

Sacramento City Unified School District
Cesar E. Chavez
Intermediate School

STUDENT/PARENT
HANDBOOK
2023-2024

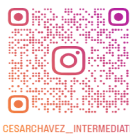


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Sacramento, CA 95822
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website: <https://cesarchavez.scusd.edu>

Find us on facebook:

<https://www.facebook.com/groups/642640339669353/>



Instagram

CESARCHAVEZ_INTERMEDIATE

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Enrique Flores, Instructional Assistant Superintendent

Cesar Chavez Intermediate School General Information

Address: 7500 32nd Street, Sacramento, CA 95822

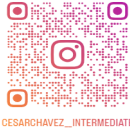
Phone: (916) 395-4530 Fax: (916) 433-7396

Office Hours: 8:30 a.m. - 3:30 p.m.

ASES: 3:02 - 6:00 PM

WEBSITE: <https://cesarchavez.scusd.edu>

FACEBOOK PAGE: <https://www.facebook.com/groups/642640339669353/>



Instagram

Principal:

Sara Munn, (916) 890-6722 sara-munn@scusd.edu

Resource Teacher:

Pang Moua, (916) 395-4530 | pang-moua@scusd.edu

Office Manager:

Maria Fernanda Placencia, (916) 395-4530 | maria-placencia@scusd.edu

Student Support Center:

Erin Ryan, erin-ryan@scusd.edu

ASES Manager:

Jennifer Gutierrez Loera, 916-863-8497

Title IX

"The Sacramento City Unified School District is committed in all its activities, policies, programs, and procedures to provide equal opportunity for all to avoid discrimination against any person regardless of race, sex, religion, color, national origin, disability, marital status, or age.

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Cesar E. Chavez Intermediate School Bell Schedule | 2023-2024

Regular Day Schedule/Minimum Day Schedule/Collaborative Shortened Day Schedule

	4 th – 6 th
Class Begins	9:00
Morning Recess 5th/6th	10:40-10:50 10:50-11:00
Lunch	11:30 – 1:15
Afternoon Recess 4th	1:20-1:30
Dismissal	3:02 (CPT-2:02)

Holidays (No School)

Labor Day	September 4, 2023
Veterans' Day	November 10, 2023
Thanksgiving Break*	November 18-26 , 2022
Winter Break	December 23-January 7, 2024
Martin Luther King, Jr Day*	January 15, 2024
Lincoln's Day	February 12, 2024
Washington's Day	February 19, 2024
Spring Break	March 23-31, 2024
Memorial Day	May 27, 2024

Last day of school: June 13, 2024

Mission Statement

The César E. Chávez staff is dedicated to providing the best education for your child. When instruction meets a student's needs, all students will achieve academic success, become effective communicators, and develop confidence in their learning.

Opportunities for Parent and Community Engagement

Parent, family, and community involvement in education correlates with higher academic performance and school improvement. When schools, parents, families, and communities work together to support learning, students tend to earn higher grades, attend school more regularly, stay in school longer, and enroll in higher level programs.

At Cesar E Chavez, we welcome parents as partners. We believe students perform better and are more successful when their parents are actively engaged in their learning. We are committed to partnering with you as you guide and support your students.

Opportunities for Parental Involvement:

- Back to School Night
- Fall and Spring Parent/Teacher Conferences
- Book Fairs
- **Classroom Volunteers
- Family Curriculum Nights
- SSC/ELAC Meetings
- Open House
- Sporting Events
- Awards Assemblies
- Coffee Chat
- PBIS Meetings
- Field Trips**
- Parent Teacher Organization (PTO)

***Volunteer Packet must be submitted and approved by SCUSD*

Ways to Support Our Students

As parents, you can help support your children’s education by working with the school and at home in the following ways:

- Visit our Student Support Center
- See that your child is punctual and attends school regularly.
- Establish a time, place, and routine for homework and review it regularly.
- Check backpacks and student planners for school communication.
- Read to your child daily.
- Regularly communicate with teachers/staffs about student’s progress.
- Attend school-wide events or meetings (such as Open House, Back to School Night, Parent Teacher Conferences, Family Night)

Citizenship Student Of the Month

- September Listening and Following Directions
- October Being Respectful
- November Empathy-Feeling and understanding how others are feeling
- December Compassion-Caring and helping others
- January Use Self Talk to Do Something Positive
- February Solving Problems Appropriately in the Class
- March Solving Problems Appropriately in the School
- April Being Assertive Friday,
- May Using Compliments

Students of the Month (SOTM):

One student will be selected each month for outstanding/most improved in behavior using the Second Step themes and Leader In Me.

- The student will receive a certificate and treat or prize during lunch.
- Principal will put a blank certificate in the teachers' box prior to SOTM day.
- There will be a designated SOTM table for picture taking and distribution of their treat.
- The SOTM will be first in line with the certificate, get school lunch, and then go to the SOTM table.

Social and Racial Justice Statement and Resources

Cesar E. Chavez Intermediate is wholeheartedly dedicated to being part of racial and social justice efforts in our society, community, and schools to improve student outcomes, ensure equity, and promote safety and social-emotional well being for all students. We recognize, value, respect, and honor the diversity of students. This means we will continue to evaluate our practices, monitor our outcomes, and listen to our students, parents, staff, and stakeholders to make certain all Woodbine students are valued, cared for, and succeed academically and socially-emotionally. Our collective SCUSD Equity & Access Guiding Principle is: *All students are given an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options.* Our responsibility and vision is to support all students in achieving this goal. Please find additional resources from our district webpage :

<https://www.scusd.edu/race-and-social-justice>

School Climate

Cesar E. Chavez Intermediate uses Positive Behavior Interventions and Supports (PBIS) to support student behavior. PBIS is an evidence-based framework and the goal of our school-wide behavior management system is to acknowledge positive behaviors in order to increase teaching and learning time, foster a healthy learning environment, and ensure student safety. This is achieved through the use of explicit lesson plans that teachers begin using at the start of the school year. Each day, students are taught specific school rules from the behavior matrix. All staff at Cesar Chavez model, communicate positively, and reinforce the behavior expectations using specific guidelines outlined in PBIS. Behavior expectations are also reinforced through S.O.A.R Tickets. Chavez administration and staff will issue interventions and consequences that are consistent, fair, logical and appropriate for each situation.

