

César Chávez K-8



FAMILY HANDBOOK

K-8 Dual Language Program

2016-2017



Chavez **STORM** Values

Strive for Success

Trustworthy

Own our Actions

Respectful, Responsible, Rigorous

Motivate and Empower

Siempre busco mi éxito.

Tengo honestidad

Soy dueño de mis acciones.

Respetuoso, Responsable y Riguroso.

Motivo a los demás

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César Chávez Families,

Welcome to the 2016-2017 school year! We are excited to work with your student(s) to help them achieve success.

Please spend some time with your student reviewing this handbook. The information included is intended to help you feel connected to our school. You can also look forward to receiving a regular school newsletter. The newsletter will always include our most up-to-date information about activities and upcoming events. One of our goals is to make sure families know when things are happening around school. Information about school events will be posted on our reader board, posted on Facebook, through weekly email blasts and flyers in homework folders. We hope you will join us for school activities as often as your schedule allows.

Please feel free to contact us at 503-916-5666 if there is anything you need. Thank you for working with us to make a difference for each student at our school.

Sincerely,

Elisa Schorr
Principal

Gina Roletto
Assistant Principal

¡Sí, Se Puede!

César Chávez School is a diverse and multilingual community where our mission is to provide a trusting and equitable environment, while cultivating academic success and promoting the fullest potential of each learner.

La escuela César Chávez es una comunidad diversa y multilingüe, donde nuestra misión es brindar un medio ambiente basado en confianza y equidad, mientras cultivamos el éxito académico y promovemos el potencial máximo de cada estudiante.

SCHEDULES AND INFORMATION - SCHOOL HOURS

| <u>Grades</u> | <u>Class Begins</u> | <u>Dismissal</u> | <u>Late Opening Wednesdays (see calendar)</u> |
|---------------|---------------------|------------------|---|
| K-5 | 8:00 a.m. | 2:15 p.m. | 10:00 a.m. |
| 6-8 | 8:00 a.m. | 2:30 p.m. | 10:00 a.m. |

Students may arrive at school at 7:30 a.m. and head to the cafeteria with their breakfast. Students are to enter through the front door to the building on the Willis Blvd. side.

At 7:45 a.m. K-5 students will be allowed to go to the gym. 6th – 8th grade students remain in the cafeteria until dismissed.

Students may not arrive to school earlier than 7:30 a.m. There is no student supervision before 7:30 a.m.



REGISTRATION AND STUDENT INFORMATION

Please help us keep the information we have for your student updated. Please notify the office by phone or in writing of any changes, particularly:

- Address, mailing address
- Phone numbers and emergency contacts
- Guardianship information
- This information is very important in case of an emergency



BUILDING SECURITY



Security is a high priority to all staff at Chavez. Your assistance is important. **All parents, visitors and volunteers in our building are required to in check at the office and wear an identification badge while on the premises.** If you wish to be a school volunteer, please contact the office for information on how to register and follow proper district procedures.

Building Access

We will use the front entrance on the Willis Blvd side of the building as our main entrance between 7:30 a.m.-2:30 p.m. Do not use the side doors to enter the building or let others in.

Parent Pick Up

At 2:15 dismissal time, please be respectful of instructional time and wait for your children downstairs in the front entrance. You may go to their classroom once the dismissal bell rings. If you need to checkout your child before 2:15, please sign them out in the office and the office will call them down.



Car Pick Up of Students

Please observe the no parking and bus only signs on the parking lot side of the building. All car pick-up of students should take place on Willis Blvd and parking lot due to safety reasons. Please pull up to the end of the row and follow all traffic laws. Your cooperation will help ensure the safety of all students. Cars ignoring regulated signs may be ticketed by the Portland Police.



School Visitors

Parents are welcome to visit their child's classroom (24-hour notice is customary). We ask that you stop by the office upon entering the building, sign-in and pick up a visitor's badge. You will be stopped by staff if you are not wearing a visitor's badge.

All guests must sign in and out at every visit. All guests must be 18 years old or be visiting through an approved trip at their current school.

- Volunteers
 - All volunteers have passed a background check
 - A background check can be completed in the main office.

- All volunteers have attended a volunteer in person orientation and signed a confidentiality waiver
- All volunteers have received and signed off on the handbook
- Visitors
 - You are a visitor until you have attended a volunteer in person orientation
 - You are not to be left alone with students

All staff are expected to wear their PPS ID Badge and all visitors and volunteers should where their sticker/Chavez badge. All adults are expected to stop any adult without a badge or sticker and direct them to the main office.



