PRIEN LAKE ELEMENTARY

2026 - 2027 STUDENT HANDBOOK

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

3741 Nelson Road
Lake Charles, LA 70605
337.217.4910
337.217.4911 (fax)
https://prienlake.cpsb.org/

Prien Lake Elementary School Student Handbook

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Students are inspired to belong, learn, & lead to succeed.

Dear Families,

Welcome to the 2026 - 2027 school year at Prien Lake Elementary School! We are excited to have you as part of our school community and look forward to a wonderful year of learning, growth, and discovery together.

At Prien Lake Elementary, we are committed to creating a safe, inclusive, and engaging environment where every child can thrive academically, socially, and emotionally. Our dedicated staff works hard to ensure that each student receives the support and encouragement they need to reach their full potential.

This handbook is designed to serve as a helpful resource for both new and returning families. Inside, you'll find important information about our school policies, daily procedures, academic programs, and opportunities for family involvement. We encourage you to read through it carefully and keep it handy for reference throughout the school year.

Strong partnerships between school and home are key to student success. We invite you to stay connected by attending school events, volunteering when possible, and maintaining open communication with your child's teachers and our staff. Together, we can make this school year a positive and enriching experience for everyone.

Thank you for entrusting us with your child's education. We are honored to be a part of your child's journey and look forward to a fantastic year ahead!

Sincerely,

Kelly Juneau

Kelly Juneau
Principal
Prien Lake Elementary

Contact Information

Front Office: 337.217.4910
Fax: 337.217.4911
CPSB Website: www.cpsb.org
Prien Lake Website: https://prienlake.cpsb.org/
Prien Lake Facebook Page: Prien Lake Elementary School
Prien Lake Instagram: prien_lake_elementary

PLE Vision

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

PLE Mission Statement

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

QR Codes & Quick Links

PLE Website

Art Show Media Release Permission

Student Progress Center

OSMS (Prien Lake Online Payment System)

My School Bucks (Online Lunch Fees)

Important Times & Bell Schedule	
7:10	Doors Open & Breakfast Begins
7:35	Breakfast Ends
7:40	Tardy Bell / Instruction Begins
9:30	All student deliveries or forgotten items must be brought by 9:30 AM.
2:00	Mode of dismissal changes must be made by 2:00
2:30	No checkouts after this time (CPSB Policy)
2:45	All walkers dismiss
2:45	Pre-K, K, & 1st Grade Car Rider Dismissal
3:00	2nd, 3rd, 4th, & 5th Grade Car Rider Dismissal
3:20	All students must be picked up

Lunch & Recess Schedule	
Pre-K	11:00 – 11:40
Kindergarten	10:30 – 11:20
First Grade	10:50 - 11:40
Second Grade	11:20 – 12:10
Third Grade	12:05 – 12:55
Fourth Grade	11:50 – 12:40
Fifth Grade	12:30 – 1:20
SPARK	11:30 – 12:00

Registration Information & Maintenance Requirements

DETERMINATION OF AVAILABLE SPACES
Beginning in March, 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 Facebook page. Deadlines and specific information will be available on the French Immersion application.

REGISTRATION ADVERTISEMENT
Notices are posted on our school's website and social media outlets to advertise the registration dates. Flyers are also sent home, and information is in our front office.

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 7:40 AM. Students should arrive at school between 7:10 and 7:40 AM. A child shall be considered tardy if they are not in school by 7:40 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.

Your child should be informed of 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 2:00 PM.

ABSENCES

Absences are excused for personal illness, death in the immediate family, Covid related quarantine. CPSB also recognizes religious holidays and absences are excused. Please notify the school prior to 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 9:30 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 into the office.

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.

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.

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 2:30 PM will receive an early checkout. A student may be referred to the Truancy Court for excessive early checkouts.

DISMISSAL

Dismissal begins at 2:45 PM, depending on the grade level. Siblings dismiss with the youngest child in your family. All students not attending our Extended Day Program should be picked up by **3:20 PM**. A parent/guardian must sign the late pick-up log in the office for any student picked up after 3:20 PM.

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 not drive through the front circle for dismissal.** Parents may park in approved lots surrounding the campus if they wish to walk to the designated walker area.

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.

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

RECOGNITION SYSTEMS

Students are recognized for following the Prien Lake expectations. Students are recognized with positive praise, "Law of the Paw" tickets, House Points, 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. Students 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.

