Moss Bluff Elementary



Student Handbook
2026-2027

Welcome!

Welcome to Moss Bluff Elementary School- Home of the Broncos! I am honored to be the instructional leader of this amazing school! Our dedicated faculty, staff, and administration team are committed to providing a safe and nurturing environment with a challenging, engaging, and technology-enriched curriculum. Our primary goal is to ensure instruction and learning flourishes in every classroom. We believe in fostering open communication with our entire school community. Together, we will work hard to ensure all students reach their full potential! We are here to partner with you on your child's educational journey.

This handbook is filled with essential information about district and school policies and procedures, including attendance, grading, safety, and more. We believe open and clear communication between school and home is vital to student success. For your convenience, this handbook is also available online. Please read and discuss the information in this handbook with your child. Please sign and return the Parent/Student Acknowledgement Sheet to your child's homeroom teacher. For more detailed information on CPSB policies and procedures, please refer to the CPSB Student Code Conduct.

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

It is a GREAT day to be a BRONCO!

Meg Reed

Principal

https://www.cpsb.org/mossbluffelementary

Mission Statement:

Building Young Minds for Future Times

Our mission is to work collaboratively with students, families, staff, and the community to build young minds for future times. Through intentional focus and strategic action, we create meaningful learning experiences that prepare every child for success in an ever-changing world.

MBE Vision:

We are committed to providing a positive, safe, and stimulating environment where every child feels valued and supported. We believe every child matters and intend to do what's best for our students. Together with families, staff, and our community, we strive to help every child grow, succeed, and reach their full potential.

Core Values:

High Expectations
Continuous Improvement
Respect for all
Solution Oriented
Data Driven

Behavior Expectations:

Be Respectful
Be Safe
Be Responsible

Registration

Office Hours – 7:30 a.m. until 3:15 p.m. each school day.

Registration 8:30-11:30 Daily

Registration Procedures

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

Age Requirements

- Pre-Kindergarten – four years of age on or before ¬September 30 of current school year. **Pre- K Registration is online only at calcasieu4all.com**
- 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.

Items Necessary for Registration

Parents/Guardian must also complete the CPSB online student registration process at registration time. https://jcampus.cpsb.org/register/

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



Immunizations

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

Emergency Information

It is the responsibility of each parent/guardian to provide the school with information needed to notify the parent, guardian, or designee should an emergency occur or arise. According to state guidelines, a school should be able to contact a parent or guardian within a reasonable amount of time, during the school day. At the beginning of the year or at registration each student will be given a form requesting emergency information. **Please fill it out completely. This includes your child's full name, current address, parent numbers, and emergency contacts.** Should any of this information change during the school year, it is the responsibility of the parent/guardian to notify the office so changes can be on the child's emergency card.

Legal Custody

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

Transfer Students

When a student transfers to another school, parents need to notify the school office in advance, so necessary paperwork will be ready when requested. Processing the transfer paperwork does require time and the attention of the classroom teachers, office staff, and counselor. The official withdrawal form will be released when all fees are cleared (workbook money, fundraiser money, library books, etc.) and when the teacher is free from instructional duties, so grades and attendance can be calculated.

Pre- Kindergarten Students

Pre-K students are an important part of the educational program at Moss Bluff Elementary. We must follow the **guidelines specific** to those programs.

Parent and Student Responsibilities

Attendance Rules and Regulations

School hours: Office 7:30 a.m. to 3:15 p.m.
Students report 7:45 a.m. to 2:50 p.m. Tardy bell rings at 7:50 a.m.

The Louisiana Compulsory School Attendance:

Beginning with the 2022-2023 year, students who have attained the age of five years by September thirtieth of the calendar year in which the school year begins shall attend a public or nonpublic day school or participate in an approved home study program until they reach the age of 18 years. Any child below the age of seven who legally enrolls in school shall also be subject to compulsory attendance. If a child in these age brackets was a resident of this parish when school opened and enters school late without having attended another public or nonpublic school or approved home study program during the current school session within or without the parish, a statement should be secured from the parents or guardian giving the reasons why the child has not been in school. If these reasons are not satisfactory, the matter should be referred to the Supervisor of Child Welfare and Attendance, who may find it necessary to refer to the proper court.

