

2023-2024  
Chalmette Elementary  
School



**PARENT HANDBOOK**

# Chalmette Elementary School

## Student & Family Handbook

2023- 2024 School Year

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# Introduction

## Letter from the Principal

Dear Viking Families,

Welcome back! It is truly an honor to be part of a community where parents, teachers, and students care for each other and strive to build positive relationships that support academic and social growth. The St. Bernard School District's theme for the year is Legacy! I am very grateful for the opportunity to work with you and your child to make this year the best one yet. Our Faculty and staff will work hard to continue to build strong relationships with parents, students and community partners. We are eager to meet the needs of our students in the classroom, but are prepared to adapt to district, state, and federal guidelines to provide a challenging education in a safe environment for our students.

Our ever-expanding technology resources and ongoing teacher training will allow us to meet the demands of today's shifting learning environment. To stay informed we encourage parents to use the online tools available, including School Status, the school and district websites as well as individual teacher web pages. Through the Student Progress Center, you can monitor your child's grades all year long. Our CES Facebook page, Chalmette Elementary Connection, celebrates our successes and provide a calendar of upcoming events. You can encourage your child to practice his/her skills at home, too, using the computer programs available through the school website. The faculty and staff look forward to working with you and your children to make this school year the best one yet.

Enthusiastically,

*Katie A. McNab*

Katie A. McNab Principal

## **Purpose of the School Handbook**

Chalmette Elementary abides by all policies and procedures of the St. Bernard Parish School System as outlined in the district's Policy Manual and the Guide to Student Conduct. These policies and procedures can be found on the district's website and by visiting [www.sbpsb.org/policies](http://www.sbpsb.org/policies) and [www.sbpsb.org/handbook](http://www.sbpsb.org/handbook).

The policies and procedures listed within this document pertain specifically to Chalmette Elementary. In the event of a conflict between this document and any district policy or procedure, the district policy or procedure precedes.

# **General Information**

## **Mission**

The mission of Chalmette Elementary School is to foster the intellectual development of every student in a caring, creative environment which respects the individual needs of each child. We strive, by establishing high expectations and providing challenging learning experiences, to develop confident, respectful learners capable of critical and creative thinking

## **Vision**

Chalmette Elementary School will become the preeminent leader in implementing positive, research-based instruction using dynamic teaching methods and cutting edge technology.

## **Beliefs**

- Every student has a right to learn and experience appropriately challenging and relevant learning opportunities.
- Students must develop the skills necessary to function in a global society.
- High expectations be maintained in all areas of the school.
- Academic excellence should be promoted in all phases of the instructional program.
- Learning should occur in a caring, supportive, clean, and safe environment.
- Every child is our greatest resource and thus our most valuable investment.

## **School Contact Information**

### **Contact Information**

75 E. Chalmette Circle

504-304-0370

[www.sbpsb.org/chalmette](http://www.sbpsb.org/chalmette)

Facebook: Chalmette Elementary Connection

### **Resolving School-Based Questions and Concerns**

During the course of the school year, situations may arise that require the parents/guardians of our students to contact the proper employee(s) in order to resolve an issue. To assure a prompt response and encourage proactive communication between the schools and parents/guardians, the following protocol has been established to provide guidance as to whom parents/guardians should address their questions and/or concerns.

We respectfully ask that you follow the steps as outlined below. You need not contact every person listed below; however, it is our wish that the issue is resolved very early in the step-by-step process outlined below.

#### **Questions or Concerns Involving a Student**

- Step 1: Contact the student's teacher
- Step 2: Contact the school counselor
- Step 3: Contact the school assistant principal
- Step 4: Contact the school principal

#### **Questions or Concerns Involving a Teacher**

- Step 1: Contact the school principal
- Step 2: Contact the Supervisor of Elementary Education or Supervisor of Secondary Education

#### **Questions or Concerns Involving a Principal**

- Step 1: Contact the school principal
- Step 2: Contact the Supervisor of Elementary Education or Supervisor of Secondary Education

## **School Directory Information**

**Principal** | Katie McNab; 504-304-0370; kmcnab@sbpsb.org

**Assistant Principal** | Andrea Woodward; 504-304-0370; Awoodward@sbpsb.org

**Counselor** | Kelly Grose; 504-304-0370; kgrosemiller@sbpsb.org

## **Contacting Teachers**

Teachers throughout St. Bernard Parish School System utilizes School Status to communicate with parents and guardians. School Status provides parents a direct line to contacting your student's teacher via phone call or text message. More information about School Status will be provided by your student's teacher.

## **Academics**

### **Accelerated Reader Program (ARP)**

Students in all grades will participate in the Accelerated Reader Program which promotes reading for enjoyment. Students read books and take computerized tests on the books that they read. They earn points for reading and receive prizes as the points accumulate. Students may take tests at school from 8:15 A.M. – 3:40 P.M.

### **Book Fair**

The librarian conducts a Book Fair each year to encourage students and parents to buy books to read for enjoyment. Proceeds are used to purchase materials for the school library. If you are interested in volunteering for this, please contact the librarian.

