



2020-2021

César Chávez Elementary School

School Supplement to the
District Policy Guide

School Overview

Welcome to Chávez Elementary School!

On behalf of the entire school community, we would like to welcome you and your family to the 2020-2021 school year.

Here at Chávez we are committed to giving every student an excellent educational experience. We know that the elementary years are the formative years for students' success and we look forward to partnering with both family and community during this time. We believe in not only welcoming families and community members, but also helping them feel valued and involved in their children's education.

Our school's vision is to build strong relationships and thriving scholars. We are committed to working in collaboration with parents and the community to continue to develop and implement this shared vision. Our hope is to create a nurturing, disciplined and challenging environment in which all students can learn at optimal levels and eventually graduate college, career or community ready. We encourage you to keep in touch with your child's teacher, provide praise and support for your child, attend scheduled conferences and other activities, call when you have questions and join in your child's learning. There is no substitute for a positive home-school partnership.

Our School Improvement Plan (SIP) this year focuses on rigorous, standards-aligned instruction. Teachers will continue to create well-planned lessons that make the content accessible and valuable for all scholars. Additionally, we are working to elevate achievement for all students, but specifically those who have been historically marginalized, to make sure all students are ready for the next step in their educational journeys.

This handbook has been prepared as a guide to the policies and procedures relative to the Madison Metropolitan School District, as well as specifically about our school's policies and procedures. Please take some time to review the information in the handbook along with your child and keep it handy for future reference.

Sincerely,

Kelly Lawler and Karen Mullen
Principal and Assistant Principal

School mission statement

César Chávez Elementary School is an academic institution dedicated to nurturing the intellectual and creative abilities of our students so that they become contributing citizens who are able to successfully make their way in society. Ours is a collaborative effort among staff, families, students and the citizens of Madison and, as we carry out our mission, we will work with respect for each other, civility, persistence and gentle good humor so that we may create an atmosphere of tolerance and joy.

About our school

Chávez Elementary, nestled on the outskirts of the southwest side of Madison, is home to C.C. the Cheetah (our school mascot). Our school has one of the highest enrollments of all Madison elementary schools and we take great pride in our school and the involvement of our community. We have a multiple supportive parent groups and we encourage you to get involved. We also have a very hard-working staff that is dedicated to ensuring the learning success of all students!

Telephone

OFFICE: (608) 442-2000

FAX: (608) 442-2100

ATTENDANCE / SAFE ARRIVAL: (608) 442-2085

Address

3502 Maple Grove Drive

Madison, WI 53703

Web address<https://chavez.madison.k12.wi.us><facebook.com/MMSDChavez>**School hours**

4K Tuesday – Friday only

Grades K-5

AM session: 7:40-10:52

Monday 7:50-1:15

PM session: 11:33-2:47

Tuesday – Friday 7:50-2:47

School calendar

Tuesday, September 1

School Opens – Grades K-5

No school for 4K

Early Release at 1:15 p.m.

Wednesday, September 24

No school for 4K

Early Release for K-5 at 1:15 p.m.

Thursday, September 3

First day for 4K

Monday, September 7

No school -- Labor Day

Find more upcoming events on our calendar at <https://chavez.madison.k12.wi.us/calendar>

Key Policies and Guidelines

Behavior

We focus on teaching positive behaviors to set all students up for success. We know that for students to be successful, we need to ensure we are teaching our expectations and practicing them throughout the year. We celebrate our success throughout the year and reteach or review lessons as needed. Ask your child how they got their PRIDE stickers!

Cell Phone Policy

If your child has a cell phone that they use for safety before and after school, it must be stored by their teacher or in his/her locker and powered off until the end of the day.

Find more information in the district policy guide, found at www.mmsd.org/policy-guide.

