



**PROVIDENCE ENGLEWOOD CHARTER SCHOOL
STUDENT AND PARENT HANDBOOK GRADES K-8**

(Updated March 2023)

PURPOSE, RIGHTS, AND RESPONSIBILITIES	3
GENERAL ADMINISTRATIVE AND BUILDING POLICIES	5
1. Administrative policies	5
2. Building policies	6
3. Health and Security	10
ATTENDANCE	12
EXPECTATIONS AND BEHAVIOR	14
4. Honor code	14
5. Anti Bullying Policy-----	15
6. Tardiness, food, and uniform	20
7. Discipline and the consequences continuum	23
ACADEMICS EXPECTATIONS	31
8. Academic evaluation scale	31
9. Academic incentive programs	33
10. Academic intervention	35
PARENT/GUARDIAN INVOLVEMENT	35

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STUDENT QUICK GUIDE

“What do I do if...”

1. I was absent yesterday.

Submit an email explaining the absence(s) to the Attendance Coordinator at attendance@pecs.k12.il.us. Remember, the only way to have your absence excused is to submit a note or email then the attendance coordinator will provide an admit slip. You will get an unexcused absence if you do not have a parent note or email. Also, if you're under an Attendance Contract, all your absences are unexcused.

2. I was tardy to school.

Submit an email explaining the tardy to the Attendance Coordinator at attendance@pecs.k12.il.us to receive an excused 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 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.

6. 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).

7. 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/incident 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.

RIGHTS AND RESPONSIBILITIES

Student Rights

- To receive a free high-quality public education
- To be safe at school
- To be treated fairly, courteously, and respectfully
- To bring complaints or concerns to the school Principal or staff for resolution
- To tell his/her side of the story before receiving a consequence
- To be told the reason(s) for any disciplinary action verbally and in writing
- To be given information about appealing disciplinary actions

Student Responsibilities

- To read and become familiar with this Handbook
- Take responsibility for own actions
- To attend school daily, prepare for class, and complete class and homework assignments to the best of his/her ability
- To know and follow school rules and instructions given by the Principal, teachers, and faculty and staff
- To tell the faculty and staff about any dangerous behavior or bullying that occurs at school, on the way to and from school, or in the school community
- To bring to school only those materials that are allowed
- To treat everyone in the school community with respect
- To respect school property, community property, and the property of others

Parent/Guardian Rights

- To be actively involved in their child's education
- To be treated fairly and respectfully by the Principal, teachers, and faculty and staff
- To access information about PECS policies and procedures
- To be notified promptly if their child is disciplined for inappropriate or disruptive behavior and informed of the consequences assigned
- To appeal disciplinary actions taken
- To receive information about their child's academic and behavioral progress

Parent/Guardian Responsibilities

- To read and become familiar with this Handbook
- To make sure their child attends school regularly, on time, and to notify the school before the school day begins if their child is absent at attendance@pecs.k12.il.us



- To be respectful of faculty and staff's time and pick-up children promptly at dismissal
- To give the school accurate and current contact information
- To tell school officials about any concerns or complaints respectfully and in a timely manner
- To work with the Principal, teachers, and faculty and staff to address any academic or behavioral concerns regarding their child
- To talk with their child about the behaviors expected in school
- To support their child's learning and school activities at home
- To be respectful and courteous to staff, other parents, guardians, and students
- To respect other students' privacy rights

School Staff Rights

- To work in a safe and orderly environment
- To be treated courteously and respectfully
- To bring complaints or concerns to school administration
- To receive supportive and ongoing professional development and resources



GENERAL ADMINISTRATIVE POLICIES

ADMINISTRATIVE POLICIES

The Student Handbook applies to students at all times during the school day, while on school property, while traveling to and from school, at any school-related event, and while using the PECS network.

The Student Handbook also applies to student behavior outside of school if: (1) a student engages in extreme behaviors, and (2) the behavior disrupts or may disrupt the educational process or orderly operation of the school. This includes seriously inappropriate behavior on social networking websites that disrupts or may disrupt the educational process or orderly operation of the school.

REVIEW OF THE STUDENT HANDBOOK

The PECS Board, Principal and Parent-Teacher Advisory Committee is designed to develop policy guidelines on student discipline, to furnish a copy of the policy to the parents or guardian of each pupil within 15 days after the beginning of the school year, or within 15 days after starting classes for a student who transfers into the PECS during the school year, and to require that PECS informs its students of the contents of its policy. The PECS Board and the Principal, along with the Parent-Teacher Advisory Committee, should annually review their student discipline policies, the implementation of those policies, and any other factors related to the safety of PECS, students, and Faculty/Staff.

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 Main Office Clerk.

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, REGISTRATION, BOOK, RESOURCE, AND TECHNOLOGY 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 via Schoolmint. Schoolmint helps PECS to manage enrollment and registration online. 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 the online registration at providenceenglewood.schoolmint.net. Additionally, 8th grade families are expected to pay a \$100 graduation fee. Students may not participate in extracurricular and other non-academic activities without a signed school contract on file.