## **Curriculum & Instruction**

Students in kindergarten through fourth grades are instructed in self-contained classrooms. Fifth Grade is departmentalized into ELA/Social Studies and Math/Science classes. Physical Education, Art, Music and Library objectives are taught by specialized teachers. All students have access to the Computer Labs and/or Chromebook carts on a regular basis.

Students who qualify for Special Education services will be instructed in the classroom setting specified on their Individual Education Program (IEP). The School Counselor is also available for students as needed. Several intervention programs are provided for students who require additional assistance to meet their reading and math goals. A gifted program offers enrichment for students who meet the evaluation criteria.



## Educational Links

### CLEVER

CLEVER is an easy way for children to log in and learn with all of the online programs they use at school. With their own personal portals, students can learn with resources selected by their teacher and district. Chalmette Elementary School uses Clever so our students can have all of their digital resources in one place. Clever also eliminates the need to remember multiple usernames and passwords. The Clever link can be found by visiting the Quick Links on our school website. To find out your student's username and password please reach out to your child's teacher.

### JCampus

Parents may utilize the JCampus Student Progress Center to progress monitor their child's learning by visiting [www.sbpb.org/grades](http://www.sbpb.org/grades) or visiting our school or district websites. The JCampus Student Progress Center will give parents quick access to current information regarding your child's schedule, attendance, class work, interim progress report, report card grades, test scores and registration information.

## Extracurricular Activities

Chalmette Elementary School will sponsor a variety of extra-curricular activities and events to enrich the school experience and meet the varied interests and abilities of our students. Each activity will have specific guidelines which will be distributed to students at the appropriate times. Written parent permission is required for participation in all after-school activities. Parents will be responsible for providing on-time transportation home as no bus service will be available. Please read correspondence sent home for details concerning all activities or clubs sponsored by our school. Reminder: All school debts must be paid for students to participate in ANY extracurricular activities.

## Grading Policies

Progress reports will be distributed in the middle of each grading period. Report cards are issued at the end of each nine weeks period. The St. Bernard Parish School Board's new grading scale is as follows:

Grades 1 <sup>st</sup> -5 <sup>th</sup>		Kindergarten and Cultural Arts	
A	100-93	S	Satisfactory Progress
B	92-85	I	Improvement Needed
C	84-75	U	Unsatisfactory
D	74-67	-	Not Introduced
F	66-0		

## Homework

Homework is assigned to reinforce, extend, and enrich the skills and concepts that have been introduced by the teacher. Homework provides an opportunity for a student to develop self-responsibility, time management skills, and independent study skills and should be completed each day. A homework policy with schedules will be sent home during the first week of school by your child's teacher. Please refer to the policy often. Please check your child's homework daily. Check with the teacher if you have any questions concerning homework.

## Library

Each student has a regular library period as part of the Cultural Arts curriculum. The librarian reads to the students, teaches library skills, and instructs them on how to use a library properly. The students are also allowed to check out books for a two-week period. If students fail to return their book on the due date, they may not check out another book until their due book is returned. Students are responsible for books they check out. If a book is lost, the student will be required to pay for it. If lost books are paid for and the books are found at a later date, the money will be refunded to the student.

## Promotion Requirements - Primary School (Grades K-5)

- A student must achieve the objectives specified in the district and state curriculum. Students not meeting specified criteria for promotion are retained.
- In Grades 3 – 4, students who score below benchmark on the literacy screener given in the spring will be required to attend 30 hours of literacy instruction during summer learning or score a Basic on the ELA portion of LEAP assessment pursuant to state law.
- Students in grades K-5 must be in attendance for at least 166 days during the school year. Doctor's excuses are only acceptable for extenuating circumstances. **All absences** are counted in the 14-day absence policy.
- Students are considered for promotion/retention based on the promotion/retention policy set forth in the **PUPIL PROGRESSION PLAN** adopted annually by the St. Bernard Parish School Board and approved by the Board of Elementary and Secondary Education.

## Schedules – Cultural Arts/Teacher Planning

8:40 - 8:55	Homeroom	12:35 – 1:35	4 <sup>th</sup> grade
8:55 - 9:55	5 <sup>th</sup> grade	1:35 – 2:35	Kindergarten
9:55 – 10:55	1 <sup>st</sup> grade	2:35 – 3:35	2 <sup>nd</sup> Grade
10:55 – 11:55	3 <sup>rd</sup> grade	3:40	Dismissal

## Supplies

All students received a supply list at the end of the school year or with the registration packet. Students must come to school with their supplies and ready to learn. **Rolling school bags are not allowed.** They are a safety hazard in the hallways, classes, and buses.

Students should have the following each day:

- 3 sharpened pencils
- School bag or backpack
- All completed homework
- Clear water bottle with a non-spill lid (Water only)

## Testing

Mandated Standardized testing in English/Language Arts, Math, Science and Social Studies is given statewide to students in grades 3, 4, and 5. Testing dates are set by the Louisiana Department of Education and are listed on the important date's section of this book. A more definitive testing schedule will be given later as it is released by the state. Please encourage your children to stay motivated and to do their very best on all of their tests.

