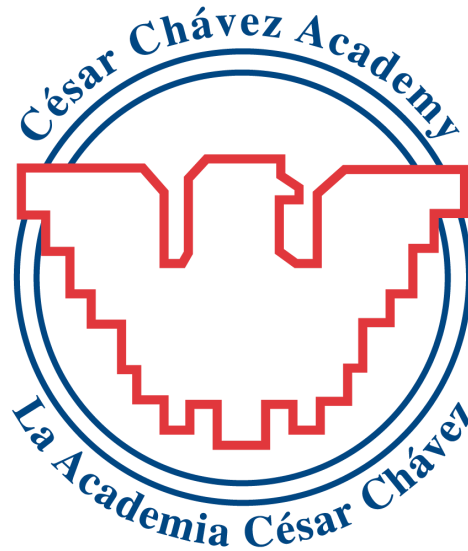




Lower Elementary • La Primaria

K-2 Student/Parent Handbook

“Si Se Puede”

8126 W. Vernor Hwy

Detroit, MI 48209

(313) 843-9440

www.chavezvernor.com

This handbook is used in conjunction with the District School Code of Conduct

Cesar Chavez Academy Mission: *“To provide a safe atmosphere of academic excellence that promotes thinkers and problem solvers who work cooperatively, with respect in an inclusive environment.”*



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Cesar Chavez Academy Lower Elementary Student/Parent Handbook

****Last revised:8/5/2025**

This document is subject to change based on best practices, changes in board policy, and/or changes in our District Code of Conduct. Any changes made to this document will be shared with families.

Questions	Answers
Mission	To provide a safe atmosphere of academic excellence that promotes thinkers and problem solvers who work cooperatively, with respect in an inclusive environment.
Vision	For all students to be college or career ready and positive, productive members in a global society. The statement supports our foundation, “Si Se Puede – Yes We Can”, which reflects the belief that every student is capable of greatness.
School Hours and Contact Information	Office Hours: 7:30am-4:30pm School Hours: 7:55am- 3:20pm Office Phone Number- 313-843-9440 School Leader- Gabriela Jaime Instructional Coach- Kristen Liss Office Manager- Laura Alvarado Social Worker- Steven Kalbfleisch and Teresa Velazco-Duran
What do I do if I change my address or telephone number?	It is very important that every student record contains up-to-date addresses and telephone numbers. Please notify the school immediately if you have a change of address, telephone number, or emergency contact information. The school cannot be held responsible for communicating with the parent if the phone has been disconnected or new contact information has not been forwarded to the school.
How can I remove someone from my child's emergency list?	If you are in need of removing someone from the emergency list please call the office with the proper information. Disputes amongst parents must be handled through the court. Please bring proper court documentation in the event of custody matters.
Where can I get information on school closure?	• The school will provide a text/voicemail- <i>please make sure the school always has an up-to-date phone number</i> • ClassDojo School Story Page • Facebook • Local news stations
When do school doors open for students?	Kindergarten- 7:50am 1st grade- 7:40am 2nd grade- 7:40am

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How will students get dropped off and picked up from school?	***Please See Student Drop-Off and Pick-Up Map for detailed information. <u>Student Drop Off:</u> Kinder- Church Parking lot off of Inglis 1st Grade- Norman Street Main Entrance 2nd Grade- Vernor Hwy. Wooden Doors • Parents will be asked to drop students off at the door. (No parents or families allowed in school building) <u>Student Pick Up:</u> • Students will be lined up with their assigned teacher. • Parents will get in the car line and have the student car sign visible to staff • Parent walkers will also get in line and show the student sign to staff. • Staff will walk students out. <i>Siblings can be dropped off together and will be picked up together at the youngest sibling's exit.</i> <i>We ask that during dismissal parents DO NOT park in the dismissal line.</i> Early Release Days On early release days all students are dismissed at 1:15pm. There is no surround care on early release days and students must be picked up on time.
What if my child arrives late to school?	If your child arrives after 8:05am, please drop your child off at the main door on Norman Street. Your child will be provided with a tardy slip and go directly to class.
What do I need to do if I must pick up my child early from school for an appointment?	We recommend that all appointments be scheduled after school hours or on non school days. If you must pick up a student early, please call the office ahead of time. Please provide the pick-up time, student name, grade level, and who is picking up. Students will be sent to the main doors on Norman Street. We ask that the student bring in an excuse from your doctor. Please <u>do not</u> pick up students between 2:30pm and dismissal time. This is too close to dismissal and is a disruption to the dismissal process.
Can my child go home with another family member or friend?	Students will be released only to individuals on the emergency contact list. Parents can contact the office to add family/friends to the emergency list that are over the age of 18 years old.