Cesar E . Chavez Eagles S.O.A.R

**Be Safe
Be Respectful
Be Responsible**

Attendance

One of the most important aspects of successful learning is regular, on-time –full-time attendance at school. A written note or phone call from a parent or guardian must accompany students when returning from any absence. The note or phone call to the school, (916) 395-4530, should include the dates and reason for the absence. Vacations must be scheduled during the summer. If the student is gone for over 10 days, the students will be dis-enrolled.

Truancy:

If a student has 3 or more unexcused absences, 3 tardies of 30 minutes or more, or a combination of both he/she is considered truant. SCUSD’s truancy program includes a partnership with the District Attorney, Sacramento Police, Juvenile Probation, City of Sacramento and several judges. The process involves letters sent home, a school site SART meeting and a district level SARB (Student Attendance Review Board) hearing. It is our goal to make sure every student has the opportunity to receive a quality education: therefore, we will do everything possible, prior to a hearing, to improve attendance. However, if attendance concerns continue the District is prepared to implement the SARB process to the fullest extent.

PLEASE NOTE THAT AN ABSENCE MAY STILL BE CONSIDERED UNEXCUSED EVEN THOUGH A PARENT CALL IS MADE.

California State Attendance Laws

California Education Code 48200 says that parents must see that their children attend school every day. Failure to keep students in school can result in the filing of a criminal complaint by the District Attorney’s Office. The California Education Code section 48291-48293 gives the District Attorney’s Office the power to prosecute “any person, guardian, or other person having control or change of any pupil who fails to comply with the compulsory full-time education requirements, unless excused or exempted”. Parents/Guardians must also be subject to prosecution under Penal Code Section 272.

Contributing to the Delinquency of a Minor

This section carries a penalty of a fine not to exceed \$2500.00 or imprisonment in the county jail for no more than one year. In addition, as a result of failure to attend school, your children, under the Welfare and Institution Code 601(b) could be made a ward of the court.

Excused Absences E.C. 46012

Excused absences are as follows: illness, quarantine, medical, dental, optometric services and funerals. Parents/guardians MUST write an excuse stating the reason for each absence.

Excused Absences:

- Verified illness of student.
- Quarantine of students under direction of health officer.
- Personal medical or dental appointment—Please bring a note from the doctor's office.
- Attending the funeral service of parent, sibling, grandparent, or any relative living in the immediate household of the child. (limited to 1 day in the state and 3 days out of state)

Unexcused Absences:

- Vacations
- Oversleeping
- Babysitting or taking care of other family members
- Personal reasons (missed bus, court, car trouble...)
- Waiting for service or repair people
- Attending a sporting event
- Shopping
- Going to a concert

Tardiness

School begins at 9:00 A.M. Students arriving late must go to the office to get a late pass. Students who do not get a late pass will be sent to the office to get one. If your child is late due to a medical or dental appointment, please bring the doctor's note to the school.

Early Dismissal –Please make doctor and other appointments after school.

During school hours no student shall leave school premises without permission. Parents/guardians need to come to the office to sign-out a student that needs to leave school before dismissal time. Students will only be released to adults listed on the emergency card. Identification may be checked before a student is released to anyone the front office staff may not recognize. Telephone calls requesting an early dismissal for a student may be verified by another phone call. Students are encouraged to return to school after any dental/doctor appointments.

Our goal is to educate our children so that they reach their full potential. In order to achieve that goal, each child needs to be in school unless he/she is absent due to illness. An Early Dismissal interrupts your child's learning and the learning of the whole class. A record will be kept in the office of early dismissals.

- **IMPORTANT: The guardian must be listed on the emergency card and must come into the office to pick up the student. The guardian must have and present proper identification (driver's License, or I.D. card) for office staff in order to remove a student from campus.**

Emergency Information Cards

Every student is required to have a complete and up-to-date emergency card on file in the front office.

Any changes in phone numbers and addresses must be made with the office ASAP to be recorded on the emergency card. The card is critically important in the event of an emergency. Children will not be released to anyone not authorized on the emergency card. Students without an up-to-date emergency card on file will not be allowed to participate in field trips until an up-to-date card is on file.

State law requires every parent or guardian to fully complete and sign Emergency Information cards at the beginning of each school year. Should an emergency arise, the school staff will make every reasonable effort to contact the parent or guardian of the student. Parents are asked to sign the medical release statement. Without the medical release form and parent/guardian signature, doctors and hospitals can refuse to provide emergency treatment, even when school personnel accompany the student. If there is no telephone in the home, please list telephone numbers of neighbors/friends who can contact the parent/guardian. Please list additional family members or neighbors who may pick up your student due to illness or emergency.

Illness And Injury

When a student is feeling sick, s/he will be sent to the office. Office staff will take the student's temperature and assess the problem. If a student has a temperature or has thrown up, s/he will be sent home. Office staff cannot treat toothaches, sore throats, or headaches.

Students injured will be brought to the Office where first aid will be performed. Parents will be notified about serious injuries.

Medication

The administration of medication prescribed by a physician for a child during the school day may be done by designated school personnel under detailed instructions but only upon written request according to the California Education Code. A Medication Authorization form must be completed by the attending doctor and by the parent. The form includes: date, signature of both doctor and parent/guardian, name of student, name of medication, when it is to be administered, cutoff date and any side effects or reactions that may occur. The form must be renewed each year and/or when medication dosage has been changed.

The form will be kept with the medication in the office. The medication must be brought to school in the prescription container by the parent/guardian or student.

NO MEDICATION OF ANY KIND, WHETHER PRESCRIPTION OR OVER-THE-COUNTER, SUCH AS COUGH DROPS, IS ALLOWED TO BE BROUGHT BY A CHILD WITHOUT DOCTOR'S WRITTEN AUTHORIZATION.

Arrival and Dismissal Procedures

For the safety of everyone, **Please do not enter the bus area.** This area will only be for additional staff parking and buses this year.