In the event that a Chromebook, book is lost or damaged, the student's family must pay the cost of replacement or repair.

Payment options are available if needed. See the Deputy Director of Operations for further details.

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 Knights Creed. During the month of February, students sing the Black National Anthem.

KNIGHTS CREED

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.

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 Knights Creed 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

PK-2nd will enter and exit through Door 7, Playground.

3rd – 8th will enter and exit through Door 1, the Justine Street (main entrance) doors.

ARRIVAL TIME 7:30 A.M.-7:55 A.M.

Each school day, the school cafeteria is opened at 7:30 am. Students are responsible for cleaning their areas before leaving. Students arriving after 8:00 am will report directly to their classrooms.

Exiting the Building

Students must exit the building through their assigned exit doors. Once students have exited the building, they may not reenter the building. This is a safety measure.

All students are expected to leave the building by 3:45 pm unless they are involved in an activity being supervised by a staff member. Students leaving the building after the 3:45 pm bell must be accompanied by the supervisor and picked up by a parent or relative.

Students are dismissed in the following increments:

Pre-Kindergarten – 5th Grades: 3:00 pm

6th-8th Grades: 3:10 pm

Students will not be allowed to wait or loiter outside the building for any reason. Children going home with students in upper grades should meet in the designated dismissal area.

The building is closed at 5:45 pm. Students who are not picked up by 5:45 pm may be released to the police for pick-up.

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. EVERY Wednesday all students must exit at 1:00 pm; thus, incremental dismissal will begin at this time. See the school year calendar for these Wednesday dates.

HALLWAY PROCEDURES FOR MIDDLE SCHOOL

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

- Noise should be kept at a Level 0, silent. Yelling is not permissible.
- Middle school students will only have 5 minutes to pass to the next class. Congregation in stairwells, halls or bathrooms is not permissible.
- 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 gymnasium.

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 (LRC)

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

Library books are signed out for two weeks and may be renewed. Overdue book fees, which are 2 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 ear plugs, 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 at least 48 hours before their visit. When they arrive, visitors must report to the security desk to sign in, provide ID for a background check and receive a visitor's badge in place of ID. Visitors can pick-up IDs as they exit the building. Parents may visit classrooms only when they have made arrangements in advance with the Teacher 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. All visitors arriving to PECS must enter through the Justine Street (main entrance) doors and report to the security desk. 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. Usually, a fee will be charged to cover the cost of the trip. All parent chaperones must have a background check prior to the field trip which is completed at the security desk. Parents are also asked to follow school policy on these trips.

BIRTHDAY AND END OF YEAR CELEBRATIONS

Students and family members may not bring balloons, flowers, food items or stuffed animals to school, etc. If balloons, food items, stuffed animals or flowers, etc 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 Principal and Deputy Director of Operations 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	CD or tape players
Headphones, earbuds	iPods
Laser pointers	Cameras (include video)
Cell phones, smart watches	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.

HEALTH AND SECURITY POLICIES

Taking Medication at School

Medications should be brought to the 504 Coordinator (773) 434-0202 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.
- All allergies must be documented on yellow cards and submitted during orientation or to homeroom teachers. All students with allergies must obtain an Emergency Action Plan (EAP) or an Individual Health Care Plan (IHCP) from their primary care physician. Once a school learns that a student has food allergies and does not have an Emergency Action Plan (EAP), Individual Health Care Plan (IHCP) or 504 Plan, school officials must discuss the student's individual needs with the student's parents/ guardians and put an appropriate management plan in place according to the school district's policy.
- If the student's parent/guardian refuses to cooperate with the school for an evaluation and implementation of an appropriate management plan (EAP/IHCP/504 Plan), then best practices will be initiated. The school will activate a simple EAP that includes a call to 911 immediately upon recognition of any symptoms along with a phone call to the parent/guardian; and transport to the closest emergency room. The family will be liable for 100% of all emergency expenses.

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 achieve 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 complete 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 illegal, harmful, and inappropriate 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 can be emailed to attendance@pecs.k12.il.us or given to the attendance coordinator 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 five absences, all subsequent absences will be considered unexcused. The student in question will be given an attendance contract upon the fourth absences see p. 20 for details. In extenuating circumstances, such as a prolonged illness, absences in excess of five 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 third unexcused absence:	A letter is sent home and placed in the student's file
Fourth unexcused absence:	A meeting with Dean of Students and Attendance contract issued
Fifth unexcused absence:	A meeting with the Principal and possible referral for discipline according to the Consequence Continuum. Any unexcused absences after the 5 th will result in a call to the Department of Children and Family Services (DCFS). 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 make-up 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 fourth 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 will attend Semester Three if they are returning to PECS in the Fall.

