

Prien Lake Elementary School Student Handbook

WELCOME.....	p. 1
CONTACT INFORMATION.....	p. 2
CALENDAR.....	p. 3
SCHEDULES.....	p. 4
REGISTRATION & MAINTENANCE REQUIREMENTS.....	p. 5
ATTENDANCE REQUIREMENTS.....	p. 6
DISCIPLINE POLICY.....	p. 7
EVALUATION OF STUDENTS.....	p. 8-9
HEALTH SERVICES.....	p. 10
SAFETY REGULATIONS.....	p. 11-12
PARENT & STUDENT RESPONSIBILITIES.....	p. 13
SCHOOL POLICIES.....	p. 14-16
STUDENT SERVICES.....	p. 17
DISTRICT AND STATE POLICIES.....	p. 18-21



3741 Nelson Road
Lake Charles, LA 70605
(337) 217-4910 Fax (337) 217-4911

Students are inspired to belong, learn & lead to succeed

Julie Ortego
Principal

Kelly Juneau
Assistant Principal

Hope LeDoux
Assistant Principal

Dear Parents and Students,

Welcome to the 2020-2021 school year! Our vision as the leaders of Prien Lake Elementary is to provide the leadership that will facilitate a school environment that is safe and respectable in order for your child to receive the best possible academic instruction. We are confident that our school will be a place where our students can learn and will grow academically and socially. The faculty and staff are excited to begin our journey in providing each child a quality education based on academic excellence while striving to meet his or her individual needs. We are very proud of our school's reputation as one of the finest elementary schools in the state. Our successes are directly attributable to the excellent staff, motivated and committed students, and supportive parents and community. Close working relationships among teachers, parents, administration, and children are essential in providing the best possible instructional program. We encourage your continued support and cooperation in helping to make this year a positive learning experience for your child. By working together we can ensure that every child has a very successful school year – a year in which everyone carries on our vision of Prien Lake students being inspired to belong, learn, and lead to succeed!

Please contact an administrator if you have any questions or concerns about your child's progress or school programs. We are looking forward to an amazing year at Prien Lake Elementary!

Julie Ortego, Principal
julie.ortego2@cpsb.org

Kelly Juneau, Assistant Principal
kelly.juneau@cpsb.org

Hope Ledoux, Assistant Principal
hope.ledoux@cpsb.org

Contact Information

Office: (337) 217-4910

Fax: (337)217-4911

District Website: www.cpsb.org

Prien Lake School Website: www.cpsb.org/prienlake

OUR VISION

Prien Lake students are inspired to belong, learn, and lead to succeed.

OUR MISSION

Our mission is to create a positive student-centered community while establishing high expectations for all learners.

CALENDAR

*Testing dates will be added to the school calendar once they are confirmed by the LDOE.

First Day of School	August 24
Labor Day Holiday	September 7
Teacher In-service	October 19
End of 1st 9 Weeks	October 16
Veterans Day	November 11
Thanksgiving Break	November 23-27
End of 2nd 9 Weeks	January 8
Christmas Break	December 21- January 1
Teacher In-service	January 11
MLK Day	January 18
Mardi Gras	February 15-17
End of 3rd 9 Weeks	March 18
Teacher In-service	March 19
Easter Break	April 2-9
Last day for students (½ Day) & End of 4th 9 Weeks	May 26

SCHEDULES

BELL SCHEDULE

7:10	Doors open & breakfast begins
7:30	Breakfast ends
7:45 AM	Tardy bell/instruction begins
2:00	Mode of transportation changes must be made by 2:00
2:30	No checkouts after this time (CPSB policy)
2:50	Dismissal of walkers and bus riders
2:55	Dismissal of car riders

LUNCH & RECESS SCHEDULE

Grade Level	Lunch/Recess	Visitor Schedule
Kindergarten	10:30-11:20	None due to COVID
1st Grade	10:50-11:40	None due to COVID
2nd Grade	11:10-12:00	None due to COVID
SPARK	11:30-12:10	None due to COVID
3 rd Grade	11:30-12:10	None due to COVID
4 th Grade	11:50-12:40	None due to COVID
PreK	12:10-12:50	None due to COVID
5 th Grade	12:20-1:10	None due to COVID

REGISTRATION INFORMATION & MAINTENANCE REQUIREMENTS

DETERMINATION OF AVAILABLE SPACES

Beginning in January, (mid-term) we collect information for Kindergarten French Immersion students for the upcoming school year. If you are interested in your child testing for the Kindergarten French Immersion Program, information will be posted on our school website and FB page. Deadlines and specific information will be available on the French Immersion application.