- There are **three** drop-off areas in the morning (Drop off areas are labeled with red star on the map below)
- **Drivers:** Drive-up along the street (parallel to the bus lane and in front of the school) to the first gate along 29th street. A staff member will be at the gate to ensure your child walks onto campus safely.
- We will have the Kemble park open for our 4-6 graders. Parents can walk and drop your students off.
- If for any reason you need to park please park across the street and use the crosswalk.

Pick-up / Dismissal Procedure

- There will be 2 pick up areas for Cesar Chavez students
- If you have **more than one child**, please pick up all your children at the location of your **youngest child**
- The park will be closed to the public, please wait for your teachers to bring students to the gate.

Our top priority is the safety of our Scholars...

****When parking across the street, please DO NOT call for your child(ren) to cross it without you.****

*****Please DO NOT block the street, by parking or idling in the middle of the street.*****

****** Please DO NOT make U-Turns in the middle of 29th street, in front of the school.******

*******Your vehicle WILL BE reported to the Authorities if after reminder warnings, it continues.*******

Expectations for Adults on Campus

As per California Education Code:

44810.

(a) Every minor over 16 years of age or adult who is not a pupil of the school, including but not limited to any such minor or adult who is the parent or guardian of a pupil of the school, who comes upon any school ground or into any schoolhouse and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor.

All adults on campus are role models for our students. We ask that adults refrain from cursing, yelling, or intimidating any student, parent or staff member. Parents and guardians are never allowed to approach a student and speak with him/her regarding an incident at school, unless the parent or guardian is listed on that student's Emergency Card. In addition, when visiting the campus, we ask that visitors do not engage with students on the playground, visitors can wait in the office until recess is over. We ask that cell phones not be used in the presence of students, calls can be made outside of the gates.

School Climate

Cesar E. Chavez Intermediate uses Positive Behavior Interventions and Supports (PBIS) to support student behavior. PBIS is an evidence-based framework and the goal of our school-wide behavior management system is to acknowledge positive behaviors in order to increase teaching and learning time, foster a healthy learning environment, and ensure student safety. This is achieved through the use of explicit lesson plans that teachers begin using at the start of the school year. Each day, students are taught specific school rules from the behavior matrix. All staff at Chavez model, communicate positively, and reinforce the behavior expectations using specific guidelines outlined in PBIS. Behavior expectations are also reinforced through S.O.A.R Tickets. Chavez administration and staff will issue interventions and consequences that are consistent, fair, logical and appropriate for each situation.

Cesar E . Chavez Eagles S.O.A.R

**Be Safe
Be Respectful
Be Responsible**

Cesar E. Chavez School Rules/Expectations

Behavior Matrix	SCHOOL WIDE EXPECTATIONS		
AREA/SETTING	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
Classroom	<ul style="list-style-type: none"> <input type="checkbox"/> Sit with feet on floor, bottom on chair, and facing forward <input type="checkbox"/> Walk quietly in the classroom <input type="checkbox"/> Push in chairs when away from seat <input type="checkbox"/> Keep hands, feet, and objects to self <input type="checkbox"/> Use supplies appropriately 	<ul style="list-style-type: none"> <input type="checkbox"/> Be Proactive: Clean up after yourself and others <input type="checkbox"/> Be prepared and on task <input type="checkbox"/> Put First Things First: Make an effort to do your best on all assignments <input type="checkbox"/> Report situation to teacher <input type="checkbox"/> Participate during lesson and activities <input type="checkbox"/> Take care of school materials and property 	<ul style="list-style-type: none"> <input type="checkbox"/> Use kind words <input type="checkbox"/> Raise your hand and wait to be called on before you speak <input type="checkbox"/> Seek First to Understand, then to be Understood: Be an active listener <input type="checkbox"/> Respect one another and your teacher

Cafeteria	<ul style="list-style-type: none"> <input type="checkbox"/> Wait in line quietly <input type="checkbox"/> Sit with feet on floor, bottom on bench, and facing table <input type="checkbox"/> Keep hands and feet to self <input type="checkbox"/> Walk in the cafeteria <input type="checkbox"/> Get adult help for spills or accidents <input type="checkbox"/> Remain seated <input type="checkbox"/> Hold trays with two hands <input type="checkbox"/> Follow staff instructions 	<ul style="list-style-type: none"> <input type="checkbox"/> Use proper eating manners <input type="checkbox"/> Use inside voices <input type="checkbox"/> Use appropriate language and tone <input type="checkbox"/> Say "Please" and "Thank you" <input type="checkbox"/> Raise hand if you need help <input type="checkbox"/> Maintain position in line and wait your turn <input type="checkbox"/> Report to an adult/staff if any safety issues observed 	<ul style="list-style-type: none"> <input type="checkbox"/> Use kind words <input type="checkbox"/> Wait your turn <input type="checkbox"/> Use condiments as intended <input type="checkbox"/> Be Proactive: Pick up after yourself and others <input type="checkbox"/> Wait for your class to be excused <input type="checkbox"/> Follow directions given by staff
Bathroom	<ul style="list-style-type: none"> <input type="checkbox"/> Keep water in the sink and off the floor <input type="checkbox"/> Walk at all times <input type="checkbox"/> Keep hands and feet to self 	<ul style="list-style-type: none"> <input type="checkbox"/> Wash hands and flush <input type="checkbox"/> Clean after yourself <input type="checkbox"/> Report to the office if there are any problems or missing supplies 	<ul style="list-style-type: none"> <input type="checkbox"/> Leave classroom supplies outside the restroom <input type="checkbox"/> Use soap and water as they were intended to be used <input type="checkbox"/> Stay in your own stall- respect others privacy
Office	<ul style="list-style-type: none"> <input type="checkbox"/> Walk in the office through the front door 	<ul style="list-style-type: none"> <input type="checkbox"/> Use inside voices <input type="checkbox"/> Report to an adult/staff if any safety issues observed 	<ul style="list-style-type: none"> <input type="checkbox"/> Wait patiently to be assisted <input type="checkbox"/> Follow adult directions <input type="checkbox"/> Use appropriate language and gestures <input type="checkbox"/>
Bus	<ul style="list-style-type: none"> <input type="checkbox"/> Stay in line <input type="checkbox"/> Keep hands and feet to self <input type="checkbox"/> Remain sitting safely at all times while on the bus <input type="checkbox"/> Follow all bus safety rules 	<ul style="list-style-type: none"> <input type="checkbox"/> Put First Things First- Be on time <input type="checkbox"/> Wait for your line to be excused <input type="checkbox"/> Leave, food, drink and gum off the bus 	<ul style="list-style-type: none"> <input type="checkbox"/> Follow direction given by staff <input type="checkbox"/> Use polite, quiet language <input type="checkbox"/> Follow bus driver rules
Blacktop/Grass	<ul style="list-style-type: none"> <input type="checkbox"/> Stay in designated area only (away from the shed & behind 6th grade wing) <input type="checkbox"/> Keep hands and feet to self 	<ul style="list-style-type: none"> <input type="checkbox"/> Share the equipment <input type="checkbox"/> Synergize <input type="checkbox"/> Invite others to join in <input type="checkbox"/> Play fairly- Think Win Win <input type="checkbox"/> Pause when you hear the bell <input type="checkbox"/> Return equipment to blue bin 	<ul style="list-style-type: none"> <input type="checkbox"/> Accept outcomes of your behavior <input type="checkbox"/> Use appropriate language and gestures

