

# **Chateau Estates School**

## **Student and Family Handbook**



**Policies and Procedures**

**2024-2025**

The mission of the Chateau community is to accept the responsibility to educate all students, be held accountable for all students, and take ownership in the excellence of all students.

**Vision:**

Empower All Students

**Values:**

*S.O.A.R Values* allow the school community to stay focused on what is important. They provide a guide and reason for our actions and behaviors.

**Safe  
Open-minded  
Accountable  
Respectful**

**School Contacts:**

Principal	Tracie Bruno (tracie.bruno@jpschools.org)
Assistant Principal	Jaime Zapico (jaime.zapico@jpschools.org)
Dean	Katelyn Rodriguez (katelyn.rodriguez@jpschools.org)
Master Teachers	Heidi Alexander (heidi.alexander@jpschools.org) Angela Koch (angela.koch@jpschools.org)
ESL Coaches	Brittany Schiro (brittany.schiro@jpschools.org) Kala Pena (kala.pena@jpschools.org)
After Care	Alycia Johnson (alycia.johnson@jpschools.org) Virginia Guise (virginia.guise@jpschools.org)
Secretary	Demetria Stallworth (504-464-5662)
Account Clerk	Rene Pierce (504-303-7005)
Clerk	Deyanira Flores (504-464-5662)
Counselor	Nicole Cook-Ficaro (504-464-6606)
Cafeteria Manager	Mary Metz (504-464-5896)
Teachers and Staff	Please see staff bios on our website <a href="http://www.jpschools.org/chateau">www.jpschools.org/chateau</a>

**School Communication**

**Email:** The most efficient way to communicate with any school staff member is by email. It is very important that Chateau has an updated email address on file for all parents/caregivers.

**Text:** Chateau will send out school communication and reminders via JCampus. These reminders will come to your cell phones via text message. If you change cell phone numbers, please update your contact information in the front office.

**Pelican Press:** A newsletter titled, "Pelican Press" will be available monthly. The Pelican Press will be emailed and posted on our website.

**Parent Information Guide (P.I.G.):** Grade levels will send home P.I.G.s every Monday. These will include school messages and homework assignments for the week.



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@ChateauEstatesSchool



**School Hours:**

7:00 A.M Duty personnel report and arrival begins.

7:25 A.M Gates will close for carpool. Students who arrive after 7:25 must be walked in the single point of entry by a parent or guardian.

**7:30 A.M. School begins.** All students should be in homeroom at this time.

7:31 A.M. Arriving students begin to be marked tardy.

2:20 P.M Dismissal begins.

**Students should not be on campus unattended prior to 7:00 am.  
All students must be picked up by 2:40 pm unless enrolled in after care or extracurriculars.**

**After-School Care:**

**2:20 PM - 5:30 PM - FULL TIME enrollment required**

**A \$20.00 registration fee is required.**

- Eligible students must be in grades PK-5th grade
- Parents should ring the buzzer at the doorway for entry.
- Only students who will attend **full time** can apply for aftercare (Monday - Friday tuition)
  - There will be NO part-time or drop-ins in aftercare
- Aftercare hours will be held from 2:20 PM to 5:30 PM – students must be picked up by 5:30 PM sharp. After two late pick-ups, your child will be excluded from the program.

**Rates: All fees will be paid through My School Bucks.**

- In addition to the \$20.00 registration fee, students are required to pay the full *weekly tuition of \$35.00* for P.M. care.
- Payments are to be made on the first day of the week. A \$5.00 per day late fee will be assessed on the morning of the third (3) day. This also includes drop-in and late

pick-up fees. If payment is not made by the end of the week, the child will be removed until all fees are paid.

### **Arrival and Dismissal:**

- Parents are asked to use school bus transportation if it is available in your neighborhood.
- It becomes a safety issue when a child does not have a consistent plan for getting home each day. Cooperation is expected and needed, especially with very young children. If you must change how your child goes home for a particular day, it is the parent's responsibility to notify the school prior to dismissal by visiting the office **in person** to make changes.
- Any student not picked up by **2:40 PM**. will be brought to the office to call home. There is no one on campus to supervise students after **2:45 PM**. Child Protection Services will be called for any student left on campus and not enrolled in our after-care program.
- Our priority is student safety, please abide by the following:
  - No cell phones - **Cell phone use is illegal in school zones in the state of Louisiana**
  - Be a careful driver.
  - Be a courteous driver.
  - Be patient.