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 coordinator will verify the early dismissal with a parent or guardian by phone. The person picking up the student must come to the security desk, 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 coordinator 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.



EXPECTATIONS AND BEHAVIOR

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, any social media communications 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 includes, but is 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
- Recording (video) of any inappropriate behaviors and, or posting on social media



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.

ANTI-BULLYING POLICY

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.

PURPOSE

This Policy defines and prohibits bullying, and outlines procedures for reporting bullying, informing parents and investigating reports of bullying.

SCOPE

Bullying is contrary to Illinois law and this Policy is consistent with the Illinois School Code.

DEFINITIONS

Bullying (includes Cyberbullying and Bullying of a sexual nature): Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- placing the student or students in reasonable fear of harm to the student's or students' person or property;
- causing a substantially detrimental effect on the student's or students' physical or mental health;
- substantially interfering with the student's or students' academic performance; or
- substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and not exhaustive.

Cyberbullying: bullying through the use of technology or any electronic communication, including but not limited to, electronic mail, Internet communications, and instant messages. Cyberbullying includes the creation of a webpage or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.



Retaliation: any form of intimidation, reprisal including but not limited to the submission of knowingly false bullying allegations, or harassment directed against a student who reports bullying, provides information during an investigation, witnesses, or has reliable information about bullying.

POLICY

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in Providence Englewood Charter School (PECS).

No student shall be subjected to Bullying:

- during any school-sponsored education program or activity;
- while in school, on school property, on school buses or other school vehicles, at designated school bus stops awaiting the school bus, or at school sponsored or school-sanctioned events or activities;
- through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment; or
- through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by PECS if the bullying causes a substantial disruption to the educational process or the orderly operation of the school. This item applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and does not require PECS to monitor any non-school-related activity, function or program.

Nothing in this Policy is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution.

PECS prohibits retaliation against any person who reports an act of Bullying. PECS shall ensure consequences and appropriate remedial actions against any person who engages in retaliation.

PROCEDURE

Reporting Bullying:

- at the beginning of the school year, the school Principal shall designate school staff responsible for assisting with bullying matters or to make a report about bullying.
- the school designee specified above, and any PECS employee with first- hand knowledge of an incident of Bullying shall do the following:
 - intervene immediately in a manner that is appropriate to the context and ensures the safety of all people involved;
 - verbally report the incident of Bullying to his/her supervisor and the School Principal immediately, or in the event that the Bullying incident involves sexual or gender-based harassment or violence, refer to the Comprehensive Title IX, Anti-Harassment, and Anti- Discrimination Policy and follow the procedure therein, which requires direct reporting in writing to the Title IX Coordinator and Chicago Public Schools Office of Student Protections within 24 hours; and



- o complete and submit the automated Incident Report Form within the same day the incident occurred.
- o the School Principal shall review and approve the Incident Report Form within two (2) business days of receiving the Incident Report Form from the employee.

any PECS parent/guardian with first-hand knowledge of an incident of Bullying has an obligation to notify the School Principal/Designee as soon as possible. Reports can be made by notifying the School Principal/Designee, emailing pecs_ea@providenceenglewood.org, or calling the main office at (773) 434-0202. Anonymous reports will be accepted by the School Principal/Designee and the main office.

Investigating Bullying:

- upon receipt of an Incident Report for Bullying, the School Principal/Designee shall conduct an investigation and complete such investigation within ten (10) school days from the date the report was received.
- in the event that the Bullying incident involves sexual or gender-based harassment or violence, the School Principal/Designee shall refer to the Comprehensive Title IX, Anti-Harassment, and Anti-Discrimination Policy and follow the procedure therein.
- during the investigation for a Bullying incident that does not involve sexual or gender-based harassment or violence, the School Principal/Designee shall:
 - o identify the perpetrator(s), target(s) and bystander(s), as well as any adult who witnessed the incident or may have reliable information about it;
 - o conduct an individual interview in a private setting with the alleged perpetrator and target. The alleged perpetrator and target should never be interviewed together. Individual interviews will also be conducted in private with any students, witnesses or adults who witnessed the Bullying conduct;
 - o determine how often the conduct occurred, any past incident or continuing pattern of behavior, and whether the target's education was affected;
 - o assess the individual and school-wide effects of the incident relating to safety, and assigning school staff to create and implement a safety plan that will restore a sense of safety for the target and other students who have been impacted;
 - o follow the appropriate discipline procedure pursuant to the Student Code of Conduct, where appropriate; and
 - o document the details of the investigations
- if applicable, the Principal/Designee shall convene the Individualized Education Program ("IEP") Team to determine whether additional or different special education or related services are needed to address the student's individual needs and revise the IEP accordingly.
 - o If the targeted student has a disability, the school shall convene the IEP Team to determine whether additional or different special education or related services are needed to address the student's individual needs and revise the IEP accordingly. For example, if the student's disability affects social skill development or makes the student vulnerable to bullying, the Principal/Designee shall ask the student's IEP Team to consider whether the IEP should include provisions to reduce vulnerability to bullying.
 - o If the student who engaged in bullying behavior is a student with a disability, the IEP team shall consider; (1) whether additional services are needed to address



the inappropriate behavior, (2) determine if changes to the student's environment are warranted by examining the environment in which the bullying occurred, and (3) determine if a behavior intervention plan is needed, or review the student's current behavior intervention plan and revise if necessary.

