

# Chávez



## ABCs for Parent Information Elementary

Chávez Elementary  
3502 Maple Grove Drive  
Madison, WI 53719  
(608) 442-2000  
<https://chavez.madison.k12.wi.us>

**A**bsence Reporting – Absences can be reported either electronically at <https://www.madison.k12.wi.us/attendance-information> or by calling the Chávez Attendance/Safe Arrival line at 442-2085 prior to 8:30. Not reporting an absence will result in an unexcused absence. For absences not related to illness, medical appointment or bereavement (immediate family) a Planned Absence Form must be completed prior to the absence. Students are allowed up to 10 days for these types of absences. The Planned Absence Form can be completed electronically at the above site or a paper form can be picked up at the office.

**A**fter-school care is provided by Wisconsin Youth Company. They run both a before school and after school program in our cafeteria for students enrolled in this program. There are very limited scholarships available. Information about the program can be found at <http://www.wisconsinyouthcompany.org/> or by calling (608) 276-9782.

**A**nimals – To maintain the safety and health of all students and adults, dogs and other pets should not be brought into the building or on school grounds without first providing the needed documentation and obtaining prior approval. Please do not bring dogs onto school property at arrival or dismissal time.

**A**nti-Bullying/Harassment Procedures – Chávez strives to provide a safe environment where every student feels safe, respected and welcomed. MMSD defines bullying as, *“the intentional action by an individual or group of individuals to inflict harm when there is an imbalance of real or perceived power.”*

**A**ppointments – If you will be picking your student up early from school, please send a note to school to inform the teacher. Parents **must** come to the office to sign out their child. The office will call for your student to meet you in the office only after you arrive to pick them up.

**A**rt Class in all MMSD elementary schools is 60 minutes per week. Students complete a variety of projects using assorted media and techniques during their art class.

**A**ttendance – MMSD has an attendance goal of 94% and we encourage parents to work hard to meet that goal. We carefully monitor the attendance of our students, as habits started in kindergarten tend to last over the course of a school career.

**B**ehavior Education Plan (BEP) – A plan which provides students the opportunity to learn positive behavior skills.

**B**reakfast – Breakfast starts at 8:15 a.m. and ends when the bell rings at 8:30. Student food service accounts are charged for both breakfast and lunch. Menus and free and reduced-price school meal information can be accessed at <https://food.madison.k12.wi.us>. Please call the Chávez Food Service office for any questions at 442-2025. Please also see additional information under “Lunch” in this document.

**B**uilding use after the school day is coordinated through Madison School Community Recreation (MSCR). To obtain a building permit, please visit <https://www.madison.k12.wi.us/facility-rentals>.

**B**using – Badger Bus is our carrier for transporting students to and from school. Please inform the school office if you’ll be picking your child up so we know they won’t be riding the bus.

**C**alendar – Visit <https://www.madison.k12.wi.us/calendar> for the current MMSD school year calendar which lists all early release dates and times, holiday breaks and other important dates for the year.

**C**hávez Cheetah is our school mascot. Our school colors are red and black. In the fall you can purchase cheetah apparel through the PTO.

**C**hávez Courier is our monthly newsletter. Information regarding upcoming activities, PTO events and general school news will be published here <https://chavez.madison.k12.wi.us/node/248>.

**C**ode Red Drill – This is a drill to make sure the children practice what to do in the event that the building needs to go in lockdown mode due to an intruder in the building. We practice this drill twice each year (fall and spring). Letters are sent home before or after these drills.

**C**oncerns or complaints – Please contact the responsible staff member (most often the homeroom teacher) and then the school principal if needed. The next step is to contact our Assistant Superintendent for Elementary Education at 663-1632. The link for the MMSD complaint process is <https://www.madison.k12.wi.us/concern>.

**C**onferences for parents will be held in November and April. Teachers are also available other times during the year to meet with parents. Please contact your child’s teacher if you wish to meet with them.

**D**ismissal time is 1:55 p.m. on Mondays and 3:27 p.m. Tuesday through Friday. Classroom teachers escort their children out of the building everyday after school. We ask that parents wait near the entrances if they are picking up their child. There is too much congestion at the end of the day to have parents pick up their child at their classrooms.

**D**ress Code – Student’s dress should be appropriate and comfortable. You may want to bring an extra sweater or long sleeve shirt due to the building being air conditioned. Students may not wear clothing with Native American team names, logos or mascots that depict negative stereo types. A list of team names, logos and mascots prohibited is available at <https://www.madison.k12.wi.us/dress-code>.

**D**rop off is from 8:15 to 8:25 a.m. Students are to be in their classroom and ready for learning by 8:30 a.m. Upon arrival students should enter the building, put things away in their locker and then either go to breakfast in the cafeteria or wait in the classroom’s designated area until the bell rings at 8:25. Students should not arrive before 8:15.

