

PROVIDENCE ENGLEWOOD CHARTER SCHOOL STUDENT HANDBOOK

K-8

(Revised September 2014)

MISSION AND PHILOSOPHY	3
GENERAL ADMINISTRATIVE AND BUILDING POLICIES	4
1. Administrative policies.....	4
2. Building policies	5
3. Health and Security	9
ATTENDANCE	10
EXPECTATIONS AND BEHAVIOR.....	12
4. Honor code.....	12
5. Tardiness, food, and uniform.....	14
6. Discipline and the consequences continuum.....	18
ACADEMICS	21
7. Academic expectations.....	21
8. Academic incentive programs.....	23
9. Academic intervention.....	24
PARENT/GUARDIAN INVOLVEMENT	25

6515 South Ashland, Chicago, IL 60636
www.providenceenglewood.org
(773) 434-0202

STUDENT QUICK GUIDE

"What do I do if..."

1. I was absent yesterday.

Submit to the main office a note from your parent explaining your absence. Remember, the only way to have your absence excused is to have a parent note to give the office when they give you an admit slip. You will get an unexcused absence if you do not have a parent note. Also, if you're under an Attendance Contract, all your absences are unexcused.

2. I was tardy to school.

Go to the main office to receive a tardy slip before reporting to class. You can present a note from your parent explaining why you are tardy to receive an excused tardy slip. Your parent can also accompany you into the building to sign the tardy slip. Another option is to bring a parent note the morning after you were tardy. Otherwise, you will receive an unexcused tardy. If you're under a Tardy Contract, all tardies will be unexcused.

3. I have tutoring, after school activities, a teacher's meeting and detention. Which do I go to?

GO TO DETENTION! Arrange to make up time with teachers and coaches.

4. I lost a book! (glasses, coat, hat, purse, etc.)

Check the main office or the Social Worker's office. Ultimately, you are responsible for your items. Replacement books carry a fee of \$50.

5. I forgot or broke my belt!

Belts are an essential part of the uniform. Go to the main office and let them know you would like to purchase a belt. Belts are \$1. If you do not have the \$1 or we do not have the belt size in stock, a uniform violation will be issued.

6. I forgot my school shoes.

A phone call to your home may be made to see if a pair can be brought to the school. If shoes cannot be delivered, the student will be issued a uniform violation.

7. I accidentally ruined my uniform.

Calm down and assess the situation. If the uniform is slightly stained/damaged, continue throughout the day. If the uniform is badly stained/damaged, go to the main office and a pair of replacement pants/skirt/top may be found (a fee may be assessed). If these options are not available, the main office clerk will call your parent for a replacement or pick up (all attendance rules apply).

8. I hurt myself while on school property.

Notify a teacher immediately! If it happened on the stairs, go to the main office so that an accident report may be completed.

PURPOSE OF THE HANDBOOK

The Providence Englewood Charter School handbook is designed to help every student succeed. It provides students and parents with information to understand how school policy affects each member of the school community. Providence Englewood strives to prepare students to become academically sound and productive citizens. The student regulations and privileges outlined herein aim toward reaching that goal.

THE PROVIDENCE ENGLEWOOD MISSION

MISSION STATEMENT

At Providence Englewood Charter School, we believe.
We believe in the creation of inspired lives produced by the miracle of hard work.
We are not frightened by the challenges of reality,
but believe that we can change our conception of this world and our place within it.
So we work, plan, build, and dream -- in that order.
We believe that one must earn the right to dream.
Our talent, discipline, and integrity will be our contribution to a new world.
Because we believe that we can take this place, this time, and this people,
and make a better place, a better time, and a better people.
With God's Help, we will either find a way or make one.

PHILOSOPHY

The primary purpose of Providence Englewood Charter School is the preparation of our students for further academic work, and ultimately, for responsible citizenship in the modern world. To realize this purpose, we consistently strive for development of each student academically, socially, emotionally and morally. Members of the Providence Englewood community- students, parents, teachers and administrators- refuse to accept anything less than a high quality education that encourages strong values, self-discipline and hard work.

To give expression to these ideals, Providence Englewood Charter School's objectives are:

1. To provide an educational program that will prepare students for further academic work.
2. To develop in students basic skills in critical reading, writing, thinking and problem solving.
3. To challenge each student to attain his/her fullest potential.
4. To maintain a standard of excellence through consistent evaluation and update of both curriculum and instructional methods.
5. To create and maintain a community atmosphere based on mutual respect and concern between and among students, faculty, staff and administration.
6. To instill in students a sense of pride in their accomplishments and the determination to overcome obstacles.
7. To instill in students personal discipline, responsibility and self-direction.
8. To facilitate in each student the development of a moral value system that fosters self-respect, character and honesty.
9. To challenge students to gain future admission into a college preparatory high school that will prepare them for a top-tier college or university.

GENERAL ADMINISTRATIVE POLICIES

NON-DISCRIMINATION ADMISSIONS POLICY

Providence Englewood Charter School admits students of any race, color, gender, religion, nationality, or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, religion, nationality or ethnic origin in the administration of its educational policies, admission requirements, athletics, and other school-administered activities. Providence Englewood Charter School's mission is to enable students to be proficient in meeting college admission requirements.

STUDENT FILES

The School retains a permanent file on each student. This includes academic records. This file is available for inspection by the parent upon written request. A summary of standardized test scores is also available. Requests for information from the file require 24-hour advance notice; such requests may be made in writing to the Principal or School Secretary.

MEDICAL RECORDS REQUIRED

All students attending Providence Englewood Charter School must have current medical, dental and complete immunization records in the office before schedules are issued at the beginning of the school year. Pursuant to State requirements, First and Fifth graders, as well as students who are new to PECS, must have a current physical exam on file prior to being admitted to school. Students not meeting this requirement will be excluded from school on the posted date. Vision and hearing tests may be given to K-8th grade students yearly.

SCHOOL CONTRACTS AND REGISTRATION FEE

Family participation and support is essential to achieving Providence Englewood Charter School's mission. Accordingly, a parent or guardian for each student is required to sign a school contract, which outlines Providence Englewood Charter School's philosophy and educational program, at the start of each school year. Every student who is enrolled at PECS on the last day of school of the prior school year has the right to return to PECS for the following school year. At the beginning of each school year, the parent or guardian of each student must complete a school contract. Additionally, families are expected to pay a \$50 registration fee at the time of the signing of the school contract, which will be applied to the student's book fee (see below). Students may not participate in extracurricular and other non-academic activities without a signed school contract on file.

BOOK, RESOURCE AND TECHNOLOGY FEE

In order to provide students with the proper materials, each student's family is responsible for paying a book rental, curriculum resources, and technology fee of \$100 per school year. In the event that a book is lost or damaged, the student's family must pay the cost of replacement or repair. Failure to remit the annual book and resource fee may result in exclusion from extracurricular and other non-academic school activities.

GENERAL BUILDING POLICIES

OPENING EXERCISES

The school day begins each morning when the bell rings for the first class at 7:30 am with the Pledge of Allegiance and Mission Statement. During the month of February, students sing the Black National Anthem.

