

*Cesar Chavez  
Academy*



*Student Handbook*  
*2011-2012*



# Cesar Chavez Academy Dolores Huerta Preparatory High

## Board of Directors

Angelina Sisneros Rep	CCA/DHPH Board President	Parent/Community
Judy Baca	CCA/DHPH Board Vice President	Community Rep
Dr. Alfredo Vargas	CCA Board Treasurer	Parent Rep
Erika Almedia-Trujillo	CCA Board Secretary	Parent Rep
Juan Espinosa	CCA/DHPH Board Member	Community Rep
Michael Maggrett	CCA Board Member	Teacher Rep
Judge William Alexander	DHPH Board Secretary	Community Rep
Karen Studen	DHPH Board Treasurer	Community Rep
Kevin Ferguson	DHPH Board Member	Teacher Rep

Executive Director, Dr. Henry C. Roman.....719-744-0907  
 K-5 Principal, Lori Montanez.....719-744-0820  
 Middle School Principal, Arlen Arguello.....719-744-0881  
 High School Principal, Rose Benitez.....719-744-0913

*CCA Elementary Front Office.....719-295-1623 Fax: 719-295-1625*  
*CCA Middle School Front Office.....719-744-0878 Fax: 719-583-1031*  
*DHPH Front Office.....719-583-1030 Fax: 719-544-1692*  
*Business Office K-12.....719-546-6263 Fax: 719-545-4264*

*Cesar Chavez Academy 2500 W. 18<sup>th</sup> Street, Pueblo, CO 81003*

*Dolores Huerta Preparatory High 2727 W. 18<sup>th</sup> Street, Pueblo, CO 81003*

*\*CCA/ DHPH is committed to a policy of nondiscrimination in relation to race, color, sex, sexual orientation, religion, national origin, ancestry, age, marital status or disability in admissions, access to, treatment, or employment in educational programs or activities which it operates.*

## **Table of Contents**

<b>Our Vision &amp; Mission</b>	<b>- Pg. 2</b>
<b>Educational Philosophy</b>	<b>- Pg. 2</b>
<b>4-Foundational Pillars</b>	<b>- Pg. 3</b>
<b>Letter From the Executive Director</b>	<b>- Pg. 3</b>
<b>Letter From the CCA Board</b>	<b>- Pg. 4</b>
<b>Registration</b>	<b>- Pg. 4</b>
<b>Immunizations</b>	<b>- Pg. 4</b>
<b>Administering Medications</b>	<b>- Pg. 5</b>
<b>Accident Insurance</b>	<b>- Pg. 5</b>
<b>Illness, Accidents, and Injuries</b>	<b>- Pg. 5</b>
<b>Automatic External Defibrillator (AED)</b>	<b>- Pg. 5</b>
<b>Bad Weather Days</b>	<b>- Pg. 5</b>
<b>Emergency Evacuation Policy</b>	<b>- Pg. 6</b>
<b>School Safety and Security</b>	<b>- Pg. 6</b>
<b>Safe Conduct at Extra Curricular Activities</b>	<b>- Pg. 6</b>
<b>Hands Off Policy</b>	<b>- Pg. 6</b>
<b>Bullying</b>	<b>- Pg. 7</b>
<b>Drop-off and Pick-up Procedures</b>	<b>- Pg. 10</b>
<b>Bell Schedule</b>	<b>- Pg. 11</b>
<b>Leaving During School Hours</b>	<b>- Pg. 11</b>
<b>Breakfast Program</b>	<b>- Pg. 11</b>
<b>Visitors &amp; Parent Involvement</b>	<b>- Pg.12</b>
<b>Textbooks and Supplies</b>	<b>- Pg. 12</b>
<b>Homework Policy - Make up of Academic Work</b>	<b>- Pg. 12</b>
<b>Discipline Policy</b>	<b>- Pg. 13</b>
<b>Attendance Policy</b>	<b>- Pg. 13</b>
<b>Middle School After School Reflection</b>	<b>- Pg. 16</b>
<b>Uniform Policy</b>	<b>- Pg. 17</b>
<b>Middle School Locker Policy</b>	<b>- Pg. 19</b>
<b>Summer School Program - Summer School / Retention Criteria</b>	<b>- Pg. 19</b>
<b>Promotion</b>	<b>- Pg. 20</b>
<b>Parent/Teacher Conference</b>	<b>- Pg. 20</b>
<b>Middle School Academic Advisors</b>	<b>- Pg. 20</b>
<b>Report Cards &amp; Honor Roll</b>	<b>- Pg. 21</b>
<b>Middle School Honors Criteria</b>	<b>- Pg. 21</b>
<b>Middle School After School Reflection</b>	<b>- Pg. 22</b>
<b>Field Trips &amp; 8<sup>th</sup> Grade College Adventures Program</b>	<b>- Pg. 22</b>
<b>Lost &amp; Found / Money and Valuables</b>	<b>- Pg. 23</b>
<b>Cell Phone Policy</b>	<b>- Pg. 23</b>
<b>Reporting Child Abuse or Neglect</b>	<b>- Pg. 23</b>
<b>Parent Communication</b>	<b>- Pg. 24</b>
<b>Questions and Concerns</b>	<b>- Pg. 24</b>
<b>CCA Expectations</b>	<b>- Pg. 24</b>
<b>CCA Solutions</b>	<b>- Pg. 25</b>
<b>Exceptional Student Services</b>	<b>- Pg. 25</b>
<b>Aguila Award</b>	<b>- Pg. 25</b>

## Our Vision

will serve children kindergarten - 8<sup>th</sup> grade. The school will be divided into two separate academies (Elementary and Middle School) each with its own curriculum emphasis. The Elementary Academy will build on strong literacy skills through the Success For All reading program and build an expansive Science and Social Studies foundation through Core Knowledge thematic units. There will also be an increased attention to demonstration of skills via Portfolios, Stand and Deliver presentations, and Community Involvement activities. The Middle School Academy will provide students with frequent opportunities to Stand and Deliver as they delve more deeply into academic subjects while honing research, writing, speaking, and leadership skills. As a requirement for middle school graduation, students will develop a portfolio in each class, undertake a “thesis” project, and demonstrate scholarly capacities through a series of presentations and competency exams. The thesis project will be completed as a stand and deliver piece during CCA’s annual Science, History Fair and/or Literary Conferences.

## Our Mission

The mission of Cesar Chavez Academy is to prepare a diverse cross section of Pueblo’s children for success as young scholars, citizens of the world, and community leaders by providing them with an ambitious academic program in a supportive and challenging learning environment. In the spirit of Cesar Chavez, the school will focus on exceptional **Scholarship, Leadership, and Community Involvement**. While preparing children to meet and exceed Colorado’s high academic content standards, the school will also place a unique emphasis on the history, culture, and native language of Latinos. This focus will be integrated throughout the educational experience of children kindergarten - 8<sup>th</sup> grade.

## Educational Philosophy

The school will reflect the following philosophy that:

- All children are capable of learning at high levels if they are taught by caring, skilled educators, challenged by an engaging curriculum, afforded adequate time, and held to ambitious standards
- All children come to the world with a unique set of talents and resources that should be built upon to enhance learning
- Quality learning experiences must be extended to all children on an equal opportunity basis
- Schooling is most effective when it respects and reflects the history and culture of the children and families it is intended to benefit
- Instructional practice is enhanced when faculty work as a team and when professional development and regular assessment activities are tied closely to the school’s goals and curriculum through Data Driven Instruction
- Student success is enhanced when parents participate in the life of the school and when the school actively assists parents to play important roles in the learning process
- Community involvement is a powerful vehicle for engaging students’ many capacities and promoting the development of leadership skills and a commitment to citizenship
- Student learning should be reflected through portfolios, integrated projects, skill demonstrations, and standardized tests
- Substantial student achievement must be demonstrated to the community at large

## **4 - FOUNDATIONAL PILLARS**

### **1. CESAR CHAVEZ ACADEMY IS A SCHOOL OF CHOICE:**

CCA offers a different choice in public education.