	<ul style="list-style-type: none"> <input type="checkbox"/> Use equipment(s) appropriately 		
Corridors	<ul style="list-style-type: none"> <input type="checkbox"/> Walk <input type="checkbox"/> Keep hands and feet to yourself 	<ul style="list-style-type: none"> <input type="checkbox"/> Keep corridors neat and clean <input type="checkbox"/> Always carry a hall pass when leaving classroom <input type="checkbox"/> Report to staff any safety issues <input type="checkbox"/> Follow directions given by staff <input type="checkbox"/> Hold recess equipment when walking through the corridors and while lining up 	<ul style="list-style-type: none"> <input type="checkbox"/> Use positive language in conversational tones
Morning Walk	<ul style="list-style-type: none"> <input type="checkbox"/> Walk with your class and teacher <input type="checkbox"/> Keep hands and feet to self <input type="checkbox"/> Walk to class after the whistle 	<ul style="list-style-type: none"> <input type="checkbox"/> Put equipments/balls in bin <input type="checkbox"/> Keep your food in your backpack <input type="checkbox"/> Stay with your teacher <input type="checkbox"/> Pause when you hear the bell <input type="checkbox"/> Report to staff any safety issues 	<ul style="list-style-type: none"> <input type="checkbox"/> Follow directions given by staff <input type="checkbox"/> Use positive language in conversational tones
Parking Lot	<ul style="list-style-type: none"> <input type="checkbox"/> Look both ways before crossing <input type="checkbox"/> Watch for cars <input type="checkbox"/> Walk 	<ul style="list-style-type: none"> <input type="checkbox"/> Use positive language in conversational tones 	<ul style="list-style-type: none"> <input type="checkbox"/> Follow directions given by staff <input type="checkbox"/> Report to staff any safety issues <input type="checkbox"/> Accept consequences
Before school After school	<p>Before School:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student should arrive at school no earlier than 8:15AM <p>After School:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Students are to leave school immediately after dismissal unless there is a prearranged meeting/even if they are involved in other activities 	<ul style="list-style-type: none"> <input type="checkbox"/> At 8:50 am, students line up in front of their classroom <input type="checkbox"/> Keep hands and feet to self in line <input type="checkbox"/> Put First Things First by packing all belongings before you get to school and before you leave school <input type="checkbox"/> If you are in ASES, check in immediately 	<ul style="list-style-type: none"> <input type="checkbox"/> Get to breakfast on time. <input type="checkbox"/> Breakfast is served from 8:15-8:55AM

The most effective way to improve behavior and climate in school is through prevention.

1. **Social Skills**—Teachers will use the Caring School Community curriculum to conduct class meetings as needed. This curriculum also develops community in the classroom and school-wide. Teachers also use Second Step and Seven Habits to teach students about problem solving skills.
2. **Procedures**—Teachers will have clear, consistent classroom procedures that are taught and practiced. Examples include: lining up, passing in papers, talking to partners, moving to the carpet.
3. **Instruction**—Students who are engaged and invested in what is happening in the classroom are less likely to exhibit negative behavior.

A punitive approach to behavior alone is not effective. Cesar Chavez Intermediate School believes that positive reinforcement, rigorous bell-to-bell academic learning, and participation in engaging activities are important in order to reduce student misconduct. Students will be guided to reflect on their misconduct or poor decision-making, and allowed to respond to some key questions:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done?
- In what way have they been affected?
- What do you think you need to do to make things right?

These questions help students process an incident of wrongdoing. They encourage empathy, accountability, expression of feelings and thoughts, and problem solving. (Restorative Works Learning Network)

REINFORCEMENT/CONSEQUENCES

BP 5144 states, “Discipline should be equitable, timely, consistent, fair, and developmentally appropriate and match the severity of the student’s misbehavior, while ensuring school safety.”

1. Verbal warning
2. Student reflection in classroom in a quiet area of the room
3. Time-out/Buddy Class (15 minutes max)
4. Phone call home
5. SOAR’minder
6. Referral is also given for major behavior problems.

Students who get a referral will have to meet with the Principal, and may receive a logical consequence as response to the infraction.

Restroom Use

Students are encouraged and expected to utilize recess, passing, and lunch periods to use the restroom. Restroom use during instructional time is for urgent use only. If your child has a medical need, please inform the teacher as soon as possible.

School Property

Parents and guardians are responsible for damages caused by their student before, during or after the school day. California Education Code 48909 states that any student who willfully cuts, defaces, or otherwise injures in any way property belonging to the school district is liable to suspension or expulsion and the parent or guardian shall be liable for all damage caused by the student. The parent or guardian shall be liable to the school district for all property belonging to the school district loaned to the student and not returned on demand. The liability of the parent or guardian shall also not exceed \$5000. The parent or guardian shall also be liable for the amount of any reward not exceeding \$2,000 pursuant to Section 53069.5 of the Government Code.

Cesar E. Chavez SOAR'minder

The SOAR'minder is a tool used to communicate with parents and to document student behavior. SOAR'minder will be used for student behavior at recess and in the classroom. Parents who are concerned about their child's behavior or a SOAR'minder their child received are encouraged to contact their child's teacher or the school administration.

