

**Family Handbook  
2009-2010**

[www.agcchicago.org](http://www.agcchicago.org)  
773-582-1100







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Chicago, IL 60632

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Please note that additions and changes to school policies and this Handbook may be added during the year through correspondence with students and/or families.

## **MISSION**

Our mission is to empower students to positively impact the community and world beyond. In pursuit of this mission, AGC is committed to:

-  Serving the whole child
-  Modeling academic excellence
-  Developing inquirers
-  Cultivating international awareness
-  Fostering environmental stewardship
-  Facilitating collaboration within the community

## **ATTENDANCE AND SCHEDULES**

### **CALENDAR**

The Academy for Global Citizenship operates on an extended school year and school day. Our hours are 8:30-4:30. Important school days for the 2009-2010 school years are as follows:

- 8/17/09: First Day of School
- 10/5/09-5/09/09: Fall Break
- 12/14/09-1/1/10: Winter Break
- 3/29/10-4/09/10: Spring Break
- 6/25/10: Last Day of School

Detailed yearly calendars are available in the office.

### **ATTENDANCE POLICY**

Attendance at school is critical to a student's success. Therefore, students are required to be at school, on time, every day. If a student must miss school, a parent/guardian is expected to call the school as early as possible but no later than 8:15 A.M. if their child will not be attending school for any reason. **A note must be provided after each absence giving the reason for being absent.**

### **Excused Absences**

All absences will be reported as unexcused absences unless the school receives the following documentation:

- Doctors note specifying the excused day(s);
- Religious holidays;
- Parent note indicating there is a family funeral – the child will be excused only for the day of the funeral unless extenuating circumstances apply;
- Parent note indicating there is a family emergency – example emergencies include house fires or house floods. Children are expected to be at school as soon as possible after the situation is resolved; or
- Court documents mandating a court appearance – the child will be excused only for the day(s) indicated on the court documents.

All other absences are **unexcused**.

### **Long Term Absences**

If your child is absent for a week or more, please make certain to make arrangements with your child's classroom teacher to pick up long-term assignments. Depending upon the nature of the illness, children will be responsible for keeping up with their class work.

## **SCHOOL CLOSINGS**

The Academy for Global Citizenship follows the same school cancellation policies as Chicago Public Schools. School closing announcements are made on local TV and radio stations.

## **TRANSPORATION**

### **ARRIVAL**

Students should not arrive at school earlier than 8:15 A.M as the school will not provide supervision prior to this time. Students must enter through the Knox Ave. parking lot entrance. Parents must escort their student to the outer glass doors, especially when driving, where the school staff will be on duty to accompany students into the building.

### **LATE ARRIVAL**

Students who arrive after 8:30 A.M. must go to the Main Office with the adult who dropped them off to sign in. To ensure your student has ample time to eat breakfast and be prepared for the school day, arrive on time.

### **DISMISSAL**

There will be a staggered dismissal to ease traffic congestion and ensure our students may safely exit the building.

- Kindergartners will be dismissed at 4:26
- First graders will be dismissed at 4:31
- Second graders will be dismissed at 4:36

**It is extremely important that students are picked up on time.** In the rare case that a student will be picked-up after 4:35, a family member must notify the office as soon as possible. Only persons listed on the student's emergency form may pick-up students.

### **Walking School Bus**

Healthy minds start with healthy bodies and this Spring (2009), the Academy for Global Citizenship is excited to kick-off our Walking School Bus and Bike to School Campaign. Replacing bus stops and carpools with bike stops and walk-pools, walking and biking to schools empowers kids to reduce carbon emissions created from short-distance driving and idling, while encouraging exercise and positive social encounters.

In conjunction with the Chicagoland Bicycle Federation, AGC will recommend safe and supervised routes for students and chaperones to take to school each morning and home each afternoon. AGC will provide bike racks and a bike-lock-library for students to borrow locks at school. The Walking School Bus is an international concept that is growing in popularity around the world. AGC is proud to be a part of this emerging community.

Biking or walking to school will help AGC achieve our mission of creating healthy kids, a healthy environment and a healthy community! So, leave your car keys at home and LET'S GO FOR A WALK! The Academy for Global Citizenship Walk or Bike to School campaign is funded in part by a Green Team Grant from the Chicago Public School Service Learning Initiative.

### **Walkers/Bikers**

AGC strongly promotes walking or biking to school. Bike racks are provided.

### **CTA Riders**

There is a CTA bus stop, route 47, directly outside the school at 47<sup>th</sup> and Knox. We encourage our families to take public transportation when possible.