### **2. NO EXCUSES:**

CCA commits to working with parents to help students be successful by removing as many barriers as possible. We understand we are a variable that can make a difference. CCA is solutions oriented.

### **3. NO SURPRISES:**

CCA commits to ensuring our students and families have constant & accurate communication, especially in regards to academic performance.

### **4. NO ONE IS INVISIBLE:**

CCA understands that relationships are key to success, as well as a safe and committed learning environment.



**School Motto:** “Educational Excellence at all Levels”

**School Mascot:** Aguila

## **Letter from: The Executive Director**

Dear Students/Parents/Guardians:

Thank you for choosing our school for your child’s education. We realize that where your student goes to school is your choice so we welcome you this school year. We are a school of choice with high expectations for all our students. In fact, we consider ourselves an “academy” implying higher standards than you would expect at other schools.

We commit to you that we will do everything we can to help your child succeed. But we know full well that we cannot do this alone as teachers and principals. We definitely need your help and support. We need for your child to commit to doing his or her best at all times, coming prepared to learn each and every day, being on best behavior showing respect for each other and all adults at all times, completing homework and turning it in on time, and coming to school each and every day and on time. Of course, we know children have reasons for missing school that will be considered excused but for the most part, we expect your child here every day.

This handbook should answer most of your questions but if you do have questions or concerns, I would be more than happy to meet with you at your convenience. My office is located at DHPH and my phone number is 546-6263 X 607.

Sincerely,

Henry C. Roman

## **Letter from: The Board of Directors of Cesar Chavez Academy**

Dear Cesar Chavez Academy Families:

On behalf of the Board of Directors, I welcome you back for another successful year at Cesar Chavez Academy. To all our new students, parents and guardians, welcome to our school, we hope that your year is successful. You will find that Cesar Chavez Academy is a dynamic school that offers a unique learning environment that will challenge your student.

The Board of Directors along with administrative staff, teachers and support staff, are honored to be a part of the success of all students who attend Cesar Chavez Academy. With the help and support of parents and guardians, we will assure an opportunity of growth and development for our students. There is no doubt that your child will be encouraged to soar to new heights.

Cesar Chavez Academy offers a challenging curriculum that requires focus and determination on the part of the students. To help accomplish a successful end the rules that students are expected to follow are outlined in this handbook. We ask that each family reviews the handbook and that you contact your principal with any specific questions or concerns. Having a good understanding of the rules will help to mitigate any future problems that may arise.

Sincerely,  
Angelina Sisneros, President  
Cesar Chavez Academy Board of Directors

### **Registration**

Applications to attend our school will be available in the Admissions office and on our website. When an application is completed and turned in, the child will then be assessed for Placement. If the child is not admitted that current school year due to room in the grade level, he/she will then be put on the waiting list for the following year. If a child is admitted with siblings, those siblings will be moved to the top of the list for enrollment, since we have sibling preference. Once enrollment is complete, students are admitted from the waiting list upon availability.

### **Immunizations**

Colorado law requires certain minimum immunizations before a child may attend school. A complete record of all immunizations your child has received must be furnished to the school. The record must be current and signed by a recognized medical authority as designated by the Colorado State Health Department. If such record is not furnished to the school, regulations specifically demand that we disallow the child attendance in the school until the record, or a signed statement of exemption, is in our possession.

## **Administering Medications**

Any medication that needs to be administered should be brought directly to the front office in the original container. The school must have written instructions as per quantity, time to administer, any other directions, and written permission from the child's physician to administer medication. The school will have medication request forms for this purpose in the front office. Students may not have any medication in their possession unless authorized from their physician.

## **Accident Insurance**

Secondary student accident insurance will be offered to all CCA families as a supplement to your regular health coverage at a low annual premium. Your regular insurance will be primary in the event of an accident. Information concerning supplemental insurance will be provided at the beginning of the each school. The School will purchase accident insurance to cover athletes if they are injured while participating in sports activities only. It will be supplemental coverage with your regular insurance being primary in the event of an accident.

## **Illnesses, Accidents, and Injuries**

If a child becomes ill, he/she will be isolated from the other children. Families will be called to come pick up their child in order to prevent other children from getting ill. Please be sure to keep the school informed of any changes in your work or emergency phone numbers. If you cannot be reached, we will try to contact someone on your emergency card.

Minor cuts and abrasions will be taken care of by school personnel. The office faculty will all be certified in First Aid, CPR, AED and Medication Administration. If your child is seriously injured, faculty will take whatever steps necessary to obtain the emergency medical care the situation warrants. These steps may include, but are not limited to:

1. Attempt to contact parent or guardian
2. Attempt to contact persons listed on the emergency card.
3. Call an ambulance / paramedic.
4. Have the child taken to a hospital in the company of a faculty member.
5. Using the Automatic External Defibrillator (AED) when CPR is required.

## **Automatic External Defibrillator (AED)**

In order to maximize student safety CCA maintains an Automatic External Defibrillator to assist individuals who require CPR. This device is completely safe and will be utilized only if necessary.

## **Bad Weather Days**

**Snow Days:** CCA will follow Pueblo City Schools (PCS) lead – If PCS calls a snow day then CCA will have a snow day. Please monitor news channels, radio stations and website for snow date

notifications.

## **Emergency Evacuation Policy**

In the event of an emergency, (Fire Alarm, Bomb Threat, etc.) the administration follows very specific procedures. These steps may or may not involve notifying students of event details. Not all situations may involve evacuation, but rather other appropriate steps based on an assessment by the district, police and/or CCA administration.

### **Evacuation Procedure**

A unanimous decision between the building administrator and the central administration must be reached if the building is NOT to be evacuated. Otherwise, we will EVACUATE THE BUILDING AND CALL THE POLICE.

Evacuation should be conducted in a timely and controlled manner. For safety, students and faculty should remain approximately 400 feet from the building. Recommended school staging areas are listed at the end of this section.

A search team shall conduct a search. This may consist of the police, building administrator, and other district personnel. If nothing is found, the executive director, on advice of the members of the search team, will decide when the building is safe to re-enter. If the search requires assistance from the law enforcement agencies, the building may have to remain evacuated for an extended period of time. Should this occur, an indoor staging area at an alternative site will be selected.

### **Recommended Evacuation Areas for Cesar Chavez Academy**

Kindergarten – 8 <sup>th</sup> Grade .....	YMCA 3200 E Spaulding Ave (719) 543-5151
Alternate Sites .....	Irving Elementary, 1629 W. 21 <sup>st</sup> Street (719) 549-7570
	Centennial High School, 2525 Mountview (719) 549-7335

## **School Safety and Security**

For school security, please use the 17<sup>th</sup> Street entrance when visiting during school hours. School hours are 7:30 a.m. – 4:30 p.m. Please sign in at the front desk and pick up the required visitor’s pass. Visitor and student loitering is not allowed.

## **Safe Conduct at Extra Curricular Activities**

Per State Law, CCA faculty is responsible and obligated to insure that all students and those present at extra curricular activities are safe and behave in a manner conducive to sportsmanlike conduct and civility. Any individual acting in a manner deemed inappropriate may be asked to leave the premises and in repeated or serious cases may also be banned from further activities. The misconduct of adults may also affect or jeopardize the participation of their student in extra curricular activities.

## **Hands Off Policy**

It is important that students feel safe in their learning environment. CCA requires all students to keep their hands, feet, body and personal objects to themselves to help prevent accidental injury or inappropriate behavior. Movement through the halls and between classrooms must progress

quickly and efficiently. In the playground area, students should refrain from activities that are likely to cause injury (i.e. tackle football, tag). Bullying, harassment, fighting, and other infractions of school policies that threaten student safety will be considered very serious and dealt with accordingly. Our “Hands Off Policy” also does not allow handholding, hugging, kissing, or any inappropriate displays of affection.

