



3741 Nelson Road  
Lake Charles, LA 70605

Dear Parents and Students,

Welcome to the 2016-2017 school year! My vision as one of the leaders of Prien Lake Elementary is that all students, faculty, and staff will succeed, and it is our job to provide support and guidance along the way! 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 mission of *A quality education for all students!*

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

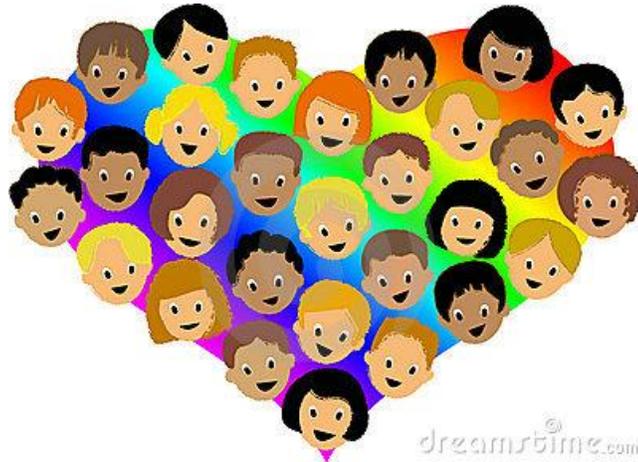
Julie Ortego, Principal  
[julie.ortego2@cpsb.org](mailto:julie.ortego2@cpsb.org)

Dear Parents and Students,

Welcome to Prien Lake Elementary! My goal as Assistant Principal 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. I am confident that our school will be a place where our students can learn and grow academically and socially. As a faculty and staff, we are committed to providing a safe, nurturing learning environment that will meet each child's needs. Our committed, dedicated faculty strives to provide our students with opportunities to develop into lifelong learners and future leaders. I look forward to serving you and the students of PLE. If I can assist you in any way, please do not hesitate to contact me.

Meg Reed, Assistant Principal  
[meg.reed@cpsb.org](mailto:meg.reed@cpsb.org)

# Contact Information



Office: (337) 217-4910

Fax : (337)217-4911

District Website: [www.cpsb.org](http://www.cpsb.org)

Prien Lake School Website: [www.cpsb.org/prienlake](http://www.cpsb.org/prienlake)

## **ACCREDITATION**

Following the three-day external review process, the Calcasieu Parish School Board and each of its schools received full-accreditation statuses from the AdvancED Accreditation Commission, a non-profit, non-governmental organization that accredits primary and secondary schools throughout the United States and 70 countries. The renewed accreditation status means every public school in Calcasieu Parish meets or exceeds the accreditation standards that support student achievement.

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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.

# VISION OF PRIEN LAKE ELEMENTARY

We, the faculty and staff of Prien Lake Elementary School, believe that we are responsible for providing an educational program through which each child can develop to his/her fullest potential mentally, physically, emotionally, socially, and aesthetically. We work to attain this goal through the use of the Louisiana/Calcasieu Content Standards and Benchmarks, the parish prescribed curriculum, and teaching strategies designed to accommodate all learning styles.

Further, we believe that the curriculum should be flexible enough to meet the needs of all children. If the nurturing and development of self-confidence, the acquisition of knowledge and skills, and a love for learning are to be achieved, the curriculum should be one that provides for the exceptional learner as well as the regular education student. Utilization of creative and innovative teaching techniques, various methods of grouping, and individual attention to student needs helps ensure that each child experiences success.

We believe that it is our duty to help children prepare themselves to be functioning, contributing members of the community in which they live. Children need to be empowered to think for themselves and taught to respect authority and the rights of others. This goal is addressed by providing opportunities for leadership, group and independent work, sharing of responsibilities, and through the discipline plan.

We believe that the educational process requires communication among the home, the community, and the school. This is accomplished through an open-door policy, parent-teacher meetings and conferences, school/parent/community involvement activities, the Partners in Education Program, letters to parent, the weekly school newsletter, the school blackboard web site, and the local media.