REGISTRATION ADVERTISEMENT

Notices are sent to the local newspaper and various media outlets to advertise the registration dates. Information is also posted on the school website and FB page.

REGISTRATION PROCEDURES

When registering, or entering school for the first time, all children shall present the proper documentation for immunizations and a certified birth certificate. Required information forms provided by the district must also be on file for each student.

PROMOTION

Promotion to the next grade level is based on the policies and regulations of the Calcasieu Parish School Board.

ATTENDANCE REQUIREMENTS

All students are expected to attend class every day that school is in session.

ATTENDANCE

We believe that regular attendance is vital to the learning process of each student. Once a student arrives at school, he/she is expected to remain and attend class throughout the day.

ARRIVAL

The school day begins at 7:45 AM. Students should arrive at school between 7:10 and 7:45 AM. A child shall be considered tardy if they are not in school by 7:45 AM. It is the responsibility of the parent or guardian to sign the child in at the office. After 3 tardies, a letter is automatically generated to notify the Child Welfare and Attendance Department. A student may be referred to the Truancy Court if a child has five or more unexcused tardies in a semester.

All car riders must be dropped off in the car rider line. Bus riders will be dropped off in the bus circle area. Walkers will enter through the glass doors at the bus rider area.

ABSENCES

Absences are excused for personal illness, death in the immediate family, or recognized religious holidays.

Elementary students may not miss more than 5 days during a semester, 10 days during the school term. A child not in attendance for the required days per year will not be given credit unless there are documented extenuating circumstances.

Half-Day Attendance: A student is considered to be in attendance for one-half day when he/she is present for more than 25% but not more than 50% of the instructional day.

Full-Day Attendance: A student is considered to be in attendance for a full day when he/she is present for more than 50% of the instructional day.

Students are responsible for all work missed due to absences. Please call the office by 10:30 to request missed work. Inform the office if a parent/guardian will pick up the work or if it should be sent home with another student. Work may be picked up in the office after 1:30 PM.

When a student returns to school from an absence, he/she must bring a dated note from the parent or a doctor's excuse stating the reason for the absence. This note must be turned in to the office.

Choir students are expected to participate in all performances. Absences on the date of a choir performance require a doctor's note or advance approval.

Family trips are recorded as unexcused absences as a school system policy. All work will need to be requested prior to the absence and completed according to the guidelines stated in the Parent and Student Responsibilities. No exceptions.

EARLY CHECKOUT

Any student leaving school early must check out through the office. Only those persons listed on the emergency card will be allowed to check out that student unless other arrangements have been made with the office. Any student signed out prior to 3:00 PM will receive an early checkout. A student may be referred to the Truancy Court for excessive early checkouts.

DISMISSAL

Dismissal begins at 2:50 PM for all walkers and bus riders. All students not attending our Extended Day Program should be picked up by **3:20**. All car riders must be picked up in the car rider line. **Parking anywhere on campus and walking to the car rider line is not permitted.** Parents may park in approved lots surrounding the campus if they wish to walk to the designated pick up areas. A parent/guardian must sign the late pick-up log in the office for any student picked up after 3:20.

DISCIPLINE POLICY

Prien Lake Elementary follows the Calcasieu Parish School Board discipline policies as outlined in the Student Code of Conduct Handbook.

PBIS

Prien Lake Elementary uses **Positive Behavior Intervention Support** throughout the school. PBIS provides a positive and effective alternative to the traditional methods of discipline. PBIS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. PBIS is consistent with the Individuals with Disabilities Education Act, which advocates the use of positive behavior interventions and school-based disciplinary strategies that reduce or eliminate the need to use suspension and expulsion as disciplinary options.

EXPECTATIONS

Prien Lake Elementary focuses on positively stated and easy to remember behavioral expectations called the "Law of the Paw".