## **Bullying / Harassment**

At Cesar Chavez Academy, there is zero tolerance for bullying. Bullying behavior should be reported to the K-5 Principal, Student Support Advocate or Middle School Assistant Principal. According to Colorado Senate Bill 01-080, Bullying is defined as any written or verbal expression, or physical act or gesture, or a pattern thereof that is intended to cause distress upon time or more students in the school, on school grounds, in school vehicles, and designated school bus stop, or at school activities or sanctioned events. Bullying is an intentional act, involving repeated occurrences, and is characterized by a power and control difference. You can also report bullying directly to the Colorado Department of Education through their “Safe2tell” link on their website: [www.cde.org](http://www.cde.org).

Bullying is one or more of the following behaviors that occurs to the point of interfering with the student's educational opportunities:

- When a person is exposed to negative actions.
- When one person has more power, so the person being victimized feels that he/she cannot defend him/herself.
- When a person, who is a target, may feel embarrassed, hurt, scared, and/or angry and the student is not able to defend him or herself appropriately.

**Bullying will not be tolerated; therefore, a hierarchy of consequences is listed at the end of this section.** Unacceptable behaviors that interfere with the respect, responsibility and safety of students include all aspects of bullying:

**Physical aggression:** pushing, grabbing, hitting, shoving, pinching, spitting, tripping, etc.

**Social alienation:** gossiping, embarrassing others, ethnic slurs, excluding from a group, comments made towards a person regarding their choice of practice of an alternative lifestyle, etc.

**Sexual Harassment:** Please see File JBB of the student discipline code.

**Verbal aggression:** mocking, put-downs, using profanity at others, etc.

**Intimidation:** threatening others to do something, threatening with a weapon, playing a dirty trick, hazing, etc.

**Cyber-Bullying:** Defined as the use of electronic information and communication devices to include and not be limited to, email messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

Deliberately threatens, harasses, intimidates an individual or group of individuals; or places an individual in reasonable fear of harm to the individual or damage to the individual's property or has the effect of substantially disrupting the orderly operation of the school.

“School district, operated, or supervised technologies” is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district faculty.

## **Reporting and Procedure and Investigation**

Any pupil or faculty member who believes he/she has or is being subjected to cyber-bullying, as well as any person who has reason to believe a pupil or school faculty member has knowledge or reason to believe another pupil or school faculty member is being subjected to or has been subjected to cyber bullying shall immediately make a report to the building principal or designee.

### **Anti-Harassment**

Reporting, receiving and the consequences of bullying incidents will follow the same procedures and guidelines as the anti-harassment policies JBA and JBA-R. Any person, student, adult, school personnel and school visitors will follow the anti-harassment policies set forth by the school board. The school district shall act to investigate all complaints of bullying formal or informal, verbal or written, and to discipline or take action against any member of the school community who is found to have violated this policy.

Appropriate corrective action includes taking necessary steps to end the behavior, to prevent bullying from recurring and to prevent retaliation against anyone reporting the bullying investigation. In addition, the bullying shall be disciplined according to any applicable discipline policy.

### **Reporting Bullying**

Bullying cannot be investigated or corrected by the district until the district has been made aware of such bullying. Therefore, persons are directed to report all incidences of bullying to either a teacher, counselor, assistant principal or principal in their school building.

### **District Action Following Investigation**

If the conduct is determined to be bullying, the district shall take all reasonable action to end the bullying, to prevent recurrence, to prevent retaliation against the student making the report and anyone participating in the investigation and to restore lost educational opportunities to the bullied student. In addition, the bully shall be disciplined according to any applicable discipline policy. The bully may need to be suspended/expelled/excluded in accordance with policy. See policies JK, Student Discipline and JKD/JKE, Suspension/Expulsion/Exclusion of Students.

### **Notice and Training**

Notice of this policy shall be circulated to all district schools and departments and incorporated in all student handouts. A bully-prevention curriculum will be incorporated into appropriate programs.

### **Hierarchy of Consequences**

#### **Level 1 Behaviors Level 1 Consequences**

Gossiping / spreading rumors  
Embarrassing or making someone look foolish  
Mocking or mimicking  
Name-calling  
Dirty looks  
Taunting  
Teasing about clothing or possessions

Threatening to reveal personal information  
Publicly challenging to do something  
Defacing property or clothing  
Playing a deceptive or 'dirty' trick

Parent may be contacted as well as any of the following consequences:

Student will make verbal amends  
Student will make written amends  
Student will have lunch/after school detention  
Restorative Justice/Community Service

**A pattern of Level 1 behavior may result in consequences for Level Two offenses and referral to intervention services.**

### **Level 2 Behaviors Level 2 Consequences**

Pushing/hitting/kicking/spitting  
Defacing property (to include Graffiti)  
Stealing  
Demeaning physical acts that are not physically harmful  
Setting up to take the blame  
Publicly humiliating  
Excluding from group  
Social rejection  
Teasing about appearance  
Intimidating telephone calls  
Taking possessions

Parent will be contacted as well as any combination of the following:

Making amends:  
Repairing, cleaning, replacing an item  
Writing a report on a pertinent topic  
School / community service  
School detention  
Restorative Justice

**A pattern of Level 2 behaviors may result in consequences for Level Three offenses.**

### **Level 3 Behaviors Level 3 Consequences**

Physical violence / inflicting bodily harm  
Threatening with a weapon  
Maliciously excluding  
Manipulating social order to achieve social rejection  
Malicious rumor-mongering  
Threatening with total isolation by peer group  
Verbal threats of aggression against property or possessions  
Verbal threats of violence or of inflicting bodily harm  
Threats of using coercion against family or friends

Coercion  
Locking in closed or confined space  
Ethnic/racial/(dis)ability, sexual orientation slurs or  
comments toward others which are meant to degrade a person  
Extortion

Required parent conference with teacher and principal and any of the following consequences:

Small group or one on one intervention sessions  
(may include parents, administrators, counselors, teachers, peers)

Short-term suspension  
Long-term suspension  
Expulsion  
Restorative Justice  
Community Service  
Referral to the Police Department

**Criminal behavior will be referred to law enforcement for further action.**

**Level One behavior may be handled by the teacher, Student Support Advocate, or administration. Level Two and Three behaviors will be handled by the administration (“if appropriate, the Student Support Advocate or School Counselor”).**

## **Drop-off and Pick-up Procedures**

### **Middle School Drop Off**

Middle school students being dropped-off at school must be driven through the 16<sup>th</sup> Street entrance. Everyone must follow the instructions of school personnel directing traffic. Students with elementary-aged siblings may use the 17<sup>th</sup> or 18<sup>th</sup> Street Drop off points. Middle School students will be required to remain in designated areas under supervision until the bell rings. Students are not allowed to leave campus without properly checking out once they are on campus.

### **Kindergarten, Grades 1<sup>st</sup> – 5<sup>th</sup> Drop Off**

1<sup>st</sup> – 4<sup>th</sup> grade students being dropped off must be driven through the 18<sup>th</sup> Street entrance. 5<sup>th</sup> grade students must use the 17<sup>th</sup> street entrance. Everyone must use crosswalks and follow the instructions of school personnel on duty. Elementary students will be required to remain in designated areas under supervision until the morning bell rings. Students are not allowed to leave campus without properly checking out once they are on campus.

Kindergarten parents: Please park in the Kindergarten parking lot on the 18<sup>th</sup> street side by the elementary playground and escort all kindergarten students in. Please enter from the 18<sup>th</sup> street side and leave through the alleyway. Kindergarteners need to be signed in and out daily.

\*Students should not be dropped off before 7:30 a.m. Duty personnel will not be on duty before 7:30 a.m. and supervision is crucial in order to maintain safety. Breakfast is served daily in the cafeteria from 7:30 a.m.– 7:50 a.m.