Due to health and safety issues, pets from home are not allowed.

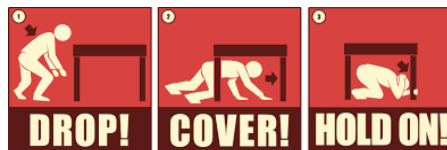


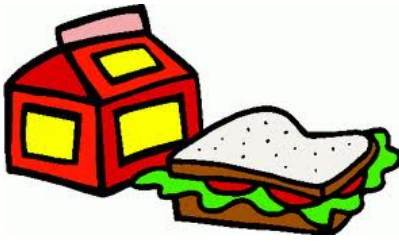
PEDESTRIAN CROSSWALKS

Students are expected to cross at the crosswalks. These are patrolled by the Safety Patrol staff members. Please make sure to reinforce this when dropping off your student.

EMERGENCY DRILLS

There will be monthly fire drills and we will conduct 2 earthquake and 2 lockdown drills during the year. We will send family information after each.





SCHOOL MEALS

All students can receive free breakfast and lunch every day at Chavez.

Breakfast will be served every morning, starting at 7:30 a.m. when the school doors open in the main entry.

7:30-7:50 Students pick up breakfast and head to cafeteria

7:50-8:00 Middle School students take their breakfast to the gym.

Students who arrive late will be allowed breakfast, potentially later in the morning after they get settled in class.

Snacks

We will participate again in the PPS Fresh Fruit and Vegetable Program.

The Fresh Fruit and Vegetable Program provides free fresh fruits and vegetables to children of participating elementary and middle schools. The purpose of the program is to expand and increase the variety and amount of fruits and vegetables children experience and consume. Combined with nutrition education and a reinforcement of healthful eating habits, the program emphasizes the long-term goals of positively influencing children's life-long eating habits.

FOOD FOR CLASSROOM CELEBRATIONS

Foods and beverages served as class snacks shall meet the district nutrition guidelines. Classroom parties will be limited to "special events" and foods/beverages offered must include nutritious alternatives when minimally nutritious items are served. Refreshments must be purchased from licensed and inspected establishments (e.g. grocery stores, bakeries, restaurants and farmers' markets). Schools should be actively promoting healthy eating and physical activity to the greatest extent possible.

The nutritional guidelines are:

- 35% or less of calories from fat (excluding legumes, nuts, nut butters, seeds, eggs, non-fried vegetables, and cheese packaged for individual sale)
- 10% or less of calories from saturated fat (excluding eggs and cheese packaged for individual sale)
- Less than 0.5 grams trans fats
- Less than 35% sugar by weight (excluding fruits and vegetables)
- Single serving package size or amount served must be 150 calories or less for grades pre-K to 5.
- Single serving package size or amount served must be 180 calories or less for grades 6 to 8.
- Single serving package size or amount served must be 200 calories or less for grades 9-12.



HEALTH SERVICES

Health services are provided by a licensed Registered Nurse and Health Room Assistant. The Health Room Assistant is available every day school is in session. If your child has an immediate, short-term, or chronic health concern, the Assistant, will work with you, your child, your child's physician, and school personnel to assure that his/her health needs are met while at school. Office staff have received trainings to administer medication and provide basic first aid. A nurse is always available by phone.

Acute Care:-- If your child becomes ill or injured during the school day, he/she will receive nursing intervention if the R.N. is available. An assessment of the student's health problem will be made and the nurse will determine follow-up care needed.

Children who have a well-balanced diet and get sufficient sleep and exercise generally have a better school experience. It is advisable to keep students at home when they are ill. This will speed recovery and prevent the spread of disease to others. Some general guidelines to use in deciding if you should send your children to school are as follows:

- **No one with a fever should be sent to school. Students should remain at home until free of fever without use of medication for 24 hours**
- **No one who has been vomiting or experiencing diarrhea should be sent to school. Students should remain at home until they are symptom free for 24 hours.**

Multnomah County HEALTH CLINIC - Hours: Mon, Thurs, 7:45am - 3:45pm | Wed, 7:45 - 11:45am

Our school is a site for a Multnomah County Health Clinic that provides services for families of our community. If you have questions, you may call 503-988-3815 and ask about their services. You can visit their website <https://multco.us/health/school-based-health-centers>