### **Morning Arrival:**

- Gates will open at 7:00 AM.
- Students may be dropped off through the carpool line or enter through walker gates from 7:00 AM-7:25 AM. Students should arrive by 7:25 AM to provide enough time to walk to class by 7:30 AM, so they are not marked tardy.
- Students and parents must use the single point of entry after 7:25 AM.
- Students are **tardy** if they are not in their **homeroom class** (Not the school) by 7:30 AM.
- Please monitor your surroundings to ensure student safety and follow directives from school staff, volunteers, and student safety patrol.
- Please use both lanes of the horseshoe when entering the grounds for carpool.
- **Pull forward as far as you can.** Staff members will be directing you when to stop and go.
- Students should stay in cars until a staff member or volunteer opens the door for them.
- Students **must** exit vehicles on the passenger side to avoid stepping into traffic.

### **Afternoon Dismissal:**

- Dismissal begins at 2:20 PM.
- Carpool - parents should line up on Chateau Blvd. and wait for the carpool process to begin at 2:20. **Do not block driveways.**
  - Only use the right lane of the horseshoe when picking up students. Once your child is in your car, you may utilize the left lane to exit.
  - A faculty member will escort each child to a vehicle.

- Bus riders will be escorted to their buses as they leave Chateau.
- **Any late student(s) who are not picked up on time from school or the bus stop will be pushed into after-care and have to pay the daily fee. Once a child has 3 late pick ups, our school will file a neglect report with the Louisiana Department of Children & Family Services (DCFS) and parents will need to show proof of residency that they live within Chateau's district.**

#### **Walker Dismissal:**

- A walker walks from school directly home. **A walker does not walk to the corner and get into a car.** Doing this creates a safety issue and creates a bad relationship with our neighbors.
- Anyone leaving the area in a car is considered a car rider and must go through the horseshoe.
- Walkers will be dismissed depending on the direction they walk home. Students walking toward Tavel will dismiss from the North exit. Students heading toward Vintage will dismiss from the South exit. Having two dismissal locations will prohibit students from walking across the entrance and exit of the horseshoe.

#### **Arrival/Dismissal Leadership:**

- Please be sure to be role models and do not litter. Speak with your child about walking home and not throwing trash on the ground. More importantly, speak with them to pick up trash as they walk home. Additionally, please have conversations with walking students about remaining on the sidewalk and not walking between cars.

#### **Jefferson Parish Public School System Rules and Regulations for Pupils Transported in School Buses:**

- Bus drivers are permitted to make reasonable rules for the safe and proper operation of buses.
- Students must obey the driver cheerfully and promptly.
- Leave home at a time appropriate for arriving no more than 15 minutes and no less than 5 minutes before the scheduled pick-up time. Walk on sidewalks whenever possible. Conduct yourself in an orderly manner at the designated bus stop. Stand away from the road when waiting for the bus. Playing in the streets and yards is not permitted.
- Never cross behind the bus; cross at least 10 feet in front of the bus. If necessary to wait across the street from the bus stop, await the driver's signal before crossing.
- Board the bus only when the driver is seated at the controls.
- Board the bus in single file and promptly proceed to the seat assigned to you by the driver.
- Help to keep the bus clean and sanitary. Anyone purposely damaging the bus in any way will be disciplined and be required to pay damages.
- Teasing, scuffling, or using profane, obscene or abusive language is not permitted and will not be tolerated.
- **Arms and heads must be kept inside the bus windows at all times. Nothing is to be thrown out of the bus windows.**
- **Remain seated at all times when the bus is in motion.**

- Students are only authorized to ride the bus to which they have been assigned.

### **Attendance:**

According to the policy of the state of Louisiana, students must attend elementary or middle school for a total of 60,120 minutes to be eligible for promotion. Based on the school calendar and a standard 375 minute instructional day, a student can miss no more than 14 days of school to be eligible for promotion.

### **Absences:**

- Exempted and Excused** - The student is allowed to make up missed work and the absence is not counted against attendance requirements. Examples are extended illness, court, death in immediate family, or religious holidays with proper verification.
- Non-Exempt and Excused** - Absences incurred due to personal illness documented by parental or doctor notes. The student is allowed to make up missed work and absences are considered when determining whether the student meets attendance requirements.
- Unexcused** - The student is not allowed to miss work and the absence is counted against the attendance requirement.
- Out of School Suspension** - The student is allowed to make up missed work but the absence is counted against the attendance requirement.

- **Procedures**

- Excuses for absences must be presented in writing to the school principal or designee within five (5) days of the absence. For any extenuating circumstances, the student's parent or legal guardian must make a formal appeal to the Compliance Office requesting exception to the attendance regulation.
- Schools are to provide students and parents with attendance letters by the 3rd, 5th and 8th day absent. Parents must contact the school principal or school counselor to discuss attendance matters upon receipt of attendance letters.