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	90 - 100%	Excellent
B	80 - 89%	Above Average
C	70 - 79%	Average
D	60 - 69%	Below Average
F	0 - 59%	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
F	0.0 - 0.9

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

0	Outstanding
S	Satisfactory
N	Needs Improvement

Grade Reporting

GRADE REPORTING
All schools in Calcasieu Parish adhere to a nine-week grading period. Report cards for all students will be sent home following the end of each nine-week period. Progress reports are sent home at three-week intervals. Parents/guardians are encouraged to access their child's Student Progress Center account to view current grades. The front office and counselors can give student PSN numbers needed to create accounts.

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.

CONFERENCING

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. To ensure adequate instructional time, conferences must be held at a time other than the teacher's scheduled class periods.

All conferences with administrators and teachers must be scheduled in advance. Unscheduled visits cannot be accommodated. To request a conference, please email or call your child's teacher or administrator to schedule.

Once a meeting is scheduled, parents and guardians are responsible for keeping track of meeting date and time. The school will not be responsible for providing reminders for conferences or meetings.

Health Services

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 24 hours before returning to school. Decisions concerning notification of parents/guardians require 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 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.

Please communicate Covid related illnesses to our office staff. An administrator will explain the quarantine process and explain return to school dates.

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 after the 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.

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:

- Come to school and administer the medicine, or
- 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.**

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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.

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LICE
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.

FLU / COVID
Please communicate Flu and Covid related illnesses to our office staff.

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
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Health Services

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 337.217.4911.

Safety Regulations

EMERGENCY INFORMATION
The safety of all students is always of utmost concern. 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 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 can 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.

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." There are no visitor lunches at this time.

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
<u>It is important that all contact information for each student is always kept up to date.</u>
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. <u>Conveying Messages to Teachers:</u> 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 9:30 AM. Work may be picked up after 1:30 PM.

CHECKING SCHOOL BAGS/FOLDERS

It is important that students' book bags and folders are checked each 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.

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.

Spirit shirts can be purchased through the school, at the beginning of the year. The link to purchase can be found on our website and Facebook page. Spirit shirts can be worn any day. Club shirts can be worn on the day designated by the club sponsor.

Shirts: Shirts must be solid navy, hunter green, or white. Shirts must have a collar and no logo.

Bottoms: Tan, khaki, or navy-blue pants, skirts, shorts, or jumpers must be traditional uniform style and color. No corduroy, wind-suit material, sweatpants, stretch pants, leggings, spandex, baggy pants, carpenter or cargo styles, or side-knee pockets are allowed. Denim pants and skirts (without frays) are permitted. Denim shorts are not permitted.

Shoes: 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 heels. Sandals are not allowed.

Clothing, jewelry, or color of hair should not distract or disrupt classroom instruction or the school environment. Hair color must remain the natural color. Jewelry must not be a safety hazard. Large hoops and earrings with chains are not permitted.

Apple Watches or Smart Watches which record sound or take photos are prohibited.

Appropriate dress is required for free dress days, picture days, and spirit days. The length of all shorts/skirts/bottoms should follow the CPSB guidelines and reflect respectable students.

Undershirts, tights, 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 always required and should be navy blue, khaki, hunter green, black, or white. Students with any other colored tights 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.

DRESS CODE

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.

Sticker tattoos are not permissible. Henna tattoos done during religious celebrations are permitted. Parents must notify the school prior to the celebration and present a letter for their religious leader prior to the celebration.

School Policies

CLASS FEES
Fees are 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. ID tags will be distributed at the beginning of the year. There will be a $3 replacement fee for any lost ID tag.

FIELD TRIPS
Prien Lake students have the opportunity to participate in numerous field trips. These trips are an extension of the curriculum for each 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. Permission Slips and payments must be made by the deadline shared. 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. No individual reminders will be sent to parents or guardians if the permission slip and/or payment has not been received. Students without permission slip and payment will remain on campus with a designated teacher.

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 needed to be delivered to classrooms must be dropped off by **9:30 AM** each morning and placed on the designated table. Label the item(s) you are dropping off with your child's name and teacher. Students will be called out of class during the designated window of time to collect these items. Thank you for helping us protect instructional time.

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.

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 in various areas around the school. Statistics indicate that children perform much better in school when their parents are involved in school activities. We appreciate the support!

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 do 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. Only cupcakes or cookies in observance of a birthday are acceptable and will be distributed at recess or in class. Please do not send full cakes, pizzas, candles, lighters, flowers, plants, balloons, or party supplies, etc. to school for your child. **Delivery of 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.