- o The Principal Designee shall consult the Student Handbook when considering discipline and/or intervention for students with disabilities.

- the School Principal/Designee shall involve appropriate school support personnel and other staff persons with knowledge, experience, and training on Bullying prevention, as deemed appropriate, in the investigation process.

- ¹The PECS Title IX Coordinator is the General Counsel/Chief Administrative Officer/Designee.

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Informing Parents/Guardians

- upon initiating the investigation, the School Principal/Designee shall notify the parent/guardian of all involved students in writing of the occurrence of any alleged incident of Bullying. Upon completion of the investigation, the School Principal/Designee shall notify the parent/guardian of all involved students of the outcome of the investigation.
- parents/Guardians of the students who are parties of the investigation shall be given, upon request, an opportunity to meet with the School Principal/Designee to discuss the investigation, the findings, and actions taken to address the reported incident of Bullying, unless inappropriate due to the confidential nature of actions.

Investigation Outcome Review Procedures

- if a parent/guardian is not satisfied with the outcome of an investigation, they may request a review by the School Principal. To request such a review, they should submit a written request via email to johnsona@providenceenglewood.org within five (5) days of receiving the request, or by mail to 6515 S. Ashland, Chicago, Illinois 60636. For mailed requests, the letter must be postmarked within five (5) days of receiving the outcome of the investigation.
- appeals regarding discipline as a result of the investigation should be submitted in the same manner.

Interventions

- the School Principal/Designee shall apply interventions to address Bullying as applicable. Interventions may include, but are not limited to, social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

Information for Victims of Bullying

- in the event that an act of Bullying has occurred, the School Principal/Designee shall ensure that the victim is provided with information regarding services that are available within the community such as counseling, support services, and other programs.

Policy Dissemination

- PECS shall ensure that this Policy is:



- o posted the Faculty Handbook and distributed to all staff, including new hires;
- o posted on the PECS website; and
- o distributed to PECS students and families via the Student Handbook.

Revision

- PECS Board Subcommittee, the Academic Excellence Committee, will review and re-evaluate this Policy every two years and make any necessary and appropriate revisions for Board approval. The policy must be filed with the Illinois State Board of Education after being updated. The process of reviewing and re-evaluating this policy shall include an assessment of the outcomes and effectiveness of the policy which shall include, but is not limited to, factors such as: (1) the frequency of victimization via incidents of bullying; (2) student, staff, and family observations regarding safety at school; (3) identification of areas of a school where bullying occurs; (4) the types of bullying which have occurred; and (5) bystander intervention or participation. In the evaluation of this policy, PECS may use relevant data which it already collects for other purposes. The information developed as a result of the evaluation of this policy shall be made available on PECS's website.

Legal Reference

- 105 ILCS 5/27-23.7 Bullying Prevention.

Applicability

- This Policy is applicable to all PECS employees. Failure to comply with this Policy may result in disciplinary action up to and including termination.

Adopted: 8/1/06

Revised: 1/4/2022; 2/1/2022

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CHEATING AND PLAGIARISM



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 deduct work completed under cheating, seat the student in another location of the classroom and allow the student to complete the remainder of the test free of distractions.

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 considered a serious matter. Students committing plagiarism will 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 20 below.

TARDINESS

Students are considered tardy when they arrive late to school (7:45 am and after) 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 can be emailed at attendance@pecs.k12.il.us or be presented upon arrival at school, or before school the following day, in order for the tardiness to be considered excused. 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 attendance coordinator 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 fourth late arrival, all subsequent tardiness will be considered unexcused. After four 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 allowed in the cafeteria only 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 anytime 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.

Uniform Regulations

Tops

- Shirts must have THE PECS polo, this includes the PECS Logo
 - PK- PECS logo blue uniform shirt, black bottoms, ALL black shoes
 - K-2- PECS logo gold uniform shirt, black bottoms, ALL black shoes
 - 3-5- PECS logo purple uniform shirt, black bottoms, ALL black shoes
 - 6-8- PECS logo black uniform shirt, black bottoms, ALL black shoes
- 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, slacks.
- . Jeans, capris, leggings and jeggings, jogging pants are not permissible. 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
- Team shirts with a collar.
- Plain vests, blazers, sweaters, PECS sweatshirts or sweatshirts without emblems, insignias, or monograms (PECS polo MUST be worn underneath). 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:

- Brushing, combing, and/ or picking hair may only be done in the restroom.
- Regular combs or picks may not be worn in the hair.
- Religious caps and head wraps are permissible
- Afro or short hair styles are permissible.
- 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.
- Small studs and earrings that extend no more than ½” from the ear are permitted, 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.

