

## Perspectives Charter Schools Campuses

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## Support Sites of Perspectives

<b>Business Office</b> 8131 S. May - Courtyard Chicago, IL 60620 Ph: (773) 358-6105 Fax: (773) 358-6398	<b>Central Offices</b> 3663 S. Wabash Ave. 3 <sup>rd</sup> Floor Chicago, IL 60653 Ph: (312) 604-2200 Fax: (312) 604-2199
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### Student Handbook 2011 - 2012

The following policies and administrative procedures apply to actions of students during school hours, while on school property, at all Perspectives’ sponsored events, field studies, internships, community action projects, all programs held at Perspectives Charter Schools and when the actions affect the mission or operation of Perspectives Charter Schools. Students will be subject to appropriate disciplinary actions for acts of misconduct that occur either off-campus or during non-school hours when the misconduct disrupts the orderly educational process of the school. Disciplinary procedures that are unique to Students with Disabilities are found on page 17.

### Our Mission

All Perspectives Charter Schools will provide students with a rigorous and relevant education, based on “A Disciplined Life©,” that prepares them for life in a changing world and helps them further become intellectually reflective, caring and ethical people engaged in a meaningful life.

### A Disciplined Life ©

The Perspectives Charter Schools staff and students live within a special framework that we call A Disciplined Life ©. This simple, yet very important code of living provides guidelines that keep our minds and actions disciplined. It is by living within this code that we learn to live a life of peace and productivity.

The principles of **A Disciplined Life ©** can be found on page 2.

### Perspectives Staff-Student-Parent Agreement

Each family at Perspectives must sign an agreement with Perspectives setting forth the parents’ and students’ commitment to working with Perspectives to achieve maximum student outcome. Likewise, Perspectives sets forth in the agreement its commitment to assisting in student development to the fullest possible extent. The complete agreement can be found on page 3.



## **A Disciplined Life©**

### **SELF PERCEPTION**

**Accept only quality work from yourself**  
**Take responsibility for your actions**  
**Seek wisdom**  
**Be open-minded**  
**Think critically and be inquisitive**  
**Love who you are**  
**Demonstrate honesty and integrity and decency**  
**Be generous**  
**Be a life long learner**  
**Live a healthy lifestyle**

### **COMMUNICATION**

**Communicate effectively**  
**Challenge each other intellectually**  
**Show gratitude**  
**Solve conflicts peacefully**  
**Respect each other's differences**  
**Be positive and supportive of each other**  
**Show compassion**

### **PRODUCTIVITY**

**Demonstrate a strong work ethic**  
**Use your time wisely**  
**Listen actively**  
**Be punctual and prepared**  
**Be organized**  
**Be Reflective**  
**Be reliable**  
**Take initiative**  
**Demonstrate perseverance**

## **Perspectives Staff-Student-Parent Agreement 2011-2012**

### **Staff Commitment**

We are committed to:

- Fostering peace and leading A Disciplined Life ©
- Communicating clearly and openly with students and families
- Creating relevant, rigorous and interactive learning experiences
- Assisting students in intellectual, emotional and social development
- Stimulating inquiry and discovery
- Tailoring curriculum to meet the student's interests and needs
- Providing immersion in workplace and cultural experiences
- Developing ourselves professionally
- Returning calls to parents within two days
- Posting all grades in PowerSchool weekly
- Before F's are finalized, parents are given attempted notification
- Constantly strive to exemplify the 26 principals of A Disciplined Life © and utilize PCS Peacemaking Strategies
- Maintaining confidentiality of students and parents within legal parameters

### **Student Commitment**

As a Perspectives Charter Schools student, I will do the following:

- Actively participate in Perspectives activities and learning opportunities
- Complete quality homework/class work on time
- Be prepared and on time to school and classes daily
- Wear a clean, neat and proper school uniform daily
- Challenge myself intellectually
- Read at least 30 minutes per day
- Work toward physical/mental wellness at least two hours weekly
- Work to beautify the school, garden and surrounding areas
- Constantly strive to exemplify the 26 principals of A Disciplined Life © and utilize PCS Peacemaking Strategies
- Participate in 2 after school clubs per year
- Understand that if I choose not to live A Disciplined Life ©, I will be subject to appropriate consequences as defined by the PCS Discipline Code

### **Parent/Guardian Commitment**

As the primary person responsible for the development of \_\_\_\_\_, I will actively support the mission of the school by:

- Attend 3 mandatory Parent-Student conferences
- All Perspectives parents are requested to attend one ADL Parent Session annually.
- Communicating openly with Perspectives staff via phone, notes, e-mail or visiting the school frequently
- Reviewing my child's homework nightly and logging on to PowerSchool to check their progress weekly
- Sending my child in the proper uniform, prepared and on time to school
- As a parent in the Perspectives Community, I will aim to volunteer a minimum of 10 hour of my time during the school year as well as participating in 2 non-mandated Perspectives events (i.e. Parent Council, Field Studies, Student Work Expo, Feast of Thanks, etc.)
- Scheduling time and space for my child's reading and physical fitness weekly
- Supporting the school and its decision to provide consequences to my child as defined by the PCS Discipline Code if they are not leading A Disciplined Life©
- Understanding that Perspectives Field Studies and extended trips including camping, trips to the State Capitol, and college tours are mandatory, as they are educational and help with academic success
- We will ensure and support school consequences for failures and lack of homework completion.
- Honoring suspensions.
- When my child is failing, they will stay in extended day for academic support.
- Respond to requests from school teachers or administration within 2 days
- Constantly strive to exemplify the 26 principals of A Disciplined Life © and utilize PCS Peacemaking Strategies
- Maintain updated contact and emergency information
- Understand that if I do not uphold my commitment as a Perspectives Parent, I will be required to meet with Perspectives Parent Council.

## School Hours

### School Day

- 8:15 am - 3:45 pm

### After School Opportunities

- 3:45 pm - 5:45 pm

### Detention

- 3:45 pm – 4:45 pm (Middle School & High School)

## Perspectives Attendance Policy

All students must attend school daily. If a student is going to be late or absent, the parent/guardian must call the school before 8:15 a.m. to let the school office know of their child's tardiness or absence. Upon arrival/return to school, students must bring to the school office a note from a parent/guardian. The administration reserves the right to determine whether a tardy or absence will be excused or unexcused.

### Special Event and Athletic Participation Attendance

Perspectives Charter Schools plans several school level events that our students are encouraged to participate in. Examples of such events are (but not limited to) homecoming dance, junior and senior prom and sporting events. Students planning to attend school level special events must be in attendance the day of the event if school is scheduled. Students absent from school without sufficient cause on the day of event will not be allowed to participate in the event. Student-Athletes receiving less than 150 instructional minutes (less than a half day of school) will not be allowed to participate in athletic programs without sufficient cause for the absence. Also, students with outstanding instructional or meal balances may not be able to participate in special school level events or activities that are not covered by instructional fees.

### Tardiness

Excessive tardiness shows a lack of commitment to living A Disciplined Life© and remaining a student at Perspectives Charter Schools. The following policy is intended to aid students in the development of the habit of punctuality and to reduce the number of classroom disruptions which occur at the beginning of class.

### Tardy to School

If a student is tardy (unexcused) to school 10 or more times within a quarter, he/she may be placed on **Tardy Probation** at the beginning of the next quarter. Students on **Tardy Probation** may not be on the honor roll, participate in reward days (dress-downs, school dances, etc.) or after school sports and activities for the length of his/her probation. Students will remain on Tardy Probation until the quarter has ended and his/her attendance is revisited.