### **Make-Up Seat Time (MUST):**

Students in danger of failing due to excessive absences may be allowed to make up missed seat time held outside of the regular day. Students are required to complete additional coursework on an approved on-line learning platform. MUST assignments will take place before or after school, weekends, holidays, or during lunch. The make up sessions must be completed before the end of the school year.

### **Tardiness:**

The below shall be followed prior to the suspension of a student due to excessive absences.

- 1st & 2nd tardy in each semester - verbal warning and signature of Late Arrival Card.
- 3rd tardy in each semester - A non-suspension conference shall be scheduled with the parent/legal guardian and a referral shall be made to a counselor.
- 4th & 5th tardy in each semester - school detentions of one hour or other disciplinary action.
- Continued unexcused tardiness will result in in-school suspension, other disciplinary action, or a referral to the Juvenile Court system.

- *Middle School* - In addition to the above, 6 or more tardies in a semester will result in an in-school suspension.

**Check Out:**

Students are not allowed to leave the school grounds alone at any time during the school day. A parent/guardian must sign the student out in the school office. Picture identification is required when signing a student out of school.

**Students will only be released to a person listed on the child's emergency card.**

Early check-outs interfere with instruction. Your child misses valuable information and assignments when he/she is not in school. Please refer to the Discipline Policy regarding early check-outs.

**Avoid checking your child out after 1:30 p.m.** Students are receiving assignments and paperwork, they are changing classes and packing up, and teachers are taking care of end-of-the-day business.

**Dress Code:**

JPPSS has established a student dress code to teach students the importance of grooming and hygiene, to instill discipline, to prevent violence and disruption in the educational environment, to avoid hazards, and to teach students respect for themselves and others.

- The Chateau uniform is to be worn everyday.
- Students are expected to maintain an appropriate physical appearance throughout the day, including keeping shirts tucked in at all times.
- **Tops:** *All shirts should include Chateau's logo.*
  - PreK & Kindergarten - Must wear purple shirt with Chateau logo.
  - 1st Grade through 5th Grade - Light blue or navy polo shirt with Chateau logo
  - Middle School - Gray polo shirt with Chateau logo
  - **Sweatshirts** - must have a Chateau logo or solid (no writing) and **NOT** have a hood.
- **Bottoms:**
  - Navy blue pants, shorts, skirts must be worn daily.
  - Skirts and shorts should be worn at the knee.
  - During colder weather, leggings may be worn **under** skirts.
  - Pants must be worn at the waist.
  - PreK students must wear elastic waist pants or shorts (No belts).
- **Shoes:**
  - The school uniform is a tennis shoe. No specific color shoe is required. Tennis shoes **MUST** be worn every day. Students will not be permitted to participate in P.E. without tennis shoes.
- **Backpacks:**
  - 4th-8th grade students must use only clear backpacks.

**Uniform Vendors:**

- **Skobel's** (official vendor)- 4500 York St Suite 101, Metairie
- **Uniforms by Kajan** - 7103 Veterans Memorial Blvd, Metairie

- **Fashion Arcade Uniforms** - 3440 Division Street Suite F, Metairie

**Academics:**

**Grading Scale**

A new grading scale will be implemented beginning in the 24-25 school year. Click [here](#) for a draft copy of the new Grading Scale.

**Grading Scale:**

<u>Letter Grade</u>	<u>Numerical Grade</u>	<u>Quality Point Value</u>
A	90 - 100	4 Excellent
B	89 - 80	3 Very Good
C	79 - 70	2 Satisfactory
D	69 - 60	1 In Need of Improvement
F	59 - 50	0 Not Meeting Minimum Requirements

**Honor Roll:**

- **Academic Honor Roll** - "A", "B", or "S" in all promotional subjects; No "C", "N", or "U"
- **Other Recognitions** - Most Improved, PBIS, and Citizenship

**Interim Reports:**

Interim reports are issued four times a year during the fifth week of each nine week marking period as a means of keeping parents informed of their child's progress. Parents are required to sign the interim and return it to school in a timely manner. Forgery of a parent's signature can result in a suspension.

**Report Cards:**

Report cards are issued each quarter. Parents are to sign the back of the report card jacket (or the duplicate copy of the report card for grades 6-8) and return it to school. Progress reports are issued to students who have an IEP (Individualized Education Plan) and are attached to the report card.

**Academic Dishonesty/Plagiarism:**

If a student is caught cheating or plagiarizing, the student's parent will be notified that the student will have to retake or redo the assignment/assessment and as a result, receive a detention.