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and make a better place, a better time, and a better people.
With God's Help, we will either find a way or make one.

THE PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America
and to the republic for which it stands,
one nation, under God, indivisible, with liberty and justice for all.

LIFT EVERY VOICE AND SING - BLACK NATIONAL ANTHEM (James W. Johnson)

Lift every voice and sing, 'til earth and heaven ring, ring with the harmonies of liberty.
Let our rejoicing rise, high as the listening skies; let it resound loud as the rolling sea.
Sing a song full of the faith that the dark past has taught us.
Sing a song full of the hope that the present has brought us.
Facing the rising sun of our new day begun, let us march on 'til victory is won.

Any student may opt out of the recitation of the Mission Statement or the Pledge of Allegiance at any time by remaining silent during the exercise. Should a student prefer an alternative opt-out method, the student or parent/guardian should contact the Principal. No student shall be subject to any disciplinary or other adverse consequences for failure to participate in this portion of the exercises.

BUILDING ENTRANCE AND EXIT

Arrival Procedures

The only available entrance is through the Justine Street doors; students should enter and exit the building through these doors.

Early Arrival 6:45 am - 7:15 am

Each school day, the school cafeteria is opened at 6:50 am. Students are invited to study in the café until 7:20 am when the entire café is opened for student arrival. Early arrival time is exclusively for silent study or breakfast. Students are responsible for cleaning their areas before leaving.

Normal Arrival 7:15 am - 7:25 am

Students arriving during these times will report directly to class.

Exiting the Building

All students must exit the building through the Justine doors only. Once students have been signed out by a parent/guardian and exited the building, they may not reenter the building. This is a safety measure.

All students are expected to leave the building by 3:15 pm unless they are involved in an activity being supervised by a staff member. Students leaving the building after the 3:15 pm bell must be accompanied by the supervisor and signed out by a parent or relative.

Children in grades 1-4 must be picked up in the gymnasium by 3:15 pm. Children in grades 5-8 must be picked up in the cafeteria by 3:15 pm. Students in Kindergarten must be picked up in their classrooms by 3:15 pm each day. Parents must work with their children to make plans to ensure the safety of the trip from school to home.

Students will not be allowed to wait or loiter outside the building for any reason. Students who walk home must leave the building at 3:10 pm and all other students must wait inside the cafeteria or gymnasium until a parent or approved individual arrives for pick-up. Children going home with students in upper grades should meet in the designated dismissal area or in the classroom by 3:15 pm to avoid late fees.

The building is closed at 5:45 pm. Starting at 3:20 pm, any student still in the building, unless participating in an approved activity, will be assessed a fee of \$15 the first 15 minutes and \$5 every quarter hour thereafter.

It is imperative that teachers be informed of the dismissal arrangements for all of the children. Any change in plans must be given in writing to the teacher at the beginning of the school day. Teachers will be supervising the dismissal area until all dismissed children have left the building in conformance with parent plans.

After School Activities

After school activities include tutoring, clubs and athletics. Students who are part of these activities MUST be in the designated area until dismissal time. This policy is in place to keep students safe; it is not acceptable for students to be in the hallways unsupervised. Accordingly, students must stay in the activity until supervisors dismiss students for the day. Students can lose after school activity privileges if they cannot follow the procedure or PECS expectations.

Students must be in uniform after school with a few exceptions. For athletics, students can wear appropriate clothing, according to the coaches' directions. Additionally, in inclement weather, students may put their boots on at regular dismissal and wear them to their after-school activities.

After school activities may take place everyday EXCEPT Wednesdays. This schedule is in place to provide professional development time to the teaching staff. On Wednesdays, all students must exit the building at 3:15 pm, unless they have detention, in which case they must be picked up promptly at 4:30 pm.

HALLWAY PROCEDURES FOR MIDDLE SCHOOL

Hallway decorum requires PECS students to continue to behave professionally outside of class, but grants the privilege of conversation. At all times, students should adhere to the following procedures:

Noise should be kept at a Level 1, whisper. Yelling is not permissible.

Middle school students will only have 5 minutes to pass to the next class. While conversation to and from class is permissible, congregation in stairwells, halls or bathrooms is not.

Students MUST have a hall pass if unsupervised.

Walk to class; running presents a safety hazard and is not permitted.

Students may not engage in displays of affection or horseplay.

Hall passes will be given in emergencies. Students should take restroom breaks during scheduled classroom times or for middle school students during passing periods. Students will not be given passes to leave class in order to go to the main office unless the student is ill.

ADVISORY

Middle school students have an advisory for 25 minutes each day, either before or after their lunch period. Advisory allows students a time to study silently, receive daily announcements, see their counselor and participate in special courses. Students are expected to give the teacher their full attention and listen to announcements. Sleeping is not permissible and will result in a strikeout. All students are required to go to advisory. Only the Principal, Dean of Students or counselor can call a student out of advisory.

ASSEMBLIES

PECS holds several assemblies each year. Students, faculty and staff enjoy community celebrations of academic achievements, as well as national holidays. All assemblies are held in the gymnasium. Students always enter the assembly at Level 0, silent and proceed to assigned places. Proper behavior is expected during all assemblies and consists of respectful, attentive and positive engagement in the proceedings. Sleeping is not permissible and will result in a strikeout. Students tardy on the day of an assembly should go directly to the auditorium.

SCHOOL CAFE

The school café is a place where students eat breakfast and lunch and have conversations with friends during their meal times. In order to keep the cafeteria pleasant for all students, staff and faculty, the following rules are in place:

- Students must form an orderly line for food service.
- Students may not break into the line ahead of others.
- Voices should be kept at a conversational tone, Level 2, and yelling is not permitted.
- If a student spills anything, personnel must be notified immediately and the student should clean up after himself/herself.
- After students finish their lunches, they must leave their tables and nearby floor area clean for the next lunch period. Café supervisors may assign table cleaners for each lunch period.

LIBRARY RESOURCE CENTER

The LRC is a place for reading, research and study; therefore, silence is required. Students who need to conduct group work should discuss with the Librarian and possibly find another venue.

Library books are signed out for one week and may be renewed. Overdue book fees, which are 10 cents per day, must be paid before checking out additional books. Students are charged for books not returned. Books cannot be checked out during the last three weeks of the school year.

Computers are available for student use in the LRC. Students can research work on school assignments. Students using computers in the LRC are expected to follow the technology policy and receive permission of the supervisor prior to printing.

TECHNOLOGY POLICY

Providence Englewood Charter School gives access to computer usage during and, in some cases, after school. Student computer privileges are subject to students' responsibility, which is outlined in the PECS Technology Policy. All students must sign the Technology Policy before being allowed computer privileges. Chief among these responsibilities is the avoidance of any harmful or malicious use of the computers, internet and printers; students are expected to use their own good judgment, within the guidelines set forth in the Acceptable Use Policy, to avoid waste, damage or injury. Students whose conduct does not meet these standards can expect disciplinary action, including revocation of their computing privileges for a period of nine weeks.

In addition, students may bring in their personal technology, including personal laptops, iPads and electronic readers. Although students may bring in their personal technology, they must understand that the school wide technology policy applies and violations will be addressed accordingly.