## **Car Riders**

For the safety of our children and for drivers, cars must abide by the following:

1. Cars will not be allowed to pull into the parking lot to pick up students.
2. Please utilize the street parking on Knox. Choosing to park a few blocks away and walking to the main entrance will greatly aid in the safe dismissal of students.
3. Be mindful of our neighbors by not blocking the crosswalks or intersections.
4. 47<sup>th</sup> is a very busy street which is used by many semi-trailers. Use extreme caution when passing through the intersection at 47<sup>th</sup> and Knox. If it is possible to avoid this intersection, please do so.
5. Please take your time and use caution when picking up or dropping off your student.
6. Please carpool when possible.

## **EARLY DISMISSAL**

If your child has a medical or dental appointment or a family emergency requiring an early dismissal, *please write a note to the teacher ahead of time.*

To release your student, parents are required to sign-out students from the office. A child will be dismissed early only to parents/guardians or a person listed on his/her emergency form.

Please try to arrange appointments for after school or on non-attendance days. Students miss valuable instructional time each time they are absent from school even if for a half day or less.

## **FAMILIES AND COMMUNICATION**

### **FAMILY COMMUNICATION**

#### *Friday Folders*

AGC Friday Folders containing relevant school, class, and student information will be sent home every Friday. Parent/guardians are responsible for checking the Friday Folder and returning any necessary papers in the folder to school on Monday. **Please do not lose the Friday Folder. If it is lost at any point in the year, families will be charged \$2.00 for a replacement.**

#### *Newsletter*

The AGC newsletter will be sent home the first Friday of every month. Please read the newsletter carefully as it contains very important information regarding policies, procedures, and school events.

### **PARENT TEACHER ASSOCIATION**

The AGC Parent Teacher Association is an integral part of the school's success. PTA meetings will be held at 4:45 approximately the last Wednesday of each month. Please check the AGC newsletter for updated meeting times.

The aim of the AGCPTA is to support students' success in school by coordinating fundraising and community outreach events. The AGCPTA is registered with the National PTA and follows National PTA meeting guidelines. To obtain more information about the PTA, please contact the main office.

### **CONFERENCES**

Conferences between teachers, students, and parents are an important part of ensuring student success. Therefore, **AGC requires family attendance** at both of the 2009-2010 conference dates on *October 30<sup>th</sup>* and on *March 15<sup>th</sup>*. Individual family appointment times will be sent home prior to the conference dates.

## SCHOOL AND CLASSROOM PROCEDURES

### **STUDENT DRESS POLICY**

In the primary grades, parents are responsible for sending their student to school in uniform. Guidelines are as follows:

Shirts are available for purchase for \$11 in the office.

#### **Dress Code**

Because academics are our primary concern, we want to make sure that students are able to focus on school and are not distracted by what they are wearing or by what their classmates are wearing.

Listed below is our uniform policy. These items listed, plus anything that the administration feels is inappropriate or distracting, may also be added to this policy.

The uniform consists of the Academy for Global Citizenship logo polo shirt available for sale in the office and periodically through the *AGCPTA*. Families that are unable to purchase Academy for Global Citizenship should contact the Principal.

The Academy for Global Citizenship Dress Code consists of the following regulations:

- Students must have an Academy for Global Citizenship logo uniform shirt on at all times
- A long sleeve shirt may be worn under the logo uniform shirt but it must be **white**
- Only tan and khaki pants, shorts, and skirts are permitted.
- All pants, skirts and shorts must be an appropriate size and fit.
- Students need to wear comfortable closed-toe shoes, preferably sneakers or tennis shoes.
- Skirts and shorts must be worn no more than two inches above the knee.
- Plain green sweaters or sweatshirts free of writing may be worn over the logo uniform shirt

Students may **not** wear the following;

- Jeans/Denim of any color.
- Pants, shorts or skirts that are not tan or khaki.
- Shorts or skirts that are more than two inches above the knees.
- Pants, shorts, skirts, or tops that have patterns, lace, polka dots, stripes or holes.
- Sweatshirts, long sleeve shirts, or sweaters of any color other than green
- Open toed shoes, flip-flops or shoes or boots with high heels.
- Tight clothing or stretch pants (the student must be able to “pinch an inch” of loose fabric throughout the pants).
- Sweatpants or wind pants.
- Pants that sag below the waist.
- Bandanas or hats
- Any gang related attire.
- Any makeup that has any coloring.
- Earrings (for girls only) that are larger or wider than 1/2 inch
- Any additional items that the school feels are distracting to students.

### **STUDENT CODE OF CONDUCT**

AGC follows the CPS Student Code of Conduct. Copies of the code are sent home at the beginning of the school year.

### **PROMOTION POLICIES**

AGC follows Chicago Public Schools grade level promotion policies. Students may be retained in grades 3, 6, or 8 based on attendance, Illinois State Achievement Test scores, classroom grades, and conduct.

## **HEALTH RECORDS**

It is essential that parents cooperate with the school nurse in bringing all medical records up to date.