“Law of the Paw”

Be Respectful
Be Responsible
Be Safe
Be Kind

A matrix has been developed which states what the “Law of the Paw” expectations look like, sound like and feel like for each area of our school (bathroom, classroom, hallway, cafeteria, playground, dismissal areas...). The matrices are posted in the various locations. Teachers teach the expectations at the beginning of the year and continually review/re-teach expected behavior throughout the year.

RECOGNITION SYSTEMS

Students are recognized for following the Prien Lake expectations. Students are recognized with specific positive praise, “Law of the Paw” tickets, Positive Office Referrals, and “O” in Conduct nine week incentives.

OFFICE DISCIPLINE REFERRALS

Prien Lake teachers are constantly teaching and reinforcing appropriate behaviors. Should a student choose to violate school behavior expectations, a specific procedure is followed:

1st minor offense: Student gets a verbal warning. Teacher re-teaches expected behavior and clarifies consequences.

2nd minor offense: Teacher fills out the School Discipline Referral Form and sends a copy home. Student receives a consequence. Parent signs and returns form.

3rd minor offense: Teacher will call parent, fill out School Discipline Referral Form and send a copy home. Student will receive a consequence. Parent signs and returns form.

4th minor offense: Teacher fills out the School Discipline Referral Form and sends the student to the office to see an administrator. Offense will be entered into the system. A follow-up course of action/consequence is taken.

- **Students who commit a major offense will be sent immediately to the office to see an administrator.**

EVALUATION OF STUDENTS

GRADING SYSTEM

The following grading scale is in effect for all Calcasieu Parish elementary schools for Mathematics, English Language Arts, Science and Social Studies:

A	93 - 100%	Excellent
B	85 - 92%	Above Average
C	75 - 84%	Average
D	67 - 74%	Below Average
U	Below 66%	Failing

Nine weeks grades are an average of daily/weekly assessments. The following scale is used:

A	3.5 - 4.0
B	2.5 - 3.4
C	1.5 - 2.4
D	1.0 - 1.4
U	0.0 - 0.9

Handwriting, Physical Education, Fine Arts, French, Social Living, and Conduct will be graded according to the following scale:

O	Outstanding
S	Satisfactory
N	Needs Improvement

GRADE REPORTING

All schools in Calcasieu Parish adhere to a 9 week grading period. Report cards for all students will be sent home approximately the 3rd day following the end of each 9 week period. Progress reports are sent home at 3 week intervals. Parents/guardians are encouraged to access their child's Student Progress Center account to view current grades.

EVALUATION

Students are evaluated both formally and informally. Data collected is used to provide diagnostic information, assess individual student performance, assess program effectiveness, and provide information for curriculum planning. Evaluations may include informal tests, projects, products, daily class work, classroom observations, student work portfolios, and activities designed and administered by teachers to diagnose and assess student performance.

Cheating on any assessment will result in an automatic failing grade for that assessment.

RESPONSE TO INTERVENTION (RTI)

Students who struggle to meet expectations in core content areas may be placed in small and/or individual settings for the purpose of receiving research-based interventions designed to focus on academic areas of weakness. Participation will be flexible, depending on a student's ability to show adequate progress.

CONFERENCES

Conferences are held frequently throughout the year to discuss the progress of students. Parents are encouraged to contact their child's teacher at any time to arrange a conference. In order to ensure adequate instructional time, conferences must be held at a time other than the teacher's scheduled class periods.

HEALTH SERVICES

MEDICATION AT SCHOOL

Absolutely no medication is dispensed at school without the proper documentation. Forms are available in the school office. All medications must be signed in by the parent/guardian in the office. Medication will not be accepted from a child.

If medication is required at school, a parent/guardian may:

- 1 - Come to school and administer the medicine, or
- 2 - Secure a form for medication to be given at school. This form requires the signature of a physician. The medication must be properly labeled.

*Aspirin and other over-the-counter drugs are considered medication and will be handled in the same manner.

ILLNESS AT SCHOOL

Parents/guardians will be notified if a student becomes ill at school. Fever, vomiting, loose stools, or other such symptoms demand that students be removed from school. Students must be symptom-free for 24 hours before returning to school. Decisions concerning notification of parents/guardians requires a judgement based on the student's statement of feelings and the observation of appearance and behavior.