\*There will be days when weather does not permit allowing the children to be outside before school begins. In this case, students should enter through their regular entrance and proceed to their homeroom.

### **Pick Up Policy**

Pick-up will be in the same areas as drop off. We ask that students be off campus 15 minutes after being released from class. This is for their safety. If circumstances arise and they cannot be picked up within 15 minutes please call the office to make arrangements. Students on campus 20 minutes after dismissal will be required to call emergency contacts. If no contact can be made for pick up, then the Department of Social Services and/or necessary law enforcement agencies may be called by school personnel.

Parents are strongly encouraged to wait outside of the building at the end of the day, as closing instructions are crucial and should not be disrupted.

Students are not allowed to wait for practice, a game or activity after school without faculty supervision. Loitering on school grounds is not allowed.

## **Bell Schedule**

The first bell will ring at 7:50 a.m. to signal the time for children to report to their classrooms. The tardy bell will ring at 8:00 a.m. Students should be in their classrooms and in their seats by 8:00 a.m. The bell to signal the end of the school day will ring at 3:15 p.m.

## **Leaving During School Hours**

Appointments with doctors, dentists, and other professionals should be scheduled after school whenever possible.

- CCA strongly discourages leaving during SFA (Success For All) from 8:13 a.m. – 9:43 a.m. in grades 1-5.
- Parents must sign out their child in the office when they leave and must sign their child back in when they return.
- **All children must be dismissed through the office during school hours.** Children will not be dismissed directly from the classroom for any reason.

## **Breakfast Program**

If your child participates in the free breakfast program, they must be at school between 7:30 a.m. and 7:50 a.m. Breakfast will be offered every day that school is in session.

## **Visitors**

Parents and guardians are always welcome. Please use the 17<sup>th</sup> Street entrance when visiting the school. The middle school has a separate main office in its building also located on 17<sup>th</sup> Street. You must check-in at the office before visiting classrooms. State and federal law require that visitors sign-in and wear a *Visitors Badge* while on school premises. Please arrange 24 hours in advance with the classroom teacher if you would like to observe their class. Visitors must dress and conduct themselves appropriately at all times and abide by all school policies and procedures.

## **Parent Involvement**

CCA is implementing a mandatory parent volunteer program this year because we believe that parental involvement is a critical component of the educational process. **Parents will be required to commit to volunteer 10 hours of service to the school (per family, each school year).** A variety of volunteer opportunities will be available from which to choose.

## **Textbooks and Supplies**

All textbooks are loaned free of charge for the student's use during the school year. We ask that students protect their textbooks with a book cover. This will help add to the life of each book. A cover made from a paper grocery bag is sufficient. Ask your child's teacher for assistance if necessary. Textbooks issued to students are their responsibility. If books are damaged or lost, students will be held responsible to pay for them. Failure to resolve debt may result in reporting to our credit agency for collection.

Supply lists will be sent home and posted on the web site from each individual teacher before school begins in August. If you have any questions or concerns, please contact the individual teacher. If you have trouble locating an item, ask the teacher where it can be purchased. To ensure your child maintains supplies throughout the school year (i.e. pencils, paper, etc.), teachers may send an additional supply list at mid-year.

## **CCA Homework Policy**

Homework is the practice before the performance on exams and study skills are a great equalizer. It is of the utmost importance that children develop good study habits early. It is with this goal in mind that we implement the following homework policies.

### **Elementary School Homework Policy**

When an assignment is late, the homeroom teacher will contact the student's parents via planner, phone, or email and the student will be given one day to complete it. Late homework assignments will receive 10% off the grade. If the assignment is not turned in the next day, a zero will be given for that assignment. If a student does not turn in their homework because of absence, they will be given the same amount of days to make up the work, as they were absent.

### **Middle School Homework Policy**

Students who do not do their homework for any reason other than illness will receive 10% off the grade. After that, student will receive a 0% for that homework assignment.

In addition, if a student's grade drops below a C in any core subject; they will be required to attend After School Homework Group the following week Monday through Thursday. This is an attempt by the school to provide a time and place for students to succeed, for that reason; students who do not show up to After School Homework Group when assigned will receive further disciplinary action.

If a student does not turn in their homework because of absence, they will be given the same amount of days to make up the work, as they were absent.

## **Make-up of Academic Work**

All delinquent academic work resulting from any kind of absence or tardiness must be made up.

- ❖ Delinquent work resulting from an absence can be made up for **100%** credit.
- ❖ The number of days students have to make up work will correlate to the number of days the student was absent. For example, if a student is absent two days then they have two days to make up academic work.

## **Discipline Policy**

At CCA, our philosophy is to maintain dignity in discipline. A "Behavior Log" is a written discipline notice given from the K-5 Student Support Advocate, MS Assistant Principal and/or school principal regarding student conduct. We will involve parents in this process and hope that you will support us in disciplining your child by encouraging them to focus on his/her education. Please review the Pueblo City School and for a comprehensive overview of discipline policies and procedures. You may access the manual through the Pueblo City Schools Website.

## **Attendance Policy**

### **Tardy & Leaving Early Policy**

Tardiness is the absence of a student in the classroom at the time of the regularly scheduled day (bell rings at 8:00 A.M). A student, who is tardy to class, not only places his/her own learning in jeopardy, but also interrupts the learning of other students. Excused tardiness includes: medical appointments, death in the family, student illness, observance of a religious holiday, and other events that are beyond the control of the parent or student. Unexcused tardies are those that do not fit into one of the previous mentioned excused categories.

All tardies must be cleared through the front office with a parent present. Students will be given a tardy slip to present to their teachers upon entering class. Any student who does not have a parent accompany them to the office will automatically receive an unexcused tardy. The following steps will be followed should students be tardy to school for unexcused reasons.

1 <sup>st</sup> Tardy	Warning Issued
2 <sup>nd</sup> Tardy	Warning Issued

3 <sup>rd</sup> Tardy	Automatic Lunch Detention
4 <sup>th</sup> Tardy	Teacher Will Contact Parent
5 <sup>th</sup> Tardy	Letter will be sent home to the parent/guardian
6 <sup>th</sup> Tardy	Parent/Principal Conference
7 <sup>th</sup> Tardy	Student's ability to participate in extracurricular activities will be affected
8 <sup>th</sup> Tardy	Second letter will be sent home.
9 <sup>th</sup> Tardy	One extra hour of Parent Volunteer Time Required
10 <sup>th</sup> Tardy	One Day Suspension

Students with perfect attendance and more than three tardies **will not** be recognized at the Aguila Assembly. Continued tardiness may result in the student being retained if excessive tardies accumulate to equal twenty absences accumulated throughout the school year.

It is important that your child is on time to school and is in class for the full day. Our school day is from 8:00 to 3:15. If your student/s need to leave early please contact the school. Student/s must be signed in/out in the front office. The steps that are outlined by the tardy policy will address students who habitually leave early.

### Absences

Regular attendance is a significant factor in a student's ability to succeed in school. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. No factor interferes with a student's progress more quickly than frequent tardiness or absence. According to state law, it is the obligation of the parent(s)/guardian(s) to insure that every child under their care and supervision of compulsory attendance age attends school.

To insure regular and punctual attendance, schools shall monitor all student absences and keep separate daily breakdowns of excused absences, unexcused absences, excused tardies, unexcused tardies, excused blocks and unexcused blocks.

1. Excused Absences: A student must meet one of the criteria listed below in order for his or her absence to be excused. Pueblo City Schools may require suitable proof regarding the exceptions listed below which could include written statements from medical sources. Prior approval is required for the absence, to excuse a student the student's parent(s)/ guardian(s) shall notify the school before 11:30 a.m. on the day of the absence via telephone, written notification or other verifiable documentation as required by the school administration. If the parent(s)/guardian(s) is unable to provide an excuse before 11:30 a.m. on the day of the student's absence, the school may accept a written excuse from the parent(s)/guardian(s), including a written statement from a medical source if necessary, for a period of three (3) days following the absence.

