



**MAIN/EAST CAMPUS**

1443 Ogden Avenue  
Chicago, IL 60610  
773.534.8110 Fax: 773.534.8017

**WEST CAMPUS**

1250 West Erie Street  
Chicago, IL 60622  
773.534.0866 Fax: 773.534.0869

Mr. Kenneth M. Staral  
Principal

This **Student Handbook** belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Advisory/Homeroom: \_\_\_\_\_

# INFORMATION AND POLICIES

Please consult:

[www.ogdenschool.org](http://www.ogdenschool.org)

## ABSENCES

Parents/Guardians must report all student absences to the Main/East Campus Office at 773.534.8110 or the West Campus Office at 773.534.0866. Upon returning to school after an absence, a student **must** bring a note signed by his or her parent/guardian stating the reason for the absence. Regular attendance is necessary for success in the classroom. The acceptable reasons for an excused absence are illness, death in the immediate family, family emergency, religious observance, situations beyond the control of the student as determined by Mr. Staral, and circumstances which cause reasonable concern for the safety or health of the student. Students who have more than nine (9) days of unexcused absences will be retained at the end of the school year.

## BOOKS

Books **must** be covered and protected from damage or loss. Each student is responsible for the care and protection of books and will be required to reimburse the school for damage beyond normal wear and usage of the book. The Report Card and/or transfer will not be issued until all debts are paid in full.

## BOOK/SUPPLY FEE

Students are requested to submit a Book/Supply Fee (\$100.00, grades 1-8; \$250.00, grade 9) to supplement the basic educational program. Payment may be made with cash only at the school or you can also pay the fee on-line using a credit card via the e-pay link on our website, [www.ogdenschool.org](http://www.ogdenschool.org). In addition, classroom teachers may also ask for various fees for workbooks, magazines, and field trips. The Report Card and/or transfer will not be issued until all debts are paid in full. Please contact your child's teacher if you have any questions about the fees.

## BUS COMPANY

**Illinois Student Transportation**  
**773.638.3660**

Students assigned to bus routes/shuttles are provided with the route number and time schedule for pick-up and return. Students are only allowed to board their assigned bus route/shuttle. **A NOTE FROM THE PARENT/GUARDIAN MUST BE GIVEN TO THE ADVISORY/HOMEROOM TEACHER IF YOU ARE NOT RIDING THE BUS ON ANY GIVEN DAY.**

## BUS RULES

Students must not provoke any situations with others, on or off the bus. Please follow these rules:

- Keep hands and arms inside the bus at all times. Never throw objects out of the window.
- Refrain from shouting out of the window or using inappropriate hand gestures toward students from other schools or individuals on the street. Such behavior can threaten the safety of children on the bus.
- Buckle the seat belt upon boarding the bus. Do not unbuckle the seat belt to walk up or down the aisle. Do not get off the bus once the bus has been boarded.
- Refrain from loud talking or unnecessary confusion, which may distract the bus driver or possibly cause an accident.
- The bus driver is in command of the bus. Stay alert and follow the driver's instructions and directions.
- **All** students assigned to a bus **must** ride the bus after school unless the school receives a note from the parent/guardian indicating otherwise.
- Parents/Guardians who wish to ride a route to/from school must receive permission from either Main Office.

## CALENDAR

Ogden does NOT follow any standard CPS Calendar. Our calendar is unique to our school ONLY. Notices are sent home prior to all holidays and events related with the school.

Parents/Guardians are requested to refer to our website for specific information. A complete list of activities can be found under the *School Calendar* tab available on our school website. If you do not have access to the internet, then you can request a copy of the calendar from the Ogden Main/East Campus Office. The following is a list of holidays and days of NO classes:

Monday, October 12, 2009 (Columbus Day Holiday)  
Wednesday, November 11, 2009 (Veterans' Day Holiday)  
Thursday, November 12, 2009 (Professional Development)  
Friday, November 13, 2009 (Report Card Pick-up Day)  
Monday, January 18, 2010 (Martin Luther King Holiday)  
Monday, February 15, 2010 (Presidents' Day Holiday)  
Thursday, April 22, 2010 (Report Card Pick-up Day)  
Monday, May 31, 2010 (Memorial Day Holiday)  
Friday, June 11, 2010 (Teacher Institute Day)

The last day of school is Monday, June 14, 2010.

## CONFERENCES

Parents who wish to speak with a teacher should make an appointment in advance via email.