The following reasons are sufficient cause for late arrival:

- Doctor's appointment (an official note must be provided)
- Inclement weather, which would be dangerous to the life or health of the child
- Emergency conditions as determined by the school administration

### Tardy to Class

Students must be in the classroom when the bell rings. The only exceptions are as follows:

- Students who are detained by a staff member must bring a pass with them.
- Students who are detained for administrative reasons must bring a pass with them.
- Students who are late to school must obtain an admission slip from the office.

If a student is abusing the tardy policy by being consistently tardy and/or disruptive, the teacher will use their discretion to refer the student to the school office for discipline.

## Absences

### Absences (Excused Absences)

Parents must contact the school office by phone whenever a child is going to be absent and send a written excuse to the office when the child returns to school.

The following reasons are sufficient cause for an excused absence:

- Illness
- Death in the family
- Inclement weather, which would be dangerous to the life or health of the child
- Legal quarantine
- Emergency conditions as determined by the school administration

If a note of explanation is not received the absence will be regarded as unexcused. Students who are absent for three (3) consecutive days or more are required to submit written doctor's notes upon their return to school. Students will be given the opportunity to make-up assignments for excused absences.

In the event that extraordinary circumstances require that the student be absent from school, an action plan may be developed jointly by the teacher's and the student's parent/guardian. The plan will define the length of the absence and the means by which the student will make-up the work he or she will miss. The plan must be approved and signed by the Principal or Assistant Principal, the teacher's and parent/guardian prior to the student's absence.

In the absence of such plan, a student who misses more than 18 days of school, for any reason, may be required to attend and successfully complete summer school prior to the start of the subsequent school year. In such a situation, the school also reserves the right to have the student repeat his/her current grade.

### Truancy (Unexcused Absences)

Parents are reminded that it is their legal obligation to make certain their children are in school. The Perspectives Charter Schools Network will consider a student truant after 10 unexcused absences.

The following steps will be taken in response to chronic truancy:

#### 3 unexcused absences

The parent/guardian will be contacted by the school to discuss the unexcused absences and to ensure that the parent understands and complies with the expectations detailed in the Perspectives Charter Schools 3-way commitment.

#### 5 unexcused absences

A student will undergo a heart-to-heart session with his/her family and the Perspectives Staff. The intended purpose of such heart-to-heart is to be instructional/informative and corrective, not punitive. The parent/guardian will discuss the unexcused absences with Perspectives Staff and will be required to sign an official notice indicating that the truancy policy has been clearly communicated and that he/she understands the consequences for continued non-compliance. In addition to the above the school will mail out a 5 day absentee letter to the parent/guardian of the student.

#### 7 unexcused absences

The parent/guardian will have a mandatory meeting with the school to discuss the child's truancy and to develop a plan to ensure that the child does not continue to accumulate unexcused absences.

#### 10 unexcused absences

A mandatory parent/guardian meeting will be held with the School Leaders, the child's teacher's, the parent and the child in question. At this meeting, the possibility of being dropped or expelled will be directly discussed as an impending consequence if the child accumulates a total of 18 or more school days without sufficient cause and appropriate documentation. The school will mail out a 10 day absentee letter to the parent/guardian of the student and also notify the truancy office within CPS.

#### 18 unexcused absences

The parent will be requested to meet with the School Leader and at that time will be notified of the school's decision to enforce its right to expel or drop the student from our rosters. If the parent/guardian decides not to show up for this meeting Perspectives will mail the certified documentation with its final decision to the last known address on file.

### **Early Dismissal**

If it is necessary for a student to be dismissed from school before the end of the school day, parents/guardians must notify the school office of the early dismissal. You may inform the school in person, in writing or by phone of the specific time that the child will be picked-up and the person who will come for the child. Students must be picked up and signed out from the main school office. Students are not allowed to sign themselves out or leave without a parent/guardian being present. Only adults who are listed in the school's records as being authorized will be allowed to sign out and pick up students from the school office. All authorized adults should be listed on the emergency contact form filled during registrations. Should you need to make changes to your list please contact your school office to fill out a new emergency contact form.

### **Closed Campus**

Perspectives Charter Schools has a closed campus policy. This means that students are to remain on school grounds during school hours, including lunch time. The only time a student may leave is after being checked out of school from the main office by an authorized adult. If a student leaves school grounds without proper permission the incident will be recorded in his/her student attendance file as cutting and disciplinary actions will be taken.

### **Inclement Weather**

If weather is extreme, please check with your local news or radio station for Chicago Public School closings. Assistant Principal or Office Manager will also contact all parents through Schoolreach, notifying them of school closing. Parents should also check the website.

### **Medication Policy**

Perspectives staff and the school appointed nurse must be informed of any prescription medication that is required to be taken at school or carried on the student at all times.

To supervise the dispensing of the medication, the school must receive:

- ◆ A written doctor's note explaining how and when the student will self-administer inhaler medicine (e.g. inhaler or nebulizer) or a written doctor's note explaining the type of prescription medication the student will need to take during school hours, frequency and dosage.
- ◆ Inhalers, nebulizers and prescription medications must be marked with the student's name.
- ◆ Parent must provide the school with the original prescription label which includes student's name, name of medication, dosage, frequency of administration, expiration date and side effects as well as their physician's name and telephone number.

Medication turned in without the original prescription container will be locked up in the school office and will not be dispensed to the student. A parent/guardian will be requested to pick up the unmarked medication as it will not be returned to the student. Students may carry an inhaler or epi-pen on them at all times as long as the above required documents are on file in the student's medical folder. Only those medications as determined by the physician, which are absolutely necessary for the health and well-being of the student, in school shall be administered during school hours. The school nurse or a staff member trained by the nurse will supervise the student to self-administer the medication. Medication should not be held or administered by the student.

### **Physicals and Immunization Records, Dental and Vision Requirements**

All 6<sup>th</sup> and 9<sup>th</sup> grades students must turn in a physical and immunization record at the beginning of the school year. In addition to 6<sup>th</sup> and 9<sup>th</sup> graders, any student entering Perspectives Charter School out of medical compliance or from an out-of-state educational site will be required to submit a physical and immunization records prior to enrollment. Students who fall out of compliance during the school year will be notified and must be brought back into medical compliance within 30 days. Students remaining out of compliance after 30 days can be excluded from school until brought back into medical compliance.

### **Dental and Vision Requirements**

The Illinois State Board of Education along with the Chicago Public Schools requires that all students (grade 6-12) have an annual dental and vision check up. These exams should be completed prior to the first day of school and can be turned into your school's main office or delivered directly to the Business Office for entry. Students who fall out of compliance during the school year will be notified and must be brought back into compliance within 30 days. Students remaining out of compliance after 30 days can be excluded from school until brought back into compliance.

### **Mandatory Parent/Teacher/Student Conferences**

Perspectives will have 3 mandatory parent/teacher/student conferences each year. Conferences will be scheduled before the first day of school and at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarter to facilitate open communication between parents, teachers and students regarding expectation and student progress. Refer to the school calendar for specific dates.

At the end of 1<sup>st</sup> and 3<sup>rd</sup> quarter, parents are expected to pick-up their son/daughter's report card on these specific dates. If an emergency prevents attendance at the conference, it is expected that the parent make arrangements with the school to meet within one week of the scheduled date.