**D**ual Language Immersion (DLI) is a form of bilingual education that leads to the development of academic and social language skills in two languages. Spanish speaking students learn side by side with English speaking students. More information can be found at <https://multilingual.madison.k12.wi.us/programs>.

**E**arly release is every Monday at 1:55 p.m. There are dates throughout the year when there will be early release at 11:35 a.m. due to parent/teacher conferences, grade reporting or staff development. Please refer to the MMSD calendar for these dates.

**E**mail – We encourage our staff to check their email during the day, however, they may not immediately see your e-mail as they are busy teaching. Please allow at least a one day turnaround for response. A complete directory can be found at <https://www.madison.k12.wi.us/staffdirectory>.

**E**ntrances – The entrances at Chávez are locked during the day. Visitors will need to check in at the office before entering the other areas of the school. You will be required to wear a visitor’s name badge each time you come into the school.

**E**nglish as a Second Language (ESL) – Students that speak another language will receive extra support from an ESL teacher or a Bilingual Resource Teacher (BRT). ESL teachers and BRTs are trained to teach targeted language acquisition skills.

**F**acebook – Be a Friend! One of our social media outlets.

**F**ieldtrips – These excursions are a part of the educational experiences which are extensions of the classroom. Therefore, the field trip is part of the curriculum and all children will attend. A written notification will be given prior to the trip by the teacher.

**F**ire drills are conducted monthly per Wisconsin law. The fire drills are unannounced and everyone in the building must participate.

**F**our-Year-Old Kindergarten (4K) is a half day morning or afternoon program for students who will be 4 years old on or before September 1<sup>st</sup> of a given school year.

**H**ealth Office – Children who are not feeling well are sent to the health office which is located within the main office. We follow MMSD protocols in working with children and we work hard to keep parents informed of any problems with their child. We have a health office staffed by a School Nurse (442-2008) and a Nursing Assistant (442-2010).

**I**mmunization information is available through our school nurse at 442-2008 or online at <https://stusvcweb.madison.k12.wi.us/node/101>.

**L**earning concerns? Please start with your child’s teacher if you have any concerns about your child’s progress. Other resources include School Psychologist 442-2011 or School Social Worker 442-2012.

**L**MC (Library Media Center) is a wonderful resource for our students. Our media specialist is based at Chávez full-time and teaches a library class once per week. Children are able to check out books at other times during the week. Our school has a wonderful collection of children’s books.

**L**ost and Found is located near the cafeteria. Please check it often! It is really helpful if parents label their child's possessions on the inside of the garment or item. For smaller items such as glasses or jewelry the office has a separate lost and found.

**L**unch – Students are offered two options for hot lunch each day or can bring their own lunch. Milk can also be purchased. Students pay in advance for their lunch by having funds in their account. Checks can be made out to The Eatery or MMSD and sent with your child to school or dropped off in the main office. You can also pay online, check your child's balance or view the current menu at <http://foodsvcweb.madison.k12.wi.us>. Please call 442-2025 if you have any questions or want to check the balance in your child's account.

**M**edication – We must have physician's permission and parent permission on file in order to give out medication. Forms can be found at <https://stusvcweb.madison.k12.wi.us/node/100>. Contact the Health Office for more information.

**M**essages to students – Parents should make advance arrangements with their child so getting messages to students is held to a minimum and classroom disruption is kept to a minimum. We do understand that, sometimes, things come up and you need to get a message to your child. For those rare times, we are happy to assist parents in getting messages to students.

**M**usic meets two times per week for 30 minutes at all MMSD elementary schools.

**N**ewsletter – Classroom newsletters will provide you with specific classroom information as well as school-wide updates.

**N**on-custodial or shared placement parents – We want all parents to have the information they need on their child. Please be sure to let both the office and the classroom teacher know if you need duplicate copies of the newsletter, classroom newsletters, or report cards.

**O**pen House is usually within the few weeks of school. This allows parents to visit the classroom, visualize student activities, talk with the teachers and socialize with other families, friends, and staff.

**P**arent Portal – Infinite Campus is where you are able to access your child's attendance, grades, transportation and assessment information. More student information is available in middle/high school.

**P**arent/Teacher Organization (PTO) Board meetings are held the second Tuesday of the month in the LMC. This group is a major source of support for our school and we are fortunate to have such an active parent group. The PTO website is <http://chavezpto.org>.

**P**arking – Please use the parking stalls in the front of the building or side street parking around the school. Please do not park in the staff parking lot in the back of the building or on either side of the entrance into the front parking lot (this is considered a fire lane and vehicles **will be** ticketed). Please review the Parking Safety Brochure sent home with students the first week of school. You can also view this information titled “Safe Drop Off / Pickup at Chávez” at <https://chavez.madison.k12.wi.us> under the For Families tab.