MEET OUR STAFF

Staff Member

Position

| | | |
|--------------------|-------------------------------------|--------------------|
| Elisa Schorr | Principal | ewinger@pps.net |
| Gina Roletto | Assistant Principal | groletto@pps.net |
| Rebecca Norman | Counselor | rnorman@pps.net |
| Ambar Olivas | Counselor | aolivas1@pps.net |
| Febe Armederiz | Student Management Specialist (SMS) | farmenda@pps.net |
| Rochelle Shubin | Principal's Secretary | rshubin@pps.net |
| Miriam Duenas | School Secretary | mduenas@pps.net |
| Obdulia Avila | School Improvement Specialist (SIS) | oavila@pps.net |
| Andrew Senkowski | SIS/MS Math | asenkowski@pps.net |
| Nelson Quiroz | Community Agent | nquiroz@pps.net |
| Yusuf Leary | School Engagement Coordinator | yleary@pps.net |
| Maria Velez Olguin | SUN School Coordinator | vmaria@latnet.org |

Teachers

| | | |
|----------------|---------------------------------|--------------------|
| Ms. Quiros | Immersion Kindergarten | yquiros@pps.net |
| Ms. Recker | Kindergarten | lrecker@pps.net |
| Ms. Ruberte | Immersion Kindergarten | kruberte@pps.net |
| Ms. Aubry | Immersion 1 st Grade | daubry@pps.net |
| Ms. M. Johnson | 1 st Grade | meljohnson@pps.net |
| Ms. Machado | Immersion 1 st Grade | mmachado@pps.net |
| Ms. Cooper | 2 nd Grade | rcooper@pps.net |
| Mr. Hernandez | Immersion 2 nd Grade | chernand@pps.net |
| Ms. Walker | Immersion 2 nd Grade | cwalker2@pps.net |
| Ms. Acevedo | Immersion 3 rd Grade | jacevedo@pps.net |
| Mr. Cartagena | Immersion 3 rd Grade | hcartage@pps.net |
| Ms. K. Johnson | 3 rd Grade | kjohnson1@pps.net |

| | | |
|---------------|--|----------------------|
| Mr. Hedine | 4 th Grade | shedine@pps.net |
| Ms. Reynolds | 4 th Grade | oreynolds@pps.net |
| Mr. White | Immersion 4 th Grade | swhite1@pps.net |
| Mr. Acuna | Immersion 5 th Grade | macuna@pps.net |
| Ms. Prah | 5 th Grade | aprah@pps.net |
| Ms. Nava | Middle School SS/LA 6 th grade | anavarepogle@pps.net |
| Ms. McCormick | Middle School SS/LA | |
| Ms. Lozano | Middle School SS/LA | mlozano@pps.net |
| Ms. Maurer | Middle School Spanish/SS | hmaurer@pps.net |
| Ms. Lemen | Middle School Sci/Math 6 th grade | blemen@pps.net |
| Mr. Saulter | Middle School Science | dsaulter@pps.net |
| Mr. Senkowski | Mid Math/ School Improvement Spec | asenkowski@pps.net |
| Mr. Wilken | Middle School Math | hwilken@pps.net |

Specialists and Support

| | | |
|---------------|--------------------------|-------------------|
| Mr. Wurst | Music K-6 | |
| Mr. Eccleston | BRAVO Youth Orchestra | |
| Mr. Truby | BRAVO Youth Orchestra | |
| Ms. Garvey | Learning Center 5-8 | mgarvey@pps.net |
| Ms. Gardner | Learning Center K-5 | gardner@pps.net |
| Ms. Davis | Learning Center K-2 Dual | |
| Ms. Doane | Speech Pathologist K-8 | ldoane@pps.net |
| Ms. Davis | School Psychologist | gdavis@pps.net |
| Ms. Humphrey | Physical Education 4-8 | ahumphrey@pps.net |
| Ms. Bernardo | Physical Education K-3 | abernardo@pps.net |
| Ms. King | English Second Language | lking@pps.net |
| Mr. Flores | English Second Language | mflores@pps.net |
| Ms. Goldman | English Second Language | lgoldman@pps.net |
| Ms. Weitz | English Second Language | aweitz@pps.net |

| | | |
|--------------|------------------------------------|--|
| Ms. Selkye | Media Specialist (Library) | jselkye@pps.net |
| Ms. Mohammed | Kindergarten Educational Assistant | |
| Ms. Diaz | Kindergarten Educational Assistant | |
| Ms. Gomez | Kindergarten Educational Assistant | |
| Mr. Rosario | Paraprofessional | |
| Ms. Rendon | Educational Assistant | |
| Ms. Valdez | Educational Assistant | |
| Ms. Flores | Educational Assistant | |
| Ms. Camelio | Educational Assistant | |
| Mr. Mariscal | Head Custodian | |