Informal conferences or conversations may also be scheduled with teachers or school leaders at any time throughout the year. Parents are expected to attend scheduled meetings. Should an emergency arise, please have the courtesy of contacting the school office to reschedule.

### **Intent to Return and HS Selection Forms**

Once your child enrolls in Perspectives Charter Schools he/she is guaranteed a space for the following year as long as the intent to return form (grades 6, 7, 9 – 11) or high school selection form (grade 8) is completed. To secure your child's place in the Perspectives Charter School Network, you must complete the Intent to Return form or HS Selection form February 1<sup>st</sup> (unless otherwise posted.) Students who do not complete the required form by the requested date will be added to our current wait list and will only be re-admitted if space becomes available. Attending the high school of your choice is also not guaranteed if the high school selection form has not been completed by the deadline date.

### **Annual Registration Process**

Perspectives registration process takes place over the summer months. Families are required to come to scheduled Registration Sessions or the Business Office to complete registration paperwork before the start of the new school year. Unregistered students will not be allowed to start school until registration is completed. Students who are not actively registered prior to the first day of school will be added to the wait list and admitted on a space-available basis. 8<sup>th</sup> grade students that do not register with the high school of their choice prior to the first day of school will be projected to his or her neighborhood high school unless otherwise notified by the parent/guardian.

### **Transfer Policy**

#### **Transfers out of Perspectives**

The school asks that, whenever possible, parents provide at least two days notice if a student must transfer from the Perspectives Charter Schools Network for any reason. Such notice will allow the school to process the necessary transfer paperwork, including having the student's records ready for transition.

To complete a transfer we will need that following:

- Acceptance letter from the school the child will be transferring to
- Complete address, unit number, phone number and fax number for the next school
- Settlement of Fees
- All books, athletic uniforms and equipment returned to Perspectives
- Signed transfer form (completed with Perspectives Staff in the main office)

A transfer can be prolonged if the above steps are not completed.

#### **Internal Student Transfers**

Internal student transfers are reviewed case-by-case in the Business Office along with the faculty and administrative staff of Perspectives. A student may have the opportunity to transfer internally to another campus if they meet the requirements for the transfer and there is space available. Unfortunately, we cannot guarantee that internal transfers will be readily available for all interested students due to space restrictions within our programs. Internal Student Transfers are due in to your school office prior to the 2012-2013 Annual Lottery and at the same time of the Intent to Return and HS Selection forms. Decisions will be made and the family notified by the Business Office. Requests received after the 2012-2013 Annual Lottery will be placed on the pending wait list and reviewed once offers have gone out to lottery participants.

The Business Office, along with the faculty and staff of Perspectives Charter Schools, strongly discourages students from enrolling at a campus under the sole pretense of transferring to a different campus (as these transfers can never be guaranteed).

## Cell Phone and Electronic Device Policy

In order to accommodate the growing parental concerns about student safety while traveling to and from school, Perspectives Charter Schools will allow students to possess cell phones/pagers provided the following rules are strictly adhered to:

- **The use (out-going calls, in-coming calls, text messaging, camera use, game-playing, or any other use) of cell phones/pagers or electronic devices in the school building between 8:15 a.m. and 3:45 p.m. is strictly prohibited (this includes the lunchroom, hallways and bathrooms). Phones and electronic devices should be turned off and placed in your locker as long as the student is in the building. It is strictly prohibited for a student to carry a cell phone or electronic device on their person during school hours. If a phone or electronic device is found on their person between the hours mentioned above, teachers, disciplinarians or other staff will confiscate the device and cell phone privileges will be revoked.**
- **Students serving detentions or in school suspensions are prohibited from using a cell phone or electronic device while serving his/her detention or in school suspension. Phones and electronic devices should be turned off and placed in the students book bag or purse when serving detentions or in school suspensions. If a the student if found using a cell phone or electronic device while serving a detention or in school suspension, teachers, disciplinarians or other staff will confiscate the device and cell phone privileges will be revoked.**

Phone Messages to Students - In order to alleviate unnecessary interruption of classroom instruction, only messages that are of an EMERGENCY basis will be accepted and delivered to students. Parents should continue to call the school for any emergency situation. We will contact your son/daughter. **Do not try to contact them by cell phone during school hours.** Any evidence showing that a student is acting on or replying to messages received during school hours is a violation of our policy and will result in disciplinary actions.

It is strongly recommended that students NOT bring any valuable, portable electronic devices to school, i.e., I-Pods, MP3 players, pagers, CD players or handheld games. Perspectives is not responsible for the theft, loss or damage of cell phone/pagers or any other personal electronic devices brought into the school.

Consequences for students who violate the cell phone and electronic device Policy include:

- First offense - detention will be issued and cell phone/pager or device may be confiscated. Student can pick up his/her device from the school office at the specific cell phone/device pick up time indicated by his/her school office.
- Second offense - In addition to a second detention, cell phone/pager privileges will be revoked, the student's cell phone/pager or device will be confiscated and the parent/guardian will be requested to come to the school to retrieve the item. The student will no longer be allowed to bring cell phones or any electronic devices into the school building for the rest of the school year.
- If a third offense occurs – In-School Suspensions will be served and cell phone or device will be confiscated. . The school office will specify dates and times when these items can be picked up by a parent/guardian. .

Perspectives is not responsible for the theft, loss or damage of a cell phone/pager or any other personal electronic devices brought into the school.

The use of camera phones is strictly forbidden in private areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices at any time. **Such use may also be in violation of the criminal code.**

## Student Uniforms

Perspectives students are most concerned with academic rigor. Fashion is great – on the weekend! Every student is required to come to school in the full starting the August 22, 2011.

This uniform consists of:

**Joslin Campus** - Uniform shirt, black uniform pants or black knee length skirt (no denim, skinny cut pants or jeans, spandex or capri pants), plain black belt (can not be adorned with jewels, metal, graphics or oversized) and black casual shoes or all black gym shoes (including sole of shoe, stitching and shoestrings)

**Leadership Academy** - Uniform shirt, khaki uniform pants or khaki knee length skirt (no denim, skinny cut pants or jeans, spandex or capri pants), plain black belt (can not be adorned with jewels, metal, graphics or oversized) and black casual shoes or all black gym shoes (including sole of shoe, stitching and shoestrings)

**High School of Technology** - Uniform shirt, black uniform pants or black knee length skirt (no denim, skinny cut pants or jeans, spandex or capri pants), plain black belt (can not be adorned with jewels, metal, graphics or oversized) and black casual shoes or all black gym shoes (including sole of shoe, stitching and shoestrings)

**Middle Academy** - Uniform shirt, khaki uniform pants or khaki knee length skirt (no denim, skinny cut pants or jeans, spandex or Capri pants), plain black belt (can not be adorned with jewels, metal, graphics or oversized) and black casual shoes or all black gym shoes (including sole of shoe, stitching and shoestrings)

**IIT/Math & Science Academy** - Uniform shirt, black uniform pants or black knee length skirt (no denim, skinny cut pants or jeans, spandex or Capri pants), plain black belt (can not be adorned with jewels, metal, graphics or oversized) and black casual shoes or all black gym shoes (including sole of shoe, stitching and shoestrings)

All Joslin, Leadership Academy, HS of Technology and Middle Academy campus students may wear either solid black or solid white T-shirts under the Perspectives Uniform Shirt. They may unbutton their shirts to the second button. Black button or zipper cardigans are permitted during the cold weather months – no hoodies, sweatshirts or fleece. Students may also wear Perspectives T-shirts or spirit gear, Perspectives hoodies and Perspectives gym shirts (gym shirts only apply to Middle Academy) when specified by the administration.