COMMUNICABLE ILLNESSES

A student with any condition that is contagious must be excluded from school and may return as noted:

Measles: 7 days after appearance of the rash

Chicken Pox: 7 days after the appearance of the vesicle or when the vesicles are healed
Mumps: when the swelling has subsided.

Students with skin diseases, including scabies, ringworms, impetigo, or unidentified rashes, must secure a note from a physician stating the child can return to school.

Parents/guardians are notified if head lice are found on a student, and the student will be excluded from class immediately, according to the guidelines set by CPSB. Students should be treated with a medication that kills lice and eggs, and all nits must be removed from the hair. Proof of treatment is required before returning to school. School office personnel shall be responsible for checking the student to be sure he/she is free of nits before the child may

return to the classroom. All students must be checked in through the office with the parent present before being cleared to return to class.

IMMUNIZATIONS

As noted in the registration procedures, all children attending school must have evidence of being immunized. If such proof cannot be provided, the child will be restricted from school until validation can be given.

VISION AND HEARING SCREENING

CPSB nurses complete screening on students in grades K, 1, 3, and 5 each school year. A parent/guardian will be notified of any concerns in these areas upon completion of such screening.

SCHOOL NURSE

The school nurse is an employee of the Calcasieu Parish School Board. When school health problems arise requiring the advice of a physician, the nurse will consult the CPSB Medical Advisor. The health of a school age child is the responsibility of the parents, school administrators, teachers, and the school nurse.

MEDICAL EXCUSE POLICY

An excuse is required if a student should be excused from recess, going outside, or Physical Education due to an injury or illness. A parent/guardian note is allowed for up to three consecutive days of excused participation. A doctor's note is required after the third day. Notes should be brought to the office and may be faxed to 217-4911.

SAFETY REGULATIONS

EMERGENCY INFORMATION

The safety of all students is of utmost concern at all times. Regularly scheduled drills and evacuations are conducted to ensure a definite plan of action in the case of an emergency. These drills are held regularly at unannounced periods throughout the school year. The drills are conducted to teach self-control in times of emergency and to assure quick and orderly evacuation of the school building. You can assist your child by discussing the importance of such drills and the necessity of following the directions and guidelines for the drills.

Parents/guardians will be contacted through the automated school messenger system, and local media will be informed in the event of a dismissal due to an emergency.

*No child may be checked out when a school lockdown/shelter in place has been declared. An "all clear" must be approved from the CPSB Risk Management Dept. or law enforcement in order to release students.

STUDENT INFORMATION

It is extremely important that the school has accurate information on file concerning each child.

Information should be updated in the Student Progress Center (online). Please complete ALL INFORMATION REQUESTED on the emergency card that is sent home at the beginning of the school year. Should any of the information change during the school year, it is the responsibility of the parent/guardian to update information in the Student Progress Center (online) and notify the office so that changes can be made on the child's card. It is imperative that the school is able to contact a parent or another adult who will take responsibility for a child in an emergency.

LEGAL CUSTODY

Where the legal custody of a student has been judicially assigned to one parent, to a legal guardian, or foster parents, a certified copy of the judgement shall be submitted to the school office. A copy of the judgement will be kept on file. In the absence of a legal document, a child can be released to either parent.

ARRIVAL AND DISMISSAL

Students are not to be at school prior to 7:10 AM. Support staff personnel are not responsible for the supervision of children. Students arriving after 7:45 are considered tardy and must report to the office to be signed in by the parent/guardian.

Your child should be informed on how he/she gets home before the start of the school day. You are highly encouraged to establish a consistent routine. Children often forget. A note to the teacher is crucial when there is a change in their regular routine. In emergencies, please call the office. We will notify your child of the change. Calling to change or communicate transportation plans should be rare. Calling daily or almost daily creates unnecessary confusion. The deadline to change the mode of transportation for your child is 2:00p.m.

All students should be off campus by 3:20. Any student remaining at school past 3:20 each day should be enrolled in the Extended Day Program. A parent/guardian must sign the late pick-up log for any student not picked up by 3:20.

Car Riders: All students transported to and from school by car need to be dropped off and picked up only at the designated covered area. Please be courteous to other drivers. Students are not allowed to be dropped off or picked up in the front circle. We encourage students to open the car doors on their own and exit the vehicle in a timely manner.