VISITORS

Visitors to Providence Englewood should have an appointment scheduled before their visit. When they arrive, visitors must report to the main office to sign in, provide ID for copy and receive a visitor's badge. Parents may visit classrooms only when they have made arrangements in advance with the teacher, Department Chair, or Principal. All approved classroom visits should last no longer than 1 hour and not infringe on any weekly assessment, quarter exam, standardized test or other school event or activity deemed necessary by PECS Leadership and teacher. Any visitor arriving before 7:45 am must enter through the Justine doors and report to the main office. The supervising faculty member must phone the appropriate teacher/administrator for confirmation.

FIELD TRIPS

Periodically, field trips will be scheduled to enhance student learning in a particular academic area. Parents and guardians will be notified of trips in advance with a permission slip, which must be signed. Usually, a fee will be charged to cover the cost of the trip. Students are responsible for following the PECS behavior policy while representing the school on the field trip.

Parents may be asked to accompany their student's class. All parent chaperones must have a background check prior to the field trip. Parents are also asked to follow school policy on these trips.

BIRTHDAY AND END OF YEAR CELEBRATIONS

Students may not bring balloons, flowers, food items or stuffed animals to school. If balloons, food items or flowers are delivered to school for a student, they will be kept in the main office until the end of the school day. Bringing food for a private celebration during lunch is also prohibited. The food will be held in the main office until the end of the day or returned to the deliverer.

Classroom time cannot be used to celebrate birthdays or end of year type celebrations. All birthday celebrations and any festivities that go along with them (i.e., passing invitations) must be scheduled after school and outside of school grounds. Teachers may choose to celebrate end of year type celebrations during snack or lunch periods, ONLY.

CLASS ACTIVITIES AND FUNDRAISING

Classes and clubs are encouraged to sponsor fundraisers and events. In order to obtain permission to do so, a representative of the class or club should submit a written proposal to the Department Chair and Dean of Students at least one quarter before the event in question.

Personal solicitation or sales of food or merchandise is prohibited. If students are found soliciting, the items will be confiscated and will not be returned. Disciplinary consequences may be issued.

ELECTRONIC DEVICES

PECS does not allow the use of the following electronic devices before, during or after school or on school field trips:

- Radios
- Headphones
- Laser pointers
- Cell phones
- CD or tape players
- iPods
- cameras (include video)
- hand-held gaming devices

If a student is caught with one of these devices, it will be confiscated and returned only to a parent or guardian.

Many students have cell phones and bring them to school on a daily basis. As long as the student shuts off the phone and secures it before entering school, this is acceptable. This rule applies whenever a student is in the building, even during extra-curricular activities and school-sponsored events. Students should put their turned-off

cell phone in their book bags during the day. Students may not stand outside the building entrance or immediate property to use a cell phone. Please note that students can make necessary phone calls from the security desk. If a cell phone is heard or visible, it will be confiscated. Only parents/guardians may pick up the cell phone at that time. If this is a second offense, students will not be allowed to carry a cell phone onto school property; the cell phone will NOT BE RETURNED until the END OF THE SEMESTER after exams have been taken. Only parents may pick up the cell phones at this time.

HEALTH AND SECURITY POLICIES

Taking Medication at School

Medications should be brought to the main office upon arrival to school. Please follow the following procedures, which have been put in place to keep all students safe:

- Prescription Medication: Students need to have a notice from the doctor indicating the appropriate dosage and time to administer the medication.
- Over-the-counter Medication: Parents must fill out a Medication Form, available in the main office, indicating dosage and times to administer the medication.
- Permission to Administer Medication: For both prescription and over-the-counter medicine, a parent or guardian must fill out a Permission to Administer Medication form, available in the main office, which gives the school personnel permission to administer the medication.
- Self Administration of Medication: Students with chronic illness or syndrome, such as asthma, must complete and return to school the Physician Request for Self-Administration of Medication
- Medical Elevator Usage: When illness or injury requires the use of the elevator, the student must present a doctor's statement indicating the reason for this need. Students will bring the note to the main office, where they will be given a pass to use the elevator for a specific period of time, as indicated by the doctor.

Illness

It is Providence Englewood's intention to provide a healthy and safe learning environment for all students. In doing so, we ask families to help us keep and maintain this goal each year. Families are expected to:

- Be available to receive notification from the main office if the student becomes ill at school,
- Make every effort to come to school or have an approved emergency contact person pick up the child,
- Provide a doctor's statement when the student returns to school following a communicable illness or extended absence in order to return to class.

Accidents

If a student has an accident during the time he/she is in school, he/she must report it immediately to a teacher or to a staff person. An accident report must be filed the day of the accident. The supervising teacher or witnessing teacher must fill out an accident report form and return it to the Principal's office.

Emergency Medical Care

In case of an emergency, the staff member who is first on the scene will notify the main office and call 911 Emergency Services. The parent or guardian will then be immediately contacted.

Emergency Procedures

In a state of emergency, parents are to call the main office for directions.

Security Procedures

The Administration annually reviews the security procedures in place at Providence Englewood Charter School. As a part of these procedures, random drug and weapon searches may be conducted in and on school grounds. Students in possession of these items will be referred for expulsion. Possession includes items found on the person, in the book bag, etc.

ATTENDANCE

Providence Englewood believes attendance and punctuality are essential to academic achievement, and good habits to build. Furthermore, in accordance with the Providence Englewood Philosophy, they are characteristics of hard-working and successful professionals. Because attendance and punctuality are important components of a student's career, each student's compliance is monitored.

Student absenteeism should be kept to a minimum; however, PECS recognizes that some absences are unavoidable and should be excused. Following the procedures for absence and tardiness will ease the negative effects of necessary absences.

Excused Absence

When a student returns to school after an absence, a parent must send a signed note that includes the date, student's name, the reason for the absence, and a phone number where the parent can be reached during school hours. This note should be given to the main office before school begins on the day the student returns. If a student returns without a note, the absence will be classified as unexcused.

Students who receive an excused absence can make up their missed work within the timeframe determined by classroom teachers. It is the student's responsibility to seek out his/her teachers to obtain missed work. Assignments that were due on the day of the absence are due the day the student returns. During absences lasting several days, parents are encouraged to gather their child's work. Often, this can be accomplished via email with the student's classroom teachers.

Unexcused Absences

All absences not accompanied by a note from a parent or guardian will be deemed unexcused. An absence due to a disciplinary issue (when a student is called to the office of the Principal or Dean of Students) is also considered unexcused. Further, after eight absences, all subsequent absences will be considered unexcused. The student in question will be given an attendance contract upon the eighth absence (see below). In extenuating circumstances, such as a prolonged illness, absences in excess of eight days may be deemed excused upon receipt of a written explanation from a parent or guardian (and, if applicable, supporting documentation such as a doctor's note).

