

CICS Avalon Elementary School
1501 E. 83rd Pl
Chicago, IL 60619

Phone: 773-721-0858

www.regenerationschools.org/cics-avalon



Shavon Mathus-Harris, ES Principal
Elizabeth Jenkins, ES Dean of Students
Shameka Williams, Director of Operations

2022-2023

CICS-Avalon Campus

Elementary School Information Packet

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Dear Parents and Guardians:

As principal of CICS Avalon Elementary School, it is my pleasure to welcome you to the Avalon community. We are incredibly excited to kick off the 2022 – 2023 academic school year with a dedicated team of educators and staff members who are committed to educating every child, every day. It is our mission to ensure that ALL scholars enter and succeed in college and beyond. Even in kindergarten, our scholars sing college chants, talking about where they want to go to college and beyond. It is my hope this year that we develop a partnership with you, to ensure this mission is carried out.

With that in mind, you are invited to be an active participant at CICS Avalon. Whether you are a field trip/classroom volunteer, special event participant, or just wanting to observe, you are encouraged to be involved! Research on schools clearly demonstrates that parent participation in their child's school coincides with a greater likelihood of academic success for their child.

It is our desire to keep you informed of all that is taking place at CICS Avalon. Attached you will find the ES Panther Packet with important information to help guide you through this academic school year. Additionally, Up-to-date and additional information will be sent to you via class-tag and/or classroom dojo. If you have questions or concerns that arise at any time, please do not hesitate to contact us via email, phone, or drop by the main office. Our office staff includes Ms. Williams the Office Manager, Mr. Robinson the Special Projects Manager and Mrs. Williams the school Director of Operations. We look forward to having a long and rewarding relationship with you and your family this year and for many years to come!

Sincerely,

Shavon Mathus-Harris

ES Principal

Welcome to CICS Avalon

“A safe, structured learning environment, with a college prep focus!”



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Elementary School Mandatory First Day of School

Get Ready, Get Set, to Learn!



Dear Parents and Guardians,

Because we want to have a strong start to the school year, we have staggered the start dates for our scholars. During the required dates, we will be going over our very high expectations for academics and behavior, practice systems and routines that help us maximize instructional time, administer basic skill assessments, and engage in team-building exercises.

It is mandatory for all scholars to attend.

If your child does not attend the mandatory staggered days, it will count against their overall attendance for the school year.

- 2nd, 3rd, 4th grades ONLY (August 22nd –August 24th)
- Kindergarten and 1st grade (August 25th , - August 29th)
- All Scholars attend first full day of school (Tuesday, August 30th)
 - 7:15 A.M. Scholars may enter the building
 - 7:15 A.M. Breakfast begins
 - 7:45 A.M. Instruction begins
 - 3:25 P.M. Dismissal begins

If you have any questions, please contact us at 773-721-0858.

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Pick Up and Drop Off

Early Drop Off is at 7:15 A.M.

Breakfast Begins at 7:15 A.M.

School Schedule

Monday-Thursday

7:45 A.M. to 3:30 P.M.

*Scholar must be crossing the classroom threshold at 7:45 A.M. or he/she will receive a tardy.

Friday

7:45 A.M. to 1:45 P.M.

* No after-school on Friday*

*Early dismissals are **NOT** allowed after 3:00 p.m. Mon-Thurs. and 1:15 p.m. on Fridays.

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Parent Orientation/Open House

Dear Parents and Guardians,

It is hard to believe that we are already beginning to prepare for the 2022 – 2023 school year. We are very excited about the opportunity to welcome our new and returning middle school scholars to a brand new year. Parent Orientation will take place on

Wednesday, August 17, 2022

Parent Orientation is designed to provide information, answer questions, and get scholars and families ready for another successful school year. Below is a summary of topics that will be discussed at Parent Orientation.

- **School Mission & Vision**
- **Our Rigorous Curriculum & Common Core State Standards**
- **Behavior Management System**
- **Scholar Incentives**
- **High Expectations: Academics & Behavior**
- **Academic Interventions & Enrichments**
- **School Uniform Policy**
- **Extracurricular Activities & Tutoring**

During Parent Orientation, you will also have the opportunity to pick up your child's schedule, meet your child's teachers, turn in any outstanding registration documents and sign up for transportation services for the school year. There is limited space for the transportation services. Please sign up early.