## Test Return Policy

Test packets will be sent home on a weekly basis. It is important that you review the tests with your child. Signed tests must be returned to your child's teacher.

## Textbooks

Children are responsible for the proper care of state owned textbooks and Library books. Payment will be required for all damaged and/or lost books. Book prices range from \$5.25 - \$49.95. Please help your child care for books properly.

**Students will be assigned the following parish adopted textbooks:**

Reading/ELA – Core Knowledge Language Arts (K-2)/Great Minds: Wit and Wisdom (3-5)

Math – iReady Classroom Mathematics (K-5)

Social Studies – Studies Weekly (K-5) and Louisiana Student Standards (K-5)

Science – Science Studies Weekly (K-2)/Amplify (3-5) and Louisiana Student Standards (K-5)

# Awards and Special Recognitions

## Honor Roll

A student who receives all A's and B's including conduct and satisfactory cultural arts grades will be given an Honor Roll certificate. Honor Roll certificates are issued at the end of each nine weeks and at the end of the year.

## Parent of the Year Award

The Parent of the Year Program is an essay contest. Students in the 5th, 8th, and 12th grade are asked to write an essay that recognizes the contributions of their parents/guardians. Students can elect to write about either one or both of their parents/guardians, and those students who do not wish to write an essay nominating his/her parent(s) may elect, instead, to write an essay about any adult figure in his/her life that has been like a parent to that student.

The essays will be submitted to the contest, where one essay winner will be declared. The winning parent will be recognized and awarded at the end of the year Commitment to Community Banquet, and the essay winner will read his/her essay.

## Perfect Attendance

A Perfect Attendance Certificate is given at the end of each nine weeks to a student who has not missed more than 3½ hours in those nine weeks. Tardies and checkouts are counted as missed school and may keep a child from receiving perfect attendance. An All Year Perfect Attendance Trophy is given at the end of the year to a student who misses no more than one-half day during the entire school year. One-half day consists of 3 ½ hours of missed school.

## Student of the Year Award

The 5<sup>th</sup> Grade Student of the Year Awards Program begins in early fall and is designed to celebrate and recognize outstanding 5<sup>th</sup> grade students who have demonstrated excellent academic achievements, leadership ability, extracurricular involvement and citizenship.

In order to be considered, a student must at minimum meet the following criteria:

- Student GPA from 2nd through 5th grade must be in the top 10% of the class and be no less than a 3.5 on a four point grading scale per nine weeks
- LEAP test scores must demonstrate Mastery/Advance in each subject at grade level
- Student conduct embodies the school culture and values
- Student should be involved in extracurricular activities inside or outside of school

If there is a dispute regarding the selection of a candidate, please contact your school principal directly.



## Terrific Kids

The “Terrific Kid” program is sponsored by the St. Bernard Kiwanis Club and Valero Meraux Refining. A Terrific Kid is chosen by teachers according to certain criteria. This is a great honor. Terrific Kid Ceremonies are held at school to celebrate this honor. Parents and family members are invited to attend the ceremony.

## Dress Code

In accordance with the St. Bernard Parish Public School District’s Guide to Student Conduct, Chalmette Elementary students are expected to follow the dress code guidelines as outlined below:

- **Shirt** - Students must wear white or royal blue collared shirts. School color collared shirts must have been approved by the school and have a school-designated logo. Students may wear official school spirit shirts on designated days.
- **Pants/Shorts/Skirts** - Students must wear navy blue or khaki pants or skirts. Elementary students may wear shorts, skorts, and jumpers.
- **Shoes**- Shoes shall be slide-resistant. Closed toed tennis, casual, or dress shoes of any color are considered uniform appropriate.

	Good to Go 	Not Allowed 
Pants, Skirts (PK-12) Shorts, & Skorts (Elementary only)	<ul style="list-style-type: none"><li>● Dress, uniform type, navy or khaki color.</li><li>● Must be appropriate size for the student - properly fitting at the waist and neither too tight nor too baggy</li><li>● Pants must be hemmed (shoe-top length) with no split seams or frayed edges</li><li>● If pants have belt loops, a belt must be worn</li><li>● Skirts &amp; jumpers must touch the top of the knee</li></ul>	<ul style="list-style-type: none"><li>● No denim</li><li>● No bell-bottom, cargo, corduroy, leggings, joggers or jean type pants</li></ul>
Shirts	<ul style="list-style-type: none"><li>● White collared shirt</li><li>● Royal Blue collared shirt with school logo - must have been approved by the school</li><li>● Shirts must be tucked in</li><li>● Shirt collars must be visible when wearing a sweater or sweatshirt</li><li>● Only white or royal blue undershirts may be worn beneath uniform shirts</li></ul>	
Outerwear	<ul style="list-style-type: none"><li>● School sanctioned uniform sweaters, sweatshirts, and jackets may be worn in school at any time (royal blue, navy blue or white v-neck, vest, crew or cardigan styles)</li><li>● Jackets must be royal blue, white, or navy blue, and authorized by principal/designee</li></ul>	<ul style="list-style-type: none"><li>● No hoods are allowed on students’ heads while on school grounds and/or on school buses.</li><li>● Non-uniform jackets are not to be worn in the building.</li></ul>