In an effort to model real-world experiences, Providence Englewood does not allow unexcused absences from school. Accordingly, make-up work for an unexcused absence cannot be turned in for credit without prior approval from the teacher. In the case of absences resulting from disciplinary consequences (e.g., suspension,) make-up work will be assigned and credit given for all make-up work that is turned in to the teacher upon return to school. Additionally, unexcused absences will result in the following consequences:

First through fourth unexcused absence:	A letter is sent home and placed in the student's file
Fifth unexcused absence:	\$10 fee
Sixth unexcused absence:	\$20 fee
Seventh unexcused absence:	\$30 fee
Eighth unexcused absence:	\$40 fee, meeting with Dean of Students and contract issued
Ninth unexcused absence:	\$50 fee, meeting with the Principal and possible referral for discipline according to the Consequences Continuum

Absences and fees are accumulated on a per-semester basis. Every semester, the continuum starts over.

Absence on Day of Quarter Exams

Quarter Exams are an essential part of the Providence Englewood Charter School academic program, and absences on the days of the exams are unacceptable. An absence on the day of quarter exams is automatically considered unexcused, and makeup exams will not be given. A parent or guardian may appeal an unexcused absence to the Dean of Students as follows: within three days of the absence, the parent or guardian must give the Dean of

Students a note explaining the circumstances of the absence, accompanied by documentation such as a doctor's note, funeral service materials, court documentation, etc. The Dean of Students may then deem the absence excused, and notify teachers to allow a make up exam to be given. The School reserves the right to independently confirm the documentation provided by the parent before deeming the absence excused and allowing a makeup exam to be administered.

Absence and Extra-Curricular Participation

Students may not participate in any extra-curricular activities if they are not at school for a full day. This includes arriving after 10:30 am and an early dismissal. On picture day and picture re-take day, students who are absent for a half-day may not take pictures.

Attendance Contracts

Upon a student's eighth absence, whether excused or unexcused, the student and a parent must meet with the Dean of Students to discuss, prepare, and sign an attendance contract. Students with an attendance contract may not participate in extra-curricular activities.

Early Dismissal

Students who need to leave school before 2:30 p.m. for a legitimate appointment, confirmed in writing by a parent or guardian, may receive an early dismissal. Early dismissals will not be issued after 2:30 p.m. When scheduling an early dismissal, allow time for students to gather their belongings and report to the office for pick-up. For the student's safety, they will not be released without the presence of a parent, guardian or approved alternate. If an alternate person is picking up the student, the attendance officer will verify the early dismissal with a parent or guardian by phone. The person picking up the student must come to the front office, show ID for copy and to sign out.

Two half days (early dismissals) will equal one full day of absence. Students leaving early must turn in all work due that day before leaving in order to receive full credit.

Early dismissals may also be given in case of illness. Students who become ill during school will be excused by the teacher and must report to the main office. The attendance officer will call the parent or guardian. For ALL students, a parent, guardian or emergency contact pick-up is required for early dismissals. If the parent, guardian or emergency contact person cannot be reached, the student will be sent back to class, except in the case of extreme illness, in which case the student will remain in the office until a designated adult can be reached.

HONOR CODE

The rules and regulations contained in this handbook, as well as day-to-day instructions from faculty, staff, and administration, were developed to give expression to Providence Englewood Charter School mission and ideals.

It is expected that all students will comply with instructions, both verbal and written, given to them by members of the Providence Englewood Charter School faculty, staff, and administration. These instructions apply when students are in the building, on the immediate grounds of the school, on the Internet and/or representing the school on any trip or function. Students are expected to use language that is respectful and conducive to the academic setting during school and school-associated events. Failure to comply with these directives may result in disciplinary action. Parents are expected to support the policies and procedures outlined in the handbook.

Furthermore, the moral development of our students is a central focus of Providence Englewood Charter School. A Providence Englewood Charter School student does not lie, cheat, or steal. Those who engage in such actions may be subject to disciplinary action including detention, Saturday Work Suspension, suspension and/or expulsion.

HARASSMENT

Providence Englewood Charter School seeks to be a community in which every individual is treated with sensitivity and respect. This means that the School will not tolerate harassment of individuals because of culture, race, ethnic origin, religion, gender or sexual orientation.

Further, Providence Englewood Charter School will not tolerate sexual harassment. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual contact of a sexual nature. Examples of sexual and/or gender harassing conduct include, but are not limited to, any of the following:

- Unwelcome touching, pinching or slapping
- Sexually suggestive remarks, e-mails, phone calls, texts, advances or propositions
- Sexually offensive language, epithets, slurs, jokes or teasing
- Repeated sexually offensive flirtations
- Continued comments about an individual's body, physical appearance, sexual prowess, sexual deficiencies or sexual preferences
- Leering, whistling or making other non-verbal sounds or gestures
- Impeding or blocking the movement of another individual
- Displaying sexually suggestive pictures, objects, cartoons, graphics, notes or e-mails on personal or school property. This includes writing or passing notes/pictures.
- Displaying, storing or transmitting or distributing pornographic or sexually-oriented materials using the school's equipment or facilities
- Improper stereotypical remarks, e.g. "a woman's place is in the home"
- Demeaning comments
- Off-color jokes
- Use of vulgar language toward or in the presence of others

These examples are not all-inclusive and the prohibition against harassment also applies to verbal, physical or visual conduct on the basis of a person's age, citizenship, color, disability, national origin, race, religion, sex, sexual orientation, status as a Vietnam-era veteran, or any other basis prohibited by law.

Behavior perceived to constitute harassment should be brought to the attention of the Principal, Dean of Students or Social Worker. Those found to be in violation of the above policy would be subject to appropriate disciplinary action, including detention, Saturday Work Suspension, suspension or expulsion.

BULLYING

Providence Englewood Charter School is dedicated to the philosophy of the “maximum development of the student – academically, socially, emotionally and morally.” In order to achieve such a goal, we must treat each other with respect. Providence Englewood will not tolerate bullying of any kind.

Providence Englewood defines bullying as any aggressive or negative gesture or written, verbal or physical act that places another student in reasonable fear of harm to his or her person or property. It can also have the effect of insulting or demeaning any student in such a way as to disrupt or interfere with instruction. Bullying most often occurs when a student asserts physical or psychological power or is cruel to another student. Examples of this behavior may include, but are not limited to: pushing, hitting, threatening, name-calling, rumor/gossip spreading and other physical or verbal conduct of a belittling or hurtful nature.

Behavior perceived to constitute bullying or severe peer teasing is against our school Honor Code. Students who believe they have been affected by bullying should report their circumstances to the Dean of Students or any other appropriate faculty or staff member. Students who are found to have engaged in bullying will be referred to the Dean of Students for conduct unbecoming of a PECS student, and will be subject to disciplinary action pursuant to the Providence Englewood Charter School Consequences Continuum.

CHEATING AND PLAGARISM

Cheating is considered a serious matter at Providence Englewood Charter School. If a student copies another student’s work or if a student gives another person his/her work, it is considered cheating. It is also considered cheating if a student makes eye or verbal contact with another student, has a book open, or has notes or slips of paper visible during test/quiz time. Conversations regarding the questions/answers on future tests or quizzes are considered cheating and are forbidden. If cheating occurs, the teacher will give the student a zero and write a strike-out. If students are caught copying the work of another student, both students will receive a zero and strike-out. (For further description of the strike out process, please see page 19).

