Motto

Inspiring Leaders for the Future

School Expectations

Be safe, Be respectful, & Be responsible
Policy for Internet & District Network Resources

All students are required to adhere to the Calcasieu Parish School Board policies and procedures regarding technology. The district requires all students who have access to technology to sign an Acceptable Use Policy (AUP). This document, along with the district policies will go home in the Code of Conduct booklet at the beginning of the school year.

W.T. Henning Elementary School

774 Henning Drive, Sulphur, LA 70663
Phone: 337.217.4840 Fax: 337.217.4841
District Website: www.cpsb.org
School website: http://www.cpsb.org/Domain/15
Office ................................ 337.217.4840
Fax ............................................. 337.217-4841
Brandi Trahan, Principal ............. ext. 6502
Maeghan Montalbano, Asst. Princ..... ext. 6503
Rhawnie Alder, Cafeteria............... ext.6508
Bobbie Gilbert, Library .............. ext. 6507
Barrette McBride, Counselor ....... ext. 6506

This handbook is a companion to the Calcasieu Parish School Board’s Code of Conduct. Information contained in this booklet is subject to change if the administration feels it is in the best interest of the students or if the safety of the students is at risk.
PRINCIPAL’S MESSAGE...

It is with great honor that the faculty and staff serve the students of W.T. Henning Elementary. We feel that all students can learn (although not in the same way or at the same pace). We believe that we are a catalyst for instilling high academic standards and leadership skills into our students each and every day.

Our vision is to create a culture of leadership and academic excellence. We strive to teach the whole child and to develop them socially and academically to be lifelong leaders. This is achieved by sound teaching strategies, high academic standards, and practicing Stephen Covey’s 8 Habits of Highly Effective Kids. Our goal is to reveal the greatness in every child.

We are here to serve your child. If you have questions or concerns, please don’t hesitate to call our office.

Sincerely,
Brandi Trahan

School Counselor, Mrs. Barrette McBride

Henning has a full-time counselor. Mrs. McBride is available to parents and students for visiting and consultation. The counselor’s office is open from 8:00 a.m. until 3:30 p.m. and is located next to the office. You may reach Mrs. McBride by calling (337) 217-4840 ext. 6506.

8 Habits of Highly Effective Kids

Habit #1 Be Proactive: I have a choice
Habit #2 Begin with the end in mind: I have a plan
Habit #3 Put first things first: Work first, then play
Habit #4 Think win/win: Everyone can win
Habit #5 Seek first to understand, then to be understood
Habit #6 Synergize: Together is better
Habit #7 Sharpen the saw: Balance is best
Habit #8 Find your voice and inspire others to find theirs.

Parental Involvement Policy

The mission of Calcasieu Parish Schools and W.T. Henning 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 W.T. Henning Elementary School provide a quality education for all students and quality community and parental involvement activities such as:

- Pre K- 5 Meet & Greet prior to school beginning
- Parent/Teacher conferences
- Open House
- Parent Night
- Parent Volunteer Days
- Weekly Marquee
- School website: http://www.cpsb.org/Domain/151
- Principal Notes (a monthly newsletter)
- Phone messages as needed
- Compact for Student Success (Parent/Teacher/Student Agreement)
- Annually Revised Student Handbook
- Parent Center (helpful brochures covering parenting/school skills)
- Annual Fundraiser(s)
- PBIS positive behavior incentives
- Accelerated Reader
- Book Fair / Family Read Night
- Math / STEM Night
- Dr. Seuss Day
- Children’s Book Week
- DARE Graduation
- Field Trips
- School Parties
- Teacher Appreciation Week

In order for us to provide these things we strongly feel that parental involvement is a necessary part of our school program. We know that parents that are involved in their child’s school play an integral part in their child’s learning. With cooperation among community, home, and school, all stakeholders assist in supporting the student for his/her future.
Materials and Supplies

- **Textbooks** are issued by teachers and are the property of the state of Louisiana. Students are responsible for these books and must pay for those which are lost or damaged.

- **Library Books** - Regular library visits are part of the language arts curriculum. Students visit the school library at least once a week to check out books. Students are responsible for lost or damaged books.

- **School Supplies** - School supplies vary from one grade level to another. **No rolling backpacks.** School supply lists are available in the school office and online at www.cpsb.org.

SCHOOL UNIFORMS

The Calcasieu Parish School Uniform Policy is provided in the Code of Conduct. At W.T. Henning, we adhere to the district policy with the addition of **royal blue shirts**. We also sell **school spirit shirts** and school club shirts which can be worn any day of the week. Any substantial complaint concerning the dress code shall be dealt with by the school administration.