We believe that evaluating our program and seeking positive avenues of improvement and growth are essential for achieving our goals. We embrace traditions and foundations that have proven to be successful elements of education; however, we are open to changes that will enhance existing programs and lead to new opportunities for learning. This is accomplished through self-evaluation, attendance at local, state, and national education conventions and conferences, parent-teacher organizations, and Partners in Education. We work together in an atmosphere of mutual respect and cooperation to exchange ideas and information that will foster excellence in education.



## **PBIS Expectations:**

### **Law of the paw**

**Be Respectful**

**Be Responsible**

**Be Safe**

**Be Kind**





# **MISSION STATEMENT**

## ***“A quality education for ALL students.”***

### **BELIEFS AND Core VALUES**

- 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.
- Character education promotes good citizenship in all students

### **GOALS**

- **Each child will be offered the opportunity to grow intellectually.**
  1. The staff will emphasize basic skills of language arts and mathematics, focusing on learning styles and individual differences.
  2. The students will develop critical thinking, problem solving, research, communication, and technological skills.
- **Each child will be offered the opportunity to enhance his physical development.**
  1. The students will participate in an appropriate physical education program.
  2. The students will develop skills that lead to life-long habits and contribute to physical fitness.
  3. The staff will present information on substance abuse.
  4. The staff will be aware of the general physical condition of students and encourage good health habits.
- **Each child will be offered the opportunity to grow socially.**
  1. The staff will establish and enforce rules for appropriate social behavior and emphasize experiences that contribute to positive patterns of growth.
  2. The students will develop an understanding of the rights and responsibilities of living in and contributing to a democratic society.
- **Each child will be offered the opportunity to grow emotionally.**
  1. The staff will provide an atmosphere of respect for and acceptance of students.
  2. The staff will work with parents and professionals to ensure the emotional well-being of the students.
- **Each child will be offered the opportunity to grow aesthetically.**
  1. The staff will provide a dynamic cross-curricular visual arts program and vocal music program.
  2. The student will develop an appreciation for and understanding of visual arts through a hands-on art curriculum.
  3. The students will develop an appreciation for and understanding of music through the vocal music curriculum.

# REGISTRATION

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

## 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

## 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

Proof of residence – Child Welfare and Attendance permit obtained by showing proof of address at Rosteet Annex,

2423 Sixth Street, Lake Charles, 217-4230.

Birth certificate

Immunization records

Records from transfer school

Social security number (card)



## Immunizations

All students must furnish proof of up-to-date immunizations as required.

## Emergency Information

It is very important that we 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, social security, number, parent work numbers, and emergency contacts plus any pertinent information regarding your child. Please notify the teacher of any change during the year.

## 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).

# STUDENT AND PARENT RESPONSIBILITY



## ATTENDANCE

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 twenty (20) 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 14th 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:

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

## Arrival/Dismissal and Daily Schedule

7:10 a.m.	Doors open – breakfast begins
7:30 a.m.	Breakfast ends
7:40 a.m.	Bell rings - Classes begin
10:30 – 12:10	Lunches served
2:50 pm	First bell rings (1st load bus riders only)
2:55 pm	Second bell rings (dismissal for all remaining students – walkers, car riders, 2nd bus loads, extended day care)

## ALL STUDENTS MUST BE PICKED UP BY 3:20 P.M.

Please be advised that all students are dismissed between 2:50 and 2:55. Teachers and staff are on duty to monitor children until 3:20. If students are not picked up by this time, they will come in the office to wait for their parents. While we understand emergencies happen, we realize that they don't happen **EVERY** day. If you know you are going to be late, please enroll your child in our afterschool extended day program. Children picked up late must now be signed out as documentation that you are not following school policy. This document will be turned in to the Office of Child Welfare and Attendance the same as tardies are recorded.

## Tardiness –CLASSES BEGIN AT 7:40 a.m.

Being punctual at the beginning of each class is important. Students arriving at school after 7:40 a.m. must be checked in through the office by a parent or guardian. Every effort should be made to arrive at school on time. Children, who come in late, even 5 minutes late, often take as much as an hour or so to get settled down. When a student enters a classroom after instruction begins other students are often detained while this one student “collects” himself. Tardy minutes add up to missed instructional time. Students receiving five tardies will be referred to the office of Child Welfare and Attendance and/or the Truancy Court System.