**Bulletin 1566**

As per the Louisiana Department of Education, "beginning with the 2024-2025 school year, a third grade student with a reading deficiency as demonstrated by the student scoring at the lowest achievement level in reading on an end-of-year literacy screener in accordance with LAC 28: CXV.2307. *Bulletin 741*, shall be provided with two additional opportunities to score a higher achievement level on the literacy screener prior to the beginning of the subsequent academic year.



A student who does not score above the lowest achievement level on the literacy screener after three attempts shall be screened for dyslexia and shall not be promoted to the fourth grade".

**Promotion:**

Chateau Estates will follow the JPPSS's Pupil Progression Plan (PPP). The PPP can be found on the district website. Each grade level has specific requirements for promotion. Student promotion is dependent on both academic achievement and student attendance.

**Student Progress Center:**

Parents and guardians can review their child's progress online anytime via the Student Progress Center. The Student Progress Center can be accessed using the link - <https://www.jpschools.org/domain/113>

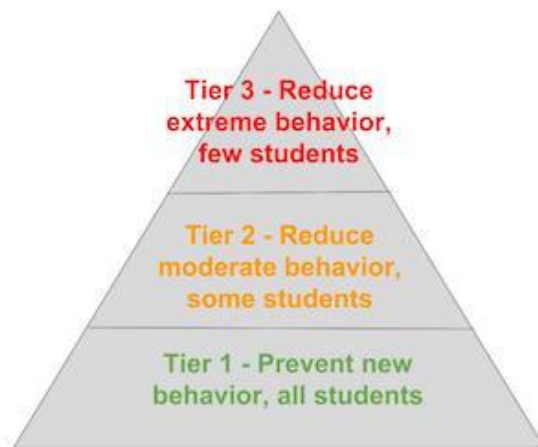
**Positive Behavioral Interventions and Supports (PBIS):**

All Chateau students will receive PBIS support, and all teachers will use PBIS to create a positive school climate for our students and staff. PBIS is a framework that provides a three-tiered system of support for teachers to teach and reinforce school-wide behavior expectations in all settings. The PBIS Team will analyze behavioral data monthly to identify students who need additional interventions and to create action plans based on school-wide trends.

When used correctly and with fidelity, PBIS will lead to a reduction in major disciplinary infractions and aggressive behavior, improvements in academic engagement and achievement, and reductions in reported bullying behavior. Students and teachers will feel safe, respected and have more time to focus on learning and building relationships.

The three tiers of PBIS are as follows:

- **Tier 1** – Universal practices to be experienced by all students and used by all teachers to create a safe school climate.
- **Tier 2** – Targeted practices for students who need more structure feedback and support than Tier 1 alone.
- **Tier 3**—Indicated practices that are more intense and individualized for students who need more than Tiers 1 and 2 alone.



These three tiers will have very specific and consistent protocols. Tier 1 will be the most important as 80% of student behavior will be positively affected by these efforts.

<b>Tier 1</b> (80% of students)	Teachers will define and teach the behaviors they want to see which will be consistent school-wide and specific to each area of the school. Expectations in all classrooms will align with the school-wide rules. Students are rewarded consistently for positive behaviors with school-wide incentives.
<b>Tier 2</b> (15% of students)	If Tier 1 supports are not working for a student, the teacher will refer the student to Mrs. Louviere, who will come to the classroom and observe the student to determine if additional supports are needed. Mrs. Louviere will discuss her observations with the teacher and PBIS Team to determine if the student needs to be moved to Tier 2 and receive behavior interventions.
<b>Tier 3</b> (5% of students)	If the student is still struggling after Tier 2 supports have been provided with fidelity, the student will be moved to Tier 3 and referred to the ABIT team in order to collaborate on more intensive support for the students. These may include a Function-based Assessment (FBA) to create an individualized Behavior Intervention Plan (BIP), routine meetings with the school counselor, and Wraparound support.

### **School Rules and Behavioral Expectations**

School rules have been established through Chateau's PBIS committee. Our rules establish expectations for students to show our S.O.A.R Values in multiple settings both in and outside of the school building. A copy of Chateau's school rules can be found on our website.

#### **Act 337 relative to Suspensions**

Mandatory expulsion is to occur if a student has been suspended a third time within the same school year for any offense, excluding those related to dress code or tardiness.