COUNSELING PROGRAM

The counseling program serves as proactive interventions. The primary goal of the counseling program is to aid the development of each student as a unique individual--intellectually, emotionally, personally, and spiritually. In order to meet this goal, the program combines group and individual counseling. Individual counseling is provided through informal conferences by counselors, teachers and the social worker as a method of intervention before receiving a violation and consequence for infractions.

Teacher's Responsibilities

The teacher is responsible for the effective coordination of the class as a whole, the unification of the students and their ability to work together. The teacher counsels students concerning their academic and



behavioral progress. He/she arranges conferences with students as needed. If the student is experiencing personal difficulties, the teacher can refer the student for counseling to the appropriate counselor or social worker.

Administrator Responsibilities

The second line of counseling consists of the Academic Dean, Dean of Students and Principal. Their support and help should always be available to the PECS community.

Counselor Responsibilities

The third line of counseling is the counselor. He/she is responsible for academic career and high school counseling, as well as, those duties assigned by the Principal. He/she must be available to the students at all times.

Social Worker Responsibilities:

Finally, as the need arises, students can be referred through an administrator for special counseling services (severe emotional problems, problems at home, severe educational problems, handicaps, etc.). The social worker determines the type and extent of services needed. A referral form alerts the social worker to the need.

VIOLATIONS AND CONSEQUENCES

Food, tardiness, and uniform infractions result in a “violation,” which can be issued by a teacher, staff or administrator. All violations 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. The violation consequence continuum is as follows:

First violation:	Warning	
Second violation:	1 hour detention	Letter to parent
Third violation:	1 hour detention	Letter to parent
Fourth violation:	1 hour detention	Letter to parent, meeting with the Dean of Students and Tardy contract issued
Fifth violation:	1 hour detention	Letter to parent, meeting with the Principal and possible referral for discipline according to the Consequence Continuum

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, above). 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 3:30 pm to 4:30 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
- Students who are on athletic teams the day of detention may not participate on the extracurricular activity

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.

Although certain extreme behaviors may result in immediate removal of a student from the classroom by the Dean of Students, teachers will employ a Classroom Management Plan and document all corrective interventions in dealing with inappropriate behavior. This process to correct behavior starts over every school day.

The Steps of the Consequence Continuum

- Step 1: Once the teacher's Five-Star Classroom Management Plan has been exhausted but the misbehavior continues the student may be assigned a 30-minute Classroom Detention by the classroom teacher. The Strike-Out must be shared with the Dean of Students prior to the classroom detention.
- Step 2: If the misbehavior continues, the teacher will share the completed Strike-Out form with the Dean of Students. The student may be removed from the classroom by the Dean of Students and a 60-minute after-school detention may be issued that week. All after-school activities will be forfeited in the case of any assigned detentions. All missed assignments will be due the next day for earned credit or will be counted as zeros if never submitted.
- Step 3: If the misbehavior persists OR misbehavior increases in severity OR the student receives three "Strike-Outs" in one quarter, the Dean of Students may remove the student from the classroom and/or issue an in-school suspension, Saturday work detention, or one-day suspension. All missed assignments will be due the day of return for earned credit or will be counted as zeros if never submitted.
- Step 4: If a student receives four "Strike-Outs" in one quarter



OR exhibits severe misbehavior, a conference will be scheduled with the Dean of Students, the student, the parent and all involved faculty and staff. A Behavior Contract will be developed and signed. The Behavior Contract must be signed by the student alongside the parent and will be effective immediately.

Step 5: If the student’s compliance with the Behavior Contract is unsatisfactory (e.g. the contract is broken) OR the student exhibits severe misbehavior, the parent and student will meet with the Principal and Dean of Students. In such cases, a referral for an expulsion hearing may occur.

Possible Disciplinary Actions Resulting from Strike-outs

Whenever possible, interventions and consequences that do not exclude the student from his/her regular educational schedule should be attempted first.