A. Illness/Injury: Absences by a student who is temporarily ill or injured are excused if the student's parent(s)/guardian(s) notify the school of the illness or injury by 11:30 a.m. on the day of absence

B. Appointments/Serious Circumstances: Absences shall be excused if a student has an appointment or a circumstance of a serious nature which cannot be resolved before or after school hours. In order for the absence to be excused, the student's parent(s)/ guardian(s) must obtain prior approval, when reasonably possible, from the school principal or the school principal's designated representative for the appointment or serious circumstance. Each absence for an appointment or serious circumstance will be determined on a case-by-case basis.

C. School Approval for Extracurricular Educational Experiences: A student may be approved for absences up to five (5) days during the school year to participate in extracurricular educational experiences outside of the school building. Any absences beyond five (5) days shall be treated as

unexcused unless the school principal or the school principal's designated representative receives approval for additional absences beyond the five (5) days from Student Intervention Services.

Approval for an extracurricular educational experience shall be left to the discretion of the school principal or the school principal's designated representative and shall be determined on a case-by-case basis. The principal or the school principal's designated representative shall use the following criteria to determine whether a student is permitted to engage in the extracurricular educational experience:

- 1) The student is in good academic standing (passing all classes with a grade of C- or better);
- 2) The student does not have any unexcused absences, unexcused tardies, and/or unexcused blocks;
- 3) The student has no more than five (5) excused absences in a semester and/or no more than nine (9) excused absences for the school year

D. School Approval for "Family Business" Days: A student's parent(s)/guardian(s) may request the student be excused to attend to "Family Business" (i.e. funeral, wedding etc.). Except in documented extraordinary cases, the excused absences for this category may not exceed three (3) days in a school year.

\*Absences due to suspension or expulsion shall be considered excused absences pursuant to C.R.S. 22-33-107(3)(a).

\*\*Once a student has ten (10) excused absences during a school year, the school may recommend that Student Intervention Services require a doctor's excuse, a health plan, or prior written approval from the school principal or the school principal's designated representative for each additional absence. If the request is approved by Student Intervention Services, each additional absence will be considered unexcused if one of the three items listed above is not provided.

2. Unexcused Absences: An unexcused absence means a student is absent from school without a valid and verifiable excuse and/or the excuse is not covered by one of the exceptions in paragraph "1" above.

A. If the student's school has not been notified of a student's absence by the parent(s)/ guardian(s) before 11:30 a.m., school personnel shall make reasonable efforts to notify the parent(s)/guardian(s) of the student's absence. Personal telephone calls to a parent(s)/ guardian(s) at their work place and at their home is required. Automated machine telephone calls with recorded messages may be used as a last resort.

B. When a student has two (2) unexcused absences in the reported school year, the school principal or the school principal's designated representative, counselor, community advocate or attendance clerk shall contact the parent(s)/guardian(s) by telephone to discuss the student's absences and to make an effort to resolve the situation. If the parent(s)/guardian(s) cannot be reached by telephone, a letter shall be sent to the parent(s)/guardian(s) at their last known address.

C. When a student has three (3) unexcused absences in the reported school year, the school principal or the school principal's designated representative, counselor, community advocate or attendance clerk shall contact the parent(s)/guardian(s) by telephone or letter to discuss Pueblo City Schools' standard attendance intervention. The telephone call or letter shall also include a discussion concerning possible court involvement. If the parent(s)/guardian(s) are contacted by telephone, a letter shall be sent reiterating the concerns previously discussed during the telephone call.

D. If a student has four (4) excused or unexcused absences in the reported school year, the school principal or the school principal's designated representative shall issue a referral and order a home visit by the school representative or community advocate. The school representative or community advocate shall visit the student's family within 48 hours of receiving the referral, if reasonably possible, but no later than one (1) week after receiving the referral. The school representative or community advocate shall record the outcome of the home visit and share the information with the school principal or the school principal's designated representative. After a student has received a referral, the school shall continue to monitor the student's attendance and communicate regularly with the parent(s)/guardian(s) and the student regarding attendance.

E. In Middle School, after three tardies a student will be asked to stay for a half hour detention. In the Elementary School, three tardies will equal a half-day absence and be counted towards the number of student absences.

F. When a student has four (4) unexcused absences in any one (1) calendar month or ten (10) unexcused absences during the reported school year, the school shall immediately contact Student Intervention Services. The school shall provide an attendance report and other appropriate supporting documentation to Student Intervention Services. Student Intervention Services shall then determine whether a truancy petition should be filed against the student. Student Intervention Services shall meet with the student and his or her parent(s)/guardian(s) to evaluate the reasons for the student's absences. At the meeting, a plan shall be developed to insure the student remains in school.

3. Truancy: To help reduce the incidence of truancy, parent(s)/guardian(s) shall be notified in writing, at the beginning of each school year, of their obligation to insure that all children of compulsory attendance age under their care shall attend school. Parent(s)/guardian(s) shall be required to acknowledge in writing their obligation to have their student attend school and shall furnish the school with a telephone number or other means the school may use to contact them during the school day.

A. A student shall be considered truant when he or she is absent from school without a parent(s)/guardian(s) excuse, or the student leaves the school and/or classroom without permission.

B. A student, who has attained the age of six (6) years on or before August 1 of the school year in question and is under the age of seventeen (17) years, who has four (4) unexcused absences in any calendar month or ten (10) unexcused absences during the reported school year, shall be considered a "habitual truant" and a court petition shall be filed.

1) All truancy petitions shall be accompanied by a sworn affidavit, signed by a Pueblo City Schools' employee with knowledge of the student's attendance record. The affidavit shall show a breakdown of the number of excused absences, unexcused absences, excused tardies, unexcused tardies, excused blocks and unexcused blocks (if applicable).

2) After the petition has been filed, a judicial officer will take action as he or she deems appropriate.

3) The Court Order shall remain in effect until the student reaches the age of seventeen (17).

4) At truancy hearings, a person with knowledge regarding the student's current attendance, grades, behaviors and any other relevant information shall report the information to the Court

## **Middle School After School Reflection**

After School Reflection sessions will be held as needed to address students' absences, tardiness, and uniform violations.

Immediately following:

- Third tardy
- Third Uniform Violation
- Any behavior policy violation that warrants this intervention

The student will be required to attend a regularly scheduled After School Reflection to review Cesar Chavez Academy's philosophy, mission, policies, and generate solutions to address whatever issue has arisen.

## **Uniform Policy**

Cesar Chavez Academy has chosen to require its students to wear school uniforms kindergarten - 8th grade. A uniform program is a widely accepted as an effective way to convey school pride and respect

while developing a positive self-image. The savings cost associated with uniforms is another advantage. Our uniform committee has carefully reviewed the uniform policies to be more cost effective for your family. You do not have to monogram CCA on the back of uniform pants, capris, skorts, or skirts. You may purchase various pieces of the uniform through different clothing stores such as, but not limited to: Triggers, JCPenny, Wal-Mart, and Imprinted Sports Wear.