As per LDOE, Louisiana requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Under the law, students must attend schools from age 5 to 18 or until they graduate from high school. Students are required to attend school regularly and must attend at least 167 days to earn credit and be eligible for promotion to the next grade.

The only valid reasons for absences from school are:

- personal illness
- serious illness in the family
- death in the immediate family
- observance of an established religious holiday
-

Note: Failure to send a child to school may result in an investigation and potential prosecution.

Louisiana law requires that an elementary student must be in attendance a minimum of 167 days of a school year to be considered for promotion. Students who miss an excess number of days per year without approved documentation of extenuating circumstances may be denied credit for the school year.

- Students shall not be excused from any absences other than those listed above.
- Students will be given failing grades on graded assignments if make-up work is not completed, prior to the last of the nine weeks in which the student was absent.
- Students missing school because of out-of-school suspension shall be counted as absent.
- Act 745 protocols will be followed by school staff in reporting absences, tardies, or early check-outs to parents or guardians. These procedures will be followed when reporting these to Child Welfare and Attendance. Students are considered tardy to school at 7:45. Please coordinate your clock with the school time. Gates will be closed in the car rider area at 7:45.
- Once a student returns to school after being absent, they must submit a dated medical excuse for the days they were absent. A parent note is accepted but not considered an excused absence.

Please refer to CPSB Student Code of Conduct for detailed information regarding attendance requirements, make-up work, and acceptable excused absences.

Calcasieu Parish School Board

BUILDING FOUNDATIONS FOR THE FUTURE

Shannon LaFargue, PhD, Superintendent

CPSB District-wide Elementary Dismissal Procedures

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

The Dismissal Procedures:

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

The Calcasieu Parish School System believes in promoting a positive learning environment for all students. In order to provide a high-quality education, we must teach until dismissal and it is very disruptive to our lessons and daily routines when there is so much added activity at dismissal. These dismissal procedures will help us increase high-quality instruction and decrease the chances of dismissal errors. We thank you for your cooperation in advance.

8-1-22

School Routines

Morning Arrival-

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



Buses

Transportation is provided for students who reside further than one mile or further from the school and in our school zone. Students must ride the bus that the transportation department has assigned to them. Students are under school supervision while on the bus and misbehavior may result in the loss of the privilege of riding the bus. Refer to CPSB student code of conduct for bus disciplinary policy. Please make sure we have your correct phone number and email so that you will get bus-split information as needed.

Afternoon Bus Routines

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

Walkers – Gates are closed if it is raining or other inclement weather conditions.

AM-Students who walk should **NOT** arrive at school before 7:00 a.m. . The walker gates will not open until 7:00 a.m. Please do not drop off your child in the parking lot (Popeye's/ Taco Bell or Gas station) prior to this time. You must be with your child at the drop off area. You cannot leave them with the crossing guard. If crossing the street, students must cross with the crossing guard.

PM- Please be mindful of businesses in the Market Basket parking lot, Strandz, Popeyes, neighborhoods, etc. Do not block their driveways. Students departing in the afternoons are dismissed at 2:50 p.m. Students walking across will use the crosswalk, walk with teachers, and school administrator to cross the street. Due to safety concerns, parents should walk up to the **Taco Bell** area to pick up student(s). Students are **NOT** allowed to walk in parking lot, go to businesses, etc. to meet you. We will NOT dismiss students to the Credit Union side of the crosswalk. Students walking to the **West gate** must have a guardian meet them at the gate to be released. If your student is not picked up, they will return to school and go to the car pick line.

Private Vehicles

Students must **NOT** arrive until 7:00 a.m. and may only be dropped off in the designated drop-off area which is at the front entrance of the school (South side). Students are not allowed to be dropped off in the teacher's parking lot. For afternoon pickup, all students should be picked up by 3:15 pm

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

Morning-When preparing to disembark their car, students should be organized and ready to get out of their vehicle. Cars will pull up to the cones as far as they can, students will exit the vehicle on the passenger side and then enter the building through the covered entrances. Students are not allowed to walk across the car line to enter the building.

Afternoon- Car riders and 2nd bell students leave at 2:50 p.m. each day. All car riders are provided with a **name card for their vehicle dash which should be displayed so that the teachers on duty can read them easily.** You will not be allowed to pull into the car pickup circle until 2:50. The car pick-up ends at 3:15. Students are not allowed to walk across the car line to enter the parking lot to be picked up.