## 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.

## Absences

Daily student attendance is essential for academic progress. It is also important in developing a positive attitude toward school. Personal illness and death in the family are considered excused absences.



## Dress and Grooming

Guidelines for acceptable, normal, good grooming should be taught and enforced in the home by the parents as part of their responsibility in training their children for responsible citizenship. All students are expected to be responsible in their dress and grooming by avoiding extremes and manifesting self-discipline with regards to these regulations. Cleanliness is most important. Students should maintain appropriate hygiene.

Any problem/situation arising from dress/appearance that is deemed a potential safety/learning concern shall be addressed by an administrator. Repeated failure to comply with dress regulations may result in disciplinary action, including In School Suspension (ISS) and/or suspension. Parent attention and cooperation is greatly appreciated.

The policy of the Calcasieu Parish School Board shall be that no mode of attire will be considered proper for school wear that distracts or disrupts classroom and school decorum. Cleanliness shall be a basic consideration. Research indicates that student dress helps set the pattern for classroom behavior and academic performance. Clothing and/or appearance(s) that distract or disrupt normal classroom routines are considered improper. **Please see CPSB code of Conduct for detailed guidelines.**

## SCHOOL UNIFORMS

Students attending Pre-K-12 schools in Calcasieu Parish shall be required to wear official school uniforms. Uniforms shall be the same for all schools, as follows:

- Uniform shirts will be white, hunter green or navy blue polo/golf style shirts (short or long sleeves with a collar) or shirts that button down the front with a collar. emblem, logo, decoration, or decorative trim is allowed. High school and middle school administrators have the option to choose a uniform shirt in one of the school's colors.
  - White, hunter green or navy blue, turtlenecks with no emblem, logo, decoration, or decorative trim are acceptable. Turtlenecks can be worn separately or under uniform shirt.
  - T-shirts (solid white, hunter green, or navy blue) will be allowed under the uniform shirt.
  - Spirit shirt/club shirt may be worn on day/s determined by the school administrator.
  - Administrators may option to have students wear the official school logo on the school's designated shirt.
  - Shirts must be tucked in at all times.
  - Khaki (shades may vary) or navy blue pants, skirts, shorts, skorts, or jumpers must be uniform style and color (no blue jeans, no corduroy or wind-suit materials, no sweat pants, no stretch pants or leggings, no spandex, no baggy pants, no bell-bottoms, no carpenter or cargo styles, no hip-huggers, no side-knee pockets). Emblems, logos, or decorations are not allowed.
  - Shorts and skorts must measure (front and back) no shorter than three inches above the knee and no longer than mid-knee. Skirts and jumpers must measure no shorter than three inches above the knee.
  - Belts should be black, brown, navy blue, hunter green, or khaki with no emblem, logo or decoration and must be worn with slacks and shorts that are designed to have belt loops. Belts must be visible and worn around the waist. Belts are optional for pre-k, kindergarten, and first grade students.
  - Socks (or stockings for girls) are required and should be hunter green, navy blue, khaki or white with no emblem, logo or decoration and must cover ankle and be visible. Middle and high school students are not required to wear socks or stockings with sandals.
  - Appropriate shoes must be worn and not include thongs. Sandals are not allowed in elementary grades.
- Administrative Offices 3310 Broad Street Lake Charles, LA 70615 Phone 337.491.1600 Fax 337.437.1293
- Acceptable outerwear for classroom is limited to include sweater, sweater vest, sweatshirt, and light jacket. During class time, jackets are to remain open, not zipped or buttoned. Colors for classroom outerwear include khaki, navy blue, hunter green and white. No emblem, logo, or decoration is allowed on classroom outerwear. The uniform shirt must be worn under outerwear.

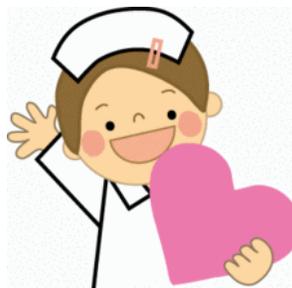
- Heavy coats and jackets worn to and from school and/or outdoors are not restricted, but recommended to colors of navy blue, white, khaki and hunter green.
- No head wear shall be worn on campus with the exception of knit caps in extremely cold weather.