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Will parents or families be allowed into the school building?	Parents and guests are always welcome at Cesar Chavez Academy. All visitors must first stop at the Safety Desk, which is located at the Main Entrance. Visitors must get a pass in order to enter the building. PARENTS ARE NOT ALLOWED IN THE CLASSROOM WITHOUT OFFICE APPROVAL. Visitors who exhibit disruptive behavior or who become abusive towards staff will be restricted in school visitations.
Will bus transportation be provided?	Yes. Bus transportation will be offered between campuses. Parents must complete a bus transportation consent form.
How can I stay informed on what is happening at CCA Lower Elementary?	• ClassDojo- School Story Page and your child's class page– you can download the app on androids or iPhone • CCA Lower Elementary Facebook (link): https://tinyurl.com/39z2zn27
How do I get connected on ClassDojo?	~Download the FREE ClassDojo App on your phone through the Apple Store or Android marketplace. ~Create a “Parent” account with a cell phone number OR email address ~If you are new, you will receive a ClassDojo invite through text or email. (Save your password!)
What is the best way to contact my child's teacher during the school day?	During school hours, it is best to reach out through ClassDojo messenger or by email. The classroom teacher will respond during non-instructional time. <i>Phone calls will not be directed to the classroom during instructional time.</i> If you are interested in meeting with your child's teacher, please call the front office to set up a meeting before or after school.
What is the dress code policy for students?	Dress Code: Navy blue polo/shirt, khaki pants/skirt/shorts, rubber sole shoes Reminders • We highly recommend that students do not wear expensive jewelry as the school will not be responsible for lost items • No fake nails allowed • No make-up • No flip flops • No shoes with heels

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Attendance Policy	• It is the parent's responsibility to call the school by 9:00 AM the day the student is absent. If the parent does not call, the school will call that day to verify the absence. • All absences must be accompanied by an excuse or doctor's note, or it is considered an unexcused absence. • After (3) consecutive absences the student must have a medical note or any further absence will be counted as unexcused. • After three (3) unexcused absences parents are contacted by the school administrator or a social worker. • After ten (10) unexcused absences, parents will be contacted for educational neglect and will be invited to attend a meeting with school administrators to develop a plan for success. • A student with ten (10) consecutive unexcused absences will be dropped from Cesar Chavez Academy with no guarantee of re-enrollment. The consequences for excessive unexcused absences may be one or more of the following: • the student will be excluded from field trips to make up missed work • the student will be recommended for retention • the student will be dropped from the academy
Are all students served breakfast?	Yes, all students are served breakfast in the classroom from 7:55am- 8:15am. It is very important that students arrive on time for breakfast as this is a time for students to build important social skills and independence.
Where will students eat lunch?	Students will be eating lunch in the Great Hall. Occasionally students will eat in their classrooms if the Great Hall is unavailable.
Can my child bring lunch to school?	Yes, food can be brought to school. We just ask that it is in a bag so all food can be kept together. There will be no sharing of food and we are not able to microwave food for students. We are a Nut Free school, so please be mindful when packing your child's lunch that there isn't anything with nuts in it.
Are school meals healthy?	All school meals follow strict health guidelines set forth by the state. Menus will be sent out at the beginning of each month
Should I send a snack to school?	Yes, please send a healthy snack each day such as fruit, vegetables, yogurt, crackers, cheese. Students should also bring in a water bottle every day.
Will students get recess?	Yes, students will have recess during their lunch time as well as an additional 20 minute recess with their classroom teacher each day as weather permits. Students go outside for recess as long as the temperature is at least 32°. Please ensure that students are dressed for the weather. If you are in need of winter clothing please contact the office for assistance.