Who do I see for help?

| The What | The Who | The Where |
|---|--|--|
| Medical Forms, Allergies, Doctor's notes etc. | <u>Order of Contact</u> 1) Health Room Assistant 2) School Nurse 3) Health Clinic 4) Administrator | Main Office |
| Attendance or tardies for your child (daily absences) | <u>Order of Contact</u> 1) School Secretary (Miriam Duenas) 2) Community Agent 3) Attendance Specialist (TBD) | Main Office |
| Struggles with Attendance | <u>Order of Contact</u> 1) Classroom teacher 2) School Counselor 3) Attendance Specialist | <u>Location</u> 1) Classroom 2) Room 163 3) Main Office |
| Homework questions, effort of your child in class, academic progress. | <u>Order of Contact</u> 4) Classroom teacher 5) School Counselor 6) Administrator | <u>Location</u> 4) Classroom 5) Room 163 6) Main Office |
| Student Behaviors or incidents that happen at school. | <u>Order of Contact</u> 1) Classroom teacher 2) School Management Specialist 3) Administrator | <u>Location</u> 1) Classroom 2) Room 108 3) Main Office |
| Suspensions or Classroom Removals | <u>Order of Contact</u> 1) Classroom teacher 2) School Management Specialist 3) Administrator | <u>Location</u> 1) Classroom 2) Room 108 3) Main Office |
| Counseling Services and referrals, Mental Health | <u>Order of Contact</u> 1) Classroom Teacher 2) School Counselor 3) School Based Health Clinic | <u>Location</u> 1) Classroom Teacher 2) Room 163 3) Opposite Main Office |
| Bullying | <u>Order of Contact</u> 1) Classroom teacher 2) School Management Specialist 3) School Counselor 4) Administrator | <u>Location</u> 1) Classroom 2) Room 108 3) Room 169 4) Main Office |
| Questions around Special Education or academic supports | <u>Order of Contact</u> 1) Classroom teacher 2) SPED Case Manager (if already SPED) 3) School Psychologist | <u>Location</u> 1) Classroom 2) Room 115 or 201 3) Room 193 |
| ESL Services | <u>Order of Contact</u> 1) Classroom teacher 2) ESL Teacher 3) School Psychologist | <u>Location</u> 4) Classroom 5) Room 250, 252, 203 6) Room 193 |
| Concerns with a teacher | <u>Order of Contact</u> 1) Classroom Teacher 2) Administrator | <u>Location</u> 1) Classroom 2) Main Office |
| SUN Program, After school programming, referrals for county services (food, housing, etc.) | <u>Order of Contact</u> 1) SUN Coordinator 2) Community Agent | <u>Location</u> 1) 132 2) Main Office |

PARENT INVOLVEMENT

Parent/Community Meetings – with the facilitation of our community agent, we will have monthly parent meetings. They organize to plan community functions and fill volunteer needs in the school. Please look for communication from our community agent once school starts.

SUN and After School Programs- Chavez offers activities after school that are fun learning opportunities. Families must register their students for classes. Please look for future notifications from SUN or other organizations. Watch the newsletters and back to school packets for more information on these opportunities. Our SUN Director is Maria Velez.

Site Council-will provide input on the school improvement plan and overall school environment.

Volunteering – Through the coordination of our community agent Mr. Quiroz, we will have a comprehensive volunteer sign up, training and implementation throughout the year. Please see main office or community agent for monthly volunteer trainings.



PARENT TEACHER CONFERENCES AND REPORT CARDS

Parent/Teacher/Student Conferences will be held in November. There will be no school during conference times. Please plan to attend your child's conference so that the home-school partnership is strengthened. This is an extremely helpful interaction that assists teachers in getting to know their students. Parents are encouraged to bring their student to the conference.

Report cards will be sent home approximately one week after the close of the grading period. Families are encouraged to keep in contact with their child's teacher via email, phone or notes. Please allow 24 hours for the teacher to get back to you.