Other Dress Code Regulations:

- Prohibited items include bandannas, hair rollers, extremes in hair styles, psychedelic hair colors, lines, letters, or designs shaved in the head.
  - Sunglasses, nose rings, visible body piercing, and excessive or inappropriate jewelry are prohibited.
  - Prohibited items include excessive and inappropriate makeup, painted faces, inappropriate tattoos, and stick-on tattoos.
  - Clothing worn is not to be suggestive or indecent.
  - Clothing, jewelry, and general appearance are not to be of the type that would cause a disturbance or distract or interfere with the instructional programs.
  - Clothing, jewelry, and general appearance are to be such as not to constitute a health or safety hazard.
- 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 uniforms such as Boy Scouts, Girl Scouts, cheerleaders, band, chorus, etc. Other questions about uniforms should be referred first to the school authorities, then to the central office staff.

Situations will be dealt with on an individual basis. Students are first given a verbal warning that they are not in compliance with the uniform policy followed by at least one written warning. Parents/Guardians are then notified. If the student continues to be non-compliant, school personnel will schedule a parent and/or student conference.

## HEALTH SERVICES



### Vision and Hearing Screening

Students in grades K, 1, 3, and 5 are scheduled for screening each year for vision and hearing. 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.

### Medication Given at School

The medication policy in effect for all Calcasieu Parish Schools states: NO medication can be given at school without the signed consent of the parent and physician prescribing the medicine. The NO medication policy also applies to creams, ointments, topical antiseptics and cough drops. Over-the-counter items follow these same guidelines. 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. (Example: The label cannot

state “Take one tablet at Noon” with the form stating “Take one tablet at Lunch” – everything must match exactly.)

For the safety and well-being of your child, processing the initial paperwork requires strict compliance to the CPSB policy and does require a reasonable amount of time. School personnel must follow the established guidelines. This is for your child’s protection. If a parent has questions or comments regarding these procedures, the Calcasieu Parish School Board Nursing Department should be contacted.

Medication should never be sent to school with a child. A procedure is in place for receiving medication. Medication should be brought to school during school office hours (7:45 A.M. – 3:25 P.M.) 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.

### **Hypersensitive Students**

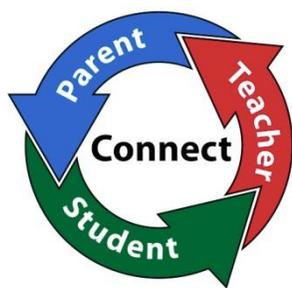
A list of students who have been diagnosed by a physician with a particular sensitivity is maintained in the office. At the onset of the school year, it is the responsibility of the parent(s) to make the notification to the school office and the classroom teacher.

### **Lice**

School personnel periodically check for the presence of head lice or nits. Procedures established by the Calcasieu Parish School Board must be followed in order for a student to return to school. Students returning to school after being sent home for lice must be accompanied by a parent and must bring with them the medication bottle or box used. The school nurse or school personnel will re-check for lice as time permits. Students cannot be checked for lice before 7:45 A.M. 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.

### **Student Insurance**

During the first week of school, all students receive a packet containing information and a form for parents who may want to purchase optional student insurance. Students who do not have insurance, cannot afford insurance, and/or who have other extenuating circumstances may be eligible to participate (free of charge) in Louisiana Children’s Health Insurance Program, a total health care program for Tots thru Teens and Pregnant Women (LaChip). Please call the school office or 1-877-252-2447 if your child is in need of health insurance. The application is very short and easy to complete.



## **School Support**

### **SCHOOL COUNSELOR**

Prien Lake is fortunate to have the services of a full-time elementary school counselor. Mrs. Christy Blalock is available to all parents and students for visiting and consultation. Students may visit the counselor as result of teacher/principal referral or student/parent request. 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. Blalock by calling 217-4910.

### **PARENT LIBRARY**

A parent library has been established to provide books, videos, and audio tapes to help answer questions parents often ask concerning their children. Call the school counselor to request material or arrange an appointment to view the selections.

### **P. T. O.**

At Prien Lake we realize that our parents and community provide valuable support to the educational process. Through collaboration of parents, faculty, and staff, our annual fund-raising events have been

extremely successful. Additional activities are planned throughout the year with new officers elected each spring.