## General Rules for Dress

1. Clothing must be in good condition: neat, clean and pressed.
2. Clothing must fit properly. Sagging and Baggy is Not Allowed.
3. Students may wear CCA or **plain** navy blue or white sweaters, hoodies or jackets in class on cold days.
4. Students are expected to arrive on campus in uniform and remain in uniform until they leave campus.
5. Students may return to campus in the evenings for special events in appropriate street clothing unless specified otherwise.
6. Students who receive a uniform violation will be asked to reflect on the uniform policy expectation and may be sent home to remedy the situation. After 3 uniform violations, students will receive a discipline log. The fourth violation will warrant a parent conference and the signing of a uniform contract. The fifth violation will warrant a possible suspension. Any violation beyond this will warrant a referral to the Executive Director and possible loss of good standing.
7. Extreme hairstyles or unnatural colors are not allowed. This includes Mohawks, designs and any haircut that draws undue attention. Unnatural hair extensions are not permitted (no feathers, string...) Students who arrive on campus in violation of this may be sent home to remedy the situation.
8. Make-up in Middle School is to be used with discretion and shall not to be used to draw undue attention. No body or hair glitter is allowed.
9. Make-up is Not Permitted for elementary students.
10. Earrings shall be less than 1 inch in size in K-5 academy for safety purposes. Gauging of the ear is Not Allowed. Necklaces should be worn inside the shirt. Visible body piercings are Not Allowed.
11. Gang paraphernalia and bandannas are not allowed.
12. Perfume or cologne is not allowed.
13. All undershirts must be plain white.
14. Students may wear CCA sponsored extra-curricular and athletic shirts only on Spirit Days. Non-CCA and homemade or altered CCA shirts will not be allowed. Plain white undershirts must be worn under CCA jerseys if they are worn during school hours.
15. When students are allowed to wear jeans, they are to be solid blue denim – no holes and/or embellishments.
16. Dress shoes with open toes are Not Allowed. Shoe heels may not exceed 1 inch. Sandals and Flip Flops are Not Allowed.
17. Administration reserves the right to determine what is appropriate or distracting to the educational environment.

## School Uniform Description:

## **Formal Uniforms - Every Wednesday is formal day!**

a. **K - 5 Girls:** Plaid jumper with embroidered monogram, Peter Pan blouse and navy crosstie. Plain navy blue or white crew socks, knee hi's or tights with solid brown, black, navy blue or white dress shoe.

b. **6 – 8 Girls:** Khaki slacks / khaki skirt or skort (no more than 3 inches above the knee); short or long sleeve light blue with embroidered monogram; navy crosstie, solid navy tie, or unisex CCA gold/navy striped tie. Plain uniform colored socks, knee hi's or tights(no leggings) with brown, black, or navy blue dress shoes. Black or brown belt.

c. **K – 5 Boys:** Navy slacks, blue short or long sleeved oxford shirt with embroidered monogram, CCA striped or navy tie and black or white socks with brown, black, navy blue or white dress shoe. Black or brown belt.

d. **6 – 8 Boys:** Khaki slacks, short or long sleeve light blue shirt with embroidered monogram, CCA striped or navy tie and black or white socks with solid brown, black, or navy blue dress shoes. Black or brown belt.

## **Everyday Wear Items**

a. **K – 5 Girls:** Short or long sleeve light blue polo shirt with embroidered monogram; navy skorts, skirt or jumper; navy slacks, capris or shorts; plain navy blue or white crew socks, knee hi's or tights with solid brown, black, navy blue or white dress or tennis shoe with matching shoe strings.

b. **6 – 8 Girls:** Khaki slacks, capris or shorts; khaki skirt or skort (no more than 3 inches above the knee); short or long sleeve navy polo shirt with embroidered monogram; Plain uniform colored socks, knee hi's or tights with solid brown, black, navy blue or white dress or tennis shoe with matching shoe strings.

c. **K – 5 Boys:** Navy cargo pant or shorts; light blue short or long sleeve polo shirt with embroidered monogram; and black or white socks with solid brown, black, navy blue or white dress or tennis shoe with matching shoe strings. Black or brown belt.

d. **6 – 8 Boys:** Khaki cargo pant or shorts; short or long sleeve navy polo shirts with embroidered monogram; and black or white socks with solid brown, black, navy blue or white dress or tennis shoe with matching shoe strings.

## **P.E. Uniforms**

All middle school students must wear P.E. uniforms in all health and fitness courses. Purchase information will be provided upon enrollment by quarter. Tennis shoes are also required. A student's participation grade will be affected by not dressing out appropriately. All clothing must be locked in a locker at all times. DO NOT SHARE YOUR COMBINATION.

## **Locker Policy**

Students with lockers will be provided with locks. Personal locks will not be allowed and will be cut

off lockers if necessary. CCA reserves the right to open lockers as deemed necessary per state law.

## **Summer School Program**

The goal of summer school is to provide a need-based summer school program in a familiar and safe environment that results in the physical, educational and social development for elementary and middle school-aged students. 2011-2012 Elementary summer school will run from May 29<sup>th</sup> – June 29<sup>th</sup>.

### **Criteria for Mandatory Summer School or Retention**

- LEVEL I**
1. Low Proficient, Partially Proficient or Unsatisfactory RIT or Lexile score on NWEA MAP, SRI, SFA Roots or DIBELS assessment
  2. Low Proficient, Partially Proficient or Unsatisfactory score on Quarterly Writing assessment
  3. Low Proficient, Partially Proficient or Unsatisfactory score on NWEA MAP or Terra Nova Math assessment
  4. Low Proficient, Partially Proficient or Unsatisfactory score on CSAP
  5. Teacher, K-5 Student Support, MS Dean of Students or Principal recommendation
- (Retention Candidate)**
- 
- LEVEL II**
1. Low Proficient or Partially Proficient RIT or Lexile score on NWEA MAP, SRI, SFA Roots or DIBELS assessment
  2. Low Proficient or Partially Proficient score on Quarterly Writing assessment
  3. Low Proficient or Partially Proficient score on NWEA MAP or Terra Nova Math assessment
  4. Low Proficient or Partially Proficient score on CSAP
  5. Teacher, K-5 Student Support, MS Dean of Students or Principal recommendation
- (Summer School or Retention Candidate)**
- 
- LEVEL III**
1. Proficient or Partially Proficient RIT or Lexile score on NWEA MAP, SRI, SFA Roots or DIBELS assessment
  2. Proficient or Partially Proficient score on Quarterly Writing assessment
  3. Proficient or Partially Proficient score on NWEA MAP or Terra Nova Math assessment
  4. Proficient or Partially Proficient score on CSAP
  5. Teacher, K-5 Student Support, MS Dean of Students or Principal recommendation
- (Summer School Candidate)**

### **Promotion**

Students must be able to demonstrate solid proficient scores on all standardized assessments including NWEA MAP and CSAP to be promoted to the next grade level. Students who do not demonstrate proficiency will either be retained or assigned at Principal's discretion.

## **Parent/Teacher Conferences**

Studies show that parental involvement is one of the key ingredients in a child's success in school. As a parent, you are always welcome to visit your child's classroom or arrange to meet with your child's teacher to discuss his/her progress. We have also set aside some dates in the academic year for planned conferences. These conferences require your attendance. Please make every effort to attend the four required conference sessions during the year to maintain your child's good standing. Parent teacher conferences are scheduled as follows:

Beginning of the Year - Aug 4<sup>th</sup> & 5<sup>th</sup>

Quarter 1 – Oct. 11<sup>th</sup>

Quarter 2 – Jan. 4<sup>th</sup>

Quarter 3 - March 23rd

Quarter 4 – May 18 – For Summer School and Retention students only

## **Middle School Academic Advisors**

In the Middle School Academy, each student will be assigned an academic advisor. This will be a faculty member who will be a primary contact at quarterly conferences. They will serve as a guide preparing the students for high school as well as helping them with their "thesis" project, which will be phased in as a graduation requirement through our annual Science Fair, History Fair and/or Literary Conferences.

## **Report Cards**

Our school year will consist of four quarters. We will give out report cards each quarter during Parent/Teacher Conferences. If at anytime, you have questions or concerns about how your child is doing, please consult Power School or call your child's teacher for an update.

### **K-8 ACADEMIC GRADE SCALE**

A	92-100
B	84-91
C	75-83
D	67-74
F	66 and below

### **6-8 HONORS GRADE SCALE**

A	94-100
B	86-93
C	78-85
D	70-77
F	69 and below

## **Honor Roll Criteria for K-5**

Principals list – Students must maintain a 4.0 GPA and score proficient on all standardized assessments including DIBELS and NWEA MAP for two consecutive quarters.