Belts	<ul style="list-style-type: none"> <li>● Belts are required for any pants that have belt loops</li> <li>● Only solid colored belts are acceptable (black, white, navy, khaki, or brown)</li> <li>● Belt buckles may only be slightly larger than the width of the belt.</li> </ul>	<ul style="list-style-type: none"> <li>● Metal stud eyelets, etc. and/or designs are not allowed on any belt.</li> <li>● Oversized or large belt buckles are not allowed.</li> </ul>
Socks	<ul style="list-style-type: none"> <li>● Must be worn</li> <li>● Socks, stockings, knee-highs, and tights must be a solid color (white, neutral, black, navy or brown)</li> </ul>	
Shoes	<ul style="list-style-type: none"> <li>● Closed toed tennis, casual, or dress shoes of any color</li> </ul>	<ul style="list-style-type: none"> <li>● Sandals, backless shoes, platform shoes, slippers/house shoes, heelys, light up shoes, crocs, and boots</li> </ul>
Hair	<ul style="list-style-type: none"> <li>● Moderate hair styles</li> <li>● Boys' hair that extends below the shirt collar must be pulled back so as to not extend below the shirt collar.</li> <li>● High school students are permitted to have a mustache and/or beard provided that it is neat, clean, well-groomed, and with no shaved designs</li> </ul>	<ul style="list-style-type: none"> <li>● No shaved or design cut into eyebrows or cut/braided into hair</li> <li>● No unnatural hair coloring</li> <li>● No extreme hair styles</li> <li>● No hair styles that cover one or both eyes</li> </ul>
Accessories	<ul style="list-style-type: none"> <li>● Earrings that are moderate in length (studs, small hoops, and short dangling earrings) are permitted for girls.</li> <li>● One stud per ear is permitted for boys</li> </ul>	<ul style="list-style-type: none"> <li>● No hats, caps, bandanas, visors, hair curlers, gloves, and sunglasses (unless prescribed by a physician)</li> <li>● Aside from earrings in the earlobe, body piercings are not allowed.</li> <li>● No excessively large earrings that may place a student in danger of injury are not allowed (hoops and/or those that hang very long)</li> <li>● No tattoos</li> </ul>
Appearances	<ul style="list-style-type: none"> <li>● Clean, neat, free from holes, tears and stains.</li> <li>● School official monogramming, emblems, or insignia may be worn</li> </ul>	<ul style="list-style-type: none"> <li>● No extreme and distracting make-up</li> <li>● No graffiti, writing or symbols perceived as vulgar, profane, satanic, gang-related, violent, tobacco, drug or alcohol-related are not to be worn on any accessories, jackets, book bags, book covers, or any other item brought to school.</li> </ul>

- ★ *In all circumstances, the principal will make the final decision as to whether a student's dress or appearance is acceptable.*

## Parent And Family Engagement

Chalmette Elementary recognizes that parent and family engagement must be a priority for children to learn and achieve academic success. Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with Chalmette Elementary.

In accordance with the St. Bernard Parish School Board's Parent and Family Engagement Policy, Chalmette Elementary provides families with various programs and opportunities to enhance the involvement of parents and guardians that reflect the needs of our students.

These programs may include:

- **Supply Night/Open House:** Chalmette Elementary's Supply Night /Open House serves as an annual meeting in which all parents/guardians are invited to learn more about the educational programs at our school and further opportunities for parent involvement.
- **Report Card Conference Night:** Report Card Conference night at Chalmette Elementary will be in October. At this event, parents and guardians have the opportunity to meet with their student's teachers to learn more about his/her academic and behavioral progress and goals.
- **Parent Meetings:** Parents/guardians will have an opportunity to meet with school leaders regarding various academic programs and opportunities. Information about these meetings will be shared with families on our website.
- **End of Year Meeting:** At the end of each school year, parents/guardians will be invited to share their feedback with school leaders and have the opportunity to offer suggestions for the upcoming school year. Information about the date and time of this event will be shared with families in the spring on our website.

## Parent Teacher Organization (PTO)

All parents are invited to become members of our PTO. Membership dues are only \$5.00 for each family. All scheduled meetings will be listed on the school calendar. The PTO sponsors the many other student-centered activities and fundraisers.

## Parent Volunteers

Chalmette Elementary welcomes parent volunteers! If you are able to volunteer in any capacity, please speak to your child's teacher or a PTO officer. We appreciate any help you can give us. To ensure the safety of our staff and students, all parents must check in at the office to obtain a Pass. Remember, no younger siblings, including infants are allowed to accompany parent volunteers at any time.