### **Parent Volunteers**

Prien Lake has a committed parent volunteer group led by a P. T. O. chairperson. To participate in this program, please contact the school office. All parents are required to obtain a volunteer badge from the school office when working as a volunteer on campus. Parking is available in the south parking lot.

### **Partners in Education**

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. Prien Lake is fortunate to have 3 partners in meeting the needs of students and staff: Sherwood Gill Animal Hospital, Chick-Fil-A, and Panhandle Energy. Any business interested in becoming a partner may contact the principal.

## **PARENT/VISITOR INFORMATION**



### **Visitor Information**

All visitors and volunteers must sign-in in the office upon arrival as well as wear a visitor's badge. Parking for visitors is available in the south lot. Please do not park in the bus drive (north driveway). Parents chaperoning field trips may park in an unreserved parking place in the south parking lot.

well as parking

### **Crossing Guard**

The crossing guards are on duty from 7:10 – 8:00 a.m. and from 2:50 – 3:15 p.m. Due to the five lanes on Nelson Road, parents should not drop their child off in the parking lot across the street from the school or on New School Street. When dropping off students in the morning and picking up students in the afternoon, use north drive (bus circle), if traveling south and the south drive (front circle) if traveling north.

### **Student Check In/Checkout Procedures**

A child who arrives at school after 7:40 a.m. must be checked in through the office by a parent or an adult before going to class. Parents must go to the office to sign out their child. Office personnel will call for the child from the appropriate classroom.

### **District Policy:**

In order to decrease the added activities at dismissal and the communication issues due to timing, **schools will not accept phone calls after 2:15 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.

### **Emergency Procedures**

Regularly held fire drills, lock-downs, shelter –in-place 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.

## Security

Our school is rated as a “secure facility” by the CPSB due to the following criteria: fencing around entire school campus with monitored entry points; security doors to control entry of visitors and students into the building; video cameras and alarm systems for monitoring after school hours; police and sheriff officers on campus regularly with quick response time when called for emergencies.

# TRANSPORTATION

## Bus Students



Transportation is provided for students who reside further than one mile from school. Students are under school supervision while on the bus and misbehavior may result in the loss of the privilege of riding the bus. Students who are not eligible to ride the bus daily cannot ride a bus to attend birthday parties, slumber parties, scout meetings, etc. All of our buses serve the maximum number of students, and riding for such occasions overloads the bus.

In the event that a child is staying in someone’s home for a period of time, the parents should contact the school office for permission for the child to ride the bus. Parents must send a note to the bus driver when the normal stop for their child is to be changed.

**School Board Transportation Office -- 217-4330**



## Car Rider Students

Students who are transported to and from school by car are to be dropped off and picked up in the north drive or the front drive. Teachers are on duty in these locations. Having your child meet you anywhere else on school grounds or across the street poses a threat to his/her safety. Afternoon pick-up procedures are as follows:

When dropping off students in the morning and picking up students in the afternoon, use north drive (bus circle), if traveling south and the south drive(front circle) if traveling north.

Car riding students may not walk out to any parking lot to get in a car. Parents who exit their cars and are waiting for children to be dismissed must wait outside the building in front of the school. Please place the name of your child in the front dash of your vehicle when picking up your child.

## Walkers

Students who walk to school are expected to go directly home upon dismissal. Please make plans with your child about transportation during inclement weather.

## Bicycle Riders

Students who ride their bicycles to school are to park them on the bicycle racks provided. Parents are strongly encouraged to provide locks.

# NUTRITION



## Breakfast

A hot nutritious breakfast is available to all students each day from 7:10 until 7:30 a.m. in the cafeteria. Breakfast costs are as follows:

Breakfast - \$0.50      Reduced Breakfast - \$0.30

Extra Milk or Orange Juice - \$0.50

Guest Breakfast - \$2.00

**Breakfast must be paid daily.**

## Lunch

Students are encouraged to participate in the school lunch program which provides delicious, well-balanced meals designed to promote good nutrition.