Plagiarism, which is defined by the American Heritage Dictionary as “to use and pass off the ideas or writings of another as one’s own,” is also considered a serious matter. Students committing plagiarism will also receive a zero. This also applies to parents completing their child’s work.

TARDINESS, FOOD, AND UNIFORM

Providence Englewood Charter School expects students to comport themselves respectfully and carefully. The following rules governing food, uniform, and punctuality are consistent with those expectations. A student who does not abide by these guidelines is said to have committed an “infraction”; the result is a “violation,” issued by a teacher or administrator, which carries with it consequences detailed on page 16 below.

TARDINESS

Students are considered tardy when they arrive late to school in the morning or to any of their classes during the day. For students to be considered “on-time” to class, they must be in their assigned seats and on task when the bell rings. A tardiness infraction occurs if a student is late to class or lunch. When students are late to class, their homework is also considered late.

Providence Englewood’s policy on tardiness matches that of attendance: Tardiness is extremely undesirable and rarely unavoidable. It is best for students to learn to be timely early in their academic careers. Below are the procedures and consequences for tardiness:

Excused Tardiness

Tardiness to school may be excused only if the student presents a note from the parent explaining the late arrival. The note must be presented to upon arrival at school, or before school the following day, in order for the tardiness to be considered excused. A tardiness to a class may only be excused if the student has a valid hall pass; excused tardiness will not result in a violation or detention.

Unexcused Tardiness

Any tardiness not accompanied by a parent note or a valid hall pass is deemed unexcused. A tardy student will receive a violation from the teacher of the class or café supervisor with the exception of the first period of the day, in which case the main office staff will issue a violation.

Further, excessive tardiness can hinder a student’s ability to succeed in the classroom, and can disrupt the education of others. Accordingly, after a student’s eighth late arrival, all subsequent tardiness will be considered unexcused. After eight tardies, the student and a parent or guardian must meet with the Dean of Students to discuss, prepare, and sign a tardiness contract. A student who is on a tardiness contract may not participate in extracurricular activities. Tardiness is tracked on a semester basis, and resets each semester. Excessive tardiness may result in a meeting with the Principal and/or creation of a behavior contract.

FOOD

Food and drink (other than water) are only allowed in the cafeteria during the lunch periods. Water in clear (non-tinted/non-colored) plastic bottles is allowed in the classroom and hallways; however, no water is allowed in the library. A food infraction occurs if a student is chewing anything or drinking anything other than water anywhere in the school outside of the cafeteria; a student caught eating, chewing, or drinking a non-water beverage outside the cafeteria will be issued a food violation. Gum is not allowed anywhere on school grounds; chewing gum anywhere on school grounds (including outside the building, on the playground, etc) is considered a food infraction. Students requiring a cough drop must submit a doctor’s note to the main office before the first period for approval.

Students may not eat any sort of candy, cupcakes, soda, “flamin’ hots”, hot crunchy curls or any other form of “hot or spicy” chips during breakfast, lunch, snack time or any time throughout the school day. If these items are brought to school, they will be confiscated and students will receive a food violation. If students bring juice, we ask parents to purchase beverages that are either 100% juice or contain limited amounts of sugar. Healthy items like fruit, vegetables or other snacks without high quantities of sugar and other additives are encouraged.

DRESS CODE AND UNIFORM

Consistent with our desire to prepare students for the professional world, PECS has a strict uniform code. Students in uniform are expected to exemplify the school philosophy and mission. The PECS uniform is mandatory for all students. Students must be in complete uniform when entering the building, and at all times after school, including extracurricular events.

Uniforms may not be tight or revealing. Any attire that is inappropriate, distracting or inconsistent with school philosophy will not be permitted. Students may be sent home from school for dress code and hair violations.

Uniform Regulations

Tops

- Shirts must be button down, polo or turtleneck
- Shirts must be plain white, without any embellishments or logos
- All collars must be folded down properly
- T-shirts worn underneath the uniform shirt must be a solid color
- All shirts must be tucked in, so that the waistband is visible

Bottoms

- Bottoms must be dress pants, skirts or jumpers.
- Pants must be dressy in style. Capris, leggings and jeggings are not permissible. PECS jogging pants are permissible on PE day. Pants that are sagging or have drawstring bottoms are not permissible. Pants may not be tucked into socks.
- A belt must be worn with garments having belt loops
- Skirts and jumpers must reach mid-knee, in both the front and back. Shorts and skorts are not permitted.
- Additional pants under the uniform i.e., for warmth in winter, must not be visible.

Shoes

- Shoes must be all black leather or leather-like, including the sole. Dress shoes are required in such styles as loafers, oxfords or buck-style. Dress ankle boots are acceptable.
- Gym shoes, walking shoes, knee-high boots and light-up shoes are not permissible.
- Shoes must be fastened or tied.
- Students must enter and exit the building in their uniform shoes; however, in inclement weather, students may wear their boots before school and after school.
- Uniform shoes must be worn during the school day, even on PE day. Students should change into gym shoes for PE.
- Socks must be a matched set and visible above students' shoes.

Optional attire includes:

- ties of any color
- PECS polo shirts and team shirts with a collar. Sweatshirts and sweatpants may be worn on PE day, ONLY.
- Plain vests, blazers, sweaters and sweatshirts without emblems, insignias, or monograms. Items not permitted: fleece, midriff-baring tops, sleeveless shirts, tank tops, hooded attire, and items with quilting or fur decoration.

Hair and Accessories

In an effort to maintain the professional spirit behind the PECS dress code, students must also follow the following rules for student hair and accessorizing:

- Any hair style or accessory which is distracting, inappropriate or inconsistent with school philosophy will not be permitted. For example, hairstyles similar to the Mohawk (shaved/close cut sides with a width of hair in the middle) or cut in design/patterns are not permissible.
- Brushing, combing, and/ or picking hair may only be done in the restroom.
- Regular combs or picks may not be worn in the hair.

- Combs and brushes may not be visible when carried in pockets.
- Hair must be the student’s natural hair color; artificial coloring is not permitted. Braids must also be the natural color.
- Head wraps, scarves, hairnets, curler pins, wave clips and rollers are not permissible.
- Afro or short hair styles are permissible.
- Multiple parts, shaved sides, curved parts, high boxes or “Vs” in back are not allowed.
- Designs in the eyebrows are not permissible.
- Baseball caps may only be worn while entering and exiting the building; they must be removed at all other times. The bill of a baseball cap must be worn facing the front of the head.
- Wave caps/Do rags are not allowed.
- Males are not permitted to wear earrings in the school building, on school property, or at any school-sponsored events; Females may wear earrings, but they may not be worn outside of the ear lobe.
- Glitter may not be worn as makeup or in hair.
- Small purses may be carried
- Visible tattoos are not permitted.

