



**César Chávez Academy  
Upper Elementary School**

4100 Martin St.  
Detroit, MI 48210  
Tel: 313.361.1083  
Fax: 313.361.1095  
www.chavezacademy.com

**Mission:**

To provide an opportunity  
for all students to learn in  
a safe atmosphere of  
academic excellence.

**Misión:**

Proveer una oportunidad a  
todos los estudiantes para  
aprender en una atmosfera  
segura de excelencia  
académica.

Welcome CCA Parents, Families, & Students!

I hope this letter finds you in good health and enjoying the summer. After an unusually hot summer, we hope that you and your child are anxious to begin the 2014-2015 school year. Together with all the teachers and staff, we know that this will be an exciting and productive year. We look forward to getting to know you and your student, and to working together so that everyone will enjoy their share of academic success!

With the start of the new year quickly approaching, please note some of the events that have been planned and scheduled (some of these have changed from previous years):

**1. Registration Dates (MANDATORY)**

- Monday, August 11<sup>th</sup> **3<sup>rd</sup> grade** 10:00 am-3:00 pm
- Tuesday, August 12<sup>th</sup> **4<sup>th</sup> grade** 10:00 am-3:00 pm
- Wednesday, August 13<sup>th</sup> **5<sup>th</sup> grade** 10:00 am-3:00 pm

**Make up dates:**

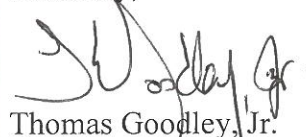
- Thursday, August 14<sup>th</sup> and Friday August 15<sup>th</sup> (**All grades**)  
3:00 pm-6:00 pm
- Where: CCAUE Annex Building (gym/cafeteria)
- Drop-in & complete your child's 2014-15 registration  
(including emergency information, lunch registration,  
school programs)
- Pick up your student's uniform

**2. First Day of School**

- Tuesday, September 2, 2014
- School Hours: 8:00 am – 3:30 pm
- Breakfast starts at 7:00 am – 7:50 am

If you have questions or concerns that need to be addressed before the first day of school, please call the school. I thank you in advance for your help in making this next school year a success.

Sincerely,

  
Thomas Goodley, Jr.  
School Leader





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Bienvenidos padres, estudiantes y familia de CCA!

Espero que al recibir esta carta se encuentren bien de salud y disfrutando del verano. Después de un verano inusualmente caluroso, esperamos que usted y su hijo estén ansiosos por empezar el año escolar 2014-2015. Junto con todos los maestros y el personal, sabemos que este será un año emocionante y productivo. Esperamos poder conocerlo a usted y a su estudiante, para trabajar juntos y para que todos disfruten de su participación en el éxito académico!

El inicio del nuevo año se acerca rápidamente, por favor, tenga en cuenta algunos de los eventos que han sido planificados y programados (algunos de éstos han cambiado respecto a años anteriores):

1. Fecha para las orientaciones (**MANDATORIAS**)

- Lunes 11 de Agosto      **3er Grado**    10:00 am-3:00 pm
- Martes 12 de Agosto    **4to Grado**    10:00 am-3:00 pm
- Miércoles 13 de Agosto   **5to Grado**    10:00 am-3:00 Pm

**Días opcionales**

Jueves 14 de Agosto y Viernes 15 de Agosto (Todos los grados)  
3:00 pm-6:00 pm

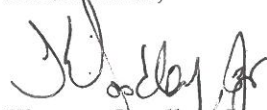
- Donde: Anexo de CCA Martin
- Complete y entregue el paquete de registración de su hijo/a para el año escolar 2014-15 (incluye tarjeta de emergencia, aplicación de almuerzo, etc.)
- Recoger el uniforme de su estudiante

2. Primer día de clases:

- 2 de Septiembre 2014
- Horario escolar: 8:00 am-3:30 pm
- Desayuno: De Lunes a Viernes de 7:00 am-7:50 am

Si usted tiene alguna pregunta o preocupación que quisiera tratar antes del comienzo escolar, por favor llame a la oficina. Agradezco con anticipación su ayuda para lograr que este año escolar sea un año de éxitos!

