

## **SCHOOL INFORMATION, AGREEMENTS AND EXPECTATIONS**

**The following information is to be used as a resource. It is vital that a large group like ours creates an environment where staff and students do their best work.**

### **COMMUNICATION**

Each staff member will inform their work teams, school specialists, support staff, office staff and the school principal about all special events - changes in schedules, field trips, speakers, classroom guests. A Field Trip Communicator will be completed and distributed 1 week before any field trip.

### **FLAG SALUTE REQUIREMENT**

Oregon Law requires each school "to provide students with the opportunity to salute the United States flag at least once each week of the school year by reciting: "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.'" The legislation further states that "Students who do not participate in the salute ... must maintain a respectful silence during the salute." Each school must develop procedures to comply with the law. Please make sure you continue your practice this school year. At César E. Chávez Elementary we recite the Pledge every Wednesday. A staff member or student leader recites the Pledge over the school intercom at 8:00 AM.

### **BREAKFAST IN THE CLASSROOM**

Each class will have a wagon, clipboard, crate and a red bag. Everyday there will be milk, assorted entree items and the fresh fruit or vegetable snack of the day. Each student will receive an entree item. All student breakfasts are free, so please check off each student on the clipboard who ate breakfast that morning and for the rooms who let the students check their own name, please be sure they do. Keep the cold items in the bag, it will help keep the milk from souring. All wagons should be sent back by 8:15 am.

### **CLASSROOM FUNDS**

Each classroom is provided a \$200 budget for needs throughout the school year. All receipts must be submitted with a completed Employee Reimbursement Request Form (available in the office where forms are kept or on the Eugene 4j District Website). All Employee Reimbursement Requests must be submitted within 30 days of the purchase. Employee Reimbursement Requests cannot exceed \$100.

### **STUDENT ATTENDANCE**

Student Attendance should be taken daily at 7:55 AM. Classroom teachers will enter their student attendance on the eSIS system via computer. Students who are tardy must have a tardy pass from the office and their attendance will be entered by the office staff. Students leaving school early must check out in the office.

## **VISITORS**

All parents, family members, volunteers, guests and visitors must check in at the office. They need to sign in on the appropriate clipboard and wear a Visitor Pass the entire time they are on school property.

## **STUDENT VISITORS**

Student visitors are allowed at school with approval of the classroom teacher or school principal, including middle school students on early release days. Student visitors must check in at the office, sign the clipboard and wear a Visitor Pass. Each teacher may have one student visitor a day.

## **TOYS AT SCHOOL**

Each classroom teacher will set their own policy regarding toys in the classroom. NO toys will be taken outside the classroom, including recess. Parents will be informed that the school is not responsible for lost or damaged toys.

## **PERSONAL ELECTRONIC EQUIPMENT AT SCHOOL**

Students cannot bring personal electronic equipment to school. Items such as iPods, CD players, handheld electronic games, and Nintendo DSs that are not part of the instructional program are not allowed. Parents will be informed that the school is not responsible for lost or damaged personal electronic equipment.

## **CELL PHONES**

Many students bring cell phones to school at the request of their parents/guardians. Cell phones must be turned off during the school day. Cell phones need to be left in the student's backpacks or with the teacher.

## **DISTRICT/SCHOOL PROPERTY**

District/school owned property, equipment and materials need to be accessible to all staff. If you are taking equipment out of the building, please notify the office or school principal.

## **HANDLING EQUIPMENT**

Only adults may move heavy, big or valuable equipment - COWS, musical instruments, PE equipment and computers (excluding student laptops in the classrooms).