VIOLATIONS AND CONSEQUENCES

Food, tardiness, and uniform infractions result in a “violation,” which can be issued by a teacher or administrator. All violations incur a fee and require the student to serve detention. Teachers will issue a violation notice to students for any infractions. Students receiving more than one violation in a school day must serve detention for each one. Accumulated violations will result in the fees outlined below. The violation consequence continuum is as follows:

First violation:	1 hour detention, No fee
Second violation:	1 hour detention, \$10 fee, Letter to parent
Third violation:	1 hour detention, \$20 fee, Letter to parent
Fourth violation:	1 hour detention, \$30 fee, Letter to parent
Fifth violation:	1 hour detention, \$40 fee
Sixth violation:	1 hour detention, \$50 fee
Seventh violation:	1 hour detention, \$60 fee

A parent conference with the Dean of Discipline or Principal may be requested at any point in this process. Violations will be tallied categorically on a semester basis. Every semester the continuum starts over.

Detention

The consequence for a violation is detention. (Detention can also be assigned as a consequence for a discipline infraction; see page 18, below). The purpose of detention is to deter students from violating school policy. Accordingly, detention is a silent period of time when students are allowed to reflect on the school’s philosophy and objectives. Students will serve one detention for each violation received. In the case of multiple detentions, they will be served consecutively.

Detention Details:

- Detention is held daily from 3:20 pm to 4:20 pm
- Detention takes precedence over ALL other activities, including, but not limited to meetings, practices and games
- Tardiness to detention will result in another detention
- Siblings may not accompany a student to detention

Detention Procedure:

- Students are to be seated, silently, in the designated area
- Students must bring a yellow copy of the issued violation notice signed by a parent indicating the parent’s knowledge of the violation and detention

- Failure to provide a signed notice will result in an additional detention

Detention is usually served the school day after the detention was issued. A student who fails to appear for detention will be rescheduled. Failure to appear for the rescheduled detention may result in Saturday detention. Only the Dean of Students or Principal can reschedule detention. If a parent would like to request a detention be rescheduled, a written request must be given to the Dean of Students before 8:00 am on the day of the detention.

DISCIPLINE AND THE CONSEQUENCE CONTINUUM

Consequences for misbehavior follow the PECS Consequence Continuum. The continuum starts over every school day. Teachers may issue an immediate strike-out if a student is engaging in an extreme offense or repeatedly engaging in an inappropriate behavior. The Principal may change the continuum at any time.

The PECS Consequence Continuum

Step 1: The student receives a verbal warning from the teacher.

Step 2: The student is asked to take a cool-off (Required in grades K-3 only)

Step 3: The student receives a strike.

Step 4: Receipt of three strikes in one day constitutes a "strike out." In cases of a strike out, the teacher will confer with the student, complete a strikeout form and notify the parent by phone. The strikeout form is given to the Dean of Students after the teacher has spoken to the parent. Consequences for a strike out are in the discretion of the Dean and/or Principal; possible consequences are described below.

Step 5: If a student receives three strikeouts in one semester, the student may receive a one-day suspension issued by the Dean. The parent will be notified and a conference will take place with the student, parent and all involved staff.

Step 6: If a student strikes out four times in one semester, a conference will be scheduled with the Dean, the student, the parent and all involved staff. At the conference, a behavior contract will be developed and signed. The behavior contract must be signed before the student may return to class, although in no case shall a suspension exceed 10 days for a single incident.

Step 7: If the reports of the student's compliance with the behavioral contract are unsatisfactory (e.g. the contract is broken), the parent and student will meet with the Principal. In such cases, referral for an expulsion hearing may occur.

Possible Disciplinary Actions Resulting from Strike-outs

Strikeouts result in the following consequences:

- The first strikeout results in a minimum of two consecutive days of detention after school.
- The second strikeout results in a student conference with the Dean of Students; the parent will be notified. The student will receive a Saturday detention issued by the Dean.

In addition to ordinary detention or Saturday detention, the following consequences for strikeouts may be issued:

Work Detention

Work Detention is assigned on Saturdays or any day the building is open and classes are not in session. Students will clean the building as supervised by the custodial staff. Work detention assignments are from 8:00 am to 1:00 pm as designated by the Dean of Students. Students are advised to eat breakfast prior to arriving to school. Students may be out of uniform, but may not wear shorts, capris, sagging pants, tight or revealing clothes, open toe or open-heeled shoes. Being truant for work detention results in two additional work detentions per day missed. Repeated truancy will result in suspension with the number of days being at the discretion of the Principal, though a suspension shall not exceed 10 days without opportunity for a hearing. Parents will be notified when a student is assigned a work detention; if a parent objects to a work detention being assigned, they may indicate as much in writing to the Dean of Students. In that case, an alternative form of detention, such as additional academic work, will be assigned.

Restriction

Restriction is the limitation of a student's presence in the school building **during non-academic hours** because his/her behavior merits limits. Restriction will be issued in the form of a contract that the parent, student and the appropriate administrator must sign. For example, a restriction contract may require a student to leave the building by 3:15 pm, losing all after-school privileges.

Behavior Contract

Behavior contracts are issued when multiple misbehaviors or an extreme misbehavior have occurred. They are created by the Dean of Students, then discussed and signed in a meeting with the Dean, student in question, parent or guardian and the Principal.

When a student signs a Behavior contract, they are committing to behave properly, according to the agreement. If a student breaks the contract, the student and parent or guardian will meet with the Principal and a referral for expulsion may be considered. Behavior contracts may include a period of probation in which the student must strive to improve or face referral for expulsion. A student returning from a **suspension** must sign a Behavior Contract **upon returning to school**.

After being under contract for the period designated in the agreement, the Principal will review the student and possibly absolve the contract if overall improvement has occurred. If a student breaks the contract again, the student may be referred for an expulsion hearing.

Students under Behavior Contract may not participate in any extracurricular activities. This includes participation as a spectator. Participation in the academic extracurricular activities is at the discretion of the Principal. In addition students under Behavior contract must leave the building by 3:15 pm and may not attend tutoring.

Suspension

Suspension is the temporary removal of a student from the school. Suspension may be issued at the discretion of the Principal, **though in no event shall a suspension exceed 10 days without opportunity for a hearing**.

Expulsion

Expulsion is used as a last resort when students have failed to comply with PECS code of conduct on multiple occasions, or for an extreme behavior issue. Expulsion is the termination of the student's privilege to attend Providence Englewood Charter School and requires the transfer of the student to another school. Parents and guardians of students referred for expulsion will be sent a notice letter. The notice will provide a description of the incident(s), the date(s) of the incident(s), and the place, time, and date for the expulsion hearing. The notice will be sent by registered or certified mail or by personal delivery. The expulsion hearing will be conducted before the PECS Director of Operations, or an administrator similarly qualified who has no prior involvement with the incident(s) giving rise to the expulsion hearing. PECS representatives will call witnesses to testify and introduce documents regarding the incident(s). The student may also call witnesses to testify and introduce documents regarding the incident(s). After the hearing, the hearing officer will make one of the following recommendations: Do Not Expel, or Expel (for a set term of one semester up to two calendar years.) The hearing officer's recommendation will be considered by the Board; students may only be expelled from PECS by a vote of the Board.