Fund Raisers – At Chavez, we have one main fundraiser in the fall...our Run for the Cyclones. It is a jog-a-thon that aligns with the fitness standards that the children are learning in PE in the fall as well as community building that is happening in the fall within their classrooms.

FIELD TRIPS

A permission slip will be sent home for each school sponsored field trip. We must have a signed permission slip from a parent or guardian to allow a child to leave school. We cannot accept handwritten notes or phone calls in place of the field trip form. Teachers often are in need of parents to help on field trips.



To be a volunteer either in the classroom or on field trips, parents and guardians must complete the PPS Volunteer Information Form. For field trips, volunteers must also have completed a criminal background check. Teachers will send home information on these procedures at the beginning of the year.

At Chavez, we believe that it is important to enrich our students' academic experience by providing multiple real life experiences that allow them to make connections between what they are learning in school, and the world beyond their classroom walls. We work hard to ensure that every trip has educational value and is connected to what students are learning during classroom instruction.

Students must have a signed permission slip at least 24 hours before the date of the scheduled field lesson. Any students who do not have a signed permission slip will not be permitted to attend the trip.

We are always looking for parent chaperones to accompany us on our field lessons. All chaperones behave as a teacher on the trip, tending to an assigned group of students, managing their behavior, and providing a fun, equitable experience for all the children on the trip. Unfortunately, we cannot take every parent who expresses interest in attending the trip. Chaperones may NOT sign their child(ren) out of school early following a field trip.

- Parents may not bring any other children with them (younger siblings, relatives, etc.) on the trip. Please make the necessary arrangements for siblings or other children typically in your care prior to committing to chaperone a lesson.
- Prior to chaperoning or participating in a field trip, all parents or relatives MUST have completed the Background Check at the beginning of the school year. Please reach out to the office team to complete a background check 60 days in advance of any field trip. Chaperones are expected to act like teachers and failure to do so could limit parents' ability to chaperone future trips.
- Students must be exhibiting the STORM values at all times in order to attend. Earning criteria will vary from trip to trip, and by grade level and will be communicated with students and parents in advance. We want our students to represent their school, their family, and themselves as the excellent young people we know they can be. Students who have not earned their trips must come to school the day of the trip to continue learning here at the building.
- End of Year Trips-- The purpose of EOY trips is to celebrate a year of hard work and learning while experiencing educational opportunities. These trips are to be earned by each student attending, and while our goal is that every student attends, there are no assumptions that a student will automatically go on the trip for his/her grade level. The criteria for earning an EOY trip will be set by the grade level team with administration, and will be communicated to students and families so that all have the opportunity to earn the trip.

SCHOOL CLIMATE AND EXPECTATIONS

As a school community...

Staff will:

- Commit to protected, structured PLC time around student achievement;
- Continually learn and grow by commitment to the use of quality grade-level-aligned curriculum, assessments, and intervention;
- Commit to and follow common systems and protocols as defined in the new Chavez Handbook to build strong school climate and culture;
- Be active participants in our students' learning by supporting their:
 - Goal setting,
 - Progress monitoring, and
 - Pursuit of living the STORM values.

Students will:

- Be on time, on task, on a mission;
- Understand, respect and live STORM;
- Be active participants in their learning through:
 - Goal setting,
 - Progress monitoring, and
 - Academic achievement.

Parents will:

- Understand and support the necessity of their students' being on time, on task, on a mission;
- Ensure students continue academics at home;
- Partner with the school to advocate and support the success of all students;
- Be active participants in their students' learning by supporting their:
 - Goal setting,
 - Progress monitoring, and
 - Pursuit of living the STORM values.