Crossing Guards

The Calcasieu Parish Sheriff's Department has provided the school with crossing guards. It is imperative that students and parents follow the instructions of the crossing guards. The guards are on duty from 7:00 a.m. to 7:50 a.m. and from 2:45 p.m. to 3:15 p.m. Please thank these very dependable safety officers for the excellent job they do.

School Street

Parking, stopping, or standing is prohibited on the following streets, lanes, avenues, etc., or indicated portions thereof: School Street, in its entirety, in Ward 1 (times are outside of posted school zone times). Per Calcasieu Parish Police Jury.

Sam Houston Jones Parkway

Please see additional information from Louisiana Department of Public Safety regarding parking on Sam Houston Jones Parkway

JOHN BEL EDWARDS
GOVERNOR

LAMAR A. DAVIS, COLONEL
DEPUTY SECRETARY

State of Louisiana

Department of Public Safety and Corrections
Public Safety Services

August, 31, 2022

Dear Caregiver of a Moss Bluff Elementary School student:

We have received numerous complaints concerning motorists who choose to arrive early to pick up students in the afternoon. Problems cited in these complaints include hindering access to area merchants as well as motoring safety issues due to reduced visibility. However, we also understand your need to provide safe transportation for your child.

Signs are posted near Sam Houston Parkway (LA 378) and School Street prohibiting parking. Under Louisiana law, parking means the standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers. After consultation with the school and area merchants, we will begin enforcing the listed LRS 32:56 for any violators parking on LA 378 and School Street before 2:30 p.m. each school day.

Drivers of vehicles parked on Sam Houston Parkway before 2:30 p.m. are subject to enforcement action under LRS 32:56. This law states, in pertinent part, no person shall fail or refuse to comply with the instruction or direction of any traffic control device which has been erected under authority of this Chapter or other law of this state.

Our desired goal is voluntary compliance. Thank you for your corporation and assistance with this matter.

Sincerely,

Louisiana State Police Troop D

Visitors

Parents are welcome in our school; for the safety of the students, all visitors and volunteers MUST report to the office upon arrival to sign in, you will need to present a driver's license/state issued ID or LA wallet and wear a visitor's badge. You must sign out when you leave the building.

Class Interruptions

To prevent interruptions, we ask you to make every effort to inform your students of all the necessary information they need before they get to school. We will, however, pass along a message at the appropriate time if it is necessary. A visitor/parent may not interrupt classroom instruction at any time for any reason to conference with teacher or student. Students are allowed to use the phone for emergencies as verified by the teacher, nurse, or office staff.

Deliveries

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

Emergency and Safety Procedures

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



Student Services

Guidance and Counseling Services

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

Extended Daycare

MBE participates in the Calcasieu Parish School Board Extended Day/Year Program providing a healthy secure environment for children whose parents elect to enroll their children. During the school term, after-school care is provided until 6:00 p.m. There is a registration fee per child (including school insurance fee). This fee must be paid before the child enters the program on a full-time or part-time basis. See Extended Day Program Parent Handbook for more information. If you have any questions, please feel free to contact our daycare director for more information. Please contact donna.leday@cpsb.org for more information.



School Nurse-

We are fortunate enough to have a registered school nurse assigned to our school.

Vision and Hearing

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

Communicable Diseases

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

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

1. Accompanied by a parent/guardian.
2. Must provide proof that a prescription or over-the-counter treatment has been used.
3. All eggs or nits must be removed.

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

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

Medication Given at School

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

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. If a parent has questions or comments regarding these procedures, the Calcasieu Parish School Board Nursing Department should be contacted.



Cafeteria

Breakfast and lunch are served daily at MBE. Menus are published on the CPSB website, the MBE school website, and CPSB social media platforms. Any parent wishing to eat with their student should **notify the teacher** for approval beforehand. Parents must bring their own lunch.