## CORRESPONDENCE

Please communicate with your child regarding receiving school correspondence. Information will also be sent electronically if a valid e-mail address is on file at school. We encourage you to submit your e-mail address. In addition, periodically

throughout the year we will mail information to you. It is critical that your current address and phone number are on file in the Main/East or West Campus Office.

## **DISCIPLINE CODE AND CONDUCT**

Ogden School follows the Student Code of Conduct developed for the Chicago Public Schools. Each Ogden student is expected to be considerate of others and display appropriate verbal and physical behavior at all times. **Students should refrain from using aggressive actions and words towards all individuals they interact with each day (e.g., profanity, kicking, hitting, etc.).** Any behavior that causes physical injury and/or emotional stress, including all forms of bullying and cyber-bullying, is not acceptable and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. Good conduct is an essential attribute of a well-rounded Ogden student.

**Any student found with a weapon, destructive device, or any device resembling a weapon, is subject to a ten-day suspension and/or expulsion.**

**All students will review the Student Code of Conduct with his/her classroom teacher. Please discuss appropriate behavior with your child while on and off the school campus. The parent/guardian should review the contents of this Code with your child and adhere to the procedures, rules,**

**and policies during the upcoming school year. After reviewing the Student Code of Conduct, please sign, date, and return page 55 to your child's homeroom/advisory teacher.**

## **EARLY DISMISSALS**

Parents/Guardians requesting early dismissal for their child must send a written request indicating the early dismissal time. If a child becomes ill while in school, the parent/guardian will be notified by telephone.

**Parents/Guardians are requested to pick up their child at the Main/East or West Campus Security Station and present proper identification. Early dismissals interfere with instruction for your child and other children in the class. For bus and safety reasons, early dismissal will NOT be permitted after 2:30 p.m. since early dismissals disrupt the overall program. Early dismissals should be requested in emergencies only. Students can only be released to a parent/guardian or an individual listed on the most current *Request for Emergency Information* form. The practice of leaving early on a regular basis is unacceptable.**

## **E-MAIL**

Parents/Guardians will receive a list of the e-mail addresses for all faculty and staff. E-mail is an effective tool for communicating with your child's teacher(s). In addition, teachers and the school will be providing classroom and instructional information on the school's web page and electronically sending

information to parents/guardians with e-mail. Parents/Guardians are urged to submit an e-mail address to Mr. Noel, at [sjnoel@cps.edu](mailto:sjnoel@cps.edu), to electronically receive school information and reduce the level of paper consumption. **All correspondence that is electronically sent must pertain to school business only.**

## **EMERGENCY INFORMATION**

*A Request for Emergency Information* form that contains accurate and updated information on how to contact parents, relatives, or neighbors in case of emergency must be completed in September and January. This information must be kept up-to-date. It is important that students be aware of the information on the *Request for Emergency Information* form.

**EACH STUDENT IS REQUIRED TO HAVE ON FILE TWO CURRENT EMERGENCY PHONE NUMBERS.**

## **FIELD TRIPS**

All field trips are aligned with the standards and curriculum. Parent volunteers are needed for many field trips. A signed permission slip for students and parent volunteers **MUST** be returned to the teacher in advance of any field trip. Fees for a field trip must be paid to the teacher at least two days before the scheduled trip.

## **FOOD POLICY**

The Chicago Department of Public Health considers the dispensing of food products prepared in a private home to children in school an unacceptable practice.

Please be advised of our continuing policy that food, other than that prepared in an approved kitchen, may not be served to children in schools. **In addition, treats that are provided for birthdays, holidays, and other special events may ONLY be consumed in the cafeteria during the designated lunch period.**

Invitations to parties may not be distributed in the classroom or schoolyard unless an invitation is provided for every member of the class. We will not allow invitations to be distributed to a select group of students while in school or on the school campus.

## **GRADING STANDARDS**

Students at Ogden will be graded according to the following standards:  
A= 100-93 B= 92-87 C= 86-78  
D= 77-70 F= below 70

Grades 1-9 parents/guardians will be able to monitor grades on-line using CPS Gradebook. Also, students in grades 6-9, will take quarterly comprehensive exams at the end of each quarter that will be a percentage of the student's final quarterly grade. More information will be shared with you during *Back to School Night*.