Lunch - \$1.35

Reduced Lunch - \$0.40

Guest/Parent Lunch – \$4.00

Lunches must be paid in advance (by the 5<sup>th</sup> of each month) or on a daily basis. No students may charge lunch or breakfast. Money should be sent in an envelope with the child's name, teacher's name, and amount enclosed written on the outside. Lunch money is collected daily in the cafeteria between 7:15 and 7:50 a.m.

Students may bring their lunch from home. Canned or bottled soft drinks are not allowed. **FAST FOOD MAY NOT BE BROUGHT INTO THE CAFETERIA. The CPSB food services department has stated that items brought to school for birthday celebrations cannot be given during lunch time. These items may be given out to the class at the recess that follows the lunch period.**

Parents are extended an open invitation to eat with their children when space and numbers permit. Please inform Mrs. Karen Trosclair, the cafeteria manager, at 217-4910 prior to 9:00 a.m. on the day you plan to eat.

## Free/Reduced Lunch Program

Applications for the free/reduced lunch program are distributed at the beginning of the year. Additional forms are available in the school office. Names of children who qualify for this program are kept confidential.

## RECESS

Students will have one 10 minute recess scheduled by grade level and one 10 minute recess following lunch each day. Each grade level has an assigned area in which to play. Teachers are on duty at each recess (two for each grade level). Safety on the playground is the primary concern of the duty teacher. Please do not try to have a conference about your child at this time.

# ACADEMIC INFORMATION

## Curriculum

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

## Grading

CPSB grading scale to be used by all schools:

A	100 - 93	Excellent
B	92 - 85	Above average
C	84 - 75	Average
D	74 - 67	Below average
F	66 - 0	Failing



## Homework

Home learning is an integral part of the learning process to support, enrich, and reinforce subject matter taught at school. Each classroom has developed a homework policy. 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.

## Report Cards

Report cards are issued after the end of each nine weeks period for grades kindergarten through five. 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

Report card envelopes must be signed by a parent and returned to the teacher.

## Student Progress

Kindergarten and first grade work is sent home on an almost daily basis. Second through fifth grade papers are sent home once a week. Interim Progress Reports (IPR) are sent home every three weeks. 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

The Calcasieu Parish School System has made available to all parents an online system of tracking your child's academic progress and Accelerated Reader performance. 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 meet with each parent at the beginning of the school year. At mid-year we will have school-wide 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:

### **Kindergarten must:**

- earn a passing session grade in both ELA and Math
- meet the criterion score on the District Common Assessments for ELA and Math
- be in attendance a minimum of 167 days

### **Grades 1-3 must:**

- earn a passing session grade in both ELA and Math
- be in attendance a minimum of 167 days

### **Grade 4 must:**

- earn a passing session grade in ELA, Math, and Science or Social Studies
- earn a passing grade on the EOY District Common Assessment in Math and ELA
- be in attendance a minimum of 167 days

### **Grade 5 must:**

- earn a passing session grade in ELA, Math, and Science or Social Studies
- be in attendance a minimum of 167 days

## **Teacher Requests**

Student placement in classes is based upon many factors. The administration and staff at Prien Lake are committed to making the best academic placement for your child; therefore, we do not honor teacher requests. At the end of this school year we send home a “parent input” form asking for your assistance in describing the learning needs of your child. This form, along with recommendations from the previous teacher and the administration, will determine the class placement for your child for the upcoming school year. **If you have a special situation that we need to be aware of when we make our class assignments (cousins not to be in same class, academic consideration, etc.), please make sure that it is addressed on the “parent input” form.**

## **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**

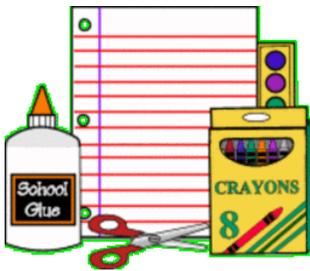
Honor Roll students are those making grades no lower than a “B” in all subjects not graded by O, S, or N. **Calcasieu Parish offers online access to student grades and at-attendance. Please see the CPSB website for more information.**