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Does my child need to go outside for recess if they are sick?	All students are required to go outside unless parents bring in an <i>excuse from a doctor</i> requesting for the student to remain indoors due to illness.
What if my child requires medication during the school day?	Parents need to contact the office and complete a medication form with proper medical documentation. Medication must not be left with a child. Per Wayne County rules, CCA is unable to administer over the counter medication.
What if my child has a food allergy?	Notify the office and classroom teacher and provide medical documentation.
Can I volunteer in my child's school/classroom?	We strongly encourage parent participation. If you are interested in volunteering, you can contact the main office or your child's teacher for volunteering opportunities. All volunteers must complete a volunteer form.
Volunteer Application	All volunteers are required to complete a volunteer application and must pass a criminal background check in order to volunteer at the school or sign up to be a chaperone.
What support is available if my child is struggling academically?	~At the beginning of the school year each student reading below grade level is provided an Individual Reading Instructional Plan. (discussed and provided at October conferences) ~Tier 2 interventions are conducted daily for 40 minutes for at-risk students. ~Tier 3 interventions are provided for those students who are in need of another layer of support. ~After school tutoring is also provided throughout the school year. ~Special Education services may be required for students who demonstrate patterns of strengths and weaknesses and are continuously struggling in the classroom. In these cases, parent consent is required in order for the student to be evaluated and possibly receive Special Education services.
Report Card Grading	<u>CCA Lower Elementary Grading Scale:</u> P: Passing (85%+) R: Reaching (70%-84.99%) NI: Needs Improvement (<70%)

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When will I receive a report card or progress report for my child?	~Report cards are mailed out after each quarter. ~Progress Reports are given out mid quarter. Progress reports will be given out at conferences or sent home with the student.
When are Parent-Teacher Conferences?	Quarter 1- October Quarter 2- December Quarter 3- March Quarter 4- May Communication regarding Parent-Teacher conferences will be sent to parents/guardians via ClassDojo, invitations, or letters sent home.
PROMOTION, PLACEMENT, AND RETENTION	It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. A student will be promoted to the succeeding grade level when he/she has: • in the opinion of the professional staff, achieved the instructional objectives set for the present grade; • demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade. The School Leader shall develop administrative guidelines for promotion, placement, and retention of students which: • ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the School's core curriculum; • require the recommendation of the relevant staff members for promotion, placement, or retention; • require that parents are informed in advance of the possibility of retention of a student at a grade level; • assure that efforts are made to remediate the student's difficulties before he/she is retained; • assign to the School Leader the final responsibility for determining the promotion, placement, or retention of each student.
How does the school handle discipline?	Cesar Chavez Academy Lower Elementary follows the District Code of Conduct for all disciplinary actions.
Can my child have a cell phone at school?	Students are not allowed to have cell phones at school. Cell phones- if found, will be turned into the office and can be picked up by a parent.

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Does the school have a Lost and Found?	Yes, any clothing, backpacks, or lunch bags found outside of the classroom will be placed in the lost and found bin. This bin is located in the Great Hall. Please contact your child's teacher first if something is missing, as most teachers have their own lost and found area in the classroom.
Can I bring in treats to celebrate my child's birthday?	Yes, please communicate with your child's teacher when it would be best to drop off the treats to the main door.
What if my child is sick/absent on Picture Day?	There will be a Picture make-up day later in the school year. This will be communicated on ClassDojo. Also, parents that are not satisfied with the first picture can have their child's picture retaken on this day.
Will my child's class go on a field trip, and can I attend?	Field trips are taken throughout the school year. Classroom teachers will notify parents and send home permission slips. Permission slips will have a section for parents who are interested in being a chaperone. Limited chaperone spaces are available for each field trip. Chaperones will be required to complete a volunteer application and must pass a criminal background check. Chaperones may not bring siblings on field trips.
Will there be after-school child care (surround care)?	Yes, after-school care (Surround Care) will be available by application only. Only students with a completed application will be allowed in after-school care. Surround care applications are limited to 30 spots. Surround care charges \$20 per student each month. All students in surround care must be picked up by 5:30pm. Students must be picked up by 5:30pm or pay \$1 per additional minute.
Will there be after school clubs or events?	Yes we are planning to have after school tutoring, fun clubs, programs, and events. After school tutoring is meant for at-risk students and will be by teacher invitation. Fun Clubs and after school events will be posted on ClassDojo. Transportation is unavailable for after school programs.
Do students practice what to do in case of an emergency?	Yes, Cesar Chavez Academy follows all state requirements which include emergency drills. Each year we conduct the following drills with students and staff. • Fire Drills • Lockdown Drills • Tornado Drills

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Does the school conduct lice checks?