MBE Online School Fees/Shirts:

Supply Fees will be online, please visit https://osp.osmsinc.com/CalcasieuLA/ to pay your child's fees. You will need to know your student's ID number. This can be found on the Student Access Center. These fees are to help cover additional classroom materials and supplies needed during the school year. Please pay all fees by the end of the first nine weeks. If you are unable to pay your fees by this deadline, please email or send a note to your child's homeroom teacher. All requests for economic hardship waivers of student fees and all related documentation used in considering the validity of any request for a waiver shall be confidential and do not constitute public records but may be audited to ensure compliance with School Board policy.

MBE School Spirit shirts fundraiser can be purchased online at https://southerncustomprints.com/

Academic Information

Curriculum

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



Report Cards

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

A	3.50-4.00
B	3.49-2.50
C	1.50-2.49
D	1.00-1.49
F	0.00-.99

Grading Policy

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

1. The achievement reflects a reasonable and conscientious effort on the part of the pupil to fulfill the course's requirements.
2. Grades will be determined and reported in accordance with the procedures outlined by the district.
    - Marking period- teachers should evaluate student progress at least Seven (7) various times during each grading period that include from a variety of sources. (i.e. (formative) class participation, experiments, investigative reports, projects, journal, checklist, portfolios, concept mapping, rubrics, (summative) end of unit or chapter test, district or interim test, and benchmark tests.
    - Students will receive an Interim Progress Report (IPRs) at the end of every 3 weeks, six- weeks, and nine-week grading period.
    - Remediation and educational support from a SPED resource/inclusion teacher will be indicated by an asterisk on the report card.

The following grading scale is in effect for all Calcasieu Parish schools/LEAs ACT 428 for English Language Arts, Mathematics, Science, and Social Studies:

A	90-100%
B	89-80%
C	79-70%
D	69-60%
F	Below 59%

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

Student Progress

Graded papers are sent home every Wednesday. Interim Progress Reports (IPR) are sent home every three weeks in addition to the nine-week report cards. These progress reports are to inform you of the academic progress of your child in each subject area. Please contact your child's teacher if you have any concerns about your child's progress. The Calcasieu Parish School System has made available to all parents an online system of tracking your child's academic and attendance information. Information regarding procedures will be sent home in the first few weeks of school. https://jcampus.cpsb.org/progress/

Homework

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

Parent/Teacher Conferences

Parents are encouraged to arrange conferences with teachers to discuss the progress of their children, special problems, curriculum offerings, etc. Such conferences are valuable aids to better understanding among teachers, students, and parents. Conferences should be scheduled during non-instructional time. To schedule a conference, email your child's teacher or send a note to the teacher by your child requesting a conference. Teachers are not required to answer emails before or after the instructional day. Observations by parents are not allowed due to student confidentiality.

Change of Address

If a student changes his/her place of residence, mailing address, or telephone number after enrollment, he/she should report this change to his/her teacher and the school office immediately. If the address is outside the MBE school zone, special permission must be obtained from the Calcasieu Parish School System Child Welfare and Attendance Office in Lake Charles for him/her to remain enrolled at MBE Elementary.

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 in the Pupil Progression plan. **Visit Pupil Progression Plan on CPSB website for updated information.**

State Testing

Standardized state tests are administered in the Spring. Third, fourth, and fifth graders take the approved Louisiana State Test. Students work toward a goal of mastery on these tests. Please visit LDOE website for more information.

Lost and Found

A lost and found container is located by the office; Parents are welcome to look through it at any time. Please write your child's first and last name on all belongings. Articles not claimed after a reasonable amount of time will be donated to charity.

Technology

All CPSB students are 1:1 with technology devices. A signed Acceptable Use Policy in the CPSB Code of Conduct is collected at the beginning of each school year for each student. Failure to follow outlined expectations in the Acceptable Use Policy will result in disciplinary action.

Special Education

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

- Speech – Speech classes are available for children who have been diagnosed with a speech, language, voice, or fluency problem.
- Resource/Self-Contained – Students who have been identified by a Pupil Appraisal Team according to Bulletin 1508 and are eligible to receive individualized educational programming from our special education teachers in cooperation with the classroom teacher and the parent.
- Gifted/Talented-Visual Arts Program – The Gifted program is for academically and intellectually gifted students. The Talented-Visual Arts program is for students that exhibit exceptional artistic ability. Gifted students are identified with a referral by a teacher or parent and approval of the School Building Level Committee (SBLC). A screening test is given and if a student scores appropriately, then a Pupil Appraisal Team provides a full evaluation. Once a student is classified as academically gifted/talented, an Individual Education Program (IEP) conference is held, and the student is placed in the program.

