	SPED IEP (Special Education)	504 PLAN
------------------------------------------------------------	---------------------------------------	------------------------------	----------

Is there any other information we should know in order to best serve your student?

\_\_\_\_\_



## CUESTIONARIO

Nombre del/de la estudiante: \_\_\_\_\_

Escuela: \_\_\_\_\_

Fecha: \_\_\_\_\_

Edad del/de la estudiante: \_\_\_\_\_ Fecha de nacimiento: \_\_\_\_\_

País de nacimiento: \_\_\_\_\_

¿SE HABLA OTRO IDIOMA ADEMÁS DEL INGLÉS EN EL HOGAR?

SÍ	NO

Si la respuesta es NO, pare aquí.

Si la respuesta es SI, complete el cuestionario completo.

Este documento es solo para determinar si el/la estudiante necesita estar en un programa de lenguaje especializado (ESL). No se utilizará para asuntos de inmigración ni se informará a las autoridades de inmigración.

\*\*\*\*\*

¿Qué idioma(s)

- se habla(n) en su casa? \_\_\_\_\_
- aprendió el/ la estudiante primero? \_\_\_\_\_
- habla el/ la estudiante con más frecuencia en casa? \_\_\_\_\_
- habla el/ la estudiante más a menudo con otros niños? \_\_\_\_\_

¿En qué idioma desea recibir información de la escuela? \_\_\_\_\_

¿Cuánto INGLÉS se habla en su casa?

Por favor, marque solamente una respuesta.



0%-25%	25%-50%	50%-75%	75%-100%

POR FAVOR, MARQUE SÍ O NO	SÍ	NO
¿Sabe el estudiante leer en otro idioma que no sea inglés?		
¿Sabe el estudiante escribir en otro idioma que no sea inglés?		
¿Ha recibido el estudiante educación en otros idiomas además del inglés?		
¿Interpreta el estudiante para usted o para alguien más en un idioma diferente al inglés?		

POR FAVOR, CONTESTE CON FECHAS COMPLETAS	DÍA	MES	AÑO
¿Cuándo entró el/ la estudiante en los Estados Unidos?			
¿Fue el estudiante matriculado en una escuela en los Estados Unidos? <u>  </u> SÍ <u>  </u> NO			
Si fue matriculado, indique la primera fecha de ingreso en una escuela de los EE. UU.			

Nombre de la escuela, ciudad, estado/país de la escuela anterior \_\_\_\_\_

Último nivel completado \_\_\_\_\_

EN LA ESCUELA ANTERIOR, TENÍA EL /LA ESTUDIANTE.....	LEP Plan - (Plan para estudiantes con Dominio limitado del Idioma Inglés)	PEI (Educación Especial)	504 PLAN
Encierre en un círculo si es aplicable			

¿Hay otra información que debamos saber para servir mejor a su hijo?

\_\_\_\_\_

# Federal Programs Signature Page

I have read and understand the following documents in my student's handbook regarding Federal Programs:

- ❖ **Federal Programs Information**
- ❖ **Parent Notification information**
- ❖ **District Parent/ Family Involvement Policy**
- ❖ **Title III Home Language Survey**
- ❖ **Act 909**
- ❖ **Title IX Information**
- ❖ **McKinney – Vento Homeless Information**
- ❖ **DCFS Foster Care Contact**
- ❖ **LA Department of Education Complaint Procedures For The  
Elementary and Secondary Education Act 1965**

*My signature indicates I have received these documents:*

---

Parent/Guardian Signature

---

Date



## Attention: Parents and Students of Moss Bluff Elementary Grades PreK- 5

This signature page serves as acknowledgment that you and your child have reviewed the MBE handbook online at our school website <https://www.cpsb.org/mossbluffelementary>. You may also request or review a hard copy from our school office. Please refer to CPSB code of conduct for additional school board policies and on the guidelines for Federal Programs.

**Please sign and return this page to your child's homeroom teacher at Moss Bluff Elementary within one week of reviewing the handbook.**

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

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

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

---

Parent/Guardian's Signature

---

Student's Signature

---

Date