Atentamente,

  
Thomas Goodley, Jr.  
Director Escolar





## Parental Involvement Plan

| Measure  | Data Collection  | Analysis   | Reporting Performance Results   |
|--|--|--|---|
| 90% of CCA parents K-12 will attend Parent Teacher Conferences.  | Sign-In Sheets   | Questionnaire measuring effectiveness of conferences.  | Parents, board, The Leona Group (TLG), teachers, Saginaw Valley State University (SVSU) and students.   |
| All parents will receive copies of school newsletters issued every month in English and Spanish.   | Monthly copies of newsletters.   | Questionnaire measuring effectiveness of newsletters. Parent feedback.   | Parents, board, TLG, teachers, SVSU and students. Local newspapers will also receive copies of newsletters including Latino Press and el Central. |
| All parents will be invited to participate in meaningful classroom activities that involve increasing academic success and learning.                               | Logs of parents who participate daily or weekly in classroom activities.                                     | MEAP results that demonstrate a connection between levels of parental participation and academic gains.  | Parents, teachers and students.   |
| Parents who have traditionally not participated in school programming (immigrant and bilingual parents) will become more involved in school activities.            | Logs calculating the number of minority, immigrant and bilingual parents involved in school-wide activities. | Immigrant, minority and bilingual parents will feel more comfortable in volunteering at school functions. Parents will participate in meaningful classroom activities. | Parents, board, The Leona Group (TLG), teachers, Saginaw Valley State University (SVSU) and students  |
| Weekly parent meetings that address topical issues.  | Sign-In Sheets; number of parents who participated.  | Surveys that evaluate effectiveness.   | Parents, TLG, SVSU, staff and the board   |
| All parents will participate in some after-school volunteer activity.  | Sign-In Sheets; number of parents who participated.  | Survey that evaluates after-school programs for children and students.   | Parents, TLG, staff and the board   |
| Parents will market CCA schools and programs   | Sign-In Sheets; number of parents who participated.  | Empirical evidence that demonstrates high levels of student recruitment levels in K-12, including waiting lists.   | Parents, TLG and the board  |
| All families will respond to a yearly Parent Survey that evaluates school climate and culture, academic programs, physical environment, leadership and instruction | Returned Parent Surveys  | Analysis of parent surveys and measured by most effective to the least effective.  | Parents, TLG and the board. Wider Detroit area community.   |



## **Title I Parent Orientation/Registration**

- Welcome
- News about our School
- Registration and Uniforms
- Title I 10 components
- Attendance Policy
- Uniform Policy
- PBIS
- Parent student acknowledgement and agreement

**THANK YOU FOR COMING!**



## **Parent Expectations**

Parent involvement continues to be a positive and powerful source of influence for the achievement of children and teens. Academic achievement increases when parents are involved in their child's education. The more involved the parents are, the greater the positive impact on academic achievement.

Schools and parents share the responsibility for improving academic achievement.

Cesar Chavez Academy is responsible for providing a high-quality curriculum and instruction in a supportive and effective learning environment.

Parents' responsibilities include supporting their children's learning by monitoring attendance, homework completion, and use of extracurricular time, volunteering in classrooms, and participating in decisions pertaining to their children's education.

In order for your child to have the best education at Cesar Chavez Academy, we have established high expectations for administration, staff, students and the parents.

## **Parent Expectations**

As a parent I will:

1. Support the rules and behavior program of the school and guarantee that my child will follow the rules and standards of the school and of their teachers.
2. Provide help and support at home to my child so that academic goals may be achieved. This may include, for example, providing encouragement and a satisfactory time and place for the student to complete homework.
3. Make sure my child is in school daily unless they are sick.
4. Make sure my child is in the proper uniform daily.
5. Make sure my child is on time for school (8:10am).
6. Show a genuine interest in the progress and grade reports concerning my child.
7. Attend parent/teacher conferences.
8. Attend regularly scheduled school programs involving my child.