IIT/Math & Science students may wear either solid black, solid gray or solid white T-shirts under the Perspectives Uniform Shirt. They may unbutton their shirts to the second button. Black button or zipper cardigans are permitted during the cold weather months – no hoodies, sweatshirts or fleece. Students may also wear Perspectives T-shirts, spirit gear or Perspectives hoodies when specified by the administration. .

**Student ID cards are part of the students' uniform and must be worn at all times when students are in the building or at events representing Perspectives.** If a student has forgotten his/her ID card, a temporary ID card must be obtained from the school office at the cost of \$1.00. If the student does not have the \$1.00 to pay for the temporary ID, the cost of the temporary ID card will be added to his/her instructional fees. Students are only allowed to receive one temporary ID per quarter. If a second temporary ID card is requested in the same quarter the student will be required to purchase another ID at the cost of \$3.00. If the student does not have the \$3.00 to pay for the replacement ID, the cost of the replacement ID will be added to his/her instructional fees.

If the student is in school without the proper uniform he/she may be required to serve detention as defined by the PCS Discipline Code. The student may also be requested to:

- When available wear (for the day) a uniform provided by the school.
- Make arrangements for the parent to bring the uniform to school.

Exceptions are made only if a student brings a note from his/her parent/guardian or the parent calls the school, prior to the start of the day, indicating specifically why the child is out of uniform and stating specifically when the child will be in full uniform again.

Unless decided by school administration, uniforms are to be worn on field studies.

## Student Fee for the 2011-2012 School Year

The Student Fee for each grade level at Perspectives will be \$265 per student. This fee covers instructional fees, field studies, out-of-area trips, college tours, after school programs, 8<sup>th</sup> and 12<sup>th</sup> grade graduation and luncheon ticket for the student, the Yearbook, 1<sup>st</sup> school ID, locker lock and much more. Please note that student uniforms, gym uniforms, athletic gear, driver education course, prom tickets, school pictures, special school level events and dress down days, summer school and meal charges (for paid and reduced lunch students) are not included in these fees. Breakfast is free for all regardless of your lunch status. **Students with outstanding instructional or meal balances may not be able to participate in special school level events or activities that are not covered by instructional fees.**

Field Studies – using the city as an extended classroom, all students participate in several field trips per semester, visiting cultural centers, museums, colleges, etc.

Technology – Perspectives has a “technology-rich” curriculum, in which students use computer labs or mobile computing for math and literacy instruction. This occurs typically in wireless, high-speed computing environments. All students are provided with a Perspectives email address. Students and their parents have on-line access to grades and homework assignments using our student information system PowerSchool.

Internships – Perspectives provides internships for all juniors, placing them within companies and other organizations to allow them to participate in real-world work environments related to their career interests. Students are responsible for getting to and from his/her internship on the scheduled days unless otherwise arranged by Perspectives Charter Schools and the students mentor.

### Out-of-Area Trips

- 6<sup>th</sup> Grade – students participate in an overnight camping trip.
- 8<sup>th</sup> grade – students participate in an overnight class trip, typically to Springfield, Illinois, to visit historical or state government sites.
- 10<sup>th</sup> and 11<sup>th</sup> grade – in each of their sophomore and junior years students, for 3 separate days, will visit a variety of colleges and universities in Illinois and surrounding states as part of the Perspectives “College-for-Certain” program. To minimize costs, these are 3 separate day trips. Students will leave from school the morning of the trip and return to the school the same evening.

Participation in all student trips is an essential part of the Perspectives experience. Students are required to participate in all Field Studies, Events and Trips related to their specific grade. \

Classes and/or their parents may decide to undertake fundraising activities to be able to plan more elaborate trips, particularly for the 8<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades. All fundraising activities should be decided early on in the school year and be completed by the end of the first semester. The budgets for these trips will be increased once all mandatory instructional fees have been paid and additional funds have been secured, but in no case will parents or guardians be asked for additional fees.

Student fees must be paid or settlement arrangements made by the first day of school. All payments and payment arrangements are handled by the Perspectives Business Office.

Refunds or partial adjustments are not given if the student does not participate in their grade specific activities for any reason nor are they given if the students decides to leave Perspectives during the school year or is asked to leave for disciplinary reasons. All fees are non-refundable and non-transferable to another student.

### Fines may be applied for the following:

- Temporary ID - \$1
- Replacement Lanyard - \$2
- Replacement ID - \$3
- Replacement Planner - \$5
- Replacement Lock - \$5
- Lost Books or Equipment \$TBA
- Missing/Damaged School Property & Equipment \$TBA
- Missing/Damaged Sports Uniform & Equipment \$TBA
- Damaged/Vandalism to Property While Representing Perspectives \$TBA

Perspectives provides fee waivers or other payment arrangements if the family demonstrates an inability to pay. Required documents must be submitted to the Business Office.

Perspectives Charter Schools Business Office • 8131 S. May – Courtyard • Chicago, IL 60620 • (773) 358-6105

## **Perspectives Charter Schools Academic Policy**

### **Purpose**

The purpose of this policy is to provide a clear explanation of Perspectives Charter School's academic expectations for students and families, to help motivate students to succeed academically and to provide to students who are failing academically the structure necessary for success.

This structure will be called *Academic Probation* and it will allow a student to identify the cause(s) of his/her poor academic performance and will attempt to provide him/her with the resources he/she needs to improve.

### **Academic Probation**

Any high school student who earns lower than a 2.0 GPA on a quarterly report card will automatically be placed on *Academic Probation* (does not apply to cumulative or semester GPAs) for a minimum of one quarter.

**High School Students** must earn a higher GPA on the next quarterly report card and show improved academic progress

In addition to the loss of privileges associated with Academic Probation, such as being prohibited from attending student events and participating in athletics, the student may not earn sufficient credits to be advanced to the next grade. Normal progression through the Perspectives grades with the student's cohort is an essential part of the Perspectives experience.

**Middle School Students** must successfully pass all core, content classes, including A Disciplined Life © and Passages (Passages taken in 8<sup>th</sup> grade) in order to be promoted to the next grade. If the student fails one or more classes, the student will be required to attend summer school. At that time, the student must pass all summer classes in order to be promoted at the end of summer school into the next grade.

## **Homework Policy**

Homework is considered an integral part of the educational process. Success at Perspectives Charter Schools requires students to be well organized, disciplined, and come to class prepared to learn each day. Homework is defined as written or non-written tasks assigned by a teacher to be completed outside the classroom. These assignments should complement class work and be relevant to the curriculum. Homework is a natural extension of the school day and an important part of a child's educational experience. Homework encourages self-discipline, pride in one's work, positive self-esteem, and an interest in learning. Incomplete and missing homework may negatively impact a student's grade. In the event of an absence, students are responsible for getting work that they may have missed. After returning from an absence, students must take initiative to make the necessary arrangements for the completion of all missed assignments. The amount of time for the completion will be at the discretion of the teacher.

PCS students who do not complete homework on time will, at the discretion of the teacher, receive reduced points on the assignment, directly affecting their grade.

In addition to loss of grade, students may be required to attend homework club or detention. If students do not attend homework club or detention, a parent conference may be required.