Reflection Sheet

Name: _____

Date: _____

Teacher: _____

Room: _____

Cesar E. Chavez PBIS Think Sheet

Check-in: Circle the emotion/ emoji for how you feel right now



Happy



Sad



Okay



Mad



Frustrated/ Irritated



Cool



Scared



Nervous



Silly



Tired

1) Complete the table

What school expectation(s) did you not meet?	Where were you?	How are you expected to SOAR in this location?
<p>___ Be Safe</p> <p>___ Be Responsible</p> <p>___ Be Respectful</p>	<p>___ cafeteria</p> <p>___ hallway</p> <p>___ playground/</p> <p>___ blacktop</p> <p>___ classroom</p> <p>___ bathroom</p> <p>___ office</p> <p>___ library</p> <p>___ before/after school</p> <p>___ field</p> <p>___ Art</p> <p>___ ASES</p> <p>___ other</p>	<p><i>(you can look at the PBIS handbook for help)</i></p> <p>- Speak in a Level ____ voice</p> <p>- Seek adult _____ if I have a problem.</p> <p>- _____</p> <p>- _____</p> <p>- _____</p> <p>- _____</p> <p>- _____</p> <p>- _____</p>

2. What happened? (you can use the back of this paper if you need more space)

3. Who did you hurt or harm?

___ myself	___ Chavez staff
___ my parents	___ my teacher
___ other students/ peers	___ other: _____

4. Next time I will ... (what will you do differently?)

5. What should happen because I did not meet this expectation:

- A. Alternative Recess/ meeting at lunch
- B. Have a meeting with your teacher (you and your teacher)
- C. Have a meeting with your teacher and your parents (you, your teacher, and parents)
- D. Do community service around the school
- E. Mediation/ Harm Circle with other students
- F. Make an apology
- G. Other: _____

Cesar E. Chavez Referral

The Referral is a tool used to communicate with parents and to document student behavior. The referral can be given to a student after 3 citations or immediately after major behaviors. A student who receives a referral will need to meet with the principal. The referral will be entered on Infinite Campus, and the parents will be notified.

Cesar E. Chavez Intermediate School SWIS Referral Form

Be Safe | Be Respectful | Be Responsible

7500 32nd Street Sacramento, CA 95822 (916) 395-4530

Name: _____ Date: _____ Time: _____ Grade: 4 5 6 Referring Staff: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center; padding: 2px;">Location</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;"><input type="checkbox"/> Restroom</td> <td style="padding: 2px;"><input type="checkbox"/> Off-Campus</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Bus</td> <td style="padding: 2px;"><input type="checkbox"/> Bus Loading Zone</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Library</td> <td style="padding: 2px;"><input type="checkbox"/> Office</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Cafeteria</td> <td style="padding: 2px;"><input type="checkbox"/> Playground (AM/PM)</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Classroom</td> <td style="padding: 2px;"><input type="checkbox"/> Special Event/ Assembly/Field Trip</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Hallway</td> <td></td> </tr> <tr> <td colspan="2" style="padding: 2px;"><input type="checkbox"/> Other Location: _____</td> </tr> </tbody> </table>	Location		<input type="checkbox"/> Restroom	<input type="checkbox"/> Off-Campus	<input type="checkbox"/> Bus	<input type="checkbox"/> Bus Loading Zone	<input type="checkbox"/> Library	<input type="checkbox"/> Office	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Playground (AM/PM)	<input type="checkbox"/> Classroom	<input type="checkbox"/> Special Event/ Assembly/Field Trip	<input type="checkbox"/> Hallway		<input type="checkbox"/> Other Location: _____	
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Minor Problem Behavior	Major Problem Behavior	Perceived Motivation		
<input type="checkbox"/> Defiance/Insubordination/ Non- Compliance <input type="checkbox"/> Disrespect <input type="checkbox"/> Disruption <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Physical Contact <input type="checkbox"/> Property Misuse <input type="checkbox"/> Technology Violation <input type="checkbox"/> Other: _____ _____	<input type="checkbox"/> Defiance/Insubordination/ Non- Compliance <input type="checkbox"/> Disrespect <input type="checkbox"/> Disruption <input type="checkbox"/> Abusive/Inappropriate Language <input type="checkbox"/> Fighting <input type="checkbox"/> Bullying <input type="checkbox"/> Harassment <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Property Damage/Vandalism <input type="checkbox"/> Other: _____ _____	Obtain: <input type="checkbox"/> Adult Attention <input type="checkbox"/> Items/Activities <input type="checkbox"/> Peer Attention Avoid: <input type="checkbox"/> Adult(s) <input type="checkbox"/> Peer(s) <input type="checkbox"/> Tasks/Activities		
Action Taken				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> Alternative Placement (Time: _____ minutes/hours) <input type="checkbox"/> In-School Suspension (_____ hours/days) <input type="checkbox"/> Conference with Student <input type="checkbox"/> Individualized Instruction <input type="checkbox"/> Community Service <input type="checkbox"/> Time Out/Detention <input type="checkbox"/> Loss of Privilege(s): _____ <input type="checkbox"/> Other: _____ </td> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> Out-of-School Suspension (_____ hours/days) <input type="checkbox"/> Parent Contact <input type="checkbox"/> Restitution/Community Service <input type="checkbox"/> Action Pending <input type="checkbox"/> Other Action Taken (Administrative Decision): _____ <input type="checkbox"/> Other: _____ _____ </td> </tr> </table>			<input type="checkbox"/> Alternative Placement (Time: _____ minutes/hours) <input type="checkbox"/> In-School Suspension (_____ hours/days) <input type="checkbox"/> Conference with Student <input type="checkbox"/> Individualized Instruction <input type="checkbox"/> Community Service <input type="checkbox"/> Time Out/Detention <input type="checkbox"/> Loss of Privilege(s): _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Out-of-School Suspension (_____ hours/days) <input type="checkbox"/> Parent Contact <input type="checkbox"/> Restitution/Community Service <input type="checkbox"/> Action Pending <input type="checkbox"/> Other Action Taken (Administrative Decision): _____ <input type="checkbox"/> Other: _____ _____
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Restraint/Seclusion	<input type="checkbox"/> None	<input type="checkbox"/> Other: _____		

Others Involved	<input type="checkbox"/> None <input type="checkbox"/> Peers	<input type="checkbox"/> Teacher <input type="checkbox"/> Staff	<input type="checkbox"/> Unknown <input type="checkbox"/> Substitute	<input type="checkbox"/> Other: _____
Other Comments: _____ _____ _____ _____				
RECEIVED BY: _____ DATE: _____			Was a Referral sent home for Parent Signature? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Bullying

Definition of Bullying

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories: physical, emotional, and verbal. Bullying behaviors may include, but are not limited to, intimidation, assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, rumors, false accusations, hazing, social isolation, and cyber-bullying.

