



Chicago Public Schools

Community Schools Initiative Student/Family Handbook

2017-2018



For 21st Century Community Learning Center Programs



Introduction

The purpose of this handbook is to provide students and their families with important information for participating in the Chicago Public Schools (CPS) Community Schools Initiative (CSI) at your school. Every student involved in CSI is given the opportunity to expand their learning opportunities in a positive, enriching and supportive environment. CSI provides students with experiences and exposure to learning in exciting and creative ways that extend beyond the school day.

What is a CPS Community School?

CPS community schools provide an alternate vision of schools, a vision where schools are a community hub that draws together a range of resources that support the academic, health, and social service needs of students and their families.

Mission

To enable and support schools so that all Chicago Public School students have the opportunity to participate in a coordinated and diverse set of quality expanded learning programs that will prepare them for post-secondary education, the world of work, and success in life.

Theory of Action

Student achievement will improve by engaging students, families, and communities in academic, enrichment, and health programs, year round, that are aligned with the school's Continuous Improvement Work Plan.

Meeting the Needs of Families & Community to Improve Student Achievement

CSI schools provide targeted and comprehensive services for students and families based on the full-service CSI community school model. While services are tailored to the specific needs of each site, all schools provide programs in the following categories: **(1) academic supports for students**, **(2) health and wellness access for students and families**, **(3) social/emotional health services and referrals for students and families**, **(4) social and cultural enrichment as well as recreational activities**, and **(5) adult education and family/community engagement programming**.

What types of Activities will I see in my Community School?

Activities are designed to support the school's academic program and expand the services offered within the community. Programs offered at each community school vary, but most CPS community schools offer some combination of academic and enrichment activities for students, adult education and English as a

About the Community Schools Initiative

Chicago Public Schools (CPS) administers the largest community schools program in the country. Launched as a District initiative at 36 schools in 2002, the CPS Community Schools Initiative (CSI) has initiated nearly 200 elementary and high schools as community schools. The CSI envisions schools as central, neighborhood locations where students receive an education and schools work with community groups to connect children and families to a range of services that foster individual and economic well-being. The CSI also extends the hours that schools are open so buildings may stay in use up to seven days a week and during the summer, creating a vibrant community meeting place.

Second Language classes, student and adult technology training, art activities, recreation and health services.

When do Activities take place?

Student activities take place before and after school, evenings, weekends, and during summer, spring, and winter holiday breaks, with a majority of programming occurring immediately following the school day. Adult programming takes place during these same times and may also occur during the regular school day.

Who do I contact?

The **CSI Resource Coordinator** is responsible for the overall management and supervision of all CSI programs in the school. This encompasses oversight of all out of school time programs, family engagement, leadership programs and mental health/social emotion learning. The Resource Coordinator is responsible for locating resources within the community area and engaging volunteers in the development of school programs. *Please see attached for contact information.*

Program Calendar

The start and end dates for CSI programming is based on the CPS calendar. In most cases, the out of school time activities begin 2 weeks after the first day of school and end on the last week of school. Intercession and summer programs vary for each CPS CSI school.

For any cancellations and/or program changes, you will be notified by the CSI Resource Coordinator or school administration.

Program Schedule

CSI programs may be offered before school, after school and weekends in order to meet the needs of the students. Attached you will find a calendar of current programs being offered at your school.

Please note: **Program schedules may change. When a schedule change takes place, parents/guardians and students will be notified by the CSI Resource Coordinator or school administration.**

Registration

A parent/guardian must complete the CSI registration form in order for a student to attend CSI programs. The CSI Resource Coordinator will provide documentation needed for enrollment. Students will not be allowed to attend programs until the registration process has been completed. (Appendix A/B)

CSI programs are first come, first serve. Once enrollment has reached capacity for a program, the student will be placed on a waiting list.

Attendance

Each day that students are enrolled in CSI programming, they will be dismissed from their regular school day class and transition into out of school time programs. Every student will receive a snack or third meal provided by the school at no cost.

Students enrolled in CSI programs are NOT allowed to leave the school building for any reason before the program begins. The school is liable for every child. Students cannot be allowed to leave the school building until the end of programming. If a student leaves school grounds and comes back to programs, the guardian will be notified and asked to pick up the student immediately.

It is expected that students will attend every day of programming. If a student misses 3 consecutive sessions, or 5 or more session in a semester, without documentation, it may result in the student being dropped from the program.

Dismissal Procedure

Parents/Guardians will indicate on the registration form if your child will be walking home or will be picked up by an adult following CSI programs. Children who will be walking home will sign themselves out. **For those who are being picked up by a parent, the parent is required to sign the child out before they are released.** This ensures the safety of your child. Any adult picking up a student must be listed in the child's file. If an adult's name is not on file as having permission to pick up a student, they will not be released to that adult. **Please make sure your contacts are update to date at all times.**

If a student is ill or requires an early dismissal, a parent/guardian MUST sign them out. The afterschool program is an extension of the regular school day and the early dismissal procedure remains the same.

All students are expected to be picked up at the time of dismissal. If you are unable to pick up your child on-time, you MUST contact the school office 30 minutes prior to dismissal. No Exceptions.

Drop Process

Once your child is enrolled in an activity, s/he is expected to attend regularly. If you wish to remove your child from a program, please contact the CSI Resource Coordinator. A Drop Form may be required.

Behavior Expectations

All school rules and the CPS Student Code of Conduct apply during CSI programs afterschool as they do during the school day.

Students who are enrolled in CSI programs are expected to attend consistently, participate openly, respect fellow students and instructors, and follow the expectations of the program, as well as the CPS Student Code of Conduct. Instructors may have additional guidelines for their classroom. These guidelines will be reviewed with the students. Students will be expected to follow them.