## **Special Honors**

**Perspectives Principal's List:** Students earning all A's on their report card.

**Perspectives Honor Roll:** Middle School students earning all A's and B's on their report card and High School students earning a 3.0 GPA and an A or B in *A Disciplined Life* ©.

**Perfect Attendance Awards:** Given to those students with perfect attendance and punctuality for each quarter.

**A Disciplined Life© Awards:** Given throughout the year to students demonstrating the actualization of A Disciplined Life©.

**Peace Prize:** Given on a monthly basis to one or more students who have demonstrated peace-making strategies.

**End of Year Athletic and Organization Awards:** At the end of the school year students who have participated and demonstrated excellence in athletic activities and/or school sponsored organizations will receive certificates or the school letter for their achievements.

**National Honors Society:** High School students earning a 3.0 GPA who are selected by the NHS Faculty council and have passed a rigorous interview process which address the pillars of NHS: Scholarship, Character, Leadership and Service.

**Perspectives Director's Society:** High School students earning a cumulative GPA of 3.5 and an A or B in *A Disciplined Life* ©.

## Middle School Graduation Requirements

Students must successfully pass all core classes and A Disciplined Life© class to graduate from the 8<sup>th</sup> grade. Additionally, students must successfully complete Passages by the end of the 8th grade year and pass the U.S. Constitution Exam. Any 8<sup>th</sup> grader who fails two or more classes in core content areas, Passages or the U. S Constitution Exam must attend and pass full day summer school for a minimum of six weeks in order to be promoted to a Perspectives Charter Schools High School.

Any 6<sup>th</sup> or 7<sup>th</sup> grade students who fail two or more classes in core content areas must attend and successfully pass full day summer school for a minimum of six weeks to be promoted to the next grade.

## High School Graduation Requirements

### High School

<u>Core Classes</u>	<u>Required Credits</u>
Math	6 credits
English	7 credits
Science	3 credits
Social Studies	3 credits
Foreign Language	2 credits
A Disciplined Life© (ADL)	4 credits

### Additional Required Credits

Electives	3 Credits
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**Total Credits Required for Graduation: 28 credits**

### High School of Technology

<u>Core Classes</u>	<u>Required Credits</u>
Math	6 credits
English	7credits
Science	3 credits
Social Studies	3 credits
Foreign Language	2 credits
A Disciplined Life© (ADL)	4 credits

### Additional Required Credits

Electives	3 Credits
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**Total Credits Required for Graduation: 28 credits**

### Joslin Campus

<u>Core Classes</u>	<u>Required Credits</u>
Math	6 credits
English	7 credits
Science	3 credits
Social Studies	3 credits
Foreign Language	2 credits
A Disciplined Life© (ADL)	4 credits

### Additional Required Credits

Electives	3 Credits
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**Total Credits Required for Graduation: 28 credits**

### Math & Science Academy

<u>Core Classes</u>	<u>Required Credits</u>
Math	6 credits
English	7 credits
Science	3 credits
Social Studies	3 credits
Foreign Language/Reading	2 credits
A Disciplined Life© (ADL)	4 credits

### Additional Required Credits

Electives	3 Credits
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**Total Credits Required for Graduation: 28 credits**

## Promotion Requirements

<u>Grade</u>	<u>Minimum Credits Earned</u>
9 <sup>th</sup>	7 Credits
10 <sup>th</sup>	14 Credits
11 <sup>th</sup>	21 Credits
12 <sup>th</sup>	28 Credits

**Perspectives Charter Schools**  
**Consequences for Negative Behavior**  
Discipline Code

Perspectives Charter Schools expects all students to live A Disciplined Life©. When a student fails to meet the principles of A Disciplined Life© to the extent that it has an impact on the school overall – on students’ ability to learn, disciplinary actions may become necessary.

At Perspectives Charter Schools, A Disciplined Life© applies to actions of students during school hours, while on school property, at all Perspectives’ sponsored events, field studies, internships, community action projects, all programs held at Perspectives Charter Schools and when the actions affect the mission or operation of Perspectives Charter Schools. . The following pages outline the consequences of negative behaviors by Perspectives students, concluding with the additional procedures applicable to students with disabilities.

**Behavior Issues and Responses**

<b>Level 1 Behavior</b>	<b>Level 1 Response</b>	<b>Level 2 Behavior</b>	<b>Level 2 Response</b>	<b>Level 3 Behavior</b>	<b>Level 3 Response</b>
<ul style="list-style-type: none"> <li>• Chewing Gum</li> <li>• Arriving unprepared</li> <li>• Improper uniform</li> <li>• Tardy to class/not in assigned seat</li> <li>• Using innocuous profanity</li> <li>• Saying “shut-up”</li> <li>• Having food/drink outside of the cafeteria</li> <li>• Missing or incomplete homework assignments</li> <li>• In hall without a pass</li> <li>• Inappropriate display of affection</li> <li>• Sleeping in class</li> <li>• Name-calling other students</li> </ul> <p><b>*REPEATED OCCURRENCES OF LEVEL 1 BEHAVIORS MAY RESULT IN LEVEL 2 RESPONSES</b></p>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Scholar Card</li> <li>• Demerit</li> </ul>	<p style="text-align: center;"><b>Level 2a</b></p> <ul style="list-style-type: none"> <li>• Talking back to a staff member</li> <li>• Cutting/leaving class without permission</li> <li>• Disrupting class</li> <li>• Poor sportsmanship (hostility toward opposing team or open disagreement with referees)</li> <li>• Cell phones, pagers or other electronic devices (MP3 players, iPods, games, etc.) on person, in school or while representing Perspectives, or visible headphones during school day (unless specifically required by school or class). Before in school period.</li> </ul> <p style="text-align: center;"><b>Level 2b</b></p> <ul style="list-style-type: none"> <li>• Cursing blatantly</li> <li>• Food fight/throwing food</li> <li>• Play fighting</li> <li>• Lying/dishonesty</li> <li>• Forging parent signature</li> <li>• Cheating/plagiarism</li> <li>• Instigating, encouraging, enabling any of the above behaviors</li> <li>• Possession of gambling paraphernalia (dice, cards, etc.)</li> <li>• Failure to leave school property when requested.</li> <li>• Gambling</li> </ul>	<p style="text-align: center;"><b>Level 2a</b></p> <ul style="list-style-type: none"> <li>• Send student out with responsibility form to Dean.</li> <li>• Call home</li> <li>• Detention</li> <li>• Phone, pager, or other device confiscated, parents notified and requested to return with student to retrieve item</li> <li>• In school suspension</li> <li>• Restorative Practices</li> </ul> <p style="text-align: center;"><b>Level 2b</b></p> <ul style="list-style-type: none"> <li>• In school suspension</li> <li>• 1-3 day suspension</li> <li>• Parent requested to accompany student upon suspension completion</li> <li>• Roundtable</li> <li>• Restorative Practices</li> </ul> <p><b>See Academic Integrity Policy</b></p>	<p>While Representing Perspectives in or out of school or while wearing a Perspectives uniform:</p> <ul style="list-style-type: none"> <li>• Fighting/inappropriate behavior in, on way to or from school, or while representing Perspectives</li> <li>• Gambling in school, on school grounds, on way to or from school or while representing Perspectives</li> <li>• Smoking while representing Perspectives</li> <li>• Possession of illegal drug paraphernalia (lighters, papers, pipes, etc.)</li> <li>• Unauthorized use of audio/video equipment on premises or while in Perspectives Uniform</li> <li>• Cursing at teachers and staff</li> <li>• Malicious slurs (race/gender)</li> <li>• Theft</li> <li>• Leaving school grounds or school activity without permission</li> <li>• Embarrassing or disruptive behavior on field study or with guest speaker</li> <li>• Open defiance, flagrant, disrespectful behavior</li> <li>• Endangering the safety of others</li> <li>• Threat against school</li> <li>• Violence against/ threatening staff</li> <li>• Sexual acts</li> <li>• Violation of sexual harassment policy</li> <li>• Mob action (groups of 2 or more students engaging in or with intent to engage in violent acts )</li> <li>• Possession of any drugs or weapons in, to or from school grounds</li> <li>• Soliciting any non-Perspectives students to instigate or participate in any assault against PCS students</li> <li>• Destruction of any school property</li> <li>• Viewing pornography on school grounds</li> <li>• Gang promotion</li> <li>• Bullying/intimidation/cyber bullying</li> <li>• Physical, verbal, or written sexual harassment</li> <li>• Attending school, on school grounds, to or from school, or while representing school under the influence of drugs or alcohol</li> <li>• Trespassing – truant, suspended or any unexcused absence, on school grounds unattended</li> <li>• Instigating, encouraging, enabling any of the above behaviors (verbal, physical, through the internet)</li> <li>• Pulling fire alarm</li> </ul>	<ul style="list-style-type: none"> <li>• In school suspension</li> <li>• 2- 10-day suspension and/or referral for expulsion hearing</li> <li>• Parent is requested to return with student</li> <li>• Student must make public apology to school, teachers, and/or class</li> <li>• Roundtable</li> <li>• Restorative Practices</li> </ul> <p><b>• See Suspension/ Expulsion Policy</b></p>