#### **Act 337 relative to Mandatory Suspension and Recommendation of Expulsion for Possession of a Firearm or Knife**

Any student in grades six through twelve who is found guilty of being in possession of a firearm or a knife with a blade equal to or in excess two and one-half inches in length, on school property, on a school bus, or at a school-sponsored event (pursuant to a hearing) shall be expelled from school for a minimum period of four complete school semesters and shall be referred to the district attorney for appropriate action. However, the superintendent may modify the length of such minimum expulsion requirements on a case-by-case basis, provided such modification is in writing.

#### **Act 337 relative to Smoking or vaping any form of marijuana on any school property**

Any student in grades six through twelve who is found guilty of being in possession of, or knowledge of an intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus or at a school-sponsored event (pursuant to a hearing) shall be expelled from school for a minimum period of four complete school semesters and shall be referred to the district attorney for appropriate action. However, the superintendent may modify the length of such

minimum expulsion requirements on a case-by-case basis, provided such modification is in writing.

### **Cafeteria:**

Large numbers of students eat in our school cafeteria. Cafeteria space is limited and school personnel must strictly enforce rules. While some of these rules seem basic, all rules are in place for a purpose. In addition to the S.O.A.R Values, students are expected to adhere to the following cafeteria rules.

### **Cafeteria Rules:**

1. Once seated with your lunch, remain seated.
2. Use an inside voice.
3. All students must walk.
4. Sit and eat in a quiet and orderly manner.
5. Snacks:
  - a. Healthy snacks are encouraged, such as fruit and vegetables.
  - b. Bags of chips must be snack size. Family-size bags are NOT allowed.
6. Beverages:
  - a. Water, juice boxes/pouches, Gatorade/Powerade, milk are allowed.
  - b. Soft drinks, coffee, and energy drinks are NOT allowed.
7. Discard trays and clear all trash from the table (Leave it cleaner than you found it).
8. Listen to the monitors.
9. No fast food may be brought for lunch.

### **Celebrations:**

If a parent or guardian wishes to send a small snack or cupcakes to celebrate a special occasion for their child, items may be dropped off after 1:45PM.

### **Breakfast Program:**

All Chateau students who wish to receive breakfast must report to the cafeteria prior to **7:25 AM**. Students will receive a bag with their food and walk to class where they will eat.

### **Library:**

Students are allowed to check out library books for a period of two weeks. They may not check out a new book until the other one has been returned and/or paid for if lost or damaged.

### **Library Rules:**

1. Books may be checked out for two weeks but may be renewed for an additional two weeks.
2. Reference books and magazines may not be checked out by a student.
3. Students with overdue books will not be permitted to check out other books.
4. Students are responsible for the loss of or damage to library books and/or equipment being used. They will not be allowed to check out any books until the parent/guardian has made full restitution for any/all damages.

### **Physical Education:**

All students **must** participate in P.E. class unless a doctor's excuse is on file in the office stating the medical reason for nonparticipation. All medical excuses are to be updated annually.

Students in all grades attend P.E. classes. Student safety is of primary importance, and therefore, it is strongly recommended that students are dressed appropriately:

1. Tennis shoes and socks must be worn everyday - no exceptions.
2. Shorts should be worn under skirts/dresses.
3. Pants should be loose enough to allow for maximum movement.
4. No boots will be allowed at P.E. Students cannot participate in any sporting activity wearing boots.

## **Safety Protocol**

### **Emergency Cards:**

An emergency card for each child must be accurately completed and periodically updated in order to provide current information needed for contacting parents. When an address or telephone number changes, parents are required to come into the office to correct the emergency card information. All information on this card is confidential. **At least three (3) working phone numbers are required.** The district and/or school may periodically send alerts and messages to these numbers.

**A child will not be released to an individual whose name is not listed on the emergency card.**

Any parent, guardian, or person listed on the emergency card must produce a valid picture I.D. upon signing the child out of school.

### **Safety:**

- ALL visitors/parents must check into the office and present ID upon entering the building for scanning.
- ALL visitors/parents must have a **PASS** to go to a student's room and will only receive a pass once the teacher has been notified and agrees.
- ALL visitors/parents must enter the school from the front entrance. The back entrance is only for faculty and staff members and those going to Before-School Care. After-school care students will be picked up through the main front entrance. The school has one point of entry.
- Cameras monitor hallways, the PE area, stairways, and the cafeteria.

### **Emergency Conditions:**

The Jefferson Parish Public School System asks that parents/guardians keep abreast of the weather at all times. If the weather warrants the closing of school, the School System will have directions and all other necessary information broadcast on W/WL Radio and TV. JPPSS or Chateau may contact caregivers through text via JCampus. Please keep all phone numbers up to date.