If a student has been expelled, the parents/guardians may appeal the final determination in writing and send additional evidence not available at the time of the expulsion hearing to Eleanor Wagner, or an administrator similarly qualified and deemed independent by the Board. The decision of the appeal officer regarding the appeal shall be final. The start of a student's expulsion is not delayed by the parent's/guardian's appeal.

If a student is expelled, they are able to access their school records without limitation. Any request for student records from another school will be responded to with the inclusion of the Student Transfer Form.

EXTREME BEHAVIOR ISSUES

The offenses listed below will be immediately referred for an expulsion hearing. During the pendency of the hearing, the student may be suspended, though in no case shall suspensions exceed 10 days without the opportunity for a hearing.

- arson, bomb threat, false alarm
- assault/battery/fighting
- gambling
- gang-related activities
- gang signs (verbal, non-verbal, written)
- possession of stolen property
- possession or use of fireworks or explosives
- possession or use of drugs or drug paraphernalia
- verbal, non-verbal, or written communication about drug possession, usage or paraphernalia
- possession or use of intoxicating beverages (incl. verbal, non-verbal or written communication)
- possession or use of tobacco products
- possession, use or threat of use of a weapon
- sexual harassment or misconduct
- theft
- threatening any member of faculty, staff or student body
- violation of Technology Policy (incl. cyber bullying and defamation of character /school)

The discipline process for students with Disabilities or Impairments (defined as those students with an IEP, a 504 plan, who are in the process of being evaluated for special education services, and those whose parents have requested in writing that their children be evaluated for such services) shall follow the Procedural Guidelines for Discipline of Students with Disabilities/Impairments used by the Chicago Public Schools (attached).

ACADEMIC EXPECTATIONS

ACADEMIC EVALUATION SCALE

For each course at Providence Englewood, students are assessed quarterly based on a category system, homework, projects, tests or quizzes and quarter exams. Each of these categories is worth 25% of the final grade.

All courses use the following numerical scale for grades:

Letter Grade	Number Grade Scale	Regular Grade Point
A+	97-100	4.5
A	93-96	4.0
B+	88-92	3.5
B	83-87	3.0
C+	78-82	2.5
C	73-77	2.0
D+	69-72	1.5
D	65-68	1.0
F	Below 65	0.0

QUARTER EXAMS

Quarter exams are administered during the last week of each quarter. Students must take final exams during the scheduled times. A records day is provided after quarter exams for teachers to complete grades and is a non-attendance day.

An absence the day of quarter exams is considered unexcused and the student will receive a grade of zero on each exam given that day. The parent must provide official documentation to the school (i.e., doctor's statement, funeral service material, court documents, etc.) to appeal this decision. This appeal must be made to the Dean of Students within three school days of the student's return to school. The school reserves the right to confirm documentation.

HOMEWORK

Unless otherwise specified by the teacher, all homework is due the day after it is assigned. All homework is to be written in blue or black ink on clean-edged loose-leaf paper. Math assignments may be done in pencil. Use proper heading format and follow your teacher's instructions. It is expected that the student will complete homework in the proper Providence Englewood Charter School writing format type for word-processed assignments. Credit will not be given for assignments with no name. Students in grades K-2 will not participate in recess if all homework is not properly completed and submitted. Students in grades 6-8 who do not complete homework are subject to a Friday homework detention. Failure to report to the Friday homework detention will result in a student receiving an additional detention after school.

The following policies apply to late homework:

- K-2 1st day late, 10% off
 2nd day late, 50% off
 3rd day late, zero and not accepted

- 3-8 1st day late, 50% off
 2nd day late, zero and not accepted

ANNUAL PROGRESS REVIEW

At the end of each academic year, each student's progress is evaluated and discussed with the parent at an annual progress review meeting. Topics for discussion at the meeting include a review of academic progress, teachers' recommendations, Terra Nova grade equivalent, discipline problems, parental participation in required conferences and meetings, and the student's attendance and tardy pattern records. Current school year GPAs are calculated by averaging semester one and semester two final grades.

PROMOTION

In order to be promoted to the next grade level, students must successfully achieve a current school year Grade Point Average of 2.0. Students must also score a grade equivalent on the Terra Nova test.

Students who do not achieve a school year GPA of 2.0 or higher must attend tutoring. Students with a GPA below 1.5 may possibly be retained, or may be conditionally promoted, with a requirement that they participate in PECS Semester Three summer program, tutoring and/or other academic programming.

8th GRADE GRADUATION REQUIREMENTS

To graduate from Providence Englewood Charter School, a student must

- Achieve a minimum Grade Point Average of 2.0 for the four quarters of the 8th-Grade year,
- Pass all major classes for the second semester,
- Score a minimum of 8.5 grade equivalent on the Terra Nova test (or retake the test to graduate with administrative approval),
- Pass the Constitution test,
- Take the EXPLORE test, and
- Complete 10 hours of community service (as monitored by the 8th grade counselor).

In addition to the book fees described on page 4, the families of eighth graders must pay an additional \$50 I fees to cover eighth grade activities such as the graduation ceremony. These fees are due before the start of school.

To participate in the graduation ceremony, eighth graders must have no outstanding fees, and must meet the above criteria. Eighth graders below a 2.0 GPA or have failed no more than one course for the year may participate in the graduation ceremony with administrative approval. Students must earn a C average or better to receive their diploma. Students with two failing grades may not participate in the graduation ceremony. Students with three or more failing grades or a GPA below 1.5 will be retained.

ACADEMIC INCENTIVE PROGRAMS

HONOR ROLL

At the honors assembly each quarter, awards and certificates are given to eligible students who have achieved honors for the quarter.

Honor Roll Level *

Straight A Honor Roll

A Honor Roll (3.75 GPA or above)

B Honor Roll (3.00 – 3.74 GPA)

*Students receiving an F in any class for the quarter are not eligible for the honor roll.

PERFECT ATTENDANCE

Perfect attendance (in school every day, all day, and on-time) will be recognized as follows:

- Quarterly: Perfect Attendance students will have their names announced at honors assemblies.
- Yearly: Perfect Attendance students will receive a Perfect Attendance certificate and will participate in the Ice Cream Social at the end of the year.

SCHOLARSHIP OPPORTUNITIES

Students in 8th grade wishing to attend private, parochial or selective enrollment high schools will have an opportunity to complete applications, write essays and submit materials to complete the application process during class time with the 8th grade counselor. The counselor may plan opportunities for students and parents to complete the process in the school's computer lab during the week and/or weekend. Scholarships students can earn include:

Daniel Murphy

Link Unlimited

HFS

Kenilworth Partnership (partial scholarship to PSM)

SUMMER OPPORTUNITY OF A LIFETIME (SOAL)

Students have an opportunity to apply for a variety of summer programs, both outdoor and academic, held off school property. A student must be registered for the next school year to participate in SOAL. All required school fees and SOAL fees must be paid before a SOAL program begins.

Selections for participation in this program are based on teacher recommendation, academic performance, overall attitude and are subject to approval by school administration.

Any student who is below a 2.0 GPA, required to repeat a grade or has behavior issues will not be eligible to attend a SOAL program. Financial costs to attend a SOAL program are determined by program expense and financial aid need. The maximum contribution per student by PECS is \$1,000.