## **Detention Policy**

Students who choose not to adhere to the ADL principles may be required to serve a detention at lunch or after school. Any staff member may assign a student a detention to be served during lunch or after school. Missing a detention may result in a double detention or Saturday detention and may be referred to the administration for additional disciplinary action.

Students who fail to attend an assigned detention will be requested to return with a parent/guardian to meet with the school administration, and must still serve detention.

1. Students will be under the supervision of the staff at all times in detention
2. Students breaking detention rules will be asked to leave and may have another detention assigned and/or may be suspended
3. Students not reporting to detention as assigned will have their parents notified. The parent may be requested to return with the student to reinstate, or to have formal communication with school administration prior to the student's return.
4. Any student receiving three (3) detentions in one week may serve an in school suspension or extended super detention.

## **Suspension**

Suspensions occur based on the behavior and responses chart on page 14. Parents will honor suspensions and ensure that their child does not come to school or on school grounds while serving an out of school suspension. If a parent/guardian is unavailable to pick up the child immediately, the parent/guardian will be requested to accompany the child upon the day the student returns to school, or have formal communication with school administrators prior to student's return.

If a student is in a fight he/she may be suspended from 1-10 days, and will give a public apology to the entire school. Each student in a fighting altercation will be given consequences according to his/her individual involvement..

If a student is asked to leave class more than once a day, administration will determine the appropriate suspension for the student's actions/behavior. .

When a student's misconduct results in the need to suspend and/or recommend an expulsion hearing for the student, the following procedures shall be followed: Student and guardian shall be given oral and written notice of the charges against him/her; an explanation of the basis for the accusation; and a chance to present his/her version of the incident.

## **Disciplinary Process**

Consistent failure to comply with the school's culture of ADL may result in a recommendation of expulsion from school. In hopes of changing the current issues at hand, students with severe disciplinary incidents will go through the procedures below prior to expulsion.

1. "Heart to Heart" discussion resulting in a Behavior Plan with goals
2. "Roundtable" discussion resulting in a - 30 Day Contract



### **Expulsion from Perspectives Charter Schools**

If a student engages in the following acts of misconduct he/she is subject to a maximum 10-day suspension and/or a referral for expulsion hearing which may result in forfeiture and termination of his/her right to attend Perspectives Charter Schools:

- ✓ Persistent refusal to follow the stated school procedures (*i.e.*, a student has had several (more than 3) incidents requiring suspension; or, the student is consistently in violation of school consequences such as detention, homework class; or the student is a consistent disruption to the educational process even after having a Heart to Heart or Roundtable and a 30-day probationary time period)
- ✓ Assault and/or battery of a student or school employee
- ✓ Arson
- ✓ False Fire Alarm
- ✓ Possession of Weapons
- ✓ Destruction of School Property
- ✓ Endangering or threatening the lives of students or school employees
- ✓ Theft
- ✓ Trespassing
- ✓ Involvement in Gang Activity
- ✓ Sex Violations
- ✓ Use, possession, sale or delivery of alcohol, illegal drug narcotics, and controlled substances, contraband or look alike contraband/drugs
- ✓ Repeated level 3 violations
- ✓ Mob action (bringing others onto school property with the intent of harming PCS students)
- ✓ Violation of the sexual harassment policy

- 1) **Timely Notice.** The student must be provided timely notice of the expulsion hearing so that the student may prepare a defense. While it is not necessary to mandate a stated time period for the notice, a 5 day notice is deemed adequate. In addition, a shorter time period than 5 days before the hearing may be sufficient if the parents have previously been apprised of the successive misconduct incidents leading to the proposed expulsion or in the case of a particularly egregious or dangerous situation involving, for example, weapons.
- 2) **Parent Notification.** Notice to the student's parents (or guardian, if applicable) about an expulsion hearing must be sent by registered or certified mail stating the time, place and purpose of the hearing. The letter should also inform the parents of the student's right to be represented by counsel and to present written and oral testimony on the student's behalf. If actual notice to the parents has been given, such notice may be deemed sufficient and in lieu of the requirement of a registered or certified letter. Parents will notify the school as to who will be present at the expulsion hearing.
- 3) **Statement of Charges.** The specific acts of misconduct must be described in the notice of hearing.
- 4) **Orderly Hearing and Right to Confront and Cross-Examine Witnesses.** The proceeding must be before an impartial tribunal. The school board or an appointed committee of the school board constitutes an impartial hearing body. The school administration may present its case by written evidence and/or by witnesses. As a general rule, the student must be allowed an opportunity to present evidence and cross examine the witnesses presented by the school administration. While the hearing may be recorded, there is no requirement to do so. Depending on the facts, written statements of the accuser, documentary evidence and other witnesses may be sufficient to satisfy the mandates of due process. Testimony is not subject to the rules of evidence in state or federal courts.
- 5) **Findings.** A written summary of the evidence shall be prepared by the hearing tribunal. The law does not require that a written report be forwarded to the parents or the student.

If it is determined that expulsion is appropriate, the student's parent/guardian will be notified of this decision, and such notice will also be provided to the Chicago Public Schools, Director of the Office of Student Adjudication. All students expelled will be referred to CPS in order to satisfy the requirement that such students be provided with an appropriate education in an alternative education setting.