### **Emergency Drills:**

Fire and other emergency condition drills are conducted monthly. Students will be made aware of the specific drill procedure by the school administration and classroom teachers. Exit maps are posted by the door on the inside of each classroom. The signal for evacuation or assuming safety positions will be given out over the intercom system.

Students are to conduct themselves in a safe, orderly manner during all such drills. All teacher directions are to be followed IMMEDIATELY. Student misbehavior will not be tolerated during emergency drills. Students' refusal to participate and/or follow directions correctly or to behave properly during the drill may result in a discipline referral. It is a violation of State and Federal Law for anyone other than an administrator or the Fire Department to pull an alarm.

**Metal Detectors:**

In order to provide a safe environment for students and employees, the school board has authorized the use of metal detectors in random searches on school grounds. This is in addition to searches due to probable cause. This policy allows for random searches of desks, building areas, book bags and the person or car of the students or non-students entering public grounds/buildings.

**Health Records:**

Louisiana Statute 17:17 makes it MANDATORY that all children be properly immunized in order to attend school in our state. Health records must be kept up to date. In accordance with this law, if the school nurse checks the immunization records and finds them to be incomplete and/or out of time line, a health conference will be scheduled to avoid a student suspension.

**Child Abuse and Neglect:**

According to State Law, school personnel are required as MANDATORY REPORTERS to report any suspected cases of child abuse to the Jefferson Parish Protective Services Unit (504-736-7001). This also applies to suspected cases of parental/guardian neglect. This law is mandatory for all staff and protects them from prosecution. Any person acting as an advocate for a child may also anonymously report any suspected case of child abuse/neglect.

**Medication Policy:**

If possible, the parent/legal guardian is advised to give medication to the student at home and on a schedule other than during school hours. Only oral, aerosol/inhalant medication in pre-measured dosages, topical ointment for diaper rash, and emergency medications shall be administered by the school nurse or trained unlicensed school-based personnel, unless otherwise listed in the JPPSS Medication Policy found on pages 24-25 in the Procedures and Policies Handbook.

**Head Lice:**

Periodically, students' heads will be inspected at school. Parents of those students having nits will be notified. The Jefferson Parish Public School System has a "No Nit" policy. Head

lice spreads quickly if not properly treated. The recommended shampoos are RID or Kwell. A fine tooth comb should be used to pull the nit casings off the hair follicles. Students who have been treated but still have nit casings in their hair will not be allowed back in school until all nits have been removed. Bed linen, clothing, brushes and combs must also be treated. Carpets, sofas, and mattresses should be sprayed.

Any student who is present at school with head lice shall be excluded from school until that student is free of active infestation and all louse nits. The student may be allowed to return to school when his/her head is FREE of ALL NITS as verified by visual inspection by the parent and school personnel. When there is recurrent infestation of a student, a referral will be submitted for the Health Unit after consultation between the school administration and the nurse. Siblings of infested students will also be checked.

### **Passes:**

During class time, students ARE NOT permitted in the halls without a pass. In the mornings, students should report directly to their homeroom. Students are not allowed to roam the halls/campus.

A pass is required in order for students to leave an assigned area and visit an area not regularly assigned during that time period (i.e. bathroom or office). Teachers may elect to use a permanent pass instead of a handwritten one. It is the responsibility of the student to obtain a pass prior to leaving their assigned area.

Adult visitors are to go to the office to sign in and MUST have a legal pass in their possession (issued and dated by the office that day) before going to other areas of the school campus. Adults on campus without a valid pass will be directed to either obtain a pass from the office or to leave the campus immediately. Failure to comply with this policy may result in a request for assistance from the Jefferson Parish Sheriff's Office or Kenner Police.

### **Problem/Resolution Protocol:**

1. All problems concerning your child must first be handled through your child's teacher. Call or email the teacher to set up an appointment.
2. Any problem that a teacher has not addressed relating to a school matter should be addressed to the school administration by appointment.
3. The school administration will refer you to the proper department in the event that a resolution of the issue is not forthcoming.
4. When leaving a message, either with a person or on the recorder, please state your name, your child's name, phone number and a brief message. If you speak with someone in the office, always get the name of the person with whom you left a message.

### **Personal Property:**

Students are responsible for the care and security of their personal property, including notebooks, pencils, papers, art supplies, textbooks, etc. All possessions should be labeled with the student's name and room number. Students who bring personal items to school that are not allowed (i.e. toys, cell phones, games, cameras, AirPods), will have those items taken away. The parent/guardian will have to claim such items from the office as it will NOT be returned to the student.