## **GYM WEAR**

Gymwear may be ordered from the PTA via our school website. Students are encouraged to wear Ogden shorts or sweat pants and Ogden T-shirts for gym. Additionally, a student must provide a written request to the gym teacher in order to be excused from gym.

## **HALF-DAY SCHEDULE**

On half-days, Ogden students will begin school at the regular time, but will be dismissed at 11:30 a.m. (West Campus) and 12:00 p.m. (Main/East Campus). The following are the designated half-days:

Friday, October 30, 2009  
Friday, November 20, 2009  
Friday, December 18, 2009  
Friday, February 5, 2010  
Friday, March 12, 2010  
Friday, March 26, 2010  
Friday, April 16, 2010  
Friday, April 30, 2010  
Friday, May 14, 2010  
Friday, May 28, 2010  
Thursday, June 10, 2010

Reminders will be sent home prior to the actual date. **On half-days, after-school programs will not operate and Lake Shore bus service will not run.** Please plan accordingly.

## **HEALTH**

State rules require every child entering school to submit a medical record. **If a student shows signs of being ill in the morning, the school recommends keeping the student at home, rather than sending him or her to school and**

**possibly infecting other children.** If a child (siblings of students also) becomes ill with a contagious illness such as swine-flu, measles, mumps, or chicken pox, please notify the Main/East or West Campus Office. Also, contact the Main/East or West Campus Office if your child needs to take medicine during the school day. There are established procedures for students who need to take medication during the school day. In addition, visual and auditory tests are conducted in school periodically and necessary recommendations are made to parents.

## **ID CARDS**

Grades 6-9 students will be required to wear their Ogden School ID every day. ID's will be issued during the beginning of the school year. If a student loses his/her ID, a \$20.00 replacement fee will be charged. If a student forgets his/her ID, then \$2.00 will be charged for a temporary daily ID. ID Cards are essential for safety and security reasons and must be visible while the student is in school, at a school-related activity, and on the bus.

## **LOCKERS**

Lockers are assigned to each student. Each student is responsible to keep his or her locker clean and in order. Locks are not allowed. Therefore, students are not encouraged to bring valuable items or large amounts of money to school.

## **LOST AND FOUND**

Lost and Found lockers are located on the second floor (locker # 2312 and #2313) at the West Campus and at the Security Station at the Main/East Campus. Lost items should be claimed in a timely manner. Items that are not claimed within two weeks are donated to charity.

## **MEALS**

All students may receive free breakfast beginning at 7:50 a.m. (grades 6-9) or 8:30 a.m. (grades K-5). Lunch may be purchased for \$2.10 (grade 9), \$1.85 (grades K-8). Students may also purchase other snacks and goodies ranging in price from \$.30 to \$2.00 in the lunchroom. Other than a bag lunch, students are not allowed to bring food or snacks to school, nor are they allowed to eat in the classroom, halls, or on the playground.

## **METAL DETECTOR**

### **PROGRAM**

The objective of the metal detector program is to develop awareness among the student body and the community that weapons and illegal contraband will not be tolerated in the Chicago Public Schools.

Weapons and certain other dangerous objects are forbidden on these premises. All persons are subject to personal search and examination of their hand-carried possessions. **Your cooperation with this safety precaution is a**

**condition of entry to either campus of The Ogden International School of Chicago.**

## **MOBILE PHONES**

The unauthorized use of mobile/cellular phones or other electronic devices is strictly prohibited during school hours. **Teachers of students in grades 6-9 will collect cellular devices at the beginning of the day and return them at the end of the day.** All communication during the school day should go through the Main Office at either campus. **Refer to the Student Code of Conduct for additional information.**

## **PROMOTION POLICY**

Ogden School will make decisions in accordance with the Chicago Public Schools Promotion Policy. A copy of the policy will be distributed at *Back to School Night* and is available in the Main/East or West Campus Office.

## **REPORTING STUDENT PROGRESS**

Report cards are issued four times a year. Parents are required to pick-up their child's report card at the end of the first and second marking periods. Report cards are sent home with each child at the end of the third and fourth marking periods, unless a conference is requested by the teacher. Refer to *School Calendar* tab on our website for specific dates. Each quarter, students in

grades 1 through 9, are recognized for achievement in four categories:

- PRINCIPAL'S SCHOLAR
- HONOR ROLL
- SCHOLASTIC RECOGNITION
- PERFECT ATTENDANCE

Students in kindergarten will be recognized for good effort and perfect attendance.