# School Operations

## Arrival Procedures

- Students may not arrive before supervision begins at 8:15 a.m. All students should arrive between 8:15 a.m. and 8:35 a.m. as the school day begins promptly at 8:40 a.m. for all grades. Students arriving after 8:40 a.m. must report to the office with a parent to sign in and receive a tardy pass.
- Students riding school buses will be dropped off at the bus entrance of the school. Car riders and nursery van riders will be dropped off at the car rider area.
- Walkers will enter through the front doors of the building.
- Students cannot be dropped off in any other areas of the school.
- Parents are not allowed to walk students to class as this interferes with the classroom routine.

## Check Outs

All checkouts must be made from the office. You must present proper identification to the office personnel, sign the child out, and state the reason for early checkout. When a child is checked out early, the learning of the entire class is interrupted because the teacher stops the class instruction to assist the child who is preparing to leave early.

Children will not be released to parents from the classroom or bus loading area. No check outs will be allowed after 3:30pm. The office needs written notice from a parent/guardian if anyone other than a person on the emergency card will be checking out a child. This person will need to present proper identification. For security purposes, we cannot make any changes over the phone.

## Dismissal Procedures

- Dismissal time begins at 3:40 p.m. for all grades.
- Car riders and nursery van riders will be dismissed from the car rider area. It is extremely important to follow the procedures for drop off/pick up. This includes moving your car up as far as possible.
- Obey the crossing guard and posted enter/exit signs. This will keep everyone safe and help alleviate any problems.
- Parents and/or Guardians must remain in their cars at all times.
- Please no cell phone usage in the carline.
- All bus riders will be dismissed to the bus loading area as buses are called.
- Only students without bus service will be approved by Mrs. McNab to be a walker to and from school. They will be given a Walkers Tag. Parents of walkers may meet them by the front door. These are the only parents that should be waiting for students in that area.



## Food Service Program

Our school participates in the Community Eligibility Provision (CEP) program. This program provides one breakfast and one lunch each school day to all students enrolled at Chalmette Elementary School. Please note that there is a cost for “extra milk and/or juice” (see prices below). These items CAN NOT be charged to an account.

Student Breakfast and Lunch: Free

Extra Milk or Juice: \$0.50

### Important Notes:

- Breakfast is served between 8:15 a.m. and 8:40 a.m. daily.
- Canned and/or bottled beverages are not allowed in the cafeteria.
- Commercially prepared food or beverages are not allowed (McDonald’s, Burger King, Coffee, Frappe’s, soft drinks, etc.)
- Lunch times: 11:10 -11:30 - Kindergarten & 2nd Grade, 11:55 - 12:15- 3rd Grade & 4th Grade, 12:15 - 12:45 – PreK, 12:25-12:45- 1st Grade & 5th Grade

## Fees And Fines

Chalmette Elementary school may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied or delayed admission nor denied access to any curricular instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee pursuant to state law.

A full copy of our Student Fees, Fines and Charges policy can be found on the school and district website by visiting [www.sbpb.org/fees](http://www.sbpb.org/fees).

All school fees and/or fines must be paid for students to participate in ANY extracurricular activities. This includes field trips, Fall Fest, Field Day, Talent Show, and end of year ceremonies. This will be strictly enforced.

A student or his/her parent or legal guardian may request and receive a waiver of payment of a fee due to economic hardship. Completed waivers and the corresponding documentation must be submitted to your student’s school principal. For families with students in multiple schools, separate waivers and documentation must be provided at each school. Families with multiple students at the same school can complete one waiver. The form must be completed yearly during enrollment, registration, or orientation.

Please note that the waiver will be applied to fees associated with curricular activities only. Fees associated with extracurricular activities are not covered by the waiver.

## Field Trips

Since field trips are important to our educational program, students are encouraged to attend all class-sponsored field trips. Please send the money and permission slip in a well-labeled envelope. No permission slips or money will be accepted after the deadline is set for the field trip. The rules for incentive field trips are established by the teacher. For incentive field trips, the teacher may withhold the field trip privilege, with the consent of the principal, for disciplinary reasons.

**IMPORTANT:** To ensure the safety and well-being of our students, we ask that all chaperones wear a Chalmette Elementary shirt so that they may be easily identified. This includes any Spirit Shirt, Field Day Shirt, or other shirt identifying them as a Chalmette chaperone. Parents and chaperones will also have to show a valid ID when checking in at the office for field trips.

Smoking is not allowed on field trips. Chaperones must be 18 years or older and ride the bus to and from the field trip in order to chaperone. Parents must follow regular check out procedures after field trips. No younger siblings, including infants, may attend field trips. All school rules and dress code are in effect during a field trip and appropriate disciplinary action will be taken with students who choose to violate these rules.

## Fundraising Policies

Fundraisers are PTO sponsored activities and are intended to be family oriented. Sales are encouraged through family members, business contacts, and friends. Fundraisers are not intended to be door-to-door selling time for students. Please do not let your child sell school items for fundraisers unsupervised.

## Health

### First Aid and Illnesses

It is the student's responsibility to report personal illness or injury to a teacher or staff member. If serious injury occurs, first aid is administered and parents/guardians are called immediately. For this reason, it is very important that the school has your correct home telephone number and at least three emergency contact numbers. Please be sure that when you send someone to check out your child, he/she is listed on the information card. Picture identification must be provided to the office staff prior to checking out a child.