## Technology

### **Chromebooks:**

Chateau Estates is a 1:1 school, meaning that all students (K-8) will be assigned a Chromebook and accompanying materials (Chromebook case, mouse, and hot spot if necessary). Students will utilize technology in school as needed. Students in middle school will have the opportunity to take their Chromebooks home each day to support their learning and to complete homework assignments. Students and parents will be required to sign a contract outlining the proper use of the Chromebook and responsibilities if the laptop is missing or damaged.

### **Fees:**

A \$15.00 technology fee will be collected from all students in grades K-8th and used to buy technology-related materials and resources, supplies for science investigations, art, special projects, cartridges for student-center printers located in the classrooms, etc.

### **Headphones:**

All students are required to bring a set of headphones/earbuds to school to use while working on computers. AirPods or wireless headphones are not permitted.

### **Cell Phones and Communication Devices:**

**Act 313(2)(a) Effective beginning with the 2024-2025 school year and thereafter, 17 no student shall possess, on his person, an electronic telecommunication device 18 throughout the instructional day.**

If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall be turned off and properly stowed away for the duration of the instructional day. Student devices must be turned in to their homeroom teacher at the start of the school day. Teacher's will have a designated container to store devices. Students shall be personally and solely responsible for the security of the device. The possession of electronic devices is strictly prohibited during testing. If a student is caught with a device out without permission, the teacher or staff member on duty will confiscate the item and turn it in to Administration. Parents must come in for an administrative conference in order to pick up the item. Students using the devices inappropriately (such as taking pictures or videos of themselves, other students, or their teachers and/or posting these pictures and/or videos on Social Media while at school) will receive major disciplinary consequences.

### **Social Media:**

The school is not responsible for issues that arise from Facebook/Instagram/Snapchat and other social media websites unless it carries over into the school. Please teach your children about online and Internet safety. Major problems, including bullying, are common on social media and parents should monitor this frequently to support the safety of their child.

## Parent/Community Involvement



**Parent Involvement Policy:**

Chateau Estates School strives to encourage and maintain parent involvement in every aspect of school life. From monthly newsletters and parent conferences to classroom assistance and an active PTO, parents are seen as partners in the education of their children. Visit our website for current information and electronic copies of the newsletter. Hard copies of the newsletter are available in the front office.

**Parent/Teacher Organization (PTO):**

PTO meetings are held in the school cafeteria to promote the educational growth and welfare of all students attending Chateau Estates School. The dates of these meetings will be in the monthly newsletter. The long range goal of this organization is to help foster a closer home/school relationship so that parents/guardians may better support and actively participate in the total educational process. A short range goal is to effectively communicate our educational programs to the community we serve. The PTO also conducts fundraising activities throughout the school year to assist the school financially in providing much needed materials for the benefit of all students.

**Parent/Teacher Conferences:**

All parent/teacher conferences must be pre arranged with the teacher and held during non-instructional time. **Teachers will not be called out of class to conduct an unscheduled parent/teacher conference and will NOT conduct impromptu conferences in the doorway/hallway.** Teachers are not required to hold a parent conference before or after school hours without prior notice.

Parents are strongly encouraged to attend all parent/teacher conference days. These days have been set by the school board.

**Volunteers:**

Volunteer parents/guardians provide a valuable service to our school. They work under the direction of school personnel performing such duties as taking down and putting up bulletin board displays, distributing classroom supplies, posting student work, running copies, and many other jobs of this nature. Most volunteers find their work rewarding, as well as enjoyable, because they make a difference and are appreciated for all they do. Chateau Estates School invites and encourages parental/guardian involvement in our total school program.

Dress Code: It is expected that volunteers are dressed appropriately for a school environment. No short shorts or skirts, shoulder/back/midribs covered.

**Parking:**

Please be respectful of our neighbors surrounding the school. When you park, make sure you are not blocking anyone's driveway. Please do not park in the Faculty/Staff parking lot, in the delivery driveway by the cafeteria, and handicapped areas. Kenner police will write tickets.

**Memos/Notices:**

Please check your child's folder daily for any memos/notices that the school or classroom teacher may have sent home. Teacher notes will usually be found on the weekly PIG. School



events are usually listed in the monthly newsletter and on the website's calendar that is published monthly. Follow us on Facebook for up-to-date announcements.

### **Holiday Events/Parties:**

Class parties may be held on special holidays in the afternoon hours with the approval of the principal. Parties will be limited in order to cause minimal interference with the instructional program of the school. Parents will be notified by the teacher if refreshments are to be sent to school. While sending refreshments is always appreciated, please refrain from doing so unless the teacher has requested special treats for the celebration. If you are asked to send refreshments, please remember that you must secure an office pass before going to your child's classroom.