Lice and their eggs (nits) can become a major challenge anywhere where large numbers of people gather in social settings such as schools, churches, and businesses. At César Chávez Academy (CCA), the goal of our school community is an environment that is clean, safe, and healthy. Unfortunately, lice can become an impediment to a clean school if they are permitted to thrive.

CCA will enforce the following guidelines:

- Students may be checked to determine if lice or their eggs (nits) exist.
- Thorough lice checks will be performed on an as needed basis.
- Students found with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.
- Students will be readmitted after they have been checked by a designated CCA staff person. Any days absent after the initial day will NOT be excused.
- CCA is prohibited from dispensing lice-egg remover to any parent, guardian or child. Referrals may be made to a city clinic (i.e CHASS Clinic at 313.849.3920).
- Students affected by head lice are required to make-up school homework related to school hours lost.
- Students and/or parents are responsible for communicating with the teacher about when and how make-up school work will be made-up.

Positive Behavior Support Program

At Cesar Chavez Academy Lower Elementary we work on building positive relationships with our students. We also work on building positive character traits through social emotional learning (SEL) activities. Students have an SEL class once a week where they learn about character traits and how to solve problems in a positive way.

What are we doing for all students to promote positive behaviors?

The following are some of the strategies we are implementing to support positive behaviors.

- Teach behavior expectations daily
- Teachers greet kids at the door each day.
- School wide morning announcements on zoom to build community.
- Daily social emotional lessons and activities.
- Student of the Month
- Positive praise throughout the day
- Classroom Jobs

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What are we doing for students in need of more support?	The following are some strategies we are implementing for students in need of further social/emotional support. • Calming area in each classroom • Calming tools, like squishy balls • Calming Strategies • Check In- Check Out Mentoring • Small Group Social Skills Instruction • 1-1 Social Work Support • Flexible Seating
	Threat Assessment and School Safety Policy
Our Commitment to Safety	Student and staff safety is our highest priority. Our academy uses a comprehensive threat assessment process whenever a student makes a threatening statement or exhibits concerning behavior. This is a school safety initiative, not a criminal process.
When Threat Assessment is Activated	Our process is triggered by: • Verbal threats to harm self, others, or school property • Gestured threats of bodily harm such as: finger guns, stabbing or slicing gestures (both direct or indirect) • Written/illustrated/digital threats in assignments, social media, texts, or emails • Concerning behaviors such as obsessive interest in weapons or violence, planning harmful actions, or significant behavioral changes with threatening language
Our Response Process	1. Immediate Safety Assessment • Ensure safety of all students and staff • Secure evidence and implement safety measures 2. Investigation • Interview the student who made the threat • Interview any witnesses, including students and staff with relevant information • Review student's history and consult with teachers/counselors • Examine physical or digital evidence 3. Risk Evaluation • Assess credibility and seriousness of threat • Evaluate student's intent and ability to carry out threat • Determine risk level to school community

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	4. Mental Health Screening (When Appropriate) Depending on investigation findings, mental health screening may be conducted when: • Student shows signs of mental health crisis • Threatening behavior appears related to emotional/psychological concerns • Professional assessment is needed to understand students' mental state 5. Safety and Support Planning • Create individualized interventions based on findings • Implement safety measures and monitoring • Coordinate support services • Establish clear expectations 6. Parent Notification • Notify parents about the process • Involve families in developing support plans • Maintain ongoing communication
Our Approach	Our goals are to: • Understand circumstances behind threatening behavior • Provide support for struggling students • Prevent escalation before harm occurs • Ensure community safety • Connect students with helpful resources
Confidentiality	Information is shared only with: • Parents/guardians of involved students • Essential school personnel ensuring safety • Mental health professionals providing services • Law enforcement, when necessary or legally required • Other parties necessary for school safety