When a student becomes ill or has a suspected communicable condition, the parent will be required to come to check the student out of school. When a parent consistently fails to make arrangements to check out a child who is sick or has a contagious condition, such as head lice,

scabies, or other communicable disease, the Supervisor of Child Welfare and Attendance will be notified.

## Medication

Please inform your child's teacher and the office if your child has any allergies or if he/she is on any type of medication. According to School Board policy, school personnel are not allowed to dispense medication of any kind. With proper authorization the school nurse dispenses medication. Parents are welcome to bring medicine to the school office. The student will be called to meet the parent in the office to take the medicine. Students cannot carry medicine (including cough drops, nasal inhalants, ChapStick, etc.) to school. Any such items will be taken away by the teacher or administrator. Arrangements for school office personnel to administer medication to a student that requires daily medication over an extended period of time must be made with the Nursing Supervisor at 301-200

## Money

Any money sent to school must be placed in a sealed and clearly labeled envelope. Please write your child's name and teacher's name, purpose and the amount of money on the outside of the envelope and place it in your child's folder. Important: No money will be accepted after a given due date for purchases or events such as field trips. Please monitor your child's folder daily to make sure that you are aware of events and items that you might like to purchase (for example, pictures, spirit shirts, yearbook). All checks should be made payable to Chalmette Elementary School. If we receive an NSF check, the policy will revert to "cash only" for the person(s) who sent the check.

## Parties

Most classes will celebrate the "usual" holiday parties during the school day. Letters will be sent home by the teacher. Please sign the letters and return them to your child's teacher before the deadline. If your child is celebrating a birthday during school, please notify the teacher in advance for drop-off preparation due to loss of instructional time. No walk-in parties or other guests invited due to curriculum restrictions. You can send store bought cupcakes and juice boxes to school. Please do not send balloons, party favors, cakes, or 2 liter drinks. We ask for cupcakes instead of a regular cake because of time and cake cutting limitations.

## Personal Belongings

Mark all articles of clothing and personal items with the student's name. Please be sure to take the time to do this properly. Items will be returned if labeled properly. If your child is missing items, check our Lost and Found. Lost articles which are not marked and not claimed in a reasonable time will be given to a charitable society.

Students should bring only supplies and books necessary for class. Toys, stuffed animals, cards, phones, iPads, iPod/CD players, balls, games, gum, etc. are not allowed at school. These articles will be taken away from students. Parents will be required to pick up the articles from an administrator.

## School Gate Guardian

As part of our security measures for your child, we may ask visitors to our school, including parents, to provide their driver's licenses for identification before they are allowed in the school and classrooms. Such a check will not be necessary for all business conducted in the office. This procedure is to ensure the safety of all children at Chalmette Elementary.

## Transportation

- Students must follow all bus rules contained in the St. Bernard Parish GUIDE TO STUDENT CONDUCT.
- Mutual respect by the student and the driver should alleviate all problems.
- Once a student is assigned to a bus, he/she must ride only that bus.
- Problems concerning bus routes or pick-ups should be directed to the Supervisor of Transportation at 301-3941.
- Discipline problems reported as students not observing common courtesies and obeying bus rules will be suspended from the bus.
- Your child will be given a transportation tag that will indicate how he is to get home daily. This tag will be placed on your child's school bag on the first day of school. Please do not remove this tag from your child's school bag. It is very important that this transportation tag stays on the entire school year.
- Transportation changes cannot be made over the telephone. This is for the safety and protection of your child! Please put the request in writing. Sign and date all notes if you need to make a transportation change.
- Permanent transportation changes must be processed by completing paperwork in the office. Any student riding a bus may only be picked up and dropped off at the address on file. If there is a certain day when a bus rider will NOT ride the bus, a signed written note must be sent to the homeroom teacher. Students who are not normally bus riders are not allowed to ride the bus home for any reason unless a permanent transportation change request is completed.

# Visitors

To protect the confidentiality and privacy of all our students, classroom observations and visits are not allowed as an added precaution to ensure safety of our students, during field trips and other events all visitors will be required to present a valid driver's license for a simple background screening before entering the student areas of the building. Please be sure to bring your driver's license with you when making a school visit. We appreciate your cooperation.

## Title IX: Sexual Harassment Policy

The St. Bernard Parish School Board desires to provide a safe school environment that allows all students equal access and opportunities in the School District's academic, extracurricular, and other educational support programs, services, and activities. The School Board does not discriminate on the basis of sex in the education program or activity that it operates. The School Board is required by Title IX of the Education Amendments of 1972 (Title IX) and Part 106 of Title 34 of the United States Code of Federal Regulations not to discriminate on the basis of sex in the education program or activity that it operates, including admission and employment. The School Board recognizes that sexual harassment is a form of discrimination on the basis of sex and the School Board prohibits sexual harassment as defined by Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations.