Bullying is:

- Intent to do harm
- Repeated over time
- Imbalance of power

Staff Awareness/Action

Staff will engage in the following activities and actions in order to prevent bullying and maintain a safe environment for students:

- Closely supervise children in all areas of the school and playground
- Monitor for signs of bullying
- Address bullying when it happens
- Model appropriate behavior for students
- Teach specific social skills to facilitate positive student communication and problem solving
- Additionally, the school will follow all SCUSD regulations and Education Code guidelines in order to prevent bullying.

Reporting

Staff, students, parents and others are required to report bullying.

- The Report of Suspected Bullying Form will be completed to document bullying behavior when bullying is observed or reported by students, parents or others
- The completed form is immediately given to the designated site administrator
- The designated site administrator investigates the allegations

Playground Rules and Guidelines

Play fighting is not allowed on any area of campus. Play fights can sometimes lead to an actual fight.

Park rules

- 1) Climb the slides through the steps, sit in the center of the slide and come down feet first with your bottom on the slide.
- 2) Take turns
- 3) Do not climb any fencing
- 4) Swings are 1 student at a time, stop the swing completely before getting off.
- 5) Students should always sit in the swing, not stand or kneel.
- 6) No running, or playing tag around the play structure
- 7) Walking is expected after the whistle blows.
- 8) No food, drinks or electronics

Boundaries

- Students may play on the blacktop. Students may not play in the hallways, beyond the storage container, or beyond the 6th grade wing.
- Students may play on the soccer field.
- Students should not hang on or climb trees.
- When the field is wet, it is closed.

Drinking Fountains

- Wait in line
- Take turns
- Water stays in your mouth

Restrooms

- Restrooms next to the cafeteria are for rooms 9-20.
- Restrooms next to room 6 are for rooms 1-8.

Kickball

- Play outside room 7 or 12.
- Pick teams fairly and take turns.
- To get a runner out students should tag the base and not throw the ball at the runner.
- Students not playing kickball should stay away from the kickball area.

Four Square:

- Once the ball is served, players hit the ball into another square.
- No catching the ball.
- A player is out when:
 - A player catches the ball
 - The ball goes out of bounds
 - The ball bounces more than once in a square
 - The ball is hit without bouncing in the square first

- There is a double taps (bouncing the ball in your hands before hitting)
- There is a cherry bombs (slamming the ball)

Kickback

- Only in the grass area
- Four-square or soccer balls only – no basketballs
- Stay on your team
- Use kind, encouraging words
- Keep hands to yourself
- Students not playing must stay out of the game

Jump Ropes

- Students can only jump with ropes
- May jump by yourself
- With longer ropes, you can play with others

Basketball Courts

- Students should share courts. They may have to play half court if there are too many students.
- Follow all basketball rules
- Observe court boundaries
- No back court press
- When the bell rings, students stop and hold the ball

Grass Area

- Students should play safely, keeping hands to themselves.
- Students should honor the soccer field boundaries.
- Students who are not playing soccer should not be on the soccer field.

Unsafe Games

Some games are unsafe or cause too many conflicts and are not allowed at Cesar E. Chavez. These games may only be played as a part of an organized activity through PE or ASES and are supervised by an adult:

- Tag or chasing games
- Dodgeball
- Football

Cafeteria Rules and Procedures

All Cesar E Chavez students are eligible for free breakfast and lunch. When entering the cafeteria, students should use a Level 2 voice. They stop at the door and wait for directions. Once directed, they proceed through the lunch line and to the assigned table.

Students sit at their assigned table and remain seated until dismissed. They may talk quietly to the students they are seated near. Students who are having trouble following the rules may be moved to an empty table. Students are dismissed one row at a time. They must check the table and floor for garbage before they are dismissed. Once dismissed, they throw away their garbage, stack their tray and walk out to the yard. For more on cafeteria rules, please see the PBIS school rules matrix.

Breakfast

All students arriving at school before 8:50 a.m. must go to the Cafeteria. ***Please remember the gates open at 8:30 and there is no supervision before then.*** Students either go through the line to get their breakfast and sit in the assigned area or those not eating, sit at designated tables. Students are to find a place to sit and remain there until dismissed

Food and Beverages

Cesar E. Chavez adheres to the District's Wellness Policy in order to maintain a healthy environment, ensure that students eat healthy food in accordance with the Competitive Foods regulations, and prevent students with food allergies from consuming a potentially harmful ingredient. **Per Sacramento City Unified School District's Wellness Policy (BP 5030), sugary drinks and treats (i.e. cupcakes, cakes, juices, candy, gum, energy drinks, hot Cheetos, Takis) are not permitted and will not be distributed in classrooms for student special events, birthdays, celebrations, etc.** If a student is found in possession of food that causes a distraction, is messy, or impedes learning, it will be confiscated by administration and returned at the end of the school day. Should a problem persist, parents will be notified and asked to pick-up confiscated items. We encourage students to bring reusable water bottles so that he/she may stay hydrated throughout the day.

If a parent would like to come to school for a special event for their child, they need to come during non-instructional time (lunch/recess). Parents may only bring foods or beverages for their children, or students of whom they are listed as a school contact. The school will provide a designated supervised area during lunch/recess for parents to visit their children at lunch/recess. Parents should provide at least 24 hours notice to the office. We appreciate your support for our Wellness Policy, maximizing our instructional time, and ensuring that all students are safe and healthy from possible food allergies. For more information on the wellness policy, please visit <https://www.scusd.edu/district-wellness-committee>

Personal FundRaising

Personal fundraising by students is prohibited on campus. This includes the sale of candy, cookies, and personal items for outside organizations or non-school sponsored activities.