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Parent's Signature

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Student Name-Grade

---

Date



# Attendance

Good attendance is essential if students are to reach their potential. Each day is an important opportunity to learn. Additionally, children age 6 through 16 are required by state law to attend school with few exceptions. Parents are required to ensure their son/daughter maintains good attendance. Parents will also provide current emergency phone numbers.

It is the parent's responsibility to call the school by 9 AM the day the student is absent. If a parent does not call, the school will call the parent that day to verify the absence. After three (3) consecutive absences or a total of ten (10) absences is during the school year, a student must have a note from a medical doctor or any further absences will be counted as unexcused. However, a period of extended illness (such as for the chicken pox) may be considered a single absence for this requirement.

A parent who has a child with a chronic illness will be given a form to be completed by a medical doctor; the form must be filed at the school. After review by school personnel, this form may exempt the parent/student from securing a doctor's statement each time the student has an absence related to this illness for the school year.

Consequences for unexcused absences are as follows:

Elementary: After four (4) unexcused absences. Parents are contacted by school administration or a social worker. After six (6) unexcused absences, the Wayne County Prosecutor will be contacted for educational neglect. Any combination of unexcused absences and tardies totaling ten (10) may be considered as a reason for retention and must go in front of the CCA Board of Directors for consideration to continue attending CCA.

Middle School/High School: Ten (10) unexcused absences may result in loss of credit in a class. Loss of credit may result in retention. Students may be considered tardy to class if they arrive after the bell rings or after the designated starting time if there is no tardy bell. In the high school, credit may be lost after eight (8) unexcused absences.

Please refer to pages 14-16 in the Student Code of Conduct for more information about Attendance Policies.

# Dress Code

The following code is designed to help foster a professional environment in the school and to prepare the students for the professional world. **THE DRESS CODE POLICY IS IN EFFECT EVERY SCHOOL DAY.** School Leaders or his/her designee may determine if a particular attire distracts from the school's professional and learning environment. The dress code may be altered for special events; students will be notified of these days in advance.

## Uniform and Dress Code for Students

### Uniform and Dress Code for Students

The César Chávez Academy dress code is intended to create a safe educational setting for all students. César Chávez Academy School District adheres to a strict daily dress code policy.

1. Khaki pants worn at the waist/skirts (knee length with stockings or nylons for girls).
2. Collar navy blue polo shirt with or without the CCA logo, must be tucked in. Students are permitted to wear a **long sleeve navy blue or white shirt** underneath their uniform shirt. No other colors are permitted.
3. **SOLID BLACK dress shoes** which cover the heel, no high heel shoes will be permitted or shoes with light colored soles. Grades (8-12)
4. Brown or black belt. (if necessary)
5. White or navy blue cardigan style (button down) sweaters are permissible.

**Students in all grades will be prohibited from wearing:**

1. Boot cut pants (casual dress day only), jeans (casual dress day only), polyester spandex

or lycra pants/skirts, skorts/shorts, capri pants, and culottes, are prohibited.

2. Jackets or hooded sweatshirts may **NOT** be worn during the school day.

3. Clothing and accessories that promote alcohol, tobacco, or drug usage or which display weapons or violence and which cause or are likely to cause a disruption within the school environment.
4. Clothing and accessories that contain vulgar, derogatory or suggestive diagrams, pictures, slogans or words that may be interpreted as racially, religiously, ethnically, or sexually offensive and which cause or are likely to cause a disruption within the school environment.

5. Clothing symbolic of gangs or disruptive groups associated with threatening behavior, harassment or discrimination which cause or are likely to cause a disruption within the school environment.