**Children whose records are not up to date in accordance with state law will be excluded from school.**

Thank you in advance for your cooperation in helping us to protect your child.

## **BIRTHDAYS**

We will celebrate children's birthdays at community circle and in the classroom. If you would like to send something to school in honor of your child's birthday, we ask families to choose a children's book to donate to our school library. **Please do not send any food, drinks, or candy to school. Such items will be held in the school office and will be returned at the end of the day.**

## **STUDENT ORGANIZATION AND SUPPLIES**

At the beginning of the year, teachers will distribute school supply lists. As students deplete their supplies during the year, teachers may ask for special items.

AGC will work with students to keep their belongings neat and tidy. This will help with smooth communication between home and school, will teach students critical organizational skills, and will prolong the life of school supplies.

## **BATHROOM POLICY**

Students are allowed to use the bathroom at the teachers' discretion and are encouraged to go during whole class bathroom breaks. We ask parents to notify the school if their child has unique needs regarding use of the restroom.

## **TOYS, GAMES, & GADGETS**

Students are not permitted to bring toys of any kind to school unless under very special instructions of the teacher. All toys, cards, games, and electronic games, etc... will be confiscated and held in the office.

## **HEALTH AND SAFETY**

Under no circumstances are students to leave the school building or use any exit other than the Knox parking lot entrance without permission. A student with permission to leave may only leave under the escort and supervision of an authorized adult.

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## **VISITOR POLICY**

All doors to the building are locked at all times. All visitors are required to report to the Main Office upon entering. School visitors must wear a visitor's pass at all times while in the building.

## **EMERGENCIES**

In case of an emergency, parent/guardians should contact the Main Office either by phone or in person.

Under no circumstances should parent/guardians contact students in their classrooms or attempt to withdraw students from the building without notifying and receiving permission from staff members in the Main Office.

## **Volunteers**

We are always grateful for volunteers who can spend time with us during the day or on the occasional Saturday in order to fulfill our **20-hour volunteer commitment**. This can be rewarding not only for the children but for you as well. We recognize that not all families have the time to spend helping out during the day. Therefore, we strive to provide a variety of volunteer opportunities that can be done both at school and at home. Please call the office in advance to plan volunteering days, or contact the PTA to see

what volunteering opportunities are available.

## **STUDENT SEARCHES**

Student searches may be conducted if the safety of other students and staff are in question.

## **MEDICINE**

Students entering kindergarten, second, and fourth grade or any student entering Chicago Public Schools for the first time must submit a current dental and medical form by the first day of school. **A Parent Request for Administration of Medication must be on file if a student needs to take medicine during the day, including the use of an inhaler.**

## **EMERGENCY CONTACT INFORMATION**

A Chicago Public Schools emergency contact information form will be sent home at the beginning of the year and must be updated at the end of each trimester.

### **Emergency Plan**

AGC has monthly drills to practice safe, speedy, and calm evacuations of the building in the case of an emergency. If you are in the building at the time of an emergency, please be aware of our safety procedures:

### **Fire Emergency Exit Plan**

1. Follow the Exit plan posted at the door of each classroom.
2. LISTEN to the teacher and/or the adults that are giving directions.
3. Exit the classroom silently and orderly and exit the building through your designated exit.
4. Always remain in single file line.
5. Once outside, follow teacher and administrator directions to the designated gathering area.
6. Line up with the teacher with whom you exited and stand silently while all students are accounted for.
7. Remain in the designated assembly area until ALL CLEAR signal is issued.

## **OTHER**

### **STUDENT FEES**

In order to pay for student trips and related school expenses, we will ask families to pay \$100 per year for each child. Families may pay \$100 by August 17<sup>th</sup> or may pay \$50 by August 17<sup>th</sup> and \$50 by January 30<sup>th</sup>.

### **LOST AND FOUND**

The lost and found is located in the Main Office. Items left unclaimed at the end of each trimester will be donated to charity.

### **FOOD POLICY**

A core tenet of The Academy for Global Citizenship is health and wellness. Therefore, AGC has comprehensive policies concerning the food and beverages we serve and/or allow in school or on school-related activities such as field trips and after-school events. AGC's organic breakfast and lunch program follow strict regulations for nutrition, by-product, and chemical content. If families wish to send food or drink to school for breakfast, lunch, or snack, a meeting with the Principal is required.