Discipline

Please refer to CPSB Student Code of Conduct for further information.

These guidelines are for all areas of the campus and specific rules for each area will be applied. The Louisiana Department of Education has mandated the use of a School Behavior Report for discipline referrals. This report is sent home with any student referred to the office for discipline.

Moss Bluff Behavior Expectations:
Be Respectful
Be Safe
Be Responsible

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

School Support

BIG BRONCO THANK YOU!

Fundraisers

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

Partners in Education

Partners in Education program is to improve the quality of education through the direct involvement of business with our school. Our Partners in Education are listed below:

- Baggett, McCall, Burgess, Watson & Gaughan Law Firm
- BECI
- Coca-Cola
- Custom Metal Fabricators
- Christopher Guillory, Attorney at Law
- JD Bank
- Melanie Perry- State Farm
- Gyth Rigdon
- MBE PTO

ATP (Action Team Partnership)
Our Title I Action Team Partnership (ATP) Committee meets regularly to form partnerships with students, families, and the community to ensure an increase in student academic achievement and to form positive and fulfilling relationships with our students, parents, and community.



Parent Involvement Opportunities

District Parent/MBE Involvement Policy

The mission of Calcasieu Parish Schools and Moss Bluff Elementary is "to work in partnership with students, families, and the community to ensure that each student acquires the knowledge, skills and core values necessary to achieve personal success and to enrich the community." MBE recognizes that parental involvement is a key factor in the success of our students. We believe when teachers, parents, and students commit to and strive towards the common goal of quality education together we will produce not quality students but quality citizens.

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

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

- Family- School Partnerships/ PTO
- Media Center Support
- Copies for teachers
- Teacher Appreciation Week in May
- Meet and Greet/ Open House
- Help with parties for special occasions
- Donation of supplies
- Fundraisers
- Volunteer for the teacher in the classroom
- Popcorn parties
- Louisiana Day
- PBIS Celebrations
- ATP Committee (Action Team Partnership) ATP Parent Meetings are held four times a year. Look for topics, dates, and more information on our website and monthly parent newsletters.
- Teacher/Parent Conferences
- Field Trips
- Arts and crafts activities, read a book to the class
- Library Aide/ Book Fair
- Family Involvement Activities
- Science and Social Studies Fair
- Present talks and/or demonstrations about a specialized knowledge or skill.
- Assist with school recycling/ beautification projects
- Donations to classroom library
- Weekly Take Home Folders
- Monthly School Newsletters/ School website

Special Events

Field Trips

Field trips are an extension of classroom learning, and all school rules, regulations, procedures, and policies are to be followed just as if the student were in the classroom. Each grade level will organize a field trip(s) for their students. Information will be provided via newsletter or parent note regarding arrangements and Fees. Once the school has issued a check to a zoo, museum, etc. for the field trip, we cannot guarantee that the money can be returned if a child does not go on the trip. If the money is not returned to the school by the organization, naturally it cannot be returned to the student.

Birthdays

Please contact your child's homeroom teacher if you would like to provide a special snack for your child's birthday. Please consider providing individually wrapped or packaged.

State and District Policies

Calcasieu Parish Dress Code

SCHOOL UNIFORMS

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

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

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

School Dress Code- Please refer to CPSB Student Code of Conduct for further information.

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 a voluntary, student-initiated, student-led prayer during school or on school property, before or after school or during free time.

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

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

Annual FERPA (Family Educational Rights and Privacy Act) Notification

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) Visit www.cpsb.org, OUR DISTRICT, Policies, Annual Parent Notifications for a complete list of rights and additional details. https://resources.finalsite.net/images/v1721696298/cpsborg/io8h8c5nqwmy515f8daw/ANNUALPARENTNOTIFICATION.pdf

Federal Programs

Please refer to CPSB student code of conduct for all up-to-date information

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

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

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

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

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

We have read the information in this handbook and agree to comply with attendance and classroom, school regulations and requirements as stated.
We also agree to attend all required parent/teacher/administrator conferences as requested.

_____ _____

Parent/Guardian's Signature Student's Signature Date