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HEALTHY SNACK LETTER

Dear Parents and Guardians:

We are writing to inform you of important new rules regarding snacks and beverages at CICS Avalon:

1. **Absolutely no outside junk food will be allowed on campus for scholars at any point, from before school to after school, and including breakfast, snack time, and lunch.**
2. **Absolutely no outside beverages with the exception of unflavored bottled water will be allowed on campus for scholars at any point, from before school to after school, and including breakfast, snack time, and lunch.**
3. **Any scholars breaking these rules, either by consuming these items or by having them visible at school, such as hanging out of their pockets will receive a phone call home. They will also have the food confiscated and *not* returned.**

Junk food includes, but is not limited to, juice, soda, candy, chips of any kind, packaged or homemade pastries, cupcakes, cakes and doughnuts, and cookies. Examples of healthier snacks include pretzels, fruit or fruit snacks, granola bars, unsalted nuts, and vegetables like carrots and celery. If you would like a list of healthy food / snack options, stop by the office.

Foods and beverages like these can lead to long-term health issues, including obesity, heart problems, and diabetes. Furthermore, they have been proven to decrease academic performance by making children sleepy, restless, or even physically ill.

Note that on rare special occasions, staff may provide scholars with candy or treats; these are the only times that scholars may consume junk food on campus. We hope that this new rule will make a positive impact on our scholars' health and physical fitness. Please reach out to us with any questions or concerns.

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Transportation

Vendor Listing

Dear Parents and Guardians,

Bus services are not provided by the school. Parents are responsible for making all transportation arrangements.

- ✓ Call the bus vendor
- ✓ Inform them of the services you're in need of (i.e. Pick Up/Drop Off Address, frequency of days, & weekly pricing)
- ✓ Inform staff of which vendor you have decided to go with so that there is a smooth transition for dismissal

For your convenience, we have included a list of transportation vendors:

- **Ms. Pat's Transportation**
 - Ms. Pat: (773) 447-9766
- **CH1 Enterprises**
 - Mr. Gibson: (773) 430-0837
- **Booker Transportation**
 - Mr. Booker: (773) 895-5697
- **Future World**
 - Mario: (773) 678-8217
- **Next Generation**
 - (773) 331-0611
- **Mr. Marshall**
 - Ms. Jade Brazelton 773-253-1907
- **A Family Affair**
 - (773) 655-3038

If you have any questions, please contact the main office at (773) 721-0858.

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Cell Phone Policy



Dear Elementary Parents,

CICS Avalon strongly encourages students **not** to bring personal cell phones to school. If you do choose to send a cell phone with your student, the school holds no responsibility for replacing the phone, if it is lost or stolen.

Phones must be placed in backpacks with the sound off for the duration of the school day, including dismissal. Phones that are not turned off or placed in backpacks will be confiscated; parents will be allowed to pick up confiscated cell phones at the end of the school day from the Elementary School Dean of Students.

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REGEN CELL PHONE POLICY

POLICY FOR ALL ELECTRONIC DEVICES

Inappropriate use of cell phones and devices is prohibited on our campus. Ringing cell phones are disruptive during class time. Camera phones and text messaging are used to cheat on quizzes and tests. Phones are stolen, loaned to other students, may be lost or broken and have exacerbated crisis situations. The inappropriate use of cell phones at school is detrimental to the academic climate because it takes valuable time away from instruction and creates disciplinary problems. Therefore, when phones and devices are used inappropriately, they will be confiscated and parents will be contacted. Devices will be returned to the parents.

Due to the enormous time spent on stolen cell phones, the school will NOT investigate stolen cell phones. Their security is the sole responsibility of the student.

Students may not use their cell phones to make phone calls on campus at any point during the school day. In turn, we ask parents who need to speak to their children during the day to contact them through our office. Students always have access to our phones to contact family members.

We realize that having to pick up a student's phone may be inconvenient and therefore we recommend you discuss this policy with your student in order to avoid this problem. Confiscated phones will be labeled with the student's name and kept with the dean until the parent takes possession.

CHICAGO INTERNATIONAL CHARTER SCHOOLS- AVALON CAMPUS IS NOT RESPONSIBLE FOR LOST, STOLEN OR BROKEN CELL PHONES OR ELECTRONIC DEVICES. THE SCHOOL WILL NOT PAY FOR PHONES THAT ARE LOST, STOLEN OR MISPLACED BY STAFF MEMBERS AFTER CONFISCATION. STUDENTS MUST TAKE OWNERSHIP AND RESPONSIBILITY FOR THEIR OWN ELECTRONIC DEVICES IF THEY CHOOSE TO BRING THEM TO SCHOOL.

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Early Dismissal and Visitor's Policies

EARLY DISMISSAL POLICY

In the event that you should need to retrieve your scholar, please do so by the cut off time. **Early dismissal times are no later than 3:00 pm Monday-Thursday and no later than 1:15pm on Fridays..** You should arrive by these set times for any set appointments, work schedules, etc. In the event that you phone ahead, your scholar needs to be picked up by the established early dismissal time. If you are not here by that time, the scholar will be returned to class for regular dismissal. When scholars are awaiting pick-up or called after the established early dismissal times it works against the dismissal procedures. It is the responsibility of the parent to keep this policy in mind.

