



2009-2010

**STUDENT/PARENT
HANDBOOK**

**Chicago High School for Agricultural Sciences
3857 West 111th Street
Chicago, IL 60655
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Vision

Our vision at Chicago High School for Agricultural Sciences is to create a positive learning environment that will support the integration of our academic and agricultural programs. Our goal is to create competent and literate citizens.

Mission

The Chicago High School for Agricultural Sciences is a college preparatory high school that provides opportunities for diverse students from across the city to study agriculture with the goal of developing marketable skills as well as college level competencies. We will produce technologically proficient graduates who will have the power to change the image of urban agriculture.

School Rules

School rules apply at all times in and around the campus, and in other places where students are under the supervision of a CHSAS staff member. Consideration for others will guide personal conduct. The rights, privileges, dignity and safety of others will serve as criteria by which personal behavior will be evaluated. **The Student Code of Conduct will be followed in all matters concerning discipline.** Copies are distributed to all students. It is the responsibility of the parent and student to read this document.

Identification Cards

Students must display ID's upon entering the building and at all times while in the building. Any student entering the building without an ID will be required to purchase a temporary ID for \$1 or a replacement ID for \$5. Any student found without an ID after the start of second period will be issued a detention. IDs must be surrendered upon the request of a staff member.

Attendance

We expect all students to be punctual and attend every class. In the event of illness, the parent must call the attendance office by 7:30 a.m. on the day of absence at 535-2518 to report the absence. Upon return, the student must present a note signed by the parent or guardian giving the date(s) and the reason for the absence and contact information including a number where the parent can be reached during the school day to verify the cause of absence. Failure to provide it will result in an unexcused absence. Students seeking a reinstatement should report to the attendance office by 7:20 a.m., in order to be on time for their first class. Students who receive excused absences are given the opportunity to make up work; those with unexcused absences are not given the same privilege. Absences exceeding 3 days should be explained by a doctor's note.

Tardiness

Tardiness is disruptive to everyone in the educational process. Students who are tardy to first period must report to the attendance office for a tardy slip and proceed immediately to class. Students will receive an after-school detention of one hour for every two times that they are tardy to school. Class tardies will be recorded and handled by individual teachers. Any student in the hallways after the bell without a pass will be issued an after school detention. It is the student's responsibility to get a pass from a teacher before leaving the classroom.

Detentions

Detentions are given for tardies, cuts and various behavior problems during school. Detentions are posted weekly at the attendance office and lunchroom. All students should check the detention list for their name on a weekly basis. Hour-long detentions are served on Tuesday,

Wednesday, Thursday and Friday immediately after school in room 214. Longer detentions can be served on Saturday at 8:00 a.m. in the animal barn. Failure to serve detention in the assigned week will result in a one day in-school suspension. Repeated detentions and/or in-school suspensions may result in out of school suspension

Cell Phones and Electronic Handheld Devices

Cell phones, iPod's and other handheld electronic devices are not allowed to be used or seen in school. Any phone or device that is on, heard or seen will be confiscated. If an item is confiscated, it must be picked up by a parent. The second time, the student will be subject to discipline under the CPS Student Code of Conduct.

Early Dismissals

In order for a student to obtain an early dismissal, the parent must report to the main office. Guardianship must be verified before a child is released to an adult. A student will only be dismissed to an adult who is listed on the emergency form on file in the main office. No child will be released on his/her own.

Closed Campus

No student is permitted to leave school property at any time during the school day unless under direct supervision of a staff member. Lunch is available in the cafeteria or students may bring lunch.

Lunchroom/Cafeteria

Food and beverages may not be removed from the cafeteria. Food cannot be delivered to the school from restaurants during student lunch periods.

Dismissal

The building will be cleared at 3:10 p.m. Students participating in after-school activities must leave school at the conclusion of the activity. No student may be in the building unless under the direct supervision of a staff member. Students waiting for a ride may wait in the vestibule at the main entrance. Students will not be allowed to return to the building. Loitering on school grounds will not be permitted. All students must be off the campus by 3:30 p.m. unless participating in a school sponsored activity.