Community, Parent & School Communication

School to Home

- Monthly Newsletters will be sent home.
- Weekly messages on our school Marquee indicate last minute events.
- Occasional phone calls will assist in quickly contacting parents with important information. Please keep your current phone number on hand with the office secretary.


Take Home Tuesday

Each Tuesday all classroom teachers will be sending important class notes, weekly graded papers, an accumulative grade tracker for the 9 weeks, 9 weeks attendance chart, 9 weeks PBIS conduct calendar, AR progress chart, fund raiser information, and school notifications. Please review these important documents to help students maintain success in school. Sign them where appropriate and return to school the following day.
Inspiring Leaders for the Future

BELIEF STATEMENTS

- All children can learn.
- Teaching strategies should incorporate a variety of tasks that accommodate the individual student’s needs.
- Student learning should be demonstrated through a variety of assessment opportunities.
- A positive environment is enhanced by support of school, home, and community.
- A safe and physically comfortable environment promotes student learning.
- Continuous professional development ensures an effective school program.
- Leadership is developed through practice of the 8 Habits of Highly Effective Kids.

Bus Expectations

At the end of the school day, students riding first load report to the bus ramp from the PreK hall. Second load bus students will report to the cafeteria to wait for their bus.

Bus transportation is a privilege provided to students as specified by the Calcasieu School Board Policies. Students must be seated on the bus at all times. Food/drinks are not allowed to be consumed on the bus.

Students who choose inappropriate behavior and/or bus protocol will be subject to a formal behavior referral written by the bus driver. The student will also be subject to temporary or permanent bus suspension when actions or behavior is not corrected. Classroom/grade level expectations will be given to parents and children by individual teachers.

Bus expectations are also clearly outlined in the Code of Conduct.

Component III

Positive reinforcement is part of the Positive Behavior System (PBIS) of W.T. Henning Elementary School. Students following appropriate behavior and practicing the 8 Habits receive Henning Bucks to be used to purchase extra privileges (every nine weeks of school).

Students maintaining an O for the 9 weeks will be invited to participate in a PBIS celebration.

Component IV Conduct Grade

A conduct grade will be averaged at the end of each nine weeks. Each grade level will devise an appropriate scale for determining the grade.

Pride in School

Parents and other taxpayers have provided us with a beautiful, well-maintained school. Our students are the most important people in keeping the building and playground neat and clean. Taking pride in Henning is a way to develop leadership and a feeling of ownership in the school.
Component II

School wide Student Expectations posted throughout the school: BE SAFE, BE RESPECTFUL, & BE RESPONSIBLE

- Show respect to all adults, materials, and children.
- Keep hands, feet and all objects to yourself.
- Use appropriate language in school.
- Keep a positive learning environment.
- Uniform policy will be enforced.
- Move quietly and orderly through the school.

Playground Expectations

- Stay on your own playground area.
- Boys play with boys, girls with girls.
- Rainy days when you go outside on the hard surface, the bag of playground equipment will have to remain inside.

Lunchroom Expectations

1. Enter quietly and orderly.
2. Go directly to cafeteria when you arrive at school in the morning IF you are eating breakfast.
3. Use the hand wash properly and put paper in the receptacle.
4. Stay in your seat. Do not lean over the table.
5. Maintain a clean eating area (floor and table).

Hallway and Front Porch Expectations

1. Hallways are QUIET ZONES!
2. You must sit on your grade level bench on the Front Porch.
3. Remain quiet so that you will know when your ride arrives.

For safety purposes wait until a teacher directs you to enter your car or to cross the front drive. You must cross the drive between the YELLOW LINES.

W.T. Henning Title 1 Action Team for Partnerships (ATP)

Henning participates in the ATP Title I program that consists of a team of parents, teachers, staff, and community members. This committee meets regularly to develop, plan and evaluate family activities that will enable communication between home and school to improve student academic and behavioral performance. Some of those activities include grandparent breakfast, family read night, student-led conferences, and grade level math events. If you are interested in participating with this team, please call the office and ask for Mrs. Brandi Trahan, Assistant Principal.

Partners in Education (PIE)

The Partners in Education program was developed by the Chamber Southwest and the Calcasieu Parish School Board to enhance the quality of education through direct involvement of business and industry. Henning is fortunate to have 2 partners helping to meet the needs of students and staff: Cameron LNG and Kajun Monograms. Any business interested in becoming a partner may contact the principal.
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
- 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

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.

Items Necessary for Registration
- Proof of residence – Proof of address
- Birth certificate
- Immunization records
- Records from transfer school (if out of parish)
- Social security number (card)

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.