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 will result in dismissal. Applications and more detailed information are available through the school office or by contacting the Extended Day Coordinator.

CAFETERIA
*** Lunch and breakfast are FREE for 2026 - 2027 School Year!**

Our cafeteria provides well-balanced and tastefully prepared meals to promote good nutrition. Breakfast and lunch are served daily. Breakfast is served until 7:35 each morning.

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. If a student forgets their lunch a school lunch will be provided at the appropriate cost.

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

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

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 and REACH classes are offered for 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.

FRENCH IMMERSION
Our French Immersion Program begins in kindergarten, with incoming students assessed for program readiness. Continued enrollment requires students to meet established academic and behavioral expectations. Students who do not maintain these standards may be exited from the program at the school's discretion. Students exited with an out of zone permit for the Immersion program will have to reapply for an out of zone permit.

District & State Policies

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 the Title IX Coordinator.

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.

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.

PRAYER POLICY

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. This policy defines the instructional day as 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.

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.

Johnethia Bellard, **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.

FAMILY-SCHOOL COMPACT

The Family-School compact outlines how parents, school staff, and students will share responsibility for improving academic achievement. This compact describes how the school and parents can work together to help students achieve the state's standards. Together we are stronger and can provide a team that helps each child reach his or her maximum potential. This compact outline the promises expected by each part of the team.

District Goals
To increase % of students scoring proficient in ELA and Math, K-12
We will get there by:

- The district will support school leadership teams as they analyze data from District Common Assessments (DCA), LEAP 2025, LEAP 360 and other assessment tools, to develop a greater understanding of student needs while creating Student Learning Targets (SLT).

- The district will provide professional development for teachers and administrators in best practices at all levels (K-12).
- District leaders will monitor and support the Professional Learning Communities (PLC) focus of schools to ensure alignment to the district goals.

School Goals

To increase % of students scoring proficient in ELA and Math PK-5.
We will get there by:

- Developing curriculum and lessons based on the Louisiana state guidelines in ELA and Math utilizing Tier 1 curriculum.
- Helping each individual student achieve potential utilizing small groups and embedded RTI in daily instruction.
- Data analysis and decision making during scheduled weekly PLCs for all faculty and staff.

In the Classroom

- Use of Louisiana Tier 1 curriculum in ELA, Math, Science, and Social Studies.
- Highly certified teachers in every classroom.
- Response to Intervention Program utilizing research-based strategies for students to achieve their highest potential.
- 1:1 tech ratio with access to Success Maker, Extra Math, Study Island, and IXL.
- Technology infused lessons with Promethean boards, iPads, computers, and document cameras in every classroom.
- Partnerships with McNeese State University for student teachers.
- Professional Learning Communities (PLC's) with job embedded professional development time for every teacher.

At Home

- Make reading a daily part of family time.
- Review graded papers and assignments with my child each week.
- Student handbook and school/district policies are provided to each student.
- Help to ensure students are in attendance daily 7:40am-2:45pm.
- Help with homework daily and provide guidance for your student.
- Attend conferences scheduled by teachers or administrators.
- Attend school events and support school fundraising efforts.

Students

- Do your best each day to arrive at school on time ready to learn.
- Listen to adults, be respectful, and complete all work assigned.
- Behave properly and in a manner that reflects the safety, interests, and rights of all people at school.
- Accept personal responsibility for academic growth and do my best to make and meet goals.
- Complete homework assignments and be responsible for bringing home all items I need to complete my homework.
- Recognize that we are each a leader responsible for ourselves and how we treat others.

CALCASIEU PARISH SCHOOL BOARD

Louisiana Annual Notice for Consent to Allow the School District to Access Louisiana Medicaid Benefits

School District Name: Calcasieu Parish School Board
School District Contact Information: Hill, Wendy,
Administrative Director Special Education
wendy.hill@cpsb.org
PH: 337-217-4980, 2701 FAX: 217-4981
Special Services - Administration
1618 Mill St., Lake Charles LA 70601

Dear Parent/Guardian:

The purpose of this letter is to remind you that you have given your permission (also known as consent) to share information about your child with the Louisiana Department of Health Medicaid program. Schools in Louisiana have been approved to receive partial reimbursement from Louisiana Medicaid for the cost of certain health-related services provided by the district to your child. In order for your child's school to get back some of the money spent on services, the school district needed to share with Louisiana Medicaid the following types of information about your child: name; date of birth; gender; type of services provided, when and by whom; diagnosis (if any) and Louisiana Medicaid ID. If your child is eligible to receive services to meet his/her needs, the services may be provided by the school system and/or you may take your child to another provider that accepts Medicaid.