To learn more about the SOAL program, students should contact the coordinator, Ms. Redfield.

ACADEMIC INTERVENTION

A student may be placed on Academic Intervention for serious academic difficulty in any given marking period. Academic Intervention will be issued in the form of a contract that the parent and student must sign. If a student does not improve academically as outlined in the contract, he or she may be required to repeat the grade.

Students who achieve below a 2.0 GPA for any quarter will automatically enroll in the Academic Intervention program for the entire following quarter. Students may also be required to enroll in the Academic Intervention program by the teacher, counselor or parent recommendations.

The Academic Intervention program requires students to participate in after-school tutoring. Failure to attend any required tutoring session is considered absent (see Attendance policy). Students involved in the Academic Intervention program may not be a participant in or a spectator at extracurricular activities without permission from the Dean. Parents and students must sign an Academic Intervention contract.

After-School Tutoring/Homework Club 3:30 P.M. – 4:45 P.M.

Students in the Academic Intervention program are required to attend the after-school tutoring program and homework club. These tutoring programs are designed to improve reading, language arts, math and study skills. Homework club is designed to increase the number of submitted assignments for students in grades 1-8. After-school tutoring is provided on Monday, Tuesday, Thursday and Friday (Wednesday all students exit at 3:10 pm to allow for teacher professional development). Failure to attend will result in the following consequences:

- 1st unexcused absence: \$10 fee and meet with the Tutoring Coordinator
- 2nd unexcused absence: \$20 fee and meet with Dean of Students
- 3rd unexcused absence: \$30 fee and the development of attendance contract

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

To be eligible for extracurricular activities, students must maintain a 2.0 GPA each quarter. Students with more than one F in a quarter are ineligible, regardless of GPA.

Students who are in the Academic Intervention program, under any contracts, or currently owe book or other fees, are ineligible to participate in extracurricular activities. This means that they may not participate or attend any activity, either through practice or performance. This includes being a spectator, as well as participation in clubs, assembly performances, plays, school events and all sports.

Sports Participation

Students participating in a sport will sign a Providence Englewood Charter School Team Participation Contract. In essence, each team member is expected to actively participate in practices and games, arrive in a timely manner, uphold the school honor code, and complete the seasons. The student and the parent or guardian will sign the contract.

PARENT/GUARDIAN INVOLVEMENT

PROGRESS REPORTS AND PARENT-TEACHER CONFERENCES

Progress reports and Parent-Teacher Conferences provide parents and teachers with a system for communicating about students' progress mid-way through each quarter of the school year. Following are the procedures and policies for this system.

Progress Reports

Each quarter, on the Tuesdays of the fourth or fifth week, teachers in grades K-5 will complete current progress for each subject and comment sheets. Teachers in grades 6-8 will fill out progress reports for each student during class. Teachers will indicate the student's current grade, whether a conference is required and may share comments for parents to read. These reports are distributed and discussed Friday of the same week, on the designated Parent-Teacher Conference day.

Parent-Teacher Conferences

Parent-Teacher conferences are in place to facilitate the vital communication that can help a student succeed. These days are designated for parents to come and formally meet with teachers to discuss the progress of their student.

All parents or guardians are required to pick up student Progress Reports on scheduled conference days and times. Students in grades 6-8: if the Progress Report indicates mandatory conferences, the parents must attend. Please note that parents of students in grades 6-8 will be notified of mandatory conferences up to 4 days before the scheduled Parent-Teacher Conference day in order for parents to plan accordingly.

Failure to pick up a progress report will result in fees, per child, according to the following schedule:

- 1st missed progress report pick up: \$20 fee
- 2nd missed progress report pick up: \$30 fee
- 3rd missed progress report pick up: \$40 fee and a conference with Dept. Chair
- 4th missed progress report pick up: \$50 fee and conference with Principal

Additionally, parents must meet with all teachers requesting conferences. Failure of parents to attend a teacher-required conference will result in a \$20 fee. In the event of an emergency, the Principal can excuse a parent absence on Parent-Teacher Conference Day. Parents or guardians have two weeks to appeal an absence or missed conference fee.

See below the school calendar for dates of scheduled parent-teacher conferences. Parents may attend from 11 A.M. - 2 P.M. or from 4 P.M. - 7 P.M. Parents having more than one conference must plan their time so they are finished by the end of the session.

Quarter 1 Parent Teacher Conferences: September 20, 2013

Quarter 2 Parent Teacher Conferences: November 15, 2013

Quarter 3 Parent Teacher Conferences: February 7, 2014

Quarter 4 Parent Teacher Conferences: May 2, 2014

REPORT CARDS

Reports cards are issued four times a year after exams. Report cards are mailed to parents/ guardians.

PARENT (SATURDAY) ENRICHMENT

Parents of new students in grades K-8 are REQUIRED to attend 6 (six) Parent Enrichment classes in their first year of enrollment at Providence Englewood Charter School. These classes orient parents to Providence Englewood and its expectations. As a school, we hope to foster new parents to support their students in the Providence Englewood educational environment. The Parent Enrichment program helps to lend clarity to how to support children in our environment. It allows parents the opportunity to learn how to assist students with learning and developmental issues, as well as find solutions to adjustment problems, both academically and behaviorally. It also provides an opportunity for new parents to network with other new parents on grade level. This program is mandatory. The sessions are rewarding and educational. Parents will receive a Parent Enrichment Handbook detailing the program.

Attendance to all classes is required. We believe this program is essential to your child's success at Providence Englewood; accordingly, failure to attend these classes will result in the following fees:

- 1st unexcused absence: \$20 Fee
- 2nd unexcused absence: \$30 Fee/Letter to parent detailing the importance of the Parent Enrichment program
- 3rd unexcused absence: \$40 Fee/Conference with Dean of Students
- 4th unexcused absence: \$50 Fee/Conference with Principal

Providence Englewood recognizes that extenuating circumstances (i.e., Saturday work, school, military duty, death of a loved one, hospitalization, etc.) may prevent a parent from attending a Parent Enrichment program. In the event that a parent misses a session due to such circumstances it is the parent's responsibility to identify his/her circumstances to the coordinator of the program, and supply official documentation (such as a note from a work supervisor, medical records, a funeral program, etc.) in order for the absence to be deemed excused and no fees to be levied. Failure to attend these sessions will result in your child not being allowed to participate in extracurricular and non-academic school activities.

POWER SCHOOL PARENT ACCESS

Parents will have access to the Power School Access Portal. Each parent will be assigned a username and password that will allow access via the Internet. Parents, please input your email and cell number where you can be reached on line and via text message to receive school emergency and other important announcements. Parents must sign a contract to be given access. Parents may address grading concerns via email to the teacher or telephone contact with the Dept. Chair.

BACKGROUND CHECKS

Providence Englewood Charter School encourages parents and guardians to become involved in school by chaperoning and volunteering at school events. Parents and guardians planning to serve as a chaperone or volunteer for school events, both on campus and out of school, must submit to a background check each school year. The cost of the background check is at the expense of the parent or guardian. Unsatisfactory outcomes will result in the parent or guardian being denied the opportunity to chaperone.