Transfer Students

When a student transfers to another school, parents need to notify the school office in advance so that the necessary paperwork will be ready when requested. The official withdrawal transcript will be released when all fees are cleared (lunch money, library books, workbook money, fund raiser money, etc.).

PBIS – Positive Behavior Intervention Support

School-Wide Discipline Plan

The Henning Positive Behavior Intervention Support (PBIS) discipline plan lists the following five components: It is expected that all parents will sign their students Quality take home folder for PBIS conduct calendar on a weekly basis.
- List of student’s rights and responsibilities
- Expectations for student behavior
- Positive reinforcement for appropriate behavior
- Re-teaching for appropriate behavior
- Consequences for inappropriate behavior
- Conduct grade on progress reports

Component I: Student’s Rights and Responsibilities

I have the right to be a unique individual and the responsibility to respect the uniqueness of others. This means that not every one thinks, acts, feels, dresses, looks, or learns the same way.

I have the right to be treated with compassion and fairness and the responsibility to treat others in the same manner. This means that I treat others the way I would like to be treated.

I have the right to feel safe and the responsibility to help create a hazard-free environment. This means that I must know and follow school rules. These rules are designed to allow the school to meet its obligations to educate students.

I have the right to express my thoughts and feelings and the responsibility to give other people the opportunity to do the same. This means that I must speak in an appropriate tone and manner and must listen to others speak.

I have the right to learn and study and the responsibility to respect the rights of others to learn and study. This means that no one has the right to interfere with the education of others.
Physical Education

Physical Education is required by the state of Louisiana for all elementary children. **Students must have appropriate shoes, no boots or high heels.** No jewelry is to be worn during P.E. A parent excuse to sit out of P.E. lasts only 3 consecutive days. A doctor’s excuse is necessary for more than 3 days. Good sportsmanship and skill development are emphasized. Students are graded on their skills, participation, and effort.

4-H Club

Monthly meetings are held for students in grades 4 and 5 who are interested in learning about 4-H. The club is sponsored by Henning Staff and facilitated by a regional 4-H expert. Several service projects are created to promote citizenship and community involvement.

Class Parties

The Calcasieu Parish School Board approves class parties for Christmas and Easter only. Refreshments or treats that do not require special attention, such as refrigeration, may be sent to school for other holidays, provided arrangements are made with the classroom teacher. These will be shared by the class at the end of the day under the direction of the teacher. No class will leave the school grounds for a party. Safe, appropriate costumes for classroom lessons or activities will be acceptable at the discretion of the teacher.

Code of Conduct – Henning Elementary follows the district Code of conduct. A copy is provided to each student at the beginning of the school year. It can also be viewed at [www.cpsb.org](http://www.cpsb.org).

Emergency Card Information

We must have accurate information on file concerning your child. At the beginning of the year, each teacher will send home an emergency information card. Please fill it out completely. This information will include the child’s full name, address, phone numbers, and emergency contacts plus any pertinent information regarding your child. **Please notify the teacher of any change during the year.**

Visitors to campus

All visitors and volunteers **must sign-in at the office upon arrival** as well as wear a visitor’s badge. Parking for visitors is available in the front drive and along the front fence. Please do not park in the bus drive (east driveway). Please do not block the crosswalk from the front porch to the front gate.

Student Check In/Out Procedures

Parents must go to the office to sign out their child. Office personnel will call for the child from the appropriate classroom. A child who arrives at school after 7:45 a.m. must be checked in through the office by a parent or an adult before going to class. Checking students out will not be allowed after 2:30 p.m. **WE CHECK THE ID OF EVERY PERSON CHECKING OUT STUDENTS.**

Emergency Procedures

Regularly held fire drills and emergency evacuation practices ensure a definite plan of action in case of an emergency. The safety of the children is of the utmost concern at all times. In the event of school dismissal due to an emergency, the local media will be informed and parents will be contacted. It is very important that we have a phone number on file where parents can be reached at all times. Please send change of phone numbers to the homeroom teacher for this reason.

Crossing Guard

The crossing guards are on duty from 7:10 – 8:00 a.m. and from 2:30 – 3:30 p.m. Please use the front driveway to drop off students. Note: as you travel west on Henning Drive, there is no left turn. **Dropping students off on the streets surrounding the school or taking a left turn into the front drive is against the law and parents may be ticketed by the local law enforcement.**
Medication

No medication will be dispensed by school personnel without the proper form (available in the school office). This form must be signed by a doctor and a parent. All medication must be properly labeled with the child’s name, physician, pharmacy, name of medication, dosage, and exact time for administering. Aspirin and other over-the-counter drugs are considered medication and will be handled in the same manner. All medication must be delivered to the school by a parent or legal guardian.