### **Extracurricular Activities:**

Extracurricular activities are a privilege, and as such, students must earn the right to participate. Sports are offered in collaboration with other K-8 schools. Adams Middle School will be the central hub for all of Chateau sports. Participating in extracurricular activities is a privilege and students must maintain appropriate grades and behavior to participate.

### **Workbooks, Unit Readers, Novels:**

Workbooks, unit readers, and novels are the responsibility of the student to whom they have been assigned for the year. All lost, stolen or damaged books MUST be paid for by the student or parent/guardian PRIOR to another book being issued. If workbooks, unit readers, and novels are lost or stolen, the following fees will apply:

- A book that is 2 years old or less = 100% of the cost
- 3 years old =75% of the cost
- 4 years old = 50% of the cost
- 5 years old or more=25% of the cost.

## Notices

- The American with Disabilities Act requires that Jefferson Parish Public School System disseminate the information contained in this notice to all "applicants (employee), participants, beneficiaries (students), and other interested persons (parents/guardians)". This is to advise that the JPPSS will make available to applicants, participants, beneficiaries, and other interested persons, information regarding the provisions of the American with Disabilities Act and its applicability to the services, programs, or activities of the district, and make such information available to them in such a manner to apprise such persons of the protection against discrimination assured by the Americans with Disabilities Act.  
Inquiries may be made by contacting the ADA Compliance Officer by calling 349-7803.
- In accordance with federal and state policies, JPPSS has determined that ALL school buildings are to be smoke free while students are on campus. This also applies to school grounds and parking lots while students are on campus.  
Consequently, parents/guardians/other visitors to Chateau Estates School will NOT be permitted to smoke on school board property and/or in the school building/halls while students are on campus. Violators will be asked to cease smoking IMMEDIATELY. Refusal to comply will result with the police being called and legal action taken by the school.
- Sexual harassment: Students are prohibited from 1) conduct of a sexual nature which explicitly makes acceptance or rejection of a sexual invitation a condition for receiving favorable treatment in relation to participation in school activities of any school matter, or 2) making sexual advances or request for sexual favors which have the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile, or offensive school environment.
- Asbestos: According to the Public Law 95-519, Asbestos Hazard Emergency Response Act of 1986, the JPPSS must give annual written public notice of the availability of asbestos management plans to all parents. According to the inspection report prepared by Asbestos Environmental Controls, Inc. on May 1, 1989, Chateau Estates School is asbestos free. Therefore, no management plan is needed.



# Chateau Estates School

4121 Medoc Dr.  
Kenner, LA 70065  
504-464-5662



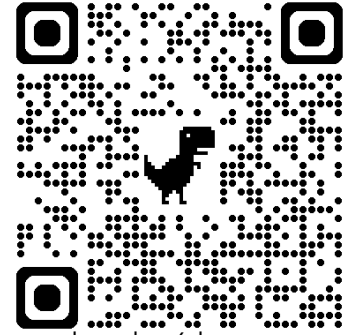
**Please scan below to review our handbook and return this sheet front & back to your child's teacher within the first 2 days of school:**

### Statement of Compliance

I, \_\_\_\_\_, am the parent/guardian of  
\_\_\_\_\_, a student at Chateau Estates School.

I hereby agree that I will:

- ensure that my child attends school daily except when the child is ill.
- ensure that my child will arrive at school on time each day and stay all day unless he/she becomes ill.
- Ensure that my child wears their student identification cards at all times (Replacement cards will be \$4).
- attend all required parent/teacher or administrative conferences.



Parent's signature \_\_\_\_\_

Date \_\_\_\_\_

LA Revised Statute 17:235.2; Passed by LA Legislature 7/19/99

### **Acknowledgment:**

We hereby acknowledge that we have read the Chateau Student Handbook - Policies and Procedures.

We agree that \_\_\_\_\_ (student's name) should be held accountable for these rules and regulations.

Student's name: \_\_\_\_\_

Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

**Filming/Interviewing Students Release**

During the school year, requests may be made from the media, press, or school system to interview or film students while engaged in the Chateau Estates School program. Our children are featured on our school's web page, Facebook, or Instagram.

Please sign below stating your desires for your child to be included or not included if the occasion should arise.

---

\_\_\_\_ I hereby give permission for my child to be interviewed or filmed at Chateau Estates should the occasion arise at school. I understand that this film could be viewed in the classroom, in the hallway, in-service meetings, or other gatherings which concern the education of children.

\_\_\_\_ I give permission to use my child's picture on the school web page.

\_\_\_\_ I do not give my permission.

Student's name \_\_\_\_\_ Grade \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_