*Parking on **school grounds** is not permitted at the time of dismissal. Parents not wanting to wait in the car line may park off campus and walk to pick up their child in front of the school.

Bus Riders: Transportation is provided at designated locations around the parish. Students are under school supervision while on the bus, and misbehavior may result in the loss of privilege of riding the bus. Parents will be notified of misconduct on the bus.

RAINY DAY DISMISSAL

In case of inclement weather, children will be kept indoors during dismissal and called to the pick-up point upon arrival of the parent/guardian.

PARKING

Parking regulations at the time of dismissal are noted in the ARRIVAL/DISMISSAL section of this handbook.

VISITORS

All visitors, volunteers, and substitutes must register in the office upon arrival at school and receive a badge. Visitor parking is available in the staff parking lot. Parking spots are labeled as "visitor parking."

Visitors are welcome to attend any advertised program held at the school as well as any field trip with an invitation from the homeroom teacher. Siblings and students not enrolled at Prien Lake are expected to remain with their parent/guardian at all times.

PLAYGROUND

Recesses are provided for the students each day. Children are instructed to walk to and from the playground. No toys from home are allowed on the playground. Any student injured on the playground during recess will report to the office.

PARENT & STUDENT RESPONSIBILITIES

It is the responsibility of each student to:

- 1 - Respect the rights and privileges of other students, teachers and staff.
- 2 - Arrive at school with the appropriate materials and assignments.
- 3 - Obey all school rules and behave in an acceptable manner.

It is the responsibility of the parent/guardian to:

- 1 - Ensure each student arrives at school on time.
- 2 - Support the learning goals of the curriculum.
- 3 - Establish open communication with school personnel to provide a team approach for success.

To effectively maintain an environment conducive to learning, the following guidelines are in place:

COMMUNICATION

It is important that all contact information for each student is kept up to date at all times. Parents/guardians can update personal information through the Student Progress Center or contact the front office for assistance.

- 1 - Important messages issued from the school will be sent periodically through the automated system. Contact the office to confirm the phone number(s) that will receive these messages if you have questions or concerns.
- 2 - E-mail addresses requested on the student information cards will be used strictly for teacher communication and school business.
- 3 - REMIND accounts are used by various teachers throughout the school to send reminders about dates and events. Parents/guardians are encouraged to sign-up.
- 4 - Conveying Messages to Teachers: Teachers may be contacted most efficiently via their CPSB email account. If you are unable to email a teacher, please contact the office. Please respect the personal time of teachers. Conducting school business by contacting staff members through social media accounts or texting is not permitted. All school business should be conducted through CPSB e-mail.
- 5 - Conveying Messages to Students: We value and protect instructional time. Immediate messages will only be relayed to students in the event of an emergency. Changes of transportation messages need to be called to the office before 2:00 to ensure the message reaches your child. Transportation changes should be a rare event.
- 6 - Conveying Messages to Parents/Guardians: Students are responsible for relaying school notes and graded papers to their parents/guardians. Systems are in place in each classroom to assist with organization and efficiency of these materials.
- 7 - E-mails and phone calls are expected to receive a response within 48 hours.
- 8 - We encourage a team approach to ensure success for each child. Please feel free to set up a conference, contact our counselor, or meet with administrative staff at any time to address concerns or highlight accomplishments.

HOMEWORK

Homework is designed to support the learning process and reinforce subject matter taught at school. It is the student's responsibility to complete all homework and turn it in as assigned.

As stated in the absence policy, daily missed work and homework must be requested by 10:30 AM. Work may be picked up after 1:30 PM.

CHECKING SCHOOL BAGS/FOLDERS

It is important that student's book bags and folders are checked each and every day. Graded papers will be sent home each Tuesday and must be returned with a parent signature each week. Parents/guardians are encouraged to promptly respond to a teacher's request for signatures, conferences, supplies, etc. School planners are provided for students in grades 1 - 5 to communicate homework assignments and important events.

TEXTBOOKS

Student textbooks are issued each year. It is the responsibility of the student to return the same textbooks issued in acceptable condition at the close of the school year. Lost or damaged books must be paid for at the close of the term.

MONEY ENVELOPES

When sending money to school for various purposes, please place the money in a sealed envelope or zippered bag with the child's name, teacher's name, amount enclosed, and the specific use intended.