Communicable Diseases

For the safety and welfare of the entire school, any student with a condition that is contagious cannot remain at school. Students sent home with fever (100.5) or vomiting cannot return to school until they are symptom free for 24 hours.

ATTENDANCE

The school day begins at 7:45 a.m. and ends at 2:50 p.m. in the afternoon.

Being punctual at the beginning of the day is important. Students arriving at school after 7:45 a.m. must be checked in through the office by a parent or guardian. Tardy minutes add up to missed instructional time. Students receiving five tardies are automatically referred to the office of Child Welfare and Attendance and/or the Truancy Court System.

• Students are Tardy if they come in after 7:45 & up until 10:00.
• Absent ½ day if they come in after 10:00 & up to 1:30.
• Students are counted absent a Full Day if they come in after 1:30.
• When checking out, a Student is counted absent a Full Day if they leave between 7:45 and 10:00.

FOOD SERVICES

A hot well-balanced breakfast and lunch is provided for all students. This is made possible through a grant due to the socio-economics of our location. Students may bring their lunch from home.

Accelerated Reader

The Accelerated Reader program is a computer-based program which focuses on fostering a love of reading through the use of quality literature, high motivation, and student incentives. Students select a book, read the book, and take a comprehension test on the computer in the classroom. AR tracks the progress of each student’s comprehension percentages, levels of books, and points accumulated. We focus on students not only reading numerous books but on comprehending what was read.

Response to Intervention (RTI)

Test data is utilized to identify students that will benefit from specific research based instructional strategies. Intervention takes place as flexible grouping for students that need similar strategies to increase their academic performance.

Art

Henning is staffed with a full-time art teacher who has created a discipline-based art program to enhance education across the curriculum. The program is designed to promote self-esteem through success in art.

D.A.R.E.

All 5th grade students participate in D.A.R.E. (Drug Abuse Resistance Education). An officer from the Calcasieu Parish Sheriff’s Department spends an hour each week with our students on anti-drug education. D.A.R.E is a twelve week program which culminates in a special graduation ceremony for the students and their parents.

Library

The school library supports the Louisiana and Calcasieu Content Standards and Benchmarks and enriches the curriculum at Henning. Kindergartens through fifth graders have one scheduled library period and one additional checkout period each week. Small groups of students or entire classes may visit the library to do research, view videos, listen to tapes, or work on the computer.
Report Cards & Progress Reports

Kindergarten through fifth grade report cards are computer generated. Report cards are sent home at the end of each 9 week period. Kindergarten students will not receive a report card for the first 9 week period. Interim Progress Reports (IPRs) are sent home at three week intervals throughout the year.

Student Progress Center

Calcasieu Parish offers online access to student grades and attendance. Please see the CPSB website for more information.

Extensions to the Curriculum

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 as having an exceptionality according to Bulletin 1508 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 academically gifted students in Calcasieu Parish. The identification of gifted students begins with a referral by a teacher or parent of the student with approval of the local school committee (SBLC-Student Building Level Committee). Students must meet specific criteria before a full evaluation is completed by the Pupil Appraisal Team. Once a student is classified as gifted, an Individual Education Program (IEP) conference is held and the student is placed in the program. Evaluations by local psychologists are accepted for review by the Calcasieu Parish Pupil Appraisal Team.

Spanish

We offer Spanish as enrichment for grades 1-5.

Arrival/Dismissal and Daily Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:15 a.m.</td>
<td>Doors open – breakfast begins</td>
</tr>
<tr>
<td>7:45 a.m.</td>
<td>Tardy Bell Rings - Class begins students arriving after 7:45 must be signed in at the front office by the parent or guardian</td>
</tr>
<tr>
<td>10:45-12:30</td>
<td>Lunch</td>
</tr>
<tr>
<td>2:55 p.m.</td>
<td>Bus Riders Dismissed</td>
</tr>
<tr>
<td>2:58 p.m.</td>
<td>Front Porch Walkers, Car Riders, Daycare Dismissed</td>
</tr>
<tr>
<td>3:05 p.m.</td>
<td>East Side Walkers Dismissed</td>
</tr>
</tbody>
</table>

Illness in School

If your child becomes sick while at school, you will be notified. Determining the nature of the illness is a judgment call. School personnel will do their best to assess the problem and take the suitable course of action.