Common Area Expectations

| | Hallways, Buses, & Bathrooms, Common Areas | Learning Environments |
|------------------------------------|---|--|
| Strive for Success | <p>Students: We get where we are going with purpose and focus. We clean up after ourselves.</p> <p>Staff: We monitor halls when students are present. We limit bathroom/hall passes to one student at a time (MS) or group breaks (K-5) and not during the first and last 10 minutes of class. We positively remind students to be on time, on task and on a mission.</p> | <p>Students: We reflect on how our actions impact others. We get ourselves ready to learn. We are socially and self-aware.</p> <p>Staff: We create supportive environments with classroom circles and rigorous lessons for all students. We are engaged and involved. We are prepared for lessons and accountable for student success.</p> |
| Trustworthy | <p>Students: We are honest and fair. We listen to others.</p> <p>Staff: We listen to others and honor our word. We follow through with consistent monitoring for all students.</p> | <p>Students: We are honest and value our work and accomplishments. We help our peers as a team.</p> <p>Staff: We hold all students to high academic and behavioral standards. We are available and welcoming of all students and families.</p> |
| Own your Actions | <p>Students: We own it, repair it, and move on.</p> <p>Staff: We acknowledge, reflect, and make amends. We know we have a role to play in every student's success.</p> | <p>Students: We accept academic challenges and feedback.</p> <p>Staff: We slow down and listen for multiple perspectives from staff and students.</p> |
| Respectful, Responsible, and Rigor | <p>Students: We treat all adults and students in the building with respect. We use a 0 or 1 voice level because learning is going on all around us.</p> <p>Staff: We treat all students and adults with respect. We welcome all and assume best intentions of all stakeholders.</p> | <p>Students: We are on time, on task and on a mission. We learn from and appreciate each other's accomplishments.</p> <p>Staff: We teach bell-to-bell. We push all students to meet high academic standards.</p> |
| Motivate and Empower | <p>Students: We work together to create a safe and healthy community. We build relationships and appreciate differences.</p> <p>Staff: We greet all of the members of our learning community. We build relationships and appreciate differences.</p> | <p>Students: We collaborate & listen to each other's perspectives.</p> <p>Staff: We collaborate with & consult our learning community. We celebrate student success and encourage all. We support each other and push each other to do better every day.</p> |



ATTENDANCE AND TARDINESS

Regular daily attendance and arriving to school on time are important factors in assuring successful achievement in school as well as good habit.

- **Instruction will begin at 8:00**
- Please call the office at **503-916-5666** if your child is ill or they will not be attending school that day.
- After returning from an absence, please check in with your teacher for missed work. Students are responsible for all missed work.

Tardiness

Tardiness is considered a classroom disruption as outlined by school district policy. Chronic tardiness or absences will be addressed by school administration so we can partner to make your child's year a successful one. After 8:00, students will need a tardy slip in the main office.

Leaving School Early

If parents need to pick up their student *prior to 2:15 p.m.*, they must use the front entrance and report to the office. Your student will be called out of class to meet you in the office.

Students will be released early only with the written permission of the person(s) who signed the registration card or if that person(s) comes to the school office and requests early dismissal.

Early dismissals should be kept to a minimum as classroom learning continues until the school day ends. Families are encouraged to schedule appointments so that their child's learning is not interrupted. It is not our policy to accept permission for early release from a parent phone call. These procedures have been developed to help ensure the safety of all students.



CESAR CHAVEZ BEHAVIOR COMMUNICATION

Classroom teachers work hard to provide opportunities for students to self-correct behaviors that impact their learning and the learning of others. Occasionally, in class re-directions and reminders do

not work, and teachers need to provide other interventions to ensure all students are maximizing their learning time.

We celebrate success big and small! Our goal at Chavez is to celebrate the positive choices that our students make every day that allow for learning!_Some of our positive interventions are:

- Class Cyclones: Classes can earn class Cyclones from any staff member at Chavez. The classes compile them and work towards a quarterly goal in order to participate in reward and celebration.
- Individual Cyclones: Students may earn individual Cyclones from any staff member at Chavez. Students can use them for various things like; student store, Principal's Drawing or in-class recognition.
- Storm Bands: Monthly awards for students who are following the STORM expectations.



Academic Awards

Our community at Cesar Chavez acknowledges that language and academic gains is a powerful way to change the world. We will recognize at our school the students who have demonstrated an EXTRAORDINARY SKILL SET in different areas including content and leadership. This night at Cesar Chavez is very important because we show case to our parents and our community leadership behavior and the communal support of our diverse families. Award nights will celebrate honor roll, perfect attendance, academic improvement and STORM Value winners. Monthly awards will also be distributed as part of morning meetings and class meetings.

Assemblies

We will hold academic assemblies to build our students understanding of the real world. We will have two to three assemblies a year that pull students together.

Spirit Days

Fridays are Chavez Days where students and staff are encouraged to wear their Chavez shirts, Red and Black Clothes, or College gear. We will also have Spirit "Weeks" twice a year for building school community.

Discipline

If students are having a challenging day and teachers or staff need to re-teach expectations, teachers will work within their classroom management plan and communicate home.