LOST AND FOUND ARTICLES

Parents/guardians are urged to put names in all jackets, coats, etc. brought to school. The Lost & Found area is located near the gym. Students are encouraged to look for lost items on the hooks. Unclaimed items will be donated to charity at the end of the term.

PERSONAL ITEMS

Electronic devices, toys, and trading cards of any type are not permitted at school. Any item that becomes a distraction will be confiscated. **"Smart" watches/devices** that are a distraction and/or used inappropriately will be confiscated. Disciplinary action may be used at the discretion of the administration.

SCHOOL POLICIES

DRESS CODE

Each student should arrive at school properly dressed and well groomed. Guidelines for acceptable, traditional, good grooming should be taught and enforced in the home by the parents/guardians as part of their responsibility in training their children for responsible citizenship. Cleanliness shall be a basic consideration.

The dress code policy of Prien Lake is used in conjunction with CPSB dress code expectations. The latest information can be accessed on the CPSB website (www.cpsb.org).

The following guidelines are in place in addition to the CPSB dress code expectations:

Spirit shirts can purchased through the school. The following is the schedule for spirit/club shirts:

Monday	Writing Club, Kids for Christ, or Paw Squad
Tuesday	Spirit Shirt
Wednesday	Tennis Club, French Club, REACH, or Leadership
Thursday	Art Club
Friday	Spirit Shirt (Any PLE Shirt)

Tan, khaki, or navy blue pants, skirts, shorts, or jumpers must be traditional uniform style and color. No jeans, corduroy, wind-suit material, sweat pants, stretch pants, leggings, spandex, baggy pants, carpenter or cargo styles, or side-knee pockets are allowed.

Appropriate shoes must be worn that allow students to actively participate in physical education. Athletic shoes with foot and ankle support are required. Students should not wear boots/shoes with a heel. Sandals are not allowed.

Clothing, jewelry, or color of hair should not distract or disrupt classroom instruction or the school environment. Males with earring must either have them covered with band-aids or removed during school hours and events.

Appropriate dress is required for free dress days, picture days, Fabletic Friday's, etc. The length of all shorts/skirts/bottoms should follow the CPSB guidelines and reflect respectable students. Leggings are not allowed as a stand-alone item.

Undershirts, compression shirts, and/or pants should be uniform colors. Note: royal blue is not an approved uniform color for Prien Lake.

Socks (or stockings/tights for girls) are required at all times and should be navy blue, khaki, hunter green, black, or white. If a girl shows up at school with any other colored tights, they will be asked to remove them.

No headwear shall be worn on campus, with the exception of knit caps in extremely cold weather. Acceptable outerwear for the classroom is limited to include sweater, sweater vest, sweatshirt, or light jacket.

During class time, jackets are to remain open, not zipped or buttoned. **The colors for classroom outerwear include khaki, navy blue, hunter green, and white. The uniform shirt must be worn under outerwear. Any other parkas or heavy jackets will be removed when the students enter the classroom. Heavy coats worn to and from school and/or outdoors are not restricted, but it is recommended that the colors of navy blue, white, khaki, and hunter green be purchased when possible.**

Any complaint concerning the dress code shall be dealt with by school administration.

CLASS FEES

Fees are for designated for classroom supplies and are collected at the beginning of the school year. These fees allow for the purchase of classroom needs, art supplies, and technology not furnished by the school system.

FIELD TRIPS

Prien Lake students are afforded the opportunity to participate in numerous field trips. These trips are an extension of the curriculum for each particular grade level. The appropriate fees must be paid before a student is allowed to attend a field trip, including class fees, cafeteria bills, and extended day balances. The student must also have a permission slip signed by a parent/guardian. The school office cannot accept verbal permission over the phone for a child to attend a field trip. All students in the class must travel on the bus with the teacher to the field trip.

Chaperones for field trips are occasionally required. In this case, it is most often asked for parents/guardians to provide their own transportation. Please do not bring other family children on the trip, especially if they are enrolled in school. As a chaperone, you may be asked to transport lunches, supplies, and possibly children that become ill while on the field trip.

Once the cost of the trip has been figured, notes sent home, and fees collected, money may not be able to be returned should the student/parent not attend.