Gum, Candy, Sunflower Seeds, and Soda

Gum, candy, sunflower seeds, energy drinks and soda **ARE NOT** to be brought onto, chewed, or eaten on campus. If you wish to send a beverage with lunch, milk, juice, or water is recommended. The only exception to this rule occurs when “treats” are supplied or permitted by the teacher or PTO. In this case, the treats are eaten under teacher/parent supervision, and it is expected that all wrappers, etc. will be disposed of properly. Students may not have aluminum cans or glass bottles on campus.

Cafeteria Information

The authorizing legislation and program regulations clearly intend that meals reimbursed under Federal and State Nutrition Programs be served and consumed by the enrolled child under direct supervision by a District employee during regular school hours as part of the program, on school or school related premises.

Therefore, school lunches may not be taken off site, nor can adults, guardians or siblings eat food off of the enrolled student’s tray.

Cell Phones, Electronic Equipment and Persona Items

The school will not be responsible for lost, damaged or stolen electronic equipment or personal items brought to school from home. While cell phones may be brought to school, they **may NOT interfere with the instructional process.** Cell phones and other electronic items are to remain off and out of sight (in backpacks) at all times while on campus. Students may use cell phones or other electronic devices only when instructed by a school authority in the event of a dire emergency. **The Front Office will not hold student cell phones or electronic devices unless the device was confiscated by administration for inappropriate use.**

If a staff member sees or hears a cell phone or electronic device during instructional time, recess, or any other time on campus, the student’s phone/electronic device will be immediately confiscated and turned in to the office.

- **First Offense:** Students may pick up the phone from the principal after school.
- **Second Offense:** Parents must come to school to collect the phone.
- **Third Offense:** Students will no longer be allowed to bring a cell phone to school or will have to turn it into the Office daily.

Please be aware that calling your student during the school day puts him or her at risk of disciplinary action. If you need to reach your child during the school day, please call (916) 395-4530.

BICYCLES, SKATEBOARDS, SCOOTERS,

SKATE SHOES, AND ROLLERBLADES

Students must walk their bicycles at all times while on campus. All bikes must be parked and secured to the bike racks. It is highly recommended that students use a bike lock when securing bikes on the rack

Skateboards, scooters, skate shoes, and rollerblades are not allowed on school grounds during, after or at any school events. Violation of this rule will result in the removal of the equipment and require a parent to pick it up.

Guidelines for Dress Codes

Cesar E. Chavez wants to:

- Create a safe school and enhance the learning environment.
- Foster student achievement and positive behavior amongst students.
- Provide a sense of community within the school.

Students are expected to dress neatly and appropriately. Students out of dress code can borrow clothing for the day from the office. Parents needing assistance acquiring pants or shirts can make an appointment with Ms. Erin.

Students will:

- Wear shoes at all times. Shoes need to cover toes and heels.
- Keep clothing, jewelry, and body free of writing, pictures, or any insignia that is crude, profane, gang-related, sexually suggestive, advocates racial, ethnic or religious prejudice, or any drugs or alcohol.
- Wear hats or other head coverings only when they are outside.
- Wear pants and shorts appropriately. Belts and/or string will be provided when needed.
- Wear shirts that cover undergarments. Rule of thumb, if an arm is raised and the stomach shows, the shirt is too short. Straps should be thick enough to cover undergarments
- Wear jeans with no holes above knee and mid-length dresses, skirts and shorts

Students violating the dress code will need to call home and have appropriate clothes brought to them or will be referred to the Parent Resource Room to borrow a uniform for the day.

Homework

Homework is given at the discretion of the grade level team. Research suggests that students spend about 10-20 minutes on homework in first grade, 20 minutes in 2nd grade and 10 minutes added for each grade level. Homework should consist of work the student can complete independently. Most teachers use Student Planners to inform parents of daily homework, please review Student Planners daily. If your child is having difficulty completing homework independently, please contact your child's teacher.

Textbooks

Textbooks are provided for use by students and remain the property of the Sacramento City Unified School District. Students are responsible for returning textbooks checked out in their name in good condition, with no more wear and tear than usually results from normal use. (SCUSD BP 6161.2)

Each student is responsible for all textbooks checked out under his/her name and is subject to fines if books are lost or damaged. Students or parents/guardians are responsible for the current replacement cost of the materials. (SCUSD BP 6161.2 and CA Education Code 48904)

Payment can be made by cashier's check, money order or cash. Checks for lost or severely damaged books are made out to Sacramento City Unified School District. If the book(s) are later found (within 9 months) and returned, a refund check will be issued by the district. A receipt must be presented in order to receive a refund.

Fines may be waived in instances of unusual circumstances at the discretion of the principal, his/her designee or the district. Or, students may complete service hours in lieu of cash payment for damaged or lost textbooks.

All textbooks must be returned by students at the end of every school year. If not, the district may withhold the student's grades, diploma, and transcripts until restitution is made or an agreement is reached with the site administration. (CA Education Code 48904). The student may also be denied participation in school privileges or commencement activities. (SCUSD BP 6161.2)

Technology

Rules for Use of Computers and Computer Networks

Please note that when any faculty member assigns a student a specific device number, he/she must only use this device. Using unassigned devices is prohibited.

When you use school computers, you agree to:

- Follow the directions of teachers and school staff.
- Abide by the rules of the school and school district.
- Obey the rules of any computer network you access.
- Be considerate and respectful of other users.
- Use school computers for school-related education and research only.
- Not to use school computers and networks for personal or commercial activities (gaming or Email).
- Not change any settings, software or documents (except documents you create).
- Not download any programs unless instructed by the teacher.

Use of school computers and access to the Internet is a privilege.

- Students who do not follow the rules, may lose computer privileges, and could face other disciplinary action.

Do not produce, distribute, access, use, or store information, which is:

- Unlawful
- Private or confidential
- Copyright protected
- Harmful, threatening, abusive, or denigrates others
- Obscene, pornographic, or contains inappropriate language
- Interferes with or disrupts the work of others
- Causes congestion or damage to systems

Protect your password

- Do not allow anyone else to use your password and do not use anyone else's password

Substance-Free Campus

Cesar E. Chavez Intermediate School is an alcohol, tobacco, and drug free campus. No student or adult is allowed to use these substances at any time on any part of the school campus. We want to keep our campus free of these substances as a positive example to our students.

Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol on school property shall be referred to the behavior hearing office for possible expulsion and be reported to the appropriate law enforcement agencies for possible legal action.

Classroom Interruptions

- Make all appointments for after school.
- To minimize phone calls during instruction, make arrangements with your child about changes in pick-up or walking home before school. Parents' phone calls **Will Not** be transferred to the classroom. Parents may leave a message with office staff for a student and the message will be delivered at an appropriate time.
- Birthdays
 - Balloons will not be delivered to the classrooms because they create a distraction to the learning environment.

Visitors on Campus

Cesar E. Chavez encourages parents/guardians and other interested members of the community to visit the school and view the educational program. **In order to ensure the safety of our students and staff, no one is allowed to go directly to the classroom without signing in at the office first.** All visitors will be issued a badge that identifies them as a guest at our school. Please be sure to sign out when leaving the campus.

To ensure minimum interruption of the instructional program:

Visits during school hours should be first arranged with the teacher and principal. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

To ensure the safety of students and staff and avoid potential disruptions:

- All visitors shall register immediately upon entering any school building or grounds when school is in session.
- All visitors must sign in at the school office where an identification badge will be provided. A valid ID must also be presented if requesting access to student information or a specific student.
- Please be aware that youth under the age of 18 are not permitted to be on campus without an adult
- **Only service dogs are permitted. All other pets are prohibited from the school grounds.**

We appreciate your adherence to these procedures and contributing to the safety and welfare of our students.

VOLUNTEER ON CAMPUS



Volunteer Services

Rules and Regulations

Below is a summary of Administrative Regulation (AR 1240) and School Board Policy (BP 1240) that are relevant to SCUSD volunteers.

SCHOOL VOLUNTEERS

Parents, guardians, and community members are encouraged and welcomed to volunteer at Cesar E. Chavez Intermediate School. To volunteer, interested persons will need to complete the following steps:

1. Fill out a Volunteer Registration form, Contact Reference form, and Reference Release form,
2. Obtain a referral form from the school office personnel to get a free T.B. skin test,
3. Return T.B. skin test results to the school. The T.B. skin test results must be negative.

Who are considered volunteers?

A volunteer is a parent, community member or other adult who assists at a school site or program on a regular semi-regular basis. Also parents who observe or visit their child at school on a routine basis and stay more than 15 minutes each time are considered volunteers. **Authorized** parents / guardians are not prohibited from visiting their child's classroom or school campus if that visit is in compliance with Board

policy, school rules and applicable law. A parent picking up their child from school or occasionally observing or visiting their child's school is NOT considered a volunteer.

Volunteer Categories & Requirements: Volunteer work WILL NOT begin until school receives clearance

Level I - OFF CAMPUS VOLUNTEERS – NO DIRECT SUPERVISION

Activities may include: Telephoning other parents / correcting papers at home / performing off campus work, etc.

Requirements: Complete a volunteer registration form only (retrieve from front office), sign in at office daily once cleared

Level II - VOLUNTEERS UNDER DIRECT SUPERVISION **

Activities may include: these volunteers are under the immediate supervision & direction of certificated personnel & are not allowed to be left alone with students outside the presence (visibility) of a certificated employee. Instructional or office aids/small group assistance/special projects/meal assistance/classroom help, etc.

Requirements: Complete a Volunteer Registration form, Sex Offender clearance form (SOC1) and TB test (retrieve from front office), sign in at office daily once cleared

Level III - VOLUNTEERS NOT UNDER DIRECT SUPERVISION, WITH POSSIBLE UNSUPERVISED CONTACT W/STUDENTS

Activities may include: these volunteers may or may not remain under the immediate supervision & direction of certificated personnel & are allowed to be left alone with students outside the presence (visibility) of a certificated employee. **One-on-one tutoring / chaperoning field trips / transporting students in private vehicle/special projects, etc.**

Requirements: Complete a Volunteer Registration form, Fingerprinting & Criminal Record Clearance form (BC1), TB test, [and volunteer personal automobile use form if transporting students (RSK-F106E)] (retrieve from front office), sign in at office daily once cleared

Exclusion of Volunteers:

- Any person who is required to register as a sex offender shall not serve as a volunteer
- Any person who has been convicted of a serious or violent felony shall not serve as a volunteer
- Also, any person arrested for a serious or violent crime shall not serve as a volunteer in a child care or child development program. For any other conviction, the Superintendent or designee has the discretion to deny volunteer service depending on the nature of the conviction as it relates to the volunteer's duties
-

Expectations for Adult Behavior

Any adult behavior that interferes with the discipline, good conduct and lawful performance of school activities may result in a withdrawal of consent to be on campus, for 14 days, in accordance with California Penal Code Section 626.4(a) (enclosed).

California Education Code considers the following to be misdemeanor offenses:

- Willful disturbance of any public school or any public school meeting. California Education Code Section 32210.
- Willful interference with the discipline, good order, lawful conduct, or administration of any school class or activity of the school with the intent to disrupt, obstruct or to inflict damage to property. California Education Code Section 44810.
- Conduct which disrupts classwork or extracurricular activity or involves substantial disorder. Education Code Section 44811.

Any behavior that creates a disruption of classroom or school activities, or disturbance of any school employee, may result in a misdemeanor and subject the perpetrator to arrest. In addition, the District will consider further lawful proceedings, such as obtaining a temporary restraining order and other civil action to maintain safety and order on campus. The District will seek reimbursement for attorney costs the courts may impose.

CESAR E. CHAVEZ INTERMEDIATE SCHOOL PARENT & STUDENT HANDBOOK

This handbook is designed to provide general and specific information. Please read its contents carefully. This handbook is not to be construed as complete; its contents may change as time goes by.

I have read and discussed the Cesar E. Chavez Handbook with my son/daughter. We are aware of, and agree to follow, the behavior expectations of Cesar E. Chavez Intermediate School.

Print Student's Name

Student Signature

Parent/Guardian Signature

Room Number

Date

Please sign and return this page to your son/daughter's teacher.