### **Suspension and Expulsion of Students with Disabilities**

School officials may suspend students with disabilities and cease educational services for a total of up to 10 consecutive or 10 cumulative school days in one school year without providing additional special education procedural safeguards. As long as students with disabilities are being provided with special education services, any in-school suspensions do not count towards the 10-day limit. For students with disabilities, the mandatory periods of suspension set forth in this Handbook will not always be applied. Rather, school officials will exercise discretion regarding the consequences of negative behavior for special education students with disabilities. Students with disabilities can be suspended in excess of 10 school days in certain circumstances. In order to suspend a student with a disability in excess of 10 school days, the CPS office of Due Process and Mediation (773-553-1905) must first be consulted for approval. When school officials anticipate a referral for an expulsion hearing for a special education student with disabilities, Perspectives shall:

- 1) Provide written notice to the parent/guardian of the intervention or consequence being considered and the date of an Individualized Education Program (IEP) meeting, which must be held within 10 days of the date of the decision to discipline the student. This meeting will meet the requirements of a Manifestation Determination Review.
- 2) The IEP team must
  - a) Determine whether the misconduct is related to the student's disability by reviewing evaluative and diagnostic results, information from the parent/guardian, observations of the student, and the student's IEP. The behavior is a manifestation of the student's disability if:
    - i) The conduct in question was caused by the student's disability or has a direct and substantial relationship to the student's disability: and/or
    - ii) The conduct in question was the direct result of the school's failure to implement the student's IEP.
  - b) Review, and revise if necessary, the student's existing behavior intervention plan, or develop a functional behavior assessment and intervention plan to address the misconduct. The behavior intervention plan must address the misconduct for which the student is being disciplined
- 3) If the student's behavior is not a manifestation of the disability, school officials may apply the disciplinary procedures as outlined above, taking into consideration the student's special education and disciplinary records. In no event, however, may the student be suspended for more than 10 consecutive or cumulative school days in a school year without providing appropriate educational services.
- 4) If it is determined that expulsion is appropriate, the student's parent/guardian will be notified of this decision, and such notice will also be provided to the Chicago Public Schools, Director of the Office of Student Adjudication. All students expelled will be referred to CPS in order to satisfy the requirement that such students be provided with an appropriate education in an alternative education setting.



## **Perspectives Charter Schools Healthy Meals Program**

Perspectives Charter Schools, a participant in the National School Lunch and Breakfast Programs, serves nutritious meals each school day. All students are provided with Breakfast at no charge. Lunch is offered at \$2.50. Children from families whose household income is at or below the Federal guidelines are eligible for either a free or a reduced-priced lunch at the price of \$0.40.

**All families must complete the 2011-2012 lunch application before the start of school. Letters of eligibility will be mailed home the first week of October. Benefits and meal charges can also be viewed daily in your Powerschool parent pages. All benefits are good for one year, starting October 1, 2011 through September 31, 2012. Incomplete or missing lunch application will result in your child being charged full price for his/her lunch. Families impacted by change in income or household status need to provide documentation to the Perspectives Business Office so a review of your application can be conducted and new benefit issued. Lunch applications will be verified by the Illinois State Board of Education and the Chicago Public Schools. Families not complying with the request for verification will lose current benefits and be placed on full pay. Families are responsible for all meal charges accumulated while on full pay status.**

All meals served must meet the U.S. Department of Agriculture meal requirements. However, if a child has been determined by a doctor to have a disability or food allergy and the disability or food allergy would prevent the child from eating the regular school meal; this school will make substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. **If you believe your child needs substitutions because of a disability or food allergy, please contact us for further information.**

Children who do not qualify for free lunch will be able to eat lunch daily and charge the meal to his/her meal account by scanning their student id card or providing a copy of his/her temporary ID card received from the school office. **Do not send cash to school with your child. Cashiers do not collect money at the end of the lunch line.** The student may also bring a bag lunch to school as long as it follows the healthy choice guidelines (no soda, candy, chips or unhealthy snacks of any kind.) Families will receive a monthly invoice for meals from the Business Office and settlement must be made 10 business days following the date of the invoice. Accounts may also be pre-paid. Families can view all balances and track meals eaten by logging into the Powerschool main page and clicking on the dollar sign icon at the top of the screen.

For questions or to report concerns please contact:

Perspectives Charter Schools Business Office  
8131 S. May - Courtyard  
Chicago, IL 60620  
Phone - (773) 358-6105  
Fax – (773) 358-6398

## Communicating with PowerSchool

### Log In to PowerSchool Parent Portal

Before you can log in to PowerSchool Parent Portal, you will need your school's PowerSchool Parent Portal URL, your username, and your password. If you do not have this information or have questions, contact your school's office.

**Note:** Do not use someone else's password or give your password to anyone else.

To get started, you must log in to PowerSchool Parent Portal using the following URL:

<https://perspectives.powerschool.com/public>

### How to Log In to PowerSchool Parent Portal

1. Open your Web browser to your school's PowerSchool Parent Portal URL. The Log In page appears.
2. Enter your username in the first field.
3. Enter your password in the second field. **Note:** The characters appear as asterisks (\*) to ensure greater security when you log in.
4. Click **Enter**. The Powerschool Parent Portal start page appears.

### PowerSchool Parent Portal Start Page

When you log in to PowerSchool Parent Portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Parent Portal session. The PowerSchool Parent Portal start page consists of the following main areas:

- Navigation bar
- Main menu
- Printer icon

### Navigation Bar

The navigation bar appears at the top of the PowerSchool Parent Portal start page, and is common to every page in the application. The navigation bar includes the following information:

<u>Field</u>	<u>Description</u>
[PowerSchool Logo]	Click to return to the start page.
[Student]	The name of the student.
[Login]	In an effort to ensure that your account is secure and your information protected, the date and the time of the last time you logged in appears next to your name. If you hover over the date and time, you can view how your last session ended — by logging out, timing out, or logging off due to multiple concurrent logins. You will not see how your last session ended if it ended for any other reason, such as a server reset. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school office.
[School/District]	The name of the student's school and school district.
[Logout]	Click to log out of PowerSchool Parent Portal. For more information,
[Main Menu]	Contains links to PowerSchool Parent Portal functions.

## Main Menu

The main menu consists of several icons within the navigation bar and includes links to the following functions:

<u>Field</u>	<u>Description</u>
Grades and Attendance	Click to view student grades and attendance for the current term.
Grades History	Click to view student grades for the previous term.
Attendance History	Click to view attendance history for the current term.
Email Notification	Click to set the e-mail notifications you can receive on a regular basis.
Teacher Comments	Click to view any teacher comments.
School Bulletin	Click to view the current school bulletin.
Class Registration	Click to register for classes and view course requests.
Balance	Click to view the current lunch balance and fee transactions.
My Calendars	Click to subscribe to specific homework and event calendars.

## Printer Icon

Several pages in PowerSchool Parent Portal display a Printer icon at the bottom of the page. Click this icon and a printer-friendly version of the page displays in a secondary browser window.

Should you have any problems with logging in or accessing information please call your school office and they will assist you in any way possible.

Perspectives Rodney D. Joslin Campus – (312) 225 – 7400

Perspectives Leadership Academy – (773) 358 – 6100

Perspectives HS of Technology – (773) 358 – 6120

Perspectives Middle Academy – (773) 358 – 6300

Perspectives IIT Math and Science Academy – (773) 358 – 6800

## **Athletic Policies and Procedures**

Perspectives Charter Schools Athletic Policies and Procedures have been prepared to make information readily available to coaches; student-athletes and parents as-well-as make athletics at Perspectives Charter Schools successful.

Perspectives has pledged its support to the athletic department by providing resources to maintain the facilities and equipment at each campus. It is the responsibility of the student-athlete to preserve and use these items in good judgment.

After reading these policies and procedures, the student-athlete and parent/guardian should sign the handbook acknowledgement form at the back of the student handbook. These signatures indicate that the student-athlete and parent/guardian agree and will comply with the policies and procedures described within. The parent/guardian signature also serves as permission for their son or daughter to participate on an athletic team.