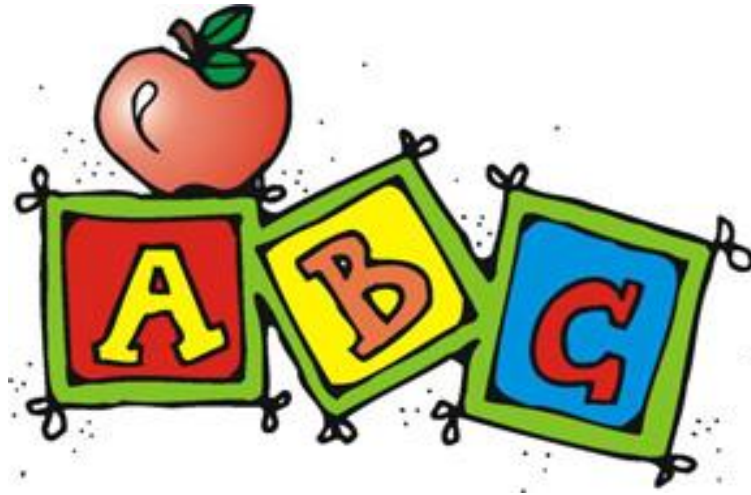
Any person may report discrimination based on sex, including sexual harassment, in person, by mail, by telephone, or by electronic mail to the School Board's Title IX Coordinator at any time, including during non-business hours.

**Title IX Coordinator**  
**St. Bernard Parish Public Schools**  
**504-301-2000 | TitleIX@sbpsb.org**  
**200 East St. Bernard Hwy., Chalmette, LA**

Any School Board employee who has actual knowledge of sexual harassment must report the conduct to the Title IX Coordinator.

Reports of and inquiries regarding unlawful sex discrimination may also be made to the Assistant Secretary for Civil Rights of the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-1100, Email: ocr@ed.gov, 1-800-421-3481. The School Board's Title IX Coordinator shall be authorized to coordinate the School Board's Title IX obligations.

Further information regarding the definition of sexual harassment and all processes and procedures can be found in the district's Student and Family Handbook/Guide to Student Conduct which is available on our website.



# **EARLY CHILDHOOD PROGRAM**

**St. Bernard Parish Public Schools**  
**Early Childhood Program**

**General Operating Information**

The purpose of the St. Bernard Parish Public School Early Childhood Program is to provide universal pre-kindergarten classes to four-year-old children who are eligible to enter public school kindergarten the following year, including those students with disabilities, which reside in St. Bernard Parish. Students must turn four prior to September 30<sup>th</sup>, of the current school operating year.

The Early Childhood Program is funded through federal, state, and local monies from the following sources: Head Start, 8(g), LA 4, Educational Excellence Funds, Title I, Early Intervention and the St. Bernard Parish School System. The Early Childhood Program strives to offer the same high quality developmentally appropriate program to all participants regardless of the funding sources.

**Instructional Program / Curriculum**



The Louisiana Early Learning and Development Standards is the framework for building a quality, developmentally appropriate pre-kindergarten program and supports the Louisiana Readiness Definition. These standards serve as a guide to be used by St. Bernard Parish School System's administrators, policy makers, directors, curriculum developers, teachers and parents.

The St. Bernard Parish Early Childhood Program provides a complete educational program directed toward the development of cognitive, social, emotional, physical, and communication skills in a manner and at a pace consistent with the needs and capabilities of the individual child.

The St. Bernard Parish Early Childhood Program has adopted the Creative Curriculum. It is a research-based curriculum which supports interrelated development in the following domains:

Social Emotional  
Language and Literacy  
Mathematics

Creative Expression (Art, Music, Drama)  
Physical Science  
Cognitive Development

The Early Childhood Program provides developmentally appropriate integrated learning experiences. Integrated learning takes place when adults plan learning center activities and appropriately facilitate child experiences in the learning centers. These experiences support interrelated development of problem solving, critical thinking, communication, and social skills within a meaningful context for the child. The pre-kindergarten environment promotes meaningful engagement for learning through:



- a) Social interactions that promote cooperation, conflict resolution, and empathy for others.
- b) Play experiences to foster development and organization of world knowledge.
- c) Language and Literacy experiences to foster development of skills such as retelling stories; book/print concepts; developmental writing; phoneme discrimination, and sound manipulation.
- d) Mathematical experiences to foster development of concepts such as one-to-one correspondence, recognizing patterns, counting, comparing and positioning, and experiencing adults using numerals to record information that is meaningful to young children.
- e) Scientific experiences to foster development of concepts such as cause and effect, classification, and life cycles.
- f) Music and Creative Art experiences.
- g) Physical movement experiences in the indoor and outdoor environments to develop fine motor and gross motor skills.

## Instructional Program Assessment and Reporting Practices

The Early Childhood Program utilizes a variety of assessment and reporting tools to record student growth, provide individualized instruction and to share information with parents.

