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 2018-2019 school year.

Here at Chávez we are committed to giving every student an excellent education and 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 to do so. 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 optimum 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 reading instruction. Teachers will continue to create well-planned lessons that make the content accessible and valuable for all scholars.

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, Principal
Candice Whitmore, 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 wonderful supportive Parent Teacher Organization 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!
Supplement to the District Policy Guide - Chávez Elementary School

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  AM session: 8:20-11:32  PM session: 12:13-3:27
Grades K-5  Monday 8:30-1:55  Tuesday – Friday 8:30-3:27

School calendar
Tuesday, September 4  School Opens – Grades 4K-5
4K AM classes – regular schedule
Early Release for K-5 and 4K PM at 1:55 p.m.

Wednesday, September 5  4K AM classes – regular schedule
Early Release for K-5 and 4K PM at 1:55 p.m.

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

Key Policies and Guidelines

Childcare/after-school information
Wisconsin Youth Company provides before and 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 276-9782.

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 8:15 and pick up at 3:27 (1:55 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.

Supervision of building / grounds
Staff supervision begins at 8:15. Students should not arrive on school grounds before then. We have 3:27 dismissal (1:55 on Mondays) and all students MUST be picked up by 3:35 (2:05 on Mondays).
Field trips
Field trips enhance our student’s educational experiences. Parents/legal guardians will receive written notification from their child’s teacher in advance of the trip. 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. These forms can be obtained in the school office and are necessary for any individual working in a classroom or chaperoning a trip.

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 Parent Teacher Organization (PTO) or our Parent Empowerment group are other great ways for you to get involved.

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.

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 main entrance. For smaller items such as jewelry, keys and glasses, please check with the office.

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.

School support services
Health Office Nurse  442-2008
Nurse Assistant  442-2010
Social Worker  442-2012
School Psychologist  442-2011

Behavior
We use Cool Tools which are behavioral lessons used in the classroom to teach students expected behaviors. 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.

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.

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