Item Drop-Off

All items that are expected to be delivered to classrooms will need to be dropped off by 9:30 each morning and placed on the designated table/area. Please label the item(s) you are dropping off with your child's name and homeroom teacher. Students will be called out of class during the designated window of time to collect their personal items in the office. Thank you for helping us protect instructional time.

CLASS CELEBRATIONS

Class celebrations are held at several points during the year to recognize holidays or achievements in the classroom. These celebrations are for the benefit of the students. Other children not enrolled at Prien Lake should not attend these parties unless specifically approved.

Refreshments or treats that do not require special attention may be sent to school with permission of the teacher. These treats will be shared by the class at recess or under the direct supervision of the classroom teacher. Treats must be store-bought and sent to school in the original packaging. Homemade treats are not allowed.

Birthday parties for students or teachers will not be permitted during the school day. Cupcakes or cookies in observance of a birthday are acceptable and will be distributed at recess or in class. Please do not send flowers, plants, and/or balloon arrangements, etc. to school for your child. **Delivery for these items will be refused.** Invitations for parties should not be distributed at school to a select group of students. The whole class, all girls, or all boys must be included to distribute invitations at school.

CLASS ROSTERS/PARENT REQUESTS

Placement of students is based on the needs of all children in each grade level. We work tirelessly to create a balanced classroom to ensure the highest possible levels of academic and social development for all children. Parent requests are not permitted.

CAFETERIA

Our cafeteria is especially interesting and attracting to students and we strongly encourage participation in the breakfast and lunch program. Meals are well-balanced and tastefully prepared to promote good nutrition.

A computer system is used to monitor meals served and payments received. Advanced lunch payments are required. No charging is allowed. Monthly payments are preferred. Payments should be sent in a sealed envelope marked with the student's name or paid online at www.myschoolbucks.com. The cost of the breakfast and lunch program is determined by CPSB. Reduced and free lunches are available to qualifying families. Forms may be secured from the office or submitted online at www.myschoolapps.com at any time during the school year.

Students may bring their own lunch to school, and it must be eaten in the cafeteria.

Parents are invited to each lunch with their child on the scheduled day for the respective grade-level. Parents are permitted to sit at the tables designated for families.

Quiet conversation is permitted in the cafeteria. Students are expected to use acceptable manners and keep their eating area clean.

EXTENDED DAY

As an added service, Prien Lake offers an Extended Day Program which provides adult supervision after the regular school day. The students are kept at school and monitored by paid staff under the guidance of the school administration and guidelines established by CPSB. This is a structured time that allows students to complete homework, enjoy snacks, and play supervised games.

A registration fee, insurance, and weekly payments are required for participation in this program. Payments are due prior to care. Failure to pay in a timely manner is a valid reason for dismissal. Applications and more detailed information are available through the school office or by contacting the Extended Day Coordinator.

PTO

Our Parent Teacher Organization is active and open to all parents, grandparents and supporters of Prien Lake. Multiple opportunities are available throughout the school year to volunteer time and talent in various areas around the school. Statistics indicate that children perform much better in school when their parents are involved in school activities. We truly appreciate the support!

STUDENT SERVICES

ENRICHMENT

The following Enrichment classes are offered for Prien Lake students:

French Immersion (must be accepted into program)

Physical Education

Music

Art

Library

French 2nd Language (qualifying students receive 30 minutes per day)

SERVICES

Speech is offered to any student who has been diagnosed as needing assistance in this area. Individual and small group instruction enables a student to become proficient and secure in his/her speech.

SPARK classes are offered for gifted students that qualify for the program. Contact the school counselor for additional information.

Additional services may be provided by CPSB based on a student's individual needs.

DISTRICT AND STATE POLICIES

PRAYER POLICY

CPSB 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. 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. Athletic teams shall not be prohibited from engaging in voluntary, student-initiated, student-led prayer.

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 quote 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.

When student volunteers are called upon to offer an inspirational quotation or statement, offer a prayer, or lead in silent meditation, such students shall be selected at random by a student from among student volunteers without respect to their individual religious beliefs or lack thereof. No student shall be called upon to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent mediation unless the student chosen has volunteered to do so.

CELL PHONE POLICY

No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging system, mobile telephone system, intercom, or electromechanical paging device in any elementary, middle, or secondary school building or on the grounds during the instructional day or in any bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including, but not limited to, suspension from school.