Childcare/After-school information

Wisconsin Youth Company provides after-school programming at Chávez Elementary. For specific information about the Wisconsin Youth Company program at our school or to enroll, please visit wisconsinyouthcompany.org or call (608) 276-9782. The following offsite options are also available:

Blackbelt America, (608) 273-4111

<http://blackbeltamerica.com/>

6121 Odana Road

Capitoland Daycare, (608) 228-2022

<https://www.capitoland.com/children/capitoland-daycare/>

3651 Maple Grove Drive

Country Grove Preschool, (608) 845-7988

<https://www.countrygrovepreschool.com/>

3201 Tanglewood Drive

Hometown Preschool (formerly Tanya's Big House 4 Kidz), (608) 848-5437

<http://hometownpreschool.com/>

120 Enterprise Drive, Verona

Kid's Junction Learning Center, (608) 827-5437

<https://kidsjunctionpreschool.com/>

8084 Watts Road

Kind & Joyful Childcare, (608) 497-1888

<http://kindandjoyful.com/>

3751 Mammoth Trail

Kindercare, (608) 271-0775

<https://www.kindercare.com>

6726 Raymond Road

Olson Family Childcare

<https://www.olsonfamilychildcare.com/>

Tanya's Big House, (608) 848-5437

<http://www.tbh4kidz.com/>

120 Enterprise Drive, Verona

Family engagement

The most important way for parents/legal guardians to be involved with their child's education is by spending time each day with their child and by reading to them. Many parents/legal guardians also share their talents and interests by assisting teachers with classroom projects and activities. Additionally, your involvement in our Padres Unidos Parent Group, Parents of Black Excellence Parent Group or our Parent Teacher Organization (PTO) are great ways for you to get involved.

Field trips

We believe field trips can enhance learning for all students. You will get a permission slip to inform you of any cost of the trip and to let you know about the arrangements; however, all students are expected to participate in trips as they are connected to our curriculum.

If you plan to chaperone a field trip, please ensure you have completed a Volunteer Application and Disclosure form (background check) at least one week prior to the field trip. This online application can be found at <https://appgarden6.app-garden.com/VolTrackWI3269.nsf>. A background check is also required for any individual working in a classroom or chaperoning a trip.

Parent/teacher conferences

Parent/teacher conferences are a critical time to share how your student is progressing at Chávez Elementary. We offer two times for conferences: November and April. Should you need to meet at other times throughout the year to discuss your child's progress at school, please contact your child's teacher to schedule a time to meet. Our strong partnership with parents/guardians increases the success of each student.

Picking up your child during the school day

To ensure the safety of your child, please send a note in advance to your child's teacher and the school office. We require parents to come into the office and sign out the student. We will then call the classroom to have the student sent down to the office to meet you. Please remember that anyone picking up a student must be authorized and listed in Infinite Campus. Once school is in session, no non-school staff (including parents) will be allowed to go to a classroom unaccompanied and pick up a child.

Safety & Security

Families play a key role in school safety. Detailed information on district safety and security, including how we communicate with you in an emergency can be found at mmsd.org/safety

School improvement planning

The SIP is the driving force for all of our work. This plan defines our school's targeted work for the year to raise achievement for all students. It communicates where our school needs to go, what actions we will take to get there, and what resources we need to do it. It is created by the School Leadership Team with input from the staff, district administration, parents and community members. If you have ideas of what we could improve upon, please let the principal know.

Student personal property

It is very important that students bring to school only those things they need for learning. To avoid classroom disruption, theft and/or loss, items such as electronic devices, personal music players, trading cards and toys should not be brought to school. All students' property and any outdoor clothing should be labeled with their name. Please be sure to check the lost and found area often. The lost and found is located in the benches and coat rack area adjacent to the school's main entrance. For smaller items such as jewelry, keys and glasses, please check with the office.

School support services

Health Office Nurse	(608) 442-2008
Nurse Assistant	(608) 442-2010
Social Worker	(608) 442-2012
School Psychologist	(608) 442-2011

Supervision of building / grounds

Staff supervision begins at 7:35. Students should not be dropped off or arrive on school grounds before 7:35. We have 2:47 dismissal (1:15 on Mondays) and all students MUST be picked up at dismissal. There is no supervision after school; all students are to be picked up when school dismisses.

Traffic safety, parking lot, pick up/drop off information

We are largely a neighborhood school. We strongly encourage students to walk or bike to school when possible to help reduce the traffic congestion and to help keep the parking lot and streets around Chávez safer. Students MUST use the crosswalk with the crossing guard when crossing the street on Maple Grove Drive. We understand that some families choose to drive their child to school. If so, you may drop off starting at 8:25 and pick up at 3:37 (2:05 on Mondays) following the traffic rules listed in the Safe Drop Off / Pick Up at Chávez information located under the FOR FAMILIES tab at <https://chavez.madison.k12.wi.us>.