Honor Roll – Students must maintain a 3.75 – 3.99 GPA and be proficient on all standardized assessments including DIBELS and NWEA MAP for two consecutive quarters.

Merit Roll – Students must maintain a 3.5 – 3.74 GPA and be proficient on all standardized assessments including DIBELS and NWEA MAP for two consecutive quarters.

## **Honors Criteria for MS**

### **6<sup>th</sup> Grade:**

#### **Honors Math**

- Advanced on 5<sup>th</sup> grade CSAP
- A grade of B or higher as determined by the Honors Grading Scale
- A NWEA MAP score of 223 or higher on the NWEA MAP Math assessment (Class selection: Pre-Algebra or Algebra)

#### **Honors Writing**

- Advanced or High Proficient on 5<sup>th</sup> grade CSAP
- A score of 223 or higher on NWEA MAP Reading assessment

#### **Honors Science**

- Advanced or High Proficient on 5<sup>th</sup> grade CSAP
- An A or higher in 5<sup>th</sup> grade Science class

### **7<sup>th</sup> Grade:**

#### **Honors Math**

- A grade of B or higher in 6<sup>th</sup> grade Honors Math
- An Advanced or High Proficient on 6<sup>th</sup> grade CSAP
- A score of 229 or higher on the NWEA MAP Math assessment
- If not enrolled in 6<sup>th</sup> grade pre-algebra the remaining two criteria will be met. (Class selection: Pre-Algebra or Algebra).

#### **Honors Writing**

- Advanced or High Proficient on 6<sup>th</sup> grade CSAP
- A score of 227 or higher on the NWEA MAP Reading assessment

#### **Honors Science**

- A grade of A or higher in 6<sup>th</sup> grade Science
- 7<sup>th</sup> grade pre-assessment score of 80% or higher

### **8<sup>th</sup> Grade:**

#### **Honors Math (enrolled in 7<sup>th</sup> grade Pre-Algebra or Algebra)**

- A grade of B or higher in class
- A score of Advanced or proficient on the 7<sup>th</sup> grade CSAP
- A NWEA MAP score of 236 or higher. If not enrolled in Pre-Algebra or Algebra, two of three criteria must be met.

#### **Honors Writing**

- A grade of B or higher in class
- An Advanced or High Proficient on 7<sup>th</sup> grade CSAP
- A score of 232 or higher on the NWEA MAP Reading Assessment

#### **Honors Science**

- A grade of B or higher in class

- A 7<sup>th</sup> grade final exam score of 92% or higher

### **Honors Social Studies**

- A grade of B or higher in class

\*All above honors criteria must be met to qualify for the Pre Early College Program at DHPH.

## **Field Trips**

All classes utilize field trips as learning experiences to enhance student understanding of the Colorado State Standards. Students may be required to dress in formal uniform attire as they go into the community and represent CCA as young scholars, community leaders and world citizens. Parents will be notified in advance of the field trip, and a permission slip must be signed before the specified date. Students who have received three disciplinary actions from the front office will be required to have a chaperone. If a chaperone is unavailable then the student will be required to stay home for the day.

## **8<sup>th</sup> Grade College Adventures Program**

Dolores Huerta Preparatory High School and Cesar Chavez Academy Middle School in partnership with our 8<sup>th</sup> grade honor students will learn importance of postsecondary options, The College Adventures Program researches and explores postsecondary opportunities in the 8<sup>th</sup> grade.

Through the use of critical thinking, students research the following:

- College Costs: Tuition, books, housing, food, etc.
- Area of expertise that particular colleges are known for
- Students' career goals and the amount of education needed to reach goals
- College Admissions Criteria
- College history, mascot, sports programs, etc.

## **Lost and Found**

All lost and found items must be turned into the school office. At the end of each quarter, all found items will be displayed for students to claim. Any unclaimed articles will be donated to a local charity.

## **Money and Valuables**

Money and/or valuable items, unless required for a classroom project, should be left at home. Any money sent to school for a valid reason should be placed in an envelope with your child's name and purpose for the money marked clearly on the front. Faculty is not responsible for any valuables brought to or left at the school. CCA cannot be responsible for any student's personal items, including cell phones. Each student is responsible for his/her possessions. Electronic devices such as MP3 Players, I-pods, portable CD players, gameboys, etc., should not be brought to school. If such items are found at school, they will be confiscated. Confiscated items will be placed in a locked area and parents

will be notified. No trading and/or selling items is permitted in school without authorization from administration. Please do not permit your child to bring unnecessary money or valuables to school. We cannot be responsible for it.

## **Cell Phone Policy**

Cell Phones are acceptable before/after school. Cell phones are prohibited during school hours and faculty will confiscate any cell phone in sight. Confiscated cell phones will be turned into the Student Support Advocate or MS Assistant Principal and placed in a locked area. Parents will be notified and are responsible to pick up the phone. Students may ask permission to use the office phone to make calls home during school hours.

## **Reporting Child Abuse or Neglect**

Any faculty member of CCA who has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions, which would reasonably result in abuse or neglect, must report this to school administration. Administration will be responsible for official reporting of allegations to the appropriate authorities as a collective school entity concerned for the child's safety and wellbeing.

## **Parent Communication**

CCA will provide families with a monthly newsletter to inform them of upcoming events, such as, meetings, award assemblies, music performances, special events, etc. Information is also available on the CCA website: [www.cca-dhph.org](http://www.cca-dhph.org) and Facebook: Cesar Chavez K-5 Academy & Cesar Chavez Academy (Middle School).

CCA uses an internet-based student information system called Power-School to provide attendance and grades information to parents. With Power-School, a student's progress can be monitored by his/her parent or guardian at any time. Weekly progress reports are also sent out to valid guardian email addresses each Monday during the school year. The Power-School Parent Portal can be accessed from the website, or by going directly to <http://powerschool.ccsnco.org>. Access information may be obtained from the front office. For questions or more information, contact the Power-School office at 719-744-0810.

## **Questions and Concerns**

If a question or concern should arise during the school year, we ask that you follow the protocol below. First, seek out your child's teacher. If your question or concern is not addressed, please contact the K-5 Student Support Advocate or MS Assistant Principal. If your question or concern is still not addressed, please feel free to notify your Academy Principal. This process is put in place to resolve each matter at its appropriate level. We also hope this will help answer questions and concerns in a more timely manner. If your question or concerns are not addressed after following this protocol, you

may contact the office of the Executive Director.

## CCA Expectations – AT CESAR CHAVEZ ACADEMY WE ARE...

- I. RESPECTFUL TO:**
  - SELF
  - OTHERS
  - PROPERTY
- II. RESPONSIBLE FOR:**
  - ALL CLASSROOM MATERIALS
  - BEING PROMPT AND SEATED AT THE BELL
  - BEING TRUSTWORTHY...WE NEVER CHEAT.
- III. RESOURCEFUL:**
  - WE ACT EFFECTIVELY IN ALL SITUATIONS AND WE GIVE OUR **BEST** FOR SUCCESS.
- IV. LOYAL TO THE “GOLDEN RULE”**
  - AT THE CESAR CHAVEZ ACADEMY, WE TREAT OTHERS AS WE WOULD WANT TO BE TREATED.