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Consequences and Follow-Up	Outcomes are based on threat nature, student intent, and safety needs, and may include: • Counseling and mental health support • Safety planning and monitoring • Disciplinary actions per school policy • Temporary removal pending assessment • Community resource referrals
How You Can Help	Students: Report concerning behavior to trusted adults. Seek help if struggling. Parents: Maintain open communication with your child. Contact school with concerns. Support safety initiatives.
Conclusion	Our threat assessment process maintains a safe learning environment while supporting students in need. This educational safety initiative helps identify concerns early and provides appropriate intervention and support. <i>This policy is implemented in accordance with state and federal guidelines for school safety and threat assessment best practices. The policy is reviewed annually and updated as needed to reflect current research and legal requirements.</i>
	Student Mental Health and Suicide Risk Assessment Policy
	Our Commitment to Student Safety and Wellbeing The safety and well-being of our students is our highest priority. As part of our comprehensive approach to student support, our school implements evidence-based mental health screening procedures when students exhibit signs of emotional distress that involve the potential risk of self-harm. These screenings are conducted by trained mental health professionals and are designed to ensure students receive appropriate support and intervention when needed.

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When Suicide Risk Screenings May Be Conducted	Our trained mental health professionals may conduct suicide risk screenings when students exhibit concerning behaviors or warning signs, including but not limited to: Verbal Indicators: • Direct statements about wanting to die, hurt themselves, or end their life • Expressing feelings of hopelessness, worthlessness, or being trapped • Talking about being a burden to others Behavioral Changes: • Evidence of self-harm behaviors (cutting, burning, etc.)
Our Screening Process	When concerning signs are identified, our process includes: 1. Immediate Safety Assessment: A trained mental health professional will conduct a confidential screening to assess the student's current safety and wellbeing. 2. Professional Evaluation: The screening will be conducted using evidence-based assessment tools by qualified school mental health personnel. 3. Parent/Guardian Notification: Parents or guardians will be contacted immediately when a screening is conducted, except in cases where doing so might increase risk to the student. a. Parents may be asked to sign a "Duty to Inform". This letter is intended to signify a mutual understanding of risk. It is not a legal document; therefore, there is no penalty for not signing it. 4. Collaborative Planning: We will work with families to develop appropriate support plans and connect students with necessary resources. 5. Follow-up Support: Ongoing monitoring and support will be provided as needed to ensure student safety and wellbeing.
Confidentiality and Privacy	We are committed to protecting student privacy while ensuring safety. Information from mental health screenings is kept confidential and is only shared with: • Parents/guardians (unless disclosure would increase risk) • Essential school personnel involved in the student's support • External mental health professionals as appropriate • Emergency responders if imminent danger exists

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Mandated Reporting Requirements

As educational professionals, our staff are mandated reporters under state law. This means we are legally required to report certain situations to protect student safety, including:

Child Abuse and Neglect: If a student discloses or we suspect abuse, neglect, or maltreatment at home, we must report this to Child Protective Services and/or law enforcement as required by law.

Imminent Danger to Self or Others: When a student presents an immediate risk of serious harm to themselves or others, we may need to contact emergency services, law enforcement, or crisis intervention teams to ensure safety.

Court-Ordered Disclosures: In rare cases, we may be required to share information pursuant to court orders or legal proceedings.

Important Notes About Mandated Reporting:

- These reports are made to protect student safety, not to punish families
- We will make every effort to inform parents/guardians when reports are made, unless doing so would increase risk to the student
- Our goal is always to work collaboratively with families while fulfilling our legal obligations to protect children
- Students will be informed about the limits of confidentiality in age-appropriate ways before participating in mental health screenings

We encourage open communication with families about these requirements and are available to answer questions about how mandated reporting works in practice.

Our goal is to create a safe, supportive environment where all students can thrive academically, socially, and emotionally. We appreciate your partnership in supporting the mental health and wellbeing of our school community.

This policy complies with state and federal regulations regarding student mental health services and is reviewed annually to ensure best practices in student safety and support.

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What are my expectations as a parent of CCA Lower Elementary?

Parents are expected to do the following:

- Bring students to school everyday and on time
- Have a *second* contact person in case of an emergency
- Call the office if student will be absent
- Stay connected on ClassDojo
- Attend parent/teacher conferences
- Review student folders/bookbags daily
- Follow entry and exit procedures- NO visitors will be authorized to enter the building unless previously scheduled or office authorization
- Make sure student gets proper sleep
- Talk to children about good hygiene practices
- Read with your child every night for at least 20 minutes
- Make sure your child is healthy to come to school- See document: "When to keep Your Child Home"

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