Recess Supervision

Teachers are on duty at each recess (two for each grade level). Safety on the playground is the primary concern of the duty teacher. The recess bell is for the teacher to know when to line up her students for outside play. Students will line up in the classroom and quietly exit towards their designated playground area. Talking during line-up and in the halls is not allowed unless initiated by a teacher or staff.

Uniforms and Grooming

All hair styles must be neat, clean and well groomed. **Mohawk or extreme hair styles are not permitted.** Hair should not restrict vision. Female students are not allowed to wear false fingernails or acrylic nails. Male students are not allowed to wear earrings. No students should have hair coloring/gel coloring that is distinctly different from their natural hair color or **Mohawks.** Make-up and tattoos are prohibited. On PE days, students must wear shoes with rubber soles. **Acceptable outerwear for the classroom is limited to a sweater, sweatshirt, or light jacket. No emblem, logo or decoration is allowed on outerwear that is worn in the classroom. Colors for classroom outerwear include khaki, navy blue, hunter green, and white.**

For uniform specifics, see uniform policy on page 22 and the CPSB uniform policy (printed in the Code of Conduct and online).
TRANSPORTATION

School Board Transportation Office  (337) 217-4330
Please see the CPSB Code of Conduct for more information on Bus Transportation.

Car Rider Students

Arrival – Car riding students may arrive on campus no earlier than 7:15 a.m. A duty teacher will give the signal for drivers to begin releasing their children. All car riding students must be dropped off in the front drive. Otherwise, parents must park and walk their child up to the school. Parents dropping off students at the street may be ticketed by local law enforcement.

Dismissal – All students who are picked up by car at dismissal will be provided a car tag to help identify your child. Please label the car tag clearly with your children’s name (please print) with a dark marker (regular ink is not clearly visible from a distance).

Parents walking up to campus to collect their children are required to wait on the front lawn NOT on the front porch. This is to keep your children safe.

The children will be escorted across the drive by a duty teacher. Students will only be permitted to cross the walk directly in front of the porch if the parent/guardian are there waiting. Otherwise they will be seated with the car riders.

Walkers

Students who walk to school are expected to go directly home upon dismissal. Please make plans with your child ahead of time about transportation during inclement weather. In case of severe weather, we will not permit the students to walk home. We will hold students in the cafeteria for pick up.

Bicycle Riders

Students who ride their bicycles to school are to park them on the bicycle racks provided (both on the north and east side of the school). Parents are strongly encouraged to provide locks.

Promotion

Please see the Calcasieu Parish School website for the Pupil Progression policy (www.cpsb.org). If you have any questions, feel free to contact our school Counselor, Mrs. McBride.

Homework

Homework 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. If a student is absent, their parent may call the school office so that the teacher can get books and assignments to the office to be picked up after 2:00 p.m.

Parent/Teacher Conferences

The Calcasieu Parish School Board requires that teachers confer with all parents concerning their child’s progress at least twice a year in person or by phone. A conference will be scheduled each semester. For additional conferences, parents can contact the teacher at school.
**Grading**

The following grading scale will be used at Henning for reading, mathematics, language, spelling, social living, science, and social studies.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 - 100%</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>85 - 92%</td>
<td>Above average</td>
</tr>
<tr>
<td>C</td>
<td>75 - 84%</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>67 - 74%</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>66 - 0%</td>
<td>Failing</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>O</td>
<td>Outstanding</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>N</td>
<td>Not satisfactory</td>
</tr>
</tbody>
</table>

Any grade followed by “**” indicates that the child is in an altered or modified program such as special education, ESL, or a 504 program. Students experiencing unsatisfactory academic performance and/or excessive absences will be subject to retention in that grade level following a conference by the School Building Level Committee consisting of the principal, classroom teacher, support teacher, and counselor.

**Banner Roll**

Banner Roll students are those making grades no lower than an “A” in all subjects not graded by O, S, or N.

**Honor Roll**

Honor Roll students are those making grades no lower than a “B” in all subjects not graded by O, S, or N.

**Evaluation**

Students are evaluated both formally and informally. Teachers use a variety of activities to assess their students’ performance: quizzes, unit tests, inventories, daily class work, classroom observations, student projects, and student work portfolios. Grade level formal testing is as follows:

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**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Calcasieu Parish School Board, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Calcasieu Parish School Board may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures.

The primary purpose of directory information is to allow the Calcasieu Parish School Board to release this type of information from your child’s education records for the purpose of public recognition only. Examples include:

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation or athletic programs;
- Companies that manufacture class rings; and
- News media recognition pieces.

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.

In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 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.

***If you do not want Calcasieu Parish School Board to disclose directory information from your child’s education records without your prior written consent, you must notify your child’s school in person at the front office.***