**P**ositive Behavior System (PBS) – The proactive behavior system that is used by school staff to teach and acknowledge expected behaviors. Staff members at Chávez believe that it is essential to educate the whole child which means we need to enhance social and emotional capacities of students. As conflicts arise, students will process with adults to take responsibility for their behavior and find a way to fix-it.

**P**eaceful Playground – A program which encourages students to have more fun at recess by spending more time playing games of their choice and less time waiting in long lines or in conflict over rules.

**P**hysical Education class meets for three 30 minute classes each week.

**P**ledge of Allegiance – The pledge is said every morning along with the morning announcements. The preamble: “*Participation in the pledge is voluntary. Those who wish to participate may stand others may remain seated*”. We will honor your family wishes for participation.

**R**einforcing and Enriching Achievement for all Children (R.E.A.C.H.) is our computer-based class that meets weekly. Students in grades 2-5 have REACH and library instruction for a total of 60 minutes per week. Technology standards for each grade level are the focus of instruction.

**R**ecess is an important part of the day for our children. Grades K-2 will have a 15 minute recess before lunch and another 10 minute recess during the course of the day. Grades 3-5 will have a 25 minute recess before lunch. During cold weather months we follow MMSD policy and keep students inside when it is bitter cold outside <https://www.madison.k12.wi.us/windchill.htm>. We try and go outside whenever possible because having some time outside each and every day makes a big difference in learning and helps us all stay healthy.

**R**eport cards are issued two times per year – end of the 1st semester and 2<sup>nd</sup> semester. Parent teacher conferences are held in place of report cards in November and April.

**S**afe Arrival – We use a daily process to ensure the safety of every child. When a child is marked absent we contact the parent/guardian to be sure the child should be absent. You can help us by either reporting absences electronically at <https://www.madison.k12.wi.us/attendance-information> or by calling the Safe Arrival Line at 442-2085 by 8:30 a.m. if your child will be absent.

**S**afety Patrols – Fifth grade students help supervise the hallways and the parking lot areas daily. They will have on yellow safety patrol belts. Safety patrol is a big responsibility and students are chosen because they have demonstrated the ability to make safe and responsible choices.

**S**chool Supply Lists are handed out with the final report card at the end of the year and can be found at <https://www.madison.k12.wi.us/supplies>. Your child's teacher will let you know if anything different or special is needed for class participation.

**S**chool Visitation – We are happy to have prospective parents visit our school. A tour of the classrooms will be given and questions will be answered. We are not able to accommodate parents who wish to observe for extended periods of time in our classrooms. Please call the school office to set up a visit.

**S**nacks – Snacks containing peanuts or other nuts may not be served at school. The recommended list is available at <https://board.madison.k12.wi.us/wellness-policy>. Food prepared at home to be served at school should be accompanied by a list of ingredients or sent with a checklist indicating whether any of the following ingredients are included: milk, eggs, fish, shellfish, wheat or soy.

**S**ocial Emotional Learning (SEL) – The process through which we learn to recognize and manage emotions, care about others, make good decisions, behave ethically and responsibly and develop positive relationships. Social Emotional Learning is integral to student achievement. When students feel safe, cared for and feel that they belong they are emotionally ready to learn.

**S**pecials classes provide an opportunity for children to develop musical, artistic and physical skills during the school day. All MMSD elementary students have Physical-Ed three times per week, music two times per week, REACH 30 minutes twice per week, library one time per week and art once per week. All classes are thirty minutes except art class which meets for one solid hour each week.

**S**tandards – Chávez uses the Common Core State Standard (CCSS) to guide our learning and instruction. More information can be found at <https://www.madison.k12.wi.us/common-core-state-standards>.

**S**tudent teachers or practicum students are frequently placed at Chávez. We love helping the next generation of teachers.

**S**upervision – Students are supervised throughout the day until the bell rings and are escorted to buses or families for pick up at the end of the day. Students are expected to leave the school grounds immediately when the bell rings at the end of the day.

**T**ardy students – Students who enter their classrooms after 8:30 a.m. are considered tardy. Students that arrive after 8:35 will need a pass from the office. Students who are late miss out on important instruction and cause many interruptions when they arrive late. Please ensure your child arrives to school on time in order to be in their room before 8:30.

**T**elephones do not ring in the classrooms during the instructional day. Calls are automatically routed to the office. We do not connect calls to the classroom during instructional time.

**T**ornado Drill – We conduct a tornado drill once each spring in coordination with the state-wide drill.

**V**olunteers are an important part of the instructional program. Most classroom teachers use volunteers. All volunteers are required to fill out volunteer paperwork including a background check in order to volunteer in the classroom or at school functions including field trips. You may print off these forms at <https://partnerships.madison.k12.wi.us/volunteer> or stop by the office to pick up a packet. There is a Schools of Hope volunteer coordinator that helps to organize our volunteers.

**W**eb site – Please visit the Chávez website at <http://chavez.mmsd.org> and the Madison Metropolitan School District website at <https://www.madison.k12.wi.us/recursos>.