With your permission, the school district seeks partial reimbursement for services provided by Louisiana Medicaid including, among others, a hearing test or eye exam; occupational or speech or physical therapy; some school nurse visits; and counseling services.

The school district needed your consent to share information about your child with Louisiana Medicaid. Please be advised of the following:

The school district cannot require you to sign up for Louisiana Medicaid in order for your child to receive the health related and/or special education services to which your child is entitled.

The school district cannot require you to pay anything towards the cost of your child's health-related and/or special education services.

If you give the school district permission to share information with and request reimbursement from Louisiana Medicaid:

This will not affect your child's available lifetime coverage or other Louisiana Medicaid; nor will it in any way limit your own family's use of Louisiana Medicaid benefits outside of school.

Your permission will not affect your child's special education services or IEP rights in any way, if your child is eligible to receive them.

Your permission will not lead to any changes in your child's Louisiana Medicaid rights; and

Your permission will not lead to any risk of losing eligibility for other Medicaid funded programs.

If you give permission, you have the right to change your mind and withdraw your permission at any time.

If you withdraw your permission or refuse to allow the school district to share your child's records and information with Louisiana Medicaid for the purpose of seeking reimbursement for the cost of services, the school district will continue to be responsible for providing your child with the services, at no cost to you.

Please contact the district with any questions.

Rights of Students with Disabilities/Child Find Notice/504/IDEA

Child Find activities are undertaken for children who are suspected of having a disability and who may need special education services. The Individuals with Disabilities Education Act **(IDEA)** states: "The State must have in effect policies and procedures to ensure that—All children with disabilities residing in the State, including children with disabilities who are homeless children or are wards of the State, and children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated."

Pursuant to **Section 504** of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students.

The CPSB utilizes a Response to Intervention (RTI) model of universal screening, intervention and progress monitoring to respond to the needs of the struggling student. Students who continue to demonstrate a lack of progress are considered for more intense intervention. For students who still struggle after more intensive interventions, they shall be referred to the School Building Level Committee (SBLC). The SBLC, with the parent's invited participation, will consider additional options, including continued interventions. If a student is suspected of having a disability under IDEA (and may need special education services) or Section 504, parental consent for evaluation shall be requested.

Students who are identified as having a disability under IDEA or Section 504 of the Rehabilitation Act of 1973 are afforded a Free Appropriate Public Education. The Calcasieu Parish School System does not discriminate based on disabilities and employs strict anti-retaliation practices towards any individual engaging in advocacy for protected groups, including students with disabilities under these Acts.

For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 or Special Education programs, please contact the District's Section 504 Coordinator and Pupil Appraisal Administrative Coordinator, **Mike Hill at 337-217-4300** or mike.hill@cpsb.org.

Requests for evaluation may be mailed to:

Administrative Coordinator of Pupil Appraisal
565 North Crocker St.
Sulphur, LA 70663

CALCASIEU PARISH SCHOOL BOARD

Behavioral Health Support for Students

Mental Health Assessment Made Available to Students Grade 3 through 12

IMPERIAL CALCASIEU
HUMAN SERVICES AUTHORITY

Behavioral Health Services
Lake Charles
4105 Kirkman Street
Lake Charles, LA 70607
Phone: (337) 475-8022
Main Fax: (337) 475-8054
Clinical Referrals
Fax: (337) 475-8727

Act 504, effective August 1, 2025

Behavioral Health Support for Students Act 504, effective August 1, 2025, enacted La. Rev. Stat. Ann. §17:173.1, and requires that each public school make available to each student in grades three (3) through twelve (12), a mental health assessment by a "licensed behavioral health provider" so long as it is annually authorized by his/her parent or legal guardian.
The Act defines licensed behavioral health provider, and where a list of providers may be located.
The assessments shall be provided to the appropriate students at no cost to the School Board.

LOCAL & NATIONAL RESOURCES AND HOTLINES

Mental Health Facilities in Calcasieu Parish

This is a directory listing of mental health centers in Calcasieu Parish, LA. Find mental health treatment for teenagers, adolescents, men, women, seniors, veterans and more. Mental health facilities in Calcasieu Parish, Louisiana can help patients treat anxiety, depression, Bipolar Disorder, schizophrenia, OCD, PTSD, ADHD, eating disorders, substance use disorders, dual diagnosis and other issues.