## 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:

GRADE	TEST GIVEN	TIME OF YEAR
Kindergarten	Developmental Screening Checklist	August
K – 3 <sup>rd</sup> Grade	DIBELS	Fall, Winter, & Spring
3 <sup>rd</sup> & 5 <sup>th</sup> Grade	State Testing	March, April
4 <sup>th</sup> Grade**	State Testing	March, April
K- 5 <sup>th</sup> Grade	Scantron Performance/ Scantron Achievement/ DCA	Fall, Winter, Spring, EOY

\*\*Students in 4<sup>th</sup> grade must pass their course work in 4<sup>th</sup> grade to be promoted to 5<sup>th</sup> grade. Students that do not pass will be eligible for summer remediation and will take a grade level test to see if they are eligible for promotion. The student must pass the test to be promoted to 5<sup>th</sup> grade. In addition to student performance assessment, these tests evaluate group performance and instructional program effectiveness while providing information for curriculum planning and decision-making. Prien Lake's performance on standardized and criterion-referenced tests well exceeds the parish and state levels.



## Materials and Supplies

### School Supplies

School supplies are a necessity. Every student is expected to come to school with supplies necessary for learning. A sufficient supply of paper and pen/pencil is needed daily. It is the responsibility of the parent to see that their child has supplies. The school supply list has been approved by the directors of elementary education.

### Textbooks

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.

### Toys

Toys are not allowed at school unless authorized by the teacher as part of class instruction. This includes games, collector cards, dolls, radios, balls, electronic gadgets, etc. Toy guns, knives, or any other toy weapons are not allowed on campus.

# Pagers, Cell Telephones, Other Electronic Communication/Devices

These are not allowed at school and will be picked up and released to the parent. Cell phones are not prohibited on campus. If a student has a cell phone they need to be turned off and stored in their backpacks until the end of the day. Students who habitually fail to follow this policy may be subject to a school suspension. The school is not responsible for missing electronic devices brought to school or field trips, since this is against school policy.



## CPSB Cell Phone Policy ELECTRONIC TELECOMMUNICATION DEVICES

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 school 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 till 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.

This section will be placed in the 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 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.

## Extensions to the Curriculum



### Special Education

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

1. **Speech** – Speech classes are available for children who have been diagnosed with a speech, language, voice or fluency problem.
2. **Resource/Self-Contained** – Students who have been identified by a Pupil Appraisal Team as disabled 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.
3. **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, friend, 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.

### **French Immersion**

The goal of the French Immersion Program is for students to develop the ability to communicate in French as well as native French students. The majority of subject matter instruction is in French. English language competencies are developed through English instruction for reading and the language arts. For more information contact the school principal.

### **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.

### **Library (217-4910)**

The school library supports the Louisiana and Calcasieu Content Standards and Benchmarks and enriches the curriculum at Prien Lake. First grade students have one weekly scheduled library period and a book wagon available to them daily for checking out books. Second graders have one scheduled library period and one additional checkout period each week. Third through fifth graders have one weekly scheduled library time but may check out books at any time during the school day. Small groups of students or entire classes may visit the library to do research, view videos, listen to tapes, view taped instructional television, or work on the computer. All students have daily access to the library.

### **Music**

Music is an integral part of a child's total education. Prien Lake has a full-time vocal music instructor.

### **Physical Education**

Physical Education is required by the state of Louisiana for all elementary children. At Prien Lake we have a well-structured physical education program provided by our full-time coach. Good sportsmanship and skill development are emphasized. Students are graded on their skills, participation, and effort.

### **Art**

We are fortunate to have a full-time art teacher. The art education program provides lessons in art appreciation and production.

**\*Students receive grades (O, S, N) from the P.E., music, and art teachers.**

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

All fifth grade students participate in D.A.R.E. (Drug Abuse Resistance Education). An officer from the Lake Charles Police Department or the Calcasieu Parish Sheriff's Department spends an hour each week with our students on drug education and awareness. The teacher remains in the classroom to assist the officer. D.A.R.E. is an eighteen week program that culminates in a special graduation ceremony for the students and their parents. Participation in D.A.R.E. helps to fulfill a state mandate requiring a certain number of hours of drug education.