**WE ARE PROUD, LOYAL, HONEST, COURTEOUS, KIND, CARING,  
AND WE EXHIBIT GOOD SPORTSMANSHIP AT ALL TIMES**

## **CESAR CHAVEZ ACADEMY SOLUTIONS**

- STEP 1: WARNING AND REDIRECTION**
- STEP 2: DISCIPLINE WITH DIGNITY (PERSONAL COUNSELING)**
- STEP 3: PARENT/GUARDIAN CONTACT**
- STEP 4: STUDENT SUPPORT CONTACT**
- STEP 5: PARENT CONFERENCE**
- STEP 6: ADMINISTRATION INVOLVEMENT**

**\*\* DEPENDING ON THE SEVERITY OF THE INFRACTION, STEPS MAY BE SKIPPED. ACCORDING TO STATE LAW, CERTAIN OFFENSES REQUIRE IMMEDIATE SUSPENSION. (E.G. WEAPONS OFFENSES).**

## **Exceptional Student Services**

The Department of Exceptional Student Services provides support to students and teachers through the programs of English Language Acquisition, Gifted/Talented, Section 504 and Special Education. If you suspect that your student may qualify for support services in any of these areas, please begin your Response to Intervention (RtI) process, which will lead to an RtI Team referral. You may also contact the Director of ESS and Psychological Services for assistance. Additional information on students with disabilities, accommodations, and Section 504 policies and procedures may be found on the CCA website: [www.cca-dhph.org](http://www.cca-dhph.org).

## **Aguila Award**

The Aguila Award is the highest honor at CCA. Students that win the award are recognized at an assembly and taken to lunch. Students that demonstrate excellence in academic achievement, attendance, behavior and uniform compliance are eligible for the Aguila Award. The award is given quarterly to a male and female student from each grade level. This award is **not** a most improved award. Students must be outstanding in **all areas** to be nominated. Teachers nominate students for the Aguila Award and Academy Principals review nominees adherence to the school's mission and policies. In the elementary school, specials teachers vote to determine the final outcome.

*From our family at Cesar Chavez Academy to yours,*

*Welcome!*

## **CESAR CHAVEZ ACADEMY LETTER OF COMMITMENT**

### **School – Parent Compact for Success**

We believe that by taking shared responsibility for learning, we can ensure that the children enrolled in Cesar Chavez Academy will be successful learners and members of our community.

#### **AT THE CESAR CHAVEZ ACADEMY THE FACULTY, PARENTS, AND STUDENTS PLEDGE TO WORK TOGETHER TO:**

- ☒ Set high standards and expectations for all children;
- ☒ Provide and support sound instruction for all children; and
- ☒ Make our school safe and drug free.

**In order to achieve these goals the students, parents, and school faculty agree ...**

<b>...that students need to be in school and prepared to learn every day</b>
--

**CCA Parents will:**

- ❖ Ensure that children are in school every day in their designated uniform, on time and prepared to learn. A doctor's note may be required for any absence at the discretion of administration.
- ❖ Make every attempt to schedule appointments after school or late afternoon whenever possible. Vacations, hunting trips, and extended leave from school are strongly discouraged and must be pre-approved in writing by the K-5 Student Support Advocate or the Middle School Dean of Students.
- ❖ Understand that the school year and school day is longer to support greater learning opportunities. Attendance at Family Nights, Parent Meetings and Parent/Teacher Conferences is **mandatory** for students to maintain good standing.
- ❖ Monitor daily homework completion and student progress on Power School.
- ❖ Support learning at home by reading at least 20 minutes with their child daily, signing their Read & Respond, Read & Reflect form, as well as, provide a regular time and quiet atmosphere for children to complete homework.

**CCA Students will:**

- ❖ Complete their homework assignments daily and abide by classroom expectations.
- ❖ Come to class prepared and ready to learn.
- ❖ Complete Read & Respond, Read & Reflect form daily.
- ❖ Be in school every day in the proper uniform and on time.

**CCA School and Faculty will:**

- ❖ Offer a rigorous and challenging academic program.
- ❖ Provide learning opportunities and assign meaningful homework and extended projects.
- ❖ Communicate regularly with families about student progress.
- ❖ Model school culture and reinforce the CCA mission.
- ❖ Include parents in school governance and school activities.

<b>...that school should be a safe place, and communication is essential</b>
--

**CCA Parents will:**

- ❖ Keep emergency and contact information updated, and inform the CCA office of any changes as soon as possible.
- ❖ Purchase mandatory student insurance OR provide proof of Medicaid coverage.
- ❖ Accept liability for all costs associated with injury or accident if student insurance is not purchased.
- ❖ Speak to children about appropriate safe behavior and the dangers of drugs, alcohol and weapons.

**CCA Students will:**

- ❖ Serve as role models to their peers by following the student handbook policies.
- ❖ Commit to make our school safe and stay drug, alcohol and tobacco free.

**CCA School and Faculty will:**

- ❖ Set clear - firm safety, discipline and drug enforcement policies.
- ❖ Provide supervision in student areas during school hours.

**...that we live in a technological age**

**CCA Parents will:**

- ❖ Sign and abide by the CCA Acceptable Internet and Technology Use Agreement.

**CCA Students will:**

- ❖ Use technology appropriately in school and at home.
- ❖ Sign and abide by the CCA Acceptable Internet and Technology Use Agreement.

**CCA School and Faculty will:**

- ❖ Provide all children with access to the tools and technology that is needed to be an active learner.
- ❖ Provide parents with unlimited access to their child's grades and attendance through Power School.

**...that student success on the CSAP and other required assessments is an important component of the school's accountability to the community as a school of choice**

**CCA Parents will:**

- ❖ Support the learning of the Spanish language and emphasis on Latino history and culture.
- ❖ Support the rigorous CCA Curriculums by asking children regularly about their activities at school.
- ❖ Encourage student success on required assessments.
- ❖ Recognize that assessments are **mandatory**.

**CCA Students will:**

- ❖ Prepare for assessments by completing supplemental materials supplied by the school and participating in assigned programs such as, Tutoring and Homework club.
- ❖ Put forth maximum effort on all assessments.

**CCA School and Faculty will:**

- ❖ Support the curriculum chosen by the school.
- ❖ Participate in ongoing professional development and training activities in order to become better instructors.
- ❖ Provide instruction and materials to assist students in being successful on mandatory assessments.

**...that paperwork is necessary as are student fees**

**CCA Parents will:**

- ❖ Provide to faculty, in a timely manner, all documents necessary for enrollment such as birth certificate, immunization records, emergency/enrollment card, copies of RTI, ILP, IEP or any other educational plan, any available student test scores, previous report card, etc. (Failure to provide this documentation may cause enrollment at CCA to be forfeited.)
- ❖ Purchase all required uniforms.
- ❖ Purchase required school supplies.
- ❖ Pay all school fees.

**CCA School and Faculty will:**

- ❖ Make every effort to keep external costs at a minimum for parents.
- ❖ Assist parents in completing any important documents.

**...that we must all work together to make CCA the best it can be**

**CCA Parents will:**

- ❖ Follow the school calendar.
- ❖ Read newsletters and bulletins sent home from school.
- ❖ Fulfills Volunteer expectations during the school year.
- ❖ Assist the Board of Directors and the Parent Association in fundraising & other activities that support the mission of the school.
- ❖ Assist their children with projects and attend student presentations and performances.
- ❖ Read with your child, sign the CCA Student/Parent Commitment form at the end of this section agreeing with the contents and information provided in the student handbook, and support the conditions outlined therein.

**CCA Students will:**

- ❖ Respect and help all classmates and teachers.
- ❖ Show respect to each other, school property, all school faculty, and visitors.
- ❖ Read and support all policies in the handbook and code of conduct.

**CCA School and Faculty will:**

- ❖ Provide a positive learning environment to foster academic student success.
- ❖ Encourage 100% participation in parent-teacher conferences.

**STUDENT/PARENT COMMITMENT**  
(School Copy - Please fill out, sign, and return to the CCA office.)

I have read, understand and agree with the contents and information provided in the CCA student handbook, and support the conditions outlined therein.

**Parent/Guardian Name** (Please Print) \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Child's Name (first / last)** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **(Fall 2011)**

**Child's Name (first / last)** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **(Fall 2011)**

**Child's Name (first / last)** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **(Fall 2011)**

**Child's Name (first / last)** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **(Fall 2011)**