~CORRECT AND COMMUNICATE BEFORE CONSEQUENCING~

LEVEL 1 OFF-TASK BEHAVIORS

INAPPROPRIATE BEHAVIOR	AVAILABLE INTERVENTIONS AND CONSEQUENCES
<ul style="list-style-type: none"> ◆ Running and/or making excessive noise in the hallways and/or other school building areas ◆ Leaving the classroom without permission as well as: ◆ Engaging in any behavior that is disruptive to the orderly process of classroom instruction <ul style="list-style-type: none"> - continuously calling out - constantly out of seat without permission - dancing or playing at inappropriate times - refusal to do any assignments - lack of attention after teacher redirections - talking and/or playing during instruction or assessments - not following directions during school functions - lying or deceiving the instructor ◆ Loitering or occupying an unauthorized place in the school or on school grounds 	<ul style="list-style-type: none"> ◆ Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent recurrence ◆ Recommended instructive, corrective, or restorative response ◆ 30-minute Classroom Detention – before school or after school with the teacher who gave the consequence

LEVEL 2 OFF-TASK BEHAVIORS



DISRUPTIVE BEHAVIOR	AVAILABLE INTERVENTIONS AND CONSEQUENCES
<ul style="list-style-type: none"> ◆ Leaving the school building without permission ◆ Initiating or participating in any unacceptable minor physical actions, such as horse play <ul style="list-style-type: none"> - kicking - pushing - hitting - shoving - slapping ◆ Exhibiting or publishing any profane, obscene, indecent, immoral, libelous, or offensive materials, or using such language or gestures to classmates or adults in the building or on school grounds ◆ Disregard for the instructions or direction of school personnel causing interruption to other students' participation in school activities 	<ul style="list-style-type: none"> ◆ Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent recurrence ◆ Recommended instructive, corrective, or restorative response ◆ 1-hour Detention – after school in the LRC

LEVEL 3 OFF-TASK BEHAVIORS- All parties that take part in a level 3 or 4 infraction will receive a consequence.

SERIOUSLY DISRUPTIVE BEHAVIOR	AVAILABLE INTERVENTIONS AND CONSEQUENCES
<ul style="list-style-type: none"> ◆ Social Media disruptions to the learning environment ◆ Taking a picture or video or recording names of ANY person inside or outside of PECS, without their permission ◆ 3 occurrences of a Level 1 or Level 2 Off Task Behavior ◆ Possession (physical control over, such as contained in clothing, lockers, or bags) and/or use of tobacco or nicotine products, matches, or cigarette lighters ◆ Disruptive behavior during a school field trip or away from school activity.¹ ◆ Gambling – participating in games of chance or skill for money or things of value ◆ Fighting – physical contact between two students with intent to harm, but no injuries result ◆ Profane, obscene, indecent, and immoral or seriously offensive language and gestures, propositions, behavior, or harassment based on race, color, national origin, sex, gender, sexual orientation, age, religion, gender identity, gender expression or disability to another student or an adult. ◆ Forgery – false and fraudulent making or altering of a document or the use of such a document ◆ Plagiarizing, cheating and/or copying the work of another student or other source ◆ Overt display of gang affiliation ◆ Theft (unauthorized control over the physical property of another) or possession (physical control over, such as contained in clothing, lockers or bags) of stolen property ◆ Vandalism (willful or malicious destruction or defacing of the property of others) or criminal damage to property ◆ Persistent or severe acts of sexual harassment** – unwelcome sexual or gender-based conduct (either physical or verbal) and/or conduct of a sexual nature which is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the educational program or which creates a hostile or abusive school environment 	<ul style="list-style-type: none"> ◆ Documented Teacher, Student, Parent/Guardian, and Administrator conference focused on expectation violated, cause of behavior, and strategy to prevent recurrence ◆ Recommended instructive, corrective, or restorative response ◆ 4-hour Detention – Saturday Morning Skill-building in-school suspension up to three days <p><i>ADDITIONAL CONSEQUENCES AVAILABLE FOR REPEATED GROUP 3 INAPPROPRIATE BEHAVIOR</i></p> <ul style="list-style-type: none"> ◆ Skill-building in-school suspension, out-of-school suspension, or combination in-school and out-of-school suspension up to three days ◆ Request for disciplinary reassignment via expulsion hearing as stated in the Student Handbook²

^{1**} Behaviors marked with two asterisks indicate that the misconduct may be a violation of the law.

In addition to other disciplinary actions, a student who engages in disruptive behavior on the school bus may be subject to suspension from bus service/field trips for a period to be determined by the Dean of Students with review by the school Principal.

²Disciplinary reassignment is the transfer of a student from his or her current school to another school for disciplinary reasons. All disciplinary reassignments must be approved and facilitated by the Dean of Students, school Principal, and PECS Board of Trustees.



LEVEL 4 OFF-TASK BEHAVIORS—All parties that take part in a level 3 or 4 infraction will receive a consequence.