Disciplinary Action

While CSI believes in utilizing positive discipline approaches to alleviate problems in the classroom, discipline issues do arise. Should an issue arise, it will be handled in the following manner:

- Minor behavioral instances are addressed within the program by the instructor.
- Major instances or repeat issues are brought to the attention of the Resource Coordinator and a parent/guardian may be called.
- If the behavior is severe or does not stop, a parent conference will be set up between the Resource Coordinator, school administration and instructor. If behavior continues, the student may be dropped from the program. Any infractions that are a category 3 or above will be reported to the school principal and could affect the student during the school day.

Parent/Family Involvement and Participation

The CSI welcomes all parents and guardians to participate in CSI programs. There are many ways to get involved:

- Sign up for CSI Adult programs being offered during the school day, after school and weekends.
- Attend monthly events sponsored by the school in partnership with CSI.
- Ask to volunteer during CSI programs and events.
- Become a part of the CSI Advisory Committee.

Please contact the CSI Resource Coordinator to learn more about getting involved. If you would like to volunteer, there is a CPS volunteer packet for you to complete.

Please see the CSI Resource Coordinator for more information.

**The CPS Community Schools Initiative is Looking
Forward to an Exciting 2018 School Year!!**

Appendix A

CHICAGO PUBLIC SCHOOLS - COMMUNITY SCHOOLS INITIATIVE 21ST CENTURY COMMUNITY LEARNING CENTERS (21ST CCLC) STUDENT PROGRAMMING APPLICATION

APPLICANT INFORMATION

Name:		Race: : <input type="checkbox"/> African American <input type="checkbox"/> Native American <input type="checkbox"/> White	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other	
Date of Birth:	Phone 1:	Phone 2:	
Current Address:			
City:	State:	ZIP Code:	
Email:	Grade Level:	School:	

EMERGENCY CONTACT

Name of Emergency Contact (Parent/Guardian/Other):		
Street address:		Phone:
City:	State:	ZIP Code:
Relationship:		

PARENT/GUARDIAN INFORMATION

Father/Step-father/Guardian:		
Home Address:		
Work Phone:	Cell:	Home Phone:
Mother/Step-mother/Guardian:		
Home Address:		
Work Phone:	Cell:	Home Phone:

MEDICAL CONDITIONS OF WHICH CPS COMMUNITY SCHOOLS INITIATIVE SHOULD BE AWARE:

--

--

SPORTS INVOLVEMENT INFORMATION (IF APPLICABLE)

Sport and Coach:	
------------------	--

Practice Times:	Season Dates:
-----------------	---------------

Sport and Coach:	
------------------	--

Practice Times:	Season Dates:
-----------------	---------------

STUDENT EMPLOYMENT INFORMATION (IF APPLICABLE)

Current Employer:	
-------------------	--

Employer Address:	Typical hours/week:
-------------------	---------------------

SIGNATURES

We have read and initialed all of the statements on the reverse and agree to abide by all.

Signature of applicant:	Date:
-------------------------	-------

Signature of Parent/Guardian:	Date:
-------------------------------	-------

PHOTOS

I give the CPS Community Schools Initiative permission to use photos of my child for promotional purposes within the scope of the After-School and Enrichment Program

YES NO

Signature of Parent/Guardian:	Date:
--------------------------------------	--------------

OVER

**CHICAGO PUBLIC SCHOOLS - COMMUNITY SCHOOLS INITIATIVE
21ST CENTURY COMMUNITY LEARNING CENTERS (21ST CCLC)
STUDENT PROGRAMMING APPLICATION
CONTINUED**

I give permission to the school to notify an emergency contact listed on reverse to act on my behalf in the event that I cannot be reached during a medical emergency.	Parent/Guardian Initials: _____
--	------------------------------------

I give permission for the child listed on reverse to participate in the programs and activities provided by the CPS Community Schools Initiative 21st CCLC grant program.

Parent/Guardian
Initials: _____

I understand that this program focuses on academic tutoring and enrichment, sports and recreation, life skills education, as well as substance abuse prevention.

Parent/Guardian
Initials: _____

I understand that any medical bills incurred by an accident are my responsibility and I will not hold CPS Community Schools Initiative or their partners liable for such occurrences.

Parent/Guardian
Initials: _____

We understand and affirm the following student expectations:

- Every student has the right to learn and participate in the program, unless revoked due to disciplinary measures.
- Every staff member has a right to teach, coach, or present their materials and activities.
- Everyone has the right to feel physically and emotionally safe.

Parent/Guardian
Initials: _____

Student Applicant
Initials: _____

We understand and affirm this attendance policy:

- I agree to attend all sessions of any program for which I register.
- I agree that missing 3 consecutive sessions, or 5 or more session in a semester, without documentation may result in being dropped from the program.

Parent/Guardian
Initials: _____

Student Applicant
Initials: _____

We understand and affirm the following behavior policy:

- I will maintain appropriate behavior in accordance with the CPS Student Code of Conduct.
- I understand that my parents/guardians will be notified if I engage in inappropriate behavior (behavior that threatens the physical or emotional safety of anyone else or that disrupts from the educational atmosphere) and that any instance of such will result in my dismissal from the program for the remainder of the quarter in which the instance occurs.

Parent/Guardian
Initials: _____

Student Applicant
Initials: _____

TRANSPORTATION

My student will: (select one option below)

My child will walk home from school after the CPS Community Schools Initiative 21st CCLC program.

My child will be picked up by a parent/guardian.

My child will secure his/her own transportation.

Note: Students who leave before the program ends must check out with the CPS Community Schools Initiative Resource Coordinator. Please initial here if your student may leave before the program ends _____.

VOLUNTEER

I am interested in being a parent volunteer at my child's school. yes no

Signature of parent/guardian:

Date:

Appendix B