6. Head coverings of any kind in the building (except for religious or medical reasons). Bandanas are prohibited.

7. Tank tops, tub tops, mesh tops, sheer tops, sleeveless tops, halter, or bare midriff tops. Shirts cannot have necklines that are lower than the straight line from top of underarm across to opposite underarm. Shirts must cover shoulders, must have sleeves, and must extend past the top of the pants. Display of cleavages not permitted. Tops may not expose midriff, and clothing must cover undergarments at all times.

8. Pajamas, loungewear, and dorm pants are prohibited.

9. Leggings or tight fitting spandex type pants, pants with side slits or holes above the knees, See-through pants, tights, or leotards worn as outer garments.

10. Sagging pants, pants worn low on the hip so as to reveal underwear or skin. Pants must be worn with both legs down (not one leg rolled up), and pants legs may not extend past the sole of the shoe. Clothing must cover undergarments at all times.

11. Bedroom slippers, roller sneakers, and high heeled shoes are prohibited. Shoes must be worn at all times. Athletic shoes may be worn for Physical Education only. Flip flops, sandals, open-toed and open-heeled shoes are prohibited.

## **Hair, Jewelry and Make-Up**

1. No "Mohawks" style haircuts or glitter.
2. Males must have an appropriate and professional haircut. Hair cannot pass the shirt collar, eyebrows or ears.
3. Males who have facial hair must be neatly groomed (beard, mustache etc.).
4. Females must wear appropriate and professional hairstyles.
5. Makeup, lipstick, nail polish and lotions are not allowed. Lotions are not to be used in the classrooms. (K-8)
6. Jewelry is allowed, ONLY when in moderate use.
  - a. Collars and chains/necklaces are to be worn inside the shirt or blouse.
  - b. Females are not to wear hoop earrings larger than the size of a quarter. Females are not allowed to wear earrings that „dangle" longer than ½ inch.
  - c. Rings are allowed, one (1) per hand.
  - d. Males are allowed to wear "post" earrings.
  - e. Any visible piercing other than ear piercing are prohibited. (eye, lip, nose, etc.)
7. Visible tattoos are strictly prohibited. Tattoos of any nature must be covered.

If the procedure outlined above is not possible, the student will be requested to contact his/her parent or guardian in order to obtain suitable clothing before returning to class.

Violations will be documented and reported to parents.

In addition to the above, repeated offenses of the Dress Code regulations will result in disciplinary action.

Administration reserves the right to determine inappropriate clothing, hairstyles, make-up etc.

## **Cabello, Joyería y Maquillaje**

1. No recortes de estilo "Mohawks".
2. Los hombres deben tener un corte de pelo adecuado y profesional. El pelo no puede pasar el cuello de la camisa, las cejas o los oídos.
3. Los varones que tienen vello facial deben estar recortados cuidadosamente (barba, bigote, etc.)
4. Las mujeres deben usar peinados apropiados y profesionales.
5. No se permite maquillaje, lápiz labial, esmalte de uñas y lociones. Las lociones no se utilizaran en las aulas. (K-8)
6. Se permite joyería, SOLAMENTE cuando está en uso moderado.
  - a. Collares y cadenas / collares deben ser usados dentro de la camisa o blusa.
  - b. Las mujeres no deben usar aretes de aro más grande que 1/4. Las mujeres no se les permite usar aretes que "cuelgan" más de ½ pulgada.
  - c. Anillos se les permite, uno (1) por mano.
  - d. Los varones se les permite usar aretes "post".
  - e. Cualquier perforación visible aparte de la perforación del oído están prohibidos. (ojo, labios, nariz, etc)
7. Tatuajes visibles están estrictamente prohibidos. Tatuajes de cualquier naturaleza deben estar cubiertos.

Si el procedimiento descrito anteriormente no es posible, se solicitará al alumno en contacto con su padre / madre o tutor para obtener ropa adecuada antes de regresar a clases.