VERY SERIOUSLY DISRUPTIVE BEHAVIOR	AVAILABLE INTERVENTIONS AND CONSEQUENCES
<ul style="list-style-type: none"> ◆ False activation of a fire alarm that does not cause a school facility to be evacuated or does not cause emergency services to be notified ◆ Extortion** – obtaining money or information from another by coercion or intimidation ◆ Assault** – an attempt or reasonable threat to inflict injury on someone with a show of force that would cause the victim to expect an immediate battery ◆ Battery** (unwanted bodily contact with another person without legal justification) or aiding or abetting in the commission of a battery which does not result in a physical injury ◆ Fighting – physical contact between more than two people with intent to harm, or physical contact between two people with intent to harm that results in injury ◆ Possession, use, sale, or distribution of fireworks ◆ Trespassing on PECS property – entering PECS property when previously prohibited or remaining on school grounds after receiving a request to depart ◆ First documented behavior of the possession of any dangerous object as defined by this Student Handbook, ◆ First documented behavior of the use or possession of alcohol in school or at, before, or after a school related function, ◆ Initiating or participating in inappropriate physical contact with school personnel, such as pushing school personnel out of the way in order to physically fight with another student, with no intent to harm school personnel 	<ul style="list-style-type: none"> ◆ Documented Teacher, Student, Parent/Guardian, and Administrator conference focused on expectation violated, cause of behavior, and strategy to prevent recurrence ◆ Recommended instructive, corrective, or restorative response ◆ Skill-building in-school suspension, out-of-school suspension, or combination in-school and out-of-school suspension up to three days ◆ Request for disciplinary reassignment via expulsion hearing as stated in the Student Handbook²

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,

²Disciplinary reassignment is the transfer of a student from his or her current school to another school for disciplinary reasons. All disciplinary reassignments must be approved and facilitated by the Dean of Students, school Principal, and PECS Board of Trustees.



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 (Referral for Discipline)

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

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.

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 for the duration of the contract.

Suspension

Suspension is the temporary removal of a student from the school. Suspensions will only occur with students in grades 3-8. Suspension may be issued at the discretion of the Principal, after the student and his/her parent have been informed of the infraction(s) and been given an opportunity to respond. **In no event shall a suspension exceed 10 days without opportunity for a hearing.**

The PECS Board will receive a summary of suspension notice. Upon request parents may appear and discuss suspension before the PECS Board or hearing officer.

A decision to suspend a student may be appealed by the student's parent or legal guardian. An appeal of a suspension shall not defer the suspension. Failure to file a written notice of appeal within the prescribed time will constitute a waiver of the right to appeal. A parent or legal guardian may appeal a suspension to the principal of the school, and then to the Board of Trustees or its designee in the following manner:

- A parent or legal guardian shall submit a written letter of appeal within three administrative working days of notification of the suspension. The parent or legal guardian should state specifically the reasons for the appeal and consider the following before appealing a suspension:
 - (1) whether the facts warrant the suspension
 - (2) if the consequences were appropriate for the behavior
 - (3) whether school procedures were followed

The Principal shall review the suspension, all the evidence, and render a written decision as soon as possible but within five working days.

A student serving a suspension is not allowed to come onto school property, participate in extracurricular activities, or attend school-sponsored events. A student may be considered trespassing if he or she comes onto school grounds while suspended out of school.



Suspensions are excused absences. A student serving a suspension is able to obtain homework, and upon the student's return, provided with the opportunity to make up any quizzes, tests, special projects, or final exams given during the period of suspension.

A student serving a suspension must be allowed to take state assessments at school. The student's attendance will still be marked as suspended.

Suspensions of 3 days or less may be used only if the student's continuing presence in school would pose a threat to school safety or a disruption to other students' learning opportunities. "Threat to school safety or a disruption to other students' learning opportunities" shall be determined on a case-by-case basis by the Principal or PECS Board.

Suspensions of longer than 3 days, expulsions, and disciplinary removals to alternative schools may be used only if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either (i) pose a threat to the safety of other students, staff, or members of the school community or (ii) substantially disrupt, impede, or interfere with the operation of the school. "Threat to the safety of other students, staff, or members of the school community" and "substantially disrupt, impede, or interfere with the operation of the school" shall be determined on a case-by-case basis by the Principal. The determination of whether "appropriate and available behavioral and disciplinary interventions have been exhausted" shall be made by the Principal. School officials shall make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of student exclusions to the greatest extent practicable. It shall be documented whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.

Students who are suspended for longer than 4 school days shall be provided appropriate and available support services during the period of their suspension. "Appropriate and available support services" shall be determined by the Principal. It shall be documented whether such services are to be provided or whether it was determined that there are no such appropriate and available services.

Reengagement Plan. PECS will collaborate with the student and parents to develop a culturally sensitive and culturally responsive reengagement plan tailored to the student's individual circumstances to support the student in successfully returning to school.

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. Expulsions will only occur with students in grades K-2. 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, cross-examine witnesses 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 report to the PECS Board should state: reason(s) for expulsion, specific details concerning the "why" behind removing the student, the effective start date, provide a summary of evidence and the rationale for the duration of the expulsion. The hearing officer's recommendation will be considered by the PECS Board; students may only be expelled from PECS by a vote of the PECS Board.

A student, who threatens, uses, possesses, controls, or transfers a weapon on school property or at any school activity, event, or function will be subject to a suspension, with consideration for expulsion, based upon the facts of the case.