Students bringing food from home will be made aware of the following guidelines and should follow it to the best of their ability; **in general, a lunch brought from home shall consist of fresh products and limited processed goods and be in a reusable container.**

<b>Breakfast, lunch, or snack foods and drinks CANNOT have or be:</b>
High-fructose corn syrup
Deep fried foods
Candy, gum, and chips
Artificial colors and flavors
Trans-fats
Peanuts
Meat with variety meats, fillers, extenders, non-fat milk solids, cereal, or nitrites/nitrates

<b>Breakfast, lunch, or snack foods and drinks SHOULD have or be:</b>
Nutritionally balanced by including a variety of food groups
Fresh fruit and vegetables
Organic or all-natural dairy products like yogurt, cheese, and milk
100% fruit juice or water
Eggs
Whole grains and rice
Legumes such as beans, lentils and nuts (excepts peanuts)

### **SCHOOL BREAKFAST AND LUNCH COST**

All families must complete a Lunch Form to determine a student's eligibility for free or reduced lunch. The costs for breakfast and lunch are as follows:

	<b>Paid</b>	<b>Reduced</b>
<b>Breakfast</b>	<i>Free</i>	<i>Free</i>
<b>Lunch</b>	<i>\$1.85</i>	<i>\$.40</i>
<b>Snack</b>	<i>Free</i>	<i>Free</i>

Parents/guardians pay for lunch and breakfast for their student(s) on a monthly basis. Amounts for each month and the menus will be sent home in the Friday Folder. Lunch money is due the second Friday of each month.

Breakfast is free for all students and a snack will be served to all students at 3:00 P.M. at no additional cost.

## **EDUCATION PROGRAM**

### **FIELD TRIPS**

#### **Walking Field Trips**

When your child first enrolls at AGC, you will be asked to sign a walking permission slip which allows your child to leave the building on-foot under the supervision of school employees. This permission slip allows the student to walk to nearby playing fields, libraries and other educational activities for the school year.

#### **Bus Field Trips**

No child will be permitted to leave the school for a field trip if they do not have written permission. Please sign all permission slips in a timely manner. Teachers will leave your child, under adult supervision, at the school if written permission was not received or if the child has not satisfied the requirements made by the teacher.

#### **Parent Chaperones and Field Trip Expectations**

At AGC, we believe that there are tremendous opportunities for learning outside the four walls of the classroom. Therefore, field trips are an integral part of our student's learning experience, and it is imperative we conduct field trips safely. Therefore, we expect the following:

- All students must wear their school uniform.
- All participants must wear a nametag and must stay together as a group.
- We treat each other and visitors of the zoo with respect.
- No participants of the fieldtrip will eat food items (candy, snacks, cold lunch, etc...) that are not provided by the school.
- We will not buy any items (food, souvenirs, toys, etc...) during the fieldtrip so bringing money is not necessary.

Teachers will contact families as field trips are planned to seek parent chaperones.

### **HOMEWORK**

Academy for Global Citizenship views homework as a critical part of a student's education. The purpose of homework is to reinforce skills taught in the class. Children are responsible for returning homework promptly when due. It is our policy to assign developmentally appropriate homework based on the following guidelines:

- Kindergarten: 5 minutes (maximum) of written work or practice, 5 minutes (minimum) of reading
- First grade: 10 minutes (maximum) of written work or practice, 10 minutes (minimum) of reading
- Second grade: 15 minutes (maximum) of written work or practice, 15 minutes (minimum) of reading

In addition, homework assignments will be sent home during all long breaks and occasionally by specialist teachers.

## GRADING SYSTEM

Academy for Global Citizenship issues report cards on a quarterly basis. The grading scale is as follows:

<b>Evaluation Scale</b>		
<b>E</b>	<b>Exceeds current expectations</b>	<i>is working at a level beyond that expected for this time of year and may meet this standard before the end of the year if learning continues at this pace</i>
<b>M</b>	<b>Meets current expectations</b>	<i>is on an appropriate track to meeting this standard by the end of the year if learning continues at this pace</i>
<b>AE</b>	<b>Approaching current expectations</b>	<i>is making the progress needed to meet the standard by the end of the year only with extra help and support</i>
<b>N</b>	<b>Not yet meeting current expectations</b>	<i>is currently not making the progress needed to meet the standard by the end of the year</i>

## PHYSICAL EDUCATION AND RECESS

The purpose of physical education (PE) and recess is to provide your child with necessary daily exercise, fresh air and participation in positive social and physical activities. PE and recess will be held outside, except in extreme weather conditions. Ensure that your child is dressed appropriately for the weather.

## INDIVIDUAL EDUCATIONAL PLANS (IEPS) AND SPECIAL EDUCATION

Parents of new students should advise the Main Office of any previous Individual Education Plans or special services their child received in the past after the student is enrolled. If a teacher believes a student should be evaluated for an IEP, parental permission will be sought and obtained before any formal evaluation is undertaken. Such evaluations will begin with an in-school committee consisting of the Principal, a certified special education teacher, a classroom teacher, and the parents/guardians. If warranted, the evaluation will continue with a specialized external team provided by Chicago Public Schools. The purpose of referrals is to determine the most support we can provide for each child in the least restrictive environment. For more information regarding special education services at Academy for Global Citizenship please contact the Main Office.