- A. Portfolio assessment is a collection of work samples taken over time to demonstrate student growth by identifying the changes in performance.
- B. Benchmark assessments measure mastery of the Early Learning and Development Standards and are conducted at defined intervals throughout the school year.
- C. Formative assessments are standardized teacher administered assessments that occur at three defined intervals throughout the school year.
- D. An Individual Pupil Plan (IPP) is developed for each student and is reviewed with parents throughout the year. The IPP addresses individual student's areas of strengths and weaknesses. Parents are expected to assume an active role in development of their child's IPP.



## Resource Coordination for Support Services

The St. Bernard Parish School System coordinates the provision of support services for all enrolled pre-kindergarten children. These services are intended to support maximum early education and care benefits to children so that they are well prepared for formal schooling, and therefore, more likely to experience later academic success.

### *1. Child Health and Mental Health Service*

The school nurse works with the health department and other health professionals to conduct hearing and vision screenings and cursory dental checks during the school year and monitors the health and wellbeing of all children in the program. Any child with an identified physical or mental developmental health need is referred to the proper agency. Families are also provided information that will increase their knowledge of community resources such as TANF (Temporary Assistance to Needy Families), Medicare, and LA CHIP (Louisiana Children's Health Insurance Program).

### *2. Parenting Skills and Child Development Knowledge*

Knowledge of child development and involvement with their child's educational experience is enhanced through a variety of informational parenting seminars, volunteer opportunities at the school, special activities/functions, and parent /teacher conferences. All students are administered a developmental screening instrument. The results of the screening is discussed with parents and parents are provided with activities designed to help their child address skill areas.

### *3. Parent/Teacher Conferences*

Preschool teachers conduct one-on-one parent/teacher conferences prior to the start of school. Preschool teachers and assistants are available for regularly scheduled conference days as well as parent initiated conferences.

### *4. Adult Literacy*

The school system works in coordination with public service providers to promote adult literacy. Parents/guardians are informed of all locally available adult education opportunities such as the GED program to increase literacy levels.

## Classroom Management Plan

A classroom management plan is in place in all pre-kindergarten classrooms and is discussed with parents during orientation. No form of demeaning language or corporal punishment (which includes but is not limited to paddling, striking, or hitting) is used with any child enrolled in pre-kindergarten.



## Materials, Supplies, and Equipment

The St. Bernard Parish Early Childhood Program provides funding for all classroom furniture/equipment, materials, and supplies for all classes. Technology related equipment such as audio cassettes, digital cameras, and computers are also supplied.

All consumable materials are provided and replenished throughout the course of the year.

Parents/guardians/and caretakers are not required to pay for any materials and supplies for classroom usage (e.g., paper towels, napkins, toilet paper, and photographic film). Personal items (school bag, rest mat, blanket, extra clothes, etc.) must be provided by the parents and adhere to program guidelines.

**NOTE: Parents/guardians/and caretakers may be required to pay for the replacement of materials/property that their child destroys.**

## Food Services

Breakfast and lunch are part of the Early Childhood Program and all pre-kindergarten students are brought to the cafeteria for meals. If your child has special dietary concerns, please discuss them with the preschool staff. Head Start Program guidelines require that all students in Head Start designated classes eat food provided by the school cafeteria staff. Therefore, there is no need to bring food from home. Other funded four-year-old classes are allowed to bring an appropriate breakfast/lunch from home. If students choose to eat lunch in the school cafeteria, breakfast and lunch is free of charge due to the Community Eligibility Provision (CEP). This allows each student one breakfast and one lunch per day.



***NOTE: It is absolutely essential that you make the staff aware of any allergies your child might have.***

## Attendance

Consistent daily attendance is a critical component of the preschool program and is closely monitored by the teachers. According to state law “any child below the age of seven who legally enrolls in school shall also be subject to the provisions of the attendance statutes”. For students to receive credit, they cannot miss more than **14 days per school year**. Please call the school when your child is absent and state the reason for the absence. A note from the parent is **required** to document each absence and is required within **3 days** upon returning to school. Preschool staff is required to contact the parent/guardian within one hour after the start of the school day to check on an absent child.

Excessive absences are reported to the Supervisor of Child Welfare and Attendance. Any student absent prior to a scheduled extra-curricular activity **will not** be allowed to participate in the activity.

## Check-In/Check-Out

Parents must report to the **office** for check-in and check-out. Only adults whose names have been authorized in writing on the school emergency cards will be allowed to check out pre-kindergarteners. Please follow all check out guidelines at your specific school site.

## Uniforms

All pre-kindergarteners follow the St. Bernard School Board Uniform Dress Code requirements. Please refer to the school site uniform requirements for specific color options.

## Transportation

Transportation services are made available to all pre-kindergarten students to ensure that each child is present for the educational/instructional portion of the day. **Bus changes cannot be made over the phone.** All requests for transportation changes must be made in writing and all forms completed BEFORE a change is authorized. Refer to the Preschool Transportation Policy for specific guidelines regarding arrival, dismissal, and bus transportation requirements.

# VIKING VALUES

VIKINGS ARE:

**C**ourteous

**H**onest

**A**mbitious

**L**oyal

**M**otivated

**E**nergetic

**T**rustworthy

**T**olerant

**E**nthusiastic



## CHALMETTE VIKINGS!