A student who is determined to have threatened or brought one of the following objects to school, any school sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years: 1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1). 2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

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 Sheila Campbell, or an administrator similarly qualified and deemed independent by the PECS 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)

School officials shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.

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 – 10%

Class work – 30%

Tests/quizzes – 30%

Quarter exams/projects – 30% (Winter/Spring Concerts attendance are required for grading purposes)

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 for teachers to complete grades in all quarters. Records day are a non-attendance days.

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 must 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.

The following policies apply to late homework:

- K-5 1st day late, 10% off
 2nd day late, 50% off
 3rd day late, zero and not accepted
- 6-8 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, NWEA and, or PARCC info, 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 NWEA and/or PARCC 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 at the 50th percentile and better on the NWEA and, or IAR (or retake the test to graduate with administrative approval),
- Pass the Constitution test,
- Complete 10 hours of community service (as monitored by the 8th grade counselor),
- Apply to at least 5 schools on the PECS preferred list.

In addition, the families of eighth graders must pay \$100 in fees. 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 in core subjects, ONLY, and received no discipline referrals.

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.

*Straight A Honor Roll means earning an A in EACH class, including Special Area classes

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 and receive a Perfect Attendance certificate.
- Yearly: Perfect Attendance students will participate in the Ice Cream Social at the end of the year. A reduction in student book fees will occur for each quarter of perfect attendance.

SCHOLARSHIP OPPORTUNITIES

Students in 8th grade wishing to attend private, parochial or boarding 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



HFS
Hindsight
Kenilworth Partnership (partial scholarship)
Link Unlimited

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, over-all attitude and are subject to approval by school administration.

Requirements for students:

- 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 behavioral and academic performance, overall attitude and approval of the administration.
- Any student who is below a 2.0 G.P.A., 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 minimum contribution per student by PECS is \$1,000.

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

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

To be eligible for extracurricular activities, students must maintain a 2.0 GPA in core subjects each quarter. Students with more than one F in a quarter are ineligible, regardless of GPA. Further eligibility criteria are provided in the Extra Curricular Activities Handbook.

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. Students must complete one sport before participation in another sport. The student and the parent or guardian will sign the contract.

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.

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 regular dismissal times to allow for teacher professional development). Failure to attend any required session is considered absent (see Attendance policy) and will result in the following consequences:

- 1st unexcused absence: meet with the Tutoring Coordinator
- 2nd unexcused absence: meet with the Academic Dean
- 3rd unexcused absence: the development of attendance 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. We understand that parents may experience special circumstances that may prevent their attendance on



the assigned date. In this event parents will have one week before the date and one week after the date to meet with the teacher concerning the academic progress of the student.

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

- | | |
|---|------------------------------------|
| o 1 st missed progress report pick up: | Letter to parent along with grades |
| o 2 nd missed progress report pick up: | meet with the Dean of Students |
| o 3 rd missed progress report pick up: | meet with the Academic Dean |
| o 4 th missed progress report pick up: | meet with the Principal |

Additionally, parents must meet with all teachers requesting conferences. 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 make up the missed conference.

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 223, 20232

Quarter 2 Parent Teacher Conferences: November 178, 20232

Quarter 3 Parent Teacher Conferences: February 167, 20243

Quarter 4 Parent Teacher Conferences: May 35, 20243

REPORT CARDS

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

PARENT (SATURDAY) ENRICHMENT

New families 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, we have created webinars for your convenience in the event you are unable to attend in person. To receive attendance credit, please sign in and view the webinar in its entirety.

- | | |
|------------------------------------|--|
| 1 st unexcused absence: | Letter to parent detailing the importance of the Parent Enrichment program |
| 2 nd unexcused absence: | meet with the Dean of Students |
| 3 rd unexcused absence: | meet with the Academic Dean |
| 4 th unexcused absence: | meet with the 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 for convenience we have created webinars of each session in the event you are unable to attend in person. Simply login and watch the webinar in its entirety to receive attendance credit. Failure to attend these sessions is considered absent (see Attendance policy) and 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.

- To access your students account go to: <https://pecs.powerschool.com/public>
- then enter their user name and password.
- In order to receive notifications concerning your student, access PowerSchool at: <https://pecs.powerschool.com/public>
- Enter your student's username and password.
- In the far left panel find "Email Notification".
- Check the box for "Summary of current grades and attendance".
- Select the frequency you wish to receive notifications using the "How often?" drop down selector.
- Go to "Send now?" and check the "yes" box.
- Go to "Email Address(es)" and enter one or more email addresses that you wish the reports to be sent to.

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 fingerprinted background check and DCFS analysis via Chicago Public Schools (CPS) each school year. Unsatisfactory outcomes will result in the parent or guardian being denied the opportunity to chaperone.



Procedural Safeguards
Section 504 Procedural Safeguards