Office Hours

The main office is open from 7:00 a.m. to 4:30 p.m. on school days.

Locks & Lockers

Lockers must be locked at all times. Only CHSAS distributed locks are permitted. Combinations should be kept private and locks should be closed properly. Lockers are the property of the school and may be searched at any time. Locks will be placed on any locker without a lock and a fee will be applied. Do not leave valuables in lockers. Replacement locks can be issued immediately in the main office. It is the responsibility of the student to remove all items from lockers by the designated date in June. Any personal items left in lockers after the June clean-out day will be disposed.

Parking

Students and visitors are only allowed to park in the parking lot north of the building. Cars must be parked within the boundaries of one parking space as defined by the yellow parking lines. Parking in the lot is a privilege which may be revoked for any unsafe behavior.

Library

The library is open from 7:30 a.m. to 4:00 p.m. Monday through Thursday, and until 3:00 p.m. on Friday or the day before non-attendance days. Students are welcome to use the library during their lunch periods, or at any time during regular school hours, with a pass from the classroom teacher.

Change of Address

A change of address must be accompanied by appropriate documentation. If school mail is returned to school more than once, residency must be verified.

Fees

School fees for 2009-2010 are \$165 for freshmen (includes art fee) and sophomores (includes music fee), and \$140 for juniors and seniors. This does not include science supplies, physical education uniforms, calculators, field trips, etc. Cash, checks, or money orders payable to CHSAS are accepted. No fees are refunded after the student has been enrolled in school for 20 school days. Textbooks are issued at no charge to the students. However, if lost or defaced, the textbook becomes a student debt. Any books recovered from student lockers after the official clean-out day in June are considered lost and become a student debt at the rate of 10% of the cost of the book. Fees must be paid before student records can be released.

Graduation Fees

Graduation fees are \$125 and must be paid prior to the graduation ceremony.

Visitors

Parents are welcome at CHSAS. All visitors must sign in at the main entrance security station and then report directly to the main office. All visitors are subject to a security check (metal detector screening) when entering the building. Teachers should not be interrupted during class; all conferences should be scheduled in advance and take place during the teachers' planning periods.

Dress and Grooming

Observe basic standards of cleanliness, modesty, and good grooming. Dress in a manner that neither disrupts the educational process, nor poses a safety hazard. Boys may not wear earrings. Facial piercings are not allowed.

Academic Progress

Report cards are issued 4 times a year- weeks 10, 20, 30 and 40. Progress reports are generated weeks 5, 15, 25, and 35. Parents are also encouraged to monitor student academic progress and attendance by using the CPS Parent Portal in the IMPACT computer system.

Local School Council

Each school has a Local School Council (LSC) composed of six parents of students attending the school, two community residents, two teachers and the principal. Illinois law (SB1840) governs terms of office and responsibilities. The 2009-2010 members are:

Parent	Michael McGrath (Chair)
Parent	Lisa Brock (Vice-Chair)
Parent	Milton Garrett (Secretary)
Parent	Barbara Dekerf-Shimoda
Parent	Carlos Soto
Parent	Keith Oliver
Community	Brian Helmold
Community	Cathleen Kelly
Teacher	Gail Gavin
Teacher	Brendan O'Laughlin
Student	Brittany Kendrick
Principal	William Hook

PTSA

The CHSAS Parent Teacher Student Association works to support and enrich the school's academic and social opportunities. Membership is open to all CHSAS parents, teachers, staff, and students, as well as community residents.

Dues:

Family - \$16.00

Teacher/Staff - \$10.00

Parent/Community - \$10.00

Student - \$5

Meetings are held monthly, September through June, and special events are scheduled throughout the year. PTSA applications are available at the school office.

LSC/PTSA Meeting and Schedule

Both LSC and PTSA meetings are held in the CHSAS Library on the dates below. All LSC meetings are called to order at 6:00 p.m. The PTSA meeting begins immediately after the LSC meeting.

September 14, 2009

October 19, 2009

November 9, 2009

December 14, 2009

January 11, 2010

February 8, 2010

March 8, 2010

April 12, 2010

May 10, 2010

June 14, 2010