VISITOR POLICY

The safety and security of staff and students at Chicago International Charter Schools- Avalon Campus is of utmost importance. A critical part of creating a safe campus environment is for the administration, as well as those individuals or classrooms receiving visitors, to have advance knowledge of all visitors. School administration must know at all times who is on campus and reserves the right to refuse entry to any visitor. The following procedures for visiting Chicago International Charter Schools- Avalon Campus will be strictly followed.

CLOSED CAMPUS

Chicago International Charter Schools- Avalon Campus is a closed campus. All students are required to remain on school grounds during the regularly scheduled school day, including the lunch period. It is unlawful for anyone to take a student away from school during the regular school day without first obtaining proper permission from a designated school official.

VISITOR POLICY, SIGN IN, AND VERIFICATION

The Operations team is responsible for managing involvement of volunteers and visitors, and for ensuring that the activities of visitors and volunteers do not result in undue disruption of the instructional program. It is also important that the presence of visitors and volunteers does not contribute to safety or security issues for students and staff members or for the visitors themselves.

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ALL CAMPUS VISITORS MUST:

- 🎬 Obtain an observation form from the office staff after entering the school office. Advance notice is not required, but no visitor is guaranteed entry to the campus on a specific date and time.
- 🎬 Sign into the visitor's log immediately upon entrance, providing all requested information (e.g., visitor's name, date, time, name, purpose of visit, other additional information the School may require). This is for the safety of students, staff, as well as the individual in case of emergency. Failure to provide information will be grounds for denial of access.
- 🎬 Show Identification *(If Requested)*. Failure to provide information will be grounds for denial of access.
- 🎬 Complete a visitor's badge and obtain the main office's approval before proceeding. The visitor's badge may include the following information: visitor name, date, time, destination and office approval. You may be required to wait depending on the availability. Visitation starts no earlier than 8:30 am.
- 🎬 Wear a visitor's badge at all times during your stay at the school.
- 🎬 Keep observation of classroom activity to a particular purpose and reasonable frequency, as determined by the School.
- 🎬 Follow the established procedures for scheduling an appointment with the teacher(s).
- 🎬 Return the visitor's badge to the school office before leaving the campus and sign out. You must indicate on the visitor's log the time you are leaving the school.

SOME IMPORTANT RULES FOR ALL VISITORS:

- 🎬 Do not interfere with any school activity during the visitation. Visiting the School is a privilege, not a right.
- 🎬 Enter and leave the classroom as quietly as possible when class is in session.
- 🎬 While class is in session, do not converse with students, teachers, and/or instructional aides during the visitation unless explicitly permitted.

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Elementary School Uniform Policy

Dear Parents and Guardians,

We are extremely excited about starting the upcoming school year with you and your child! As you know, all of our scholars are required to wear school uniforms. School uniforms help minimize disruptive behavior, promote respect for oneself and others, build school and community spirit, and help maintain high academic standards. We believe in “sweating the small stuff” in student behavior so that we can create the space for rigorous academics.

Each day, our scholars are required to wear clothing that adheres to our school uniform policy. All uniform apparel can be viewed and purchased at the following store:

MARTINELLI's Children's Wear
3517 W. 95th St.
Evergreen Park, IL
(708) 425 – 6287

Below you will find the required school uniform for our kindergarten through 4th grade scholars:

Kindergarten - 4th grade scholars are required to wear the following:

- White or Navy polo shirt or collared shirt with the embroidered CICS – Avalon logo
- Navy sweater with embroidered CICS – Avalon logo (Hoodies are NOT allowed)
- Plain navy blue slacks
 - o Belts must be worn with any piece of uniform that has belt loops.
 - o Belts can only be solid black, navy blue or brown in color.
- Navy blue pleated skirts
- Navy uniform jumper
- Shoes
 - o Regular School Days: Scholars are required to wear solid black shoes.
 - o Gym Days: Scholars are required to wear solid colored black gym shoes on gym days. Shoes must be free of designs and colors.
- Gym Uniform
 - o Boys and girls must wear navy blue CICS – Avalon gym shirt
 - o navy blue CICS – Avalon sweatpants and shorts
 - o Gym uniform clothing must include the school's name
- Additional apparel and accessories should NOT be worn to school (i.e. distracting headbands or arm bangles)

A scholar will not be allowed to enter the classroom without the proper uniform. A phone call home will be made by our Dean of Students and the scholar will remain out of class until proper attire is brought to school.