In addition, all students will receive a Progress Reports during school year indicating his/her progress.

Parents/Guardians are encouraged to monitor student progress and achievement throughout the school year and keep lines of communication open with the classroom teacher(s).

## **SCHOOL CLOSINGS**

In hazardous weather or other emergency situations, the school may be closed. **DO NOT CALL THE SCHOOL FOR CLOSING INFORMATION.**

Please consult the internet, radio, or television for a closing announcement.

## **STUDENT APPEARANCE**

Ogden recognizes and appreciates the individualism of all students; however, it is necessary to provide a conducive environment for learning. Students are asked to be dressed appropriately for school. Clothing that is torn, too baggy, too tight, too short, too revealing, or clothing that contains profanity or symbols related to gangs, drugs, or pornography is not acceptable. All students must adhere to this dress code.

## **STUDENT RECORDS AND TRANSFERS**

Under the provisions of the Education Rights and Privacy Act of 1976, parent/guardians are granted the opportunity to review their child's permanent school records upon written or personal notification to the principal.

**Parents wishing to transfer their child must give at least two (2) days notice.**

All books and materials checked out to the student must be returned or remitted to the student's teacher(s) before a transfer can be issued.

## **TARDINESS**

Students are requested to be in school everyday and on time for class. If a student is tardy, he or she must bring a note explaining the reason for tardiness and report to the Main/East or West Campus Office before reporting to his or her classroom. Students are marked tardy if they arrive to the classroom after the start of school or after the designated passing period. Keep in mind, **instruction begins promptly every morning and tardiness to class can impact student progress and achievement. The practice of coming late to school on a regular basis is unacceptable. Students who are habitually tardy to school will be referred to the Attendance Adjudication Officer. For students taking buses, it is imperative that your child arrives on time, as there is a short departure window for all buses.**

Once departed, it will be the responsibility of the parent/guardian to transport the child to school. Please refer to the Ogden Bus Information flyer that was mailed to your home during the summer and is available on the Ogden website.

## **TELEPHONE**

**Students are not allowed to receive phone messages via the Main/East or West Campus Office.** Please refer to the Student Code of Conduct for additional information.

## **VISITORS**

For the safety of our students, we require that **all** visitors in the building sign in at the Main/East Campus Security Lobby or West Campus

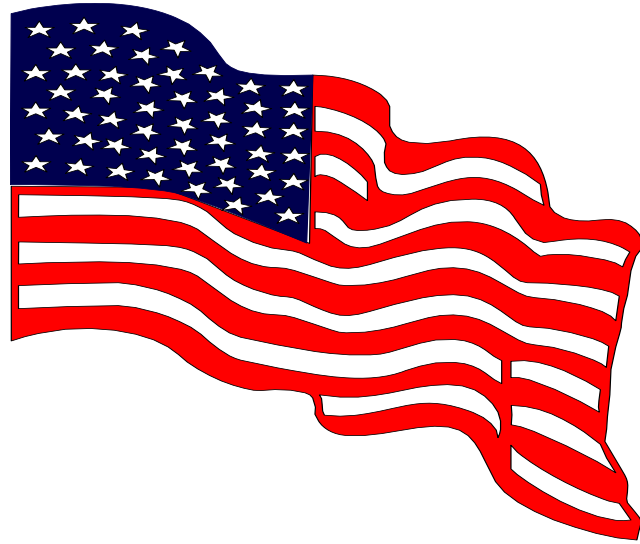
Security Area (Door #7). No one will be permitted to visit a classroom without a Visitor's Pass. We encourage parents and guardians to visit the school, but we request that you avoid interfering with the instruction in the classroom.

Therefore, it is highly recommended that visitors make prior arrangements before visiting. **All visitors MUST provide a government issued photo ID and are subject to personal search/examination.**

## **VOLUNTEERS**

Individuals who wish to volunteer in the school must meet the requirements of the Chicago Public Schools Volunteer Policy. Information may be obtained from [www.cps.edu](http://www.cps.edu) website.

# OGDEN SCHOOL



## PLEDGE

I promise, as a student of Ogden School,  
to live up to the rules of good conduct,  
to uphold  
to the best of my ability  
the standards of this school,  
to observe all safety regulations,  
to instill a sense of loyalty  
in others by my example,  
to help make my parents and teachers proud of me,  
and to make Ogden a better school  
for ourselves and our community.