Cell phones and all other telecommunication devices must be turned off, stowed away, out of sight, and not used during the instructional day or while riding a school bus. For the purpose of this policy, the instructional day will be defined to be the time students arrive on campus in the morning until the time they are officially dismissed in the

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

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

- Confiscation of the cell phone and parent called.
- Option to use ISI 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.

BULLYING

Reporting an Act of Bullying

Each school's principal/designee is responsible for receiving complaints alleging violations of the bullying policy. All school employees and parents chaperoning, or supervising school-sponsored functions and events are required to report alleged violations of this policy to the principal or the principal's designee. A verbal report must be reported on the same day as the employee or parents witnessed or otherwise learned of the incident, and a written report must be filed no later than two days thereafter.

The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Retaliation and False Reports

Retaliation against any person who reports bullying in good faith, who is thought to have reported bullying, who files a complaint, or who otherwise participates in an investigation or inquiry concerning an allegation of bullying is prohibited conduct and is subject to disciplinary measures. Intentionally making false reports about bullying to school officials is prohibited and will result in appropriate disciplinary measures.

SEXUAL HARASSMENT POLICY

The School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can contribute to an unacceptable educational environment. The Board, therefore, will not tolerate any sexual harassment on the part of any student towards another student. All reports of such behavior shall be received and properly and adequately investigated. Students in violation will be subject to disciplinary action. For more information or to report sexual harassment, you may contact Sabra Soileau, Title IX Coordinator.

TITLE IV SAFE AND DRUG FREE SCHOOLS AND COMMUNITIES

NOTICE TO PARENTS AND STUDENTS OF CALCASIEU PARISH

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

Act 909—1990 Louisiana Legislative Action

1. Mandates that any student, sixteen (16) years or older, found guilty of knowledge of and intentional distribution of or possession with intent to distribute any controlled dangerous substance on school property, on a school bus, or at a school event shall be expelled from school for a minimum of twenty-four calendar months.
2. Mandates that any student who is under sixteen (16) years of age and in grades 6-12 and who are found guilty as in (1.) above shall be expelled from school for a minimum period of twelve (12) calendar months.
3. Mandates that any student who is kindergarten through grade five and who is found guilty as in (1.) above shall be referred to the local school board through a recommendation for action from the superintendent.
4. Specifies procedures for review or appeal as follows:
 1. 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.
 2. 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.

Additionally, school official reserve the right to report suspected impairment to local authorities.

For the safety of the children, students will not be immediately released to a parent if impairment is suspected.

TITLE IX

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs or activities which receive Federal financial assistance. It is the policy of the Calcasieu Parish School Board to maintain a learning environment that is free from prohibited sexual discrimination or sexual harassment. All forms of unlawful sex discrimination on the part of an employee-to-employee, employee-to-student, student-to-student, 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 submitted to: **Personnel**, 3310 Broad Street, Lake Charles, LA 70615 337.217.4040 or as provided in the Calcasieu Parish School Board complaint and grievance procedures (Formal Procedure for Sexual Harassment Complaints and Formal Procedure for Student-to-Student Sexual Harassment Complaints), copies of which may be obtained from the Calcasieu Parish School Board's main office at: 3310 Broad St., Lake Charles, LA 70615 337.217.4000

TITLE X - MCKINNEY-VENTO HOMELESS

Education of Children and Youth in Homeless Situations

The federal McKinney-Vento Act protects the rights of children and youth in homeless situations to attend and succeed in school, including pre-school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular, and/or adequate residence, including children and youth who are: staying with friends or relatives because they lost their housing; awaiting foster placement; or living in emergency or transitional shelters, motels,

domestic violence shelters, campgrounds, inadequate trailer parks, cars, public spaces, abandoned buildings, and bus/train stations. If you think you may qualify for the Title X program, please contact your school counselor or the school's Title X contact person.

[Carolyn Toups](#), District Liaison, Title X McKinney-Vento Homeless

2423 6th Street Lake Charles, LA 70601

Phone: 337.217.4170 Ext. 2408 Fax: 337.217.4173

FERPA

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, OUR DISTRICT, Annual Parent Notifications for a complete list of rights and additional details.