Violaciones serán documentadas y reportadas a los padres.

Además de lo anterior, las infracciones repetidas de las normas del código de vestimenta resultarán en una acción disciplinaria. La administración se reserva el derecho de determinar la ropa inadecuada, peinados, maquillaje, etc



| Behavior   | YELLOW  | ORANGE   | RED (Sent to Office)  |
|--|---|--|---|
| <b><u>Inappropriate Language</u></b> <ul style="list-style-type: none"> <li>Name calling</li> <li>Using inappropriate: <ul style="list-style-type: none"> <li>language</li> <li>content</li> <li>gestures (straight to orange)</li> </ul> </li> <li>Swearing (straight to orange)</li> <li>whining</li> </ul>                        | Straight to Orange  | <ul style="list-style-type: none"> <li>Note home signed</li> <li>Letter of apology</li> <li>Break or detention –with Think Sheet</li> </ul>  | 1 <sup>st</sup> Offense <ul style="list-style-type: none"> <li>Call home</li> </ul> 2 <sup>nd</sup> Offense <ul style="list-style-type: none"> <li>Parent Meeting</li> </ul> 3 <sup>rd</sup> Offense <ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Parent Pick up</li> </ul>        |
| <b><u>Disrespect</u></b> <ul style="list-style-type: none"> <li>Talking out of turn</li> <li>Refusing to do work</li> <li>Refusing to follow directions</li> <li>Talking back</li> <li>Laughing at others</li> <li>Misuse of supplies, equipment, or materials</li> <li>Lying/stealing minor</li> <li>Cheating</li> </ul>            | <ul style="list-style-type: none"> <li>Warning</li> <li>Verbal apology</li> <li>Have a student repeat expectations</li> <li>Change seats*</li> <li>Have a student sit next to teacher*</li> </ul> | <ul style="list-style-type: none"> <li>Note home signed</li> <li>Letter of apology</li> <li>Break or detention –with Think Sheet</li> <li>Time out from activity*</li> </ul>                         | 1 <sup>st</sup> Offense <ul style="list-style-type: none"> <li>Call home</li> </ul> 2 <sup>nd</sup> Offense <ul style="list-style-type: none"> <li>Parent Meeting</li> </ul> 3 <sup>rd</sup> Offense <ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Parent Pick up</li> </ul>        |
| <b><u>Minor Physical Contact/Stealing</u></b> <ul style="list-style-type: none"> <li>Grabbing</li> <li>Pushing</li> <li>Bumping</li> <li>Throwing things at person</li> <li>Stealing (minor- pencils, markers, glue etc.)</li> </ul>   | Straight to Orange  | <ul style="list-style-type: none"> <li>Note home signed</li> <li>Letter of apology</li> <li>Break or detention –with Think Sheet</li> <li>Separate area*</li> <li>Time out from activity*</li> </ul> | 1 <sup>st</sup> Offense <ul style="list-style-type: none"> <li>Leader Call Home</li> </ul> 2 <sup>nd</sup> Offense <ul style="list-style-type: none"> <li>Parent Meeting</li> </ul> 3 <sup>rd</sup> Offense <ul style="list-style-type: none"> <li>Behavior Contract</li> <li>Parent Pick up</li> </ul> |
| <b><u>Major Physical Contact/Stealing</u></b><br><b><u>Major</u></b> <ul style="list-style-type: none"> <li>Pinching</li> <li>Hitting</li> <li>Spitting</li> <li>Scratching</li> <li>Kicking</li> <li>Fighting</li> <li>Leaving a mark</li> <li>Stealing repeatedly, expensive items</li> <li>Poisoning (5day suspension)</li> </ul> | Straight to Red   | Straight to Red  | <ul style="list-style-type: none"> <li>Leader Phone call</li> <li>Parent pick up</li> <li>Suspension <ul style="list-style-type: none"> <li>Incident determines severity</li> </ul> </li> </ul>   |
| <b><u>Harassment/Threatening</u></b> <ul style="list-style-type: none"> <li>Sexual comments</li> <li>Racial comments</li> <li>Inappropriate touching</li> <li>Inappropriate or threatening gesture</li> <li>Threatening letter, drawing</li> <li>Cyber bullying (Facebook, text, email etc)</li> </ul>                               | Straight to Red   | Straight to Red  | <ul style="list-style-type: none"> <li>Leader Phone call</li> <li>Parent pick up</li> <li>Consequence will vary from multiple detentions to suspension</li> </ul>   |
| <b><u>Gangs</u></b> <ul style="list-style-type: none"> <li>Imitation through dress</li> <li>Writing or behavior</li> <li>Destruction of property</li> <li>Graffiti</li> </ul>  | Straight to Red   | Straight to Red  | 1 <sup>st</sup> Offense <ul style="list-style-type: none"> <li>Leader call Home</li> <li>Parent pick up</li> </ul> 2 <sup>nd</sup> Offense <ul style="list-style-type: none"> <li>Suspension</li> </ul>   |
| <b><u>Weapons</u></b> <ul style="list-style-type: none"> <li>Metal Nail file</li> <li>Nail Clippers</li> <li>Lighter/matches</li> <li>Any type of knife</li> <li>Gun (any type)</li> <li>Use of object as a weapon</li> </ul>  | Immediate office and refer to Board   |  |   |