Ways to communicate:

- Parent Communication in Daily Folder: Look for a parent communication sheet inside students folders for notes about the day if there was a minor interruption
- Stage 1 Incident Communication: In the event that your student is involved in an incident that calls for re-teaching of expectations, we send home a communication with your child. We ask that you reflect on the incident with your child and please contact us with questions. These are

communications with family and are not included in the child's permanent file. Students will need to return the form the next day.

- **Stage 2 or 3 Referral Communication:** In the event that your student is involved in a more serious incident that doesn't comply with district policy and behavior expectations, the student is referred to conference with an administrator. This form of communication is archived in the student's permanent file and a copy is sent home to the family for you to review and reflect with your student.
- **Reflection Center:** Students may receive detention or in-school suspension as part of a disciplinary outcome. This will be communicated to parents. Students will be expected to do academic work and reflect on the situation.

If you have concerns about anything, you can contact your teacher, the student management specialist, counselor or the assistant principal at any **time**.



TELEPHONE MESSAGES AND STUDENT USE OF CELL PHONES

Except under emergency circumstances, students will not be called from class to come to the phone. Only messages that are absolutely necessary will be delivered to the classrooms.

When messages are called in during the last 10 or 15 minutes of the day, the office staff cannot guarantee the students will get their messages prior to the dismissal bell.

Please do not call the school to inform your child of after-school directions unless it is an emergency. All children and parents are expected to plan ahead and know what each other's after-school plans are. Students are only permitted to use the office phone for emergencies.

Off and away: Students must have phones turned off and out of sight. Students will receive one warning if they are seen with a phone during class time. If student repeatedly takes out phone, it is confiscated, and phone must be securely locked.

If it is sent to the office, office staff will put students name on a list to track recurrence. Parents will be contacted and student can pick it up at the end of the day. The second time a phone is confiscated parent must come pick up. Chronic disruptions will be addressed by a school administrator.

Cesar Chavez School is not responsible for theft of cell phones and we will not investigate. Staff are to not use cell phones around students. This policy is specific to all staff. Staff may use phones for emergency situations only such as a student safety or urgent communication.

If a student needs to get a hold of you, they need to come to the office to make the call, so the office is aware of any emergency or concern.

STUDENT DRESS CODE

Parents are requested to use discretion and judgment in clothing students wear to school. Since this is a learning environment, we require that dress is appropriate to this setting.

- Tops need to have shoulder straps that are at least one inch wide – no spaghetti straps, tube tops, or halter tops.
- Shirts that expose midriffs or are cut with extra wide armholes are not permitted.
- Shorts and skirts need to reach below the students' fingertips when standing with hands at their sides.
- Shoes should be safe for playground activities and P.E. Flip flops are discouraged.
- In the classroom, no hats or hoods. Students can place hats in lockers/ backpacks during class time.
- Pant waistbands that fall below the hip line must be held up with a belt.
- Students may not wear chains attached to any clothing item.
- The district prohibits clothing or displays that are: sexually suggestive, drug-related, vulgar or insulting, demeaning to a particular person or group, indicative of gang membership, weapons, or violence. (School Board policy 4.30.012)
- If students come with clothing not suitable for school, we will call home in case you want to bring alternatives. Otherwise, we keep extra clothing on hand for a student to wear for the day.
- No "Wheelie Shoes" (shoes with wheels on the bottom)



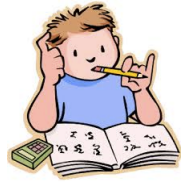
LOST AND FOUND

Should an item be lost, we maintain a lost and found area in the cafeteria. At the end of each semester, the unclaimed clothing is sent to the PTA Clothing Center to be used for donations.

BOOKS AND SUPPLIES

All books are furnished by the school, but students will be expected to pay for lost textbooks or library books. We are very fortunate to have Comcast as a business partner. They will once again be

providing a backpack full of basic supplies to every Chavez student on the first day of school. There are additional school supplies that students will need, which vary by grade level. A list of these supplies will be provided at the beginning of each school year.



HOMEWORK

As a Focus school, we acknowledge but do not accept that our student data shows that a high percentage of our population, specifically our underserved, students of color students, are performing below grade level, beginning in kindergarten with a gap that increases through 8th grade.

At home practice is essential in order to equip students and families with the knowledge and skills necessary to reduce and eliminate this gap.

Teachers will work together on grade level teams, including dual immersion and neighborhood, to create a written homework and reading/reading log policy that falls within the guidelines below. These will be communicated to families at Back to School Night and shared with administration, SMS, and counselor for student support purposes.