### **Field Trips**

Field trips at Prien Lake are an extension of learning that has taken place in the classroom. To insure the safety of the students, the field trip policy is as follows:

1. A permission form to attend the field trip must be signed before a student will be able to go on the trip.
2. All students in the class must travel on the bus with the teacher to and from the field trip.
3. Only students in the class are permitted on the trip. (Siblings are not allowed on school field trips.)

## French

Instruction in conversational French is provided for academically-able students in grades four and five. The program's primary emphasis is oral communication. Our French Teachers will provide enriching activities for students. Enrollment may be based on academic proficiency depending on the grade level and may be discontinued at the discretion of the principal. We are fortunate to have a part time Spanish teacher.

## Extended Day / Year Program

Prien Lake 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. Madie Brame is site director for the program.

**The registration fee of \$40.00 per child (includes school insurance 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.**

# 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 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:
  - 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.

### **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.

### **Title IX Student-to-Student Sexual Harassment**

- The Calcasieu Parish School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can often contribute to an unacceptable educational environment. The Board, therefore, will not tolerate sexual harassment on the part of any student to another student. Harassment is defined, as "gender based" conduct directed because of a student's sex.
- Any severe, persistent or pervasive conduct related to this type of harassment that limits a student's ability to participate in or benefit from the education program or to alter the conditions of the students' educational environment is hereby prohibited. Such incidents may include verbal or written assaults involving phrases with direct or implied sexual meaning; physical harassment such as unnecessary or offensive touching, or visual harassment such as drawings, looks, or gestures.
- Harassment does not depend solely upon the perpetrator's intention, but also upon how the targeted person perceives the behavior and is affected by the behavior. All reports of such behavior shall be received and properly and adequately investigated. Appropriate disciplinary action shall be taken when violations of this policy have been determined.
- The Board shall prohibit retaliation against any employee or student for a complaint made or for participating in an investigation of alleged harassment. Nothing contained in this policy and/or procedure shall restrict or diminish the authority of the Superintendent to suspend or expel students in accordance with the policies of the CPSB, state and federal law and applicable regulations.

Title IX Coordinator (337-217-4170 EXT. 2409) A copy of Title IX Student-to-Student Sexual Harassment Policy is sent home at the beginning of each school year.



Karl Bruchhaus, Superintendent

**CPSB School Calendar  
Reporting Days**

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

**Holidays/In-services Students Do Not Report on the Following Days**

School System Offices Closed ..... 7/4  
 System-wide Inservice ..... 8/8-9  
 Teacher Inservice at school ... 8/10-11  
 Paraprofessionals report to work  
 Labor Day ..... 9/5  
 Teacher Inservice at school ..... 10/10  
 Election Day ..... 11/8  
 Veterans Day ..... 11/11  
 Thanksgiving ..... 11/21-25  
 Christmas..... 12/19-30  
 Teacher Inservice at school ..... 1/2  
 MLK Day ..... 1/16  
 Mardi Gras ..... 2/27-3/1  
 Teacher Inservice at school ..... 3/13  
 Easter Break ..... 4/14-21  
 Last day for students 1/2 day ..... 5/24  
 Teacher Inservice ..... 5/25-26

**Nine Weeks Periods**

1st ..... 10/13  
 2nd ..... 1/6  
 3rd ..... 3/15  
 4th ..... 5/24

**State Testing**

**LEAP ELA/Math/Sci. (3-8) ..... TBA**



# Prien Lake Elementary Student/Parent/School Compact

**Please read, sign, and return to school as soon as possible**

The faculty of Prien Lake Elementary is dedicated to the goal of providing a quality education for all its students so they may achieve their highest potential. To accomplish this task, the administrator, parents, teachers, and students need to work together. We ask that you make this commitment by signing this compact.

As a **student** I agree to:

1. Attend school regularly.
2. Come to school each day with all supplies.
3. Complete and return home learning assignments.
4. Obey the rules established by the school and classroom.

As a **parent** I agree to:

1. See that my child is punctual and attends school regularly.
2. Support the school in its efforts to maintain discipline.
3. Encourage my child to work hard and succeed at school by monitoring and assisting with home learning assignments.
4. Attend conferences and school family activities when requested to do so.

I have read, understand, and agree to follow the rules and regulations contained in this handbook.  
As a parent I have discussed the contents of the handbook with my child.

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Student Signature

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Parent Signature