\*Teacher/ Staff Discretion

**CÉSAR CHÁVEZ ACADEMY**  
**PARENT/STUDENT ACKNOWLEDGEMENT AND AGREEMENT**

\_\_\_\_\_ School Location \_\_\_\_\_  
Student's Name (Please Print)

By signing below, we acknowledge that we have received and are responsible for adhering to the terms of this Student Code of Conduct. We further agree that use of Network and Internet access will, at all times, comply with the District's Technology Access and Acceptable Use Policy, as summarized in this Code.

I have read and acknowledge receipt of the following policies at César Chávez Academy:

- ☐ Student Code of Conduct
- ☐ Dress Code Policy
- ☐ Discipline Policy
- ☐ Acceptable Computer Usage Policy
- ☐ Attendance Policy
- ☐ Cell Phone Policy
- ☐ Parent/Student Compact Agreement

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date





Dear parents/or guardians,

Bus transportation will be available for students for all Campuses.

There will be morning and afternoon trips. Parents that miss the bus will be responsible for their child's transportation that day. Breakfast will be available at the Martin Campus when they arrive.

An afternoon bus will return the students to the Vernor and the other campuses. For safety reasons, we do not want children unattended, please be prompt when picking up your child from the bus. Surround care is available at the Martin Campus until 5:30pm for the students that do not get picked up in time. Any student waiting after 3:45pm for a ride will be required to report to Surround Care. Surround care is \$2.00 per hour per child and it has an extra charge of \$1 dollar per MINUTE after 6pm if your student is not pick up by 5:30pm.

We would like to set a consistent schedule. Please discuss the bus routine with your child so they know where to go and on which day.

Bus rules are located in the code of conduct and are expected to be followed at all times. Students are to remain seated, hands and head inside the bus, no yelling and no pushing when getting off the bus. Bus problems or incidents will be reported to the office. Students will follow a 3 strike plan. At 3 strikes they will lose the privilege to ride the bus for a month, parents will be responsible for drop off and pick up. Please discuss the importance of this with your child.

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Please fill out the information below and return it to the school office.

Student name: \_\_\_\_\_

Teacher/Room Number: \_\_\_\_\_ Grade: \_\_\_\_\_

My child will:

\_\_ Ride the bus (which days?) \_\_\_\_\_

\_\_ Get picked up (which days?) \_\_\_\_\_

\_\_ Walk home (which days?) \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Phone number: \_\_\_\_\_