- Students will receive homework on a nightly basis from Monday through Thursday of the academic school week.
- It is best practice for student learning that all students complete all of the assigned homework on a nightly basis.
- Homework is intended to be a daily practice that reinforces the new instruction from each day.
- If an issue arises that will prevent a student from completing the homework, a parent must contact his/her child's teacher in writing or over the phone.
- If a student is consistently struggling to complete homework, the teacher will meet with a parent to talk about a homework plan. This could include pre-teaching homework, student arriving early to do homework in cafeteria, referring student to SUN to provide more homework time or other options.
- Students who are consistently missing homework (including homework that is incomplete) will be required to attend academic study hall and maybe prevented from participating in school events/field trips/classroom celebrations. This will be communicated well in advance to families so students have time to refocus on getting homework done.
- Homework will be distributed by teachers on a daily basis. These suggested times include 20 minutes of reading in all grades.
 - Kindergarten - 30 minutes
 - 1st/2nd - 45 minutes
 - 3rd/4th/5th- 1 hour
 - 6th/7th/8th - 1 to 1 1/2 hours total all classes
- If students are struggling with homework, or the assignment is unclear, please call one of your child's teachers for clarification or further assistance.
- Students who do not complete all of the homework by Friday, will receive after school academic study hall the following week.

PROHIBITED ITEMS

Technology

Students cannot use social media during the school day. If a student uses a school device for social media or other off-task behavior they will lose their technology privilege for the day and receive a discipline referral.

Devices includes computers, tablets, phones, mobile devices, the Internet, social media (which includes Facebook, Twitter, and others), blogs, email, chat rooms, and other online services.

This policy covers the use of ANY technology (not just technology owned by the school), including off-campus use and use of social media, which could disrupt the school or students' education and/or interfere with others' rights to learn. Off campus communication between students can be subject to school discipline if the communication is a disruption to the learning environment. For example, cyber-bullying that occurs after school, but impacts students' ability to attend and focus in class is subject to school discipline.

Gum

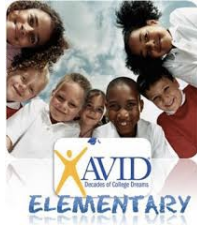
No chewing gum during the school day by students, staff, or volunteers. Repeated gum chewing will lead to discipline referral.

Personal Items

Personal items (pogo stick, Pokémon cards, toys, hover boards, scooters, etc.) to be brought to school with advance teacher notice only. Personal items will be stored by teacher until appropriate time to use or share.

If you have any questions, please contact your classroom teacher.

PROGRAMS AT CHAVEZ



AVID Elementary

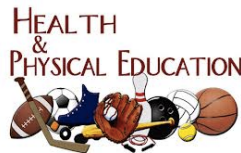
Along with other great resources, Chavez is an AVID Elementary school. This means that we work within a framework of effective teaching strategies and positive mindset with students everyday. Teachers attend trainings throughout the year and work with their teams to incorporate strategies. We have full implementation in grades 8,7,6 and will have full implementation in 5 and 4 by the end of this year. www.avid.org You may speak to Ms. Roletto if you have questions.

Art

Chavez has a K-5 visual arts teacher who also offers and art elective class at the middle school. This year the students will receive art over the course of a semester that includes art fundamentals which we have seen students then apply within their classrooms in other content areas. You may speak to Ms. May if you have questions.

Music

New to Chavez this year is music! We will have K-5 performance music classes in collaboration with BRAVO as well as a 6th grade elective class. If you have questions, please contact Mr. Wurst.



PE and Health

We are very fortunate to have an outstanding PE program and now more formally incorporating health for our 5-8th grade students. Students work from fitness standards throughout the year. If you have questions, you may contact Ms. Humphrey

Library

We are fortunate to have a full time media specialist here at Chavez. She works with teachers to provide resources to supplement learning in the classroom. During class library time,

students learn more media skills and have access to materials. If you have further questions, you may contact Ms. Selkye.

SUN – Latino Network

We have had a long standing partnership with SUN and now Latino Network. They provide afterschool programming here on campus and social resources for families in the community. If you have questions, please contact Maria Velez.



BRAVO

We are in our second year of our partnership with BRAVO! It has brought a breath of fresh air through music performance. Students receive classroom instruction and a separate opportunity in upper primary grades to join the winds ensemble. Contact Mr. Eccleston with questions.