### **Philosophy**

- The overall philosophy of Perspectives Charter Schools athletic department is consistent with our unique character building curriculum, *A Disciplined Life*®. This curriculum guides our efforts to address every student-athlete as a whole person and provide him/her with skills that will support the transition to higher education and beyond. We teach and reinforce the principles of *A Disciplined Life*® on and off the playing field.

### **Student-Athlete Academic Eligibility Policy**

#### **High School Student-Athlete Eligibility**

- High School Student-Athletes, unless they are entering high school for the first time, are eligible for athletic participation consideration if they have received credit for completing at least four core content classes of high school work as approved by Perspectives Charter School in the previous semester.
- Additionally, High School Student-Athletes must achieve a 2.0 GPA or better, with no more than one failing grade on their end of quarter report cards during their sports season. Student-Athletes must also have achieved a “C” or better in *A Disciplined Life*® class. These reports are received every 10 weeks. The prior quarter’s grades will be used to determine athletic eligibility for sports which start in the subsequent quarter. For sports starting in quarter one, quarter four grades from the previous year will be used to determine academic eligibility. For quarter two and quarter four grades, current semester ending grades can also be used to determine eligibility.
  - If a High School Student-Athlete does not meet the above requirements he/she is placed on athletic-academic probation and is allowed to practice but must sit out any contests and not receive athletics related early dismissals until he/she is meeting the above mentioned eligibility.
  - Student-Athletes on athletic-academic probation with a GPA of 1.50 – 1.99 will be eligible for reinstatement after 3 weeks.
  - Student- Athletes on academic-probation with a GPA of 0.00 – 1.49 will have their athletic eligibility reviewed after 5 weeks once progress reports or quarter grades are released.
  - Student-athletes with a 2.0 GPA or better, with no more than one failing grade and a grade lower than a “C” in *A Disciplined Life*® class will be eligible for reinstatement after 3 weeks.
  - Student-athletes with a 2.0 GPA or better, with more than one failing grade will be eligible for reinstatement after 3 weeks.
  - To gain reinstatement, ineligible Student-Athletes must attain the academic standards listed in the current policy.
- 9<sup>th</sup> grade high school student-athletes who are competing in athletics during quarter one will have their academic eligibility determined after quarter one grades have been released. Until that point all 9<sup>th</sup> grade high school student-athletes are eligible for athletic participation.

#### **Middle School Student-Athlete Eligibility**

- Middle School student-athletes must be passing all classes with no more than one grade lower than a “C” on their end of quarter report cards. Student-Athletes must also have achieved a “C” or better in *A Disciplined Life*® class. These reports are received every 10 weeks. The prior quarter’s grades will be used to determine athletic eligibility for sports which start in

the subsequent quarter. For sports starting in quarter one, quarter one – five week progress reports will be used to determine academic eligibility.

- If a Middle School Student-Athlete does not meet the above requirements he/she is placed on athletic-academic probation and is allowed to practice but must sit out any contests and not receive athletics related early dismissals until he/she is meeting the above mentioned eligibility. Student-Athletes on athletic-academic probation with 3 grades below a “C” will be eligible for reinstatement after 21 calendar days. Student- Athletes on academic-probation with more than 3 grades below a “C” will have their athletic eligibility reviewed after 5 weeks once progress reports or quarter grades are released. To gain reinstatement, ineligible Student-Athletes must attain the academic standards listed in the current policy.

### **Student-Athlete Expectations**

Consistent with the principles of *A Disciplined Life*©, all student-athletes **must**:

- **Demonstrate honesty and integrity and decency** by adherence to all rules set forth by the coach, Student Handbook and the Illinois High School Association (IHSA) By-Laws.
- **Take responsibility for your actions** by understanding that athletic participation is a privilege and as a student-athlete you become a representative of Perspectives Charter Schools. As such, you are expected to behave in an appropriate manner, both on and off the field.
- **Accept only quality work from yourself** by realizing the importance of academic excellence and proper behavior, this includes:
  - Making up any missed work
  - Attending study tables or tutoring
  - Serving any detentions or other school discipline
  - Being a positive role model to all students in the school
- **Live a healthy lifestyle** by not using or possessing tobacco, alcohol, steroids or other illegal drugs.
- **Be positive and supportive of each other** by encouraging your teammates and respecting all other participants including opponents, fans, coaches and referees.
- **Respect each other’s difference** by refraining from hazing, defined as any act of humiliation, or a rite of passage which causes or is likely to cause physical or mental harm or personal degradation of another student.

*Any breach of the policies listed in the Student-Athlete Expectations section will result in a review of the student-athlete’s athletic eligibility. This review will be completed by school administration and the athletic director.*

### **Expectations of Coaches**

Coaches are responsible for:

- Maintain, enforce and role model the principles of *A Disciplined Life*©
- Informing parent/guardian and students, in writing of the location and time of all practices and contests, team requirements, team fees, special equipment needs, and any off-season conditioning plans
- Playing only eligible student-athletes
- Distributing, cataloguing, and collection of uniforms
- Being respectful to parent/guardian, student-athletes, student-athletes and coaches from other teams and referees
- Their team being respectful to parent/guardian, student-athletes, student-athletes and coaches from other teams and referees
- Other duties as determined by the Athletic Director or Principal

### **Expectations of Parents/Guardians**

Parents/Guardians and coaches work together to develop young men and women into responsible, honorable adults. Winning and losing is secondary to student growth and development. Parents/Guardians are invited to help build our teams by:

- Bringing enthusiastic and respectful fans to events
- Fundraising for team needs
- Counseling their child through the ups and downs of competition

Parents/Guardians are welcome to make an appointment with a coach to address questions or concerns. If a parent/guardian has trouble getting an appointment with a coach or needs further clarification, they should contact the athletic director or principal. Please do not confront a coach before, during, or after a contest or practices.

## **Parent/Coach Communication**

Sportsmanship starts with effective communication.

### **What communication to expect from your Coach**

- Perspectives Charter Schools athletic philosophy
- Expectations for your child and fellow Student-Athletes
- Dates, locations and times of all contests/practices
- Sport specific requirements (i.e. specific fees and/or special equipment, off-season conditioning)
- Procedures to be followed should your child be injured during a contest/practice
- Discipline resulting in the reduction and/or elimination of your child's participation

### **What communication is expected of a Parent**

- Concerns about your child's behavior, treatment/mistreatment, expectations or the athletic philosophy (following procedures listed below)
- Ways to help your child improve
- Advanced notification of any schedule conflicts interfering with your child's ability to participate in a contest/practice

Perspectives believes in partnering with our parents however there are some topics that are inappropriate to discuss with your child's coach.

### **These topics should be left to the discretion of the Coach**

- Your child's playing time
- Strategies for the team
- Plays and referee calls
- Personal information about other Student-Athletes

### **Reporting a Concern**

- Please do not confront a coach during a contest/practice
- Call the Athletic Department to set up an appointment with your child's coach
- Come in during your scheduled appointment to discuss your concerns with the coach
- If the Coach does not provide satisfactory resolution contact the Athletic Director to discuss the situation further and set up a meeting. At this meeting, the appropriate next step can be determined.

## **Physical Exam & Emergency Cards**

In order to participate in athletics, a valid physical examination, as well as a red emergency red card, and a blue parental consent card must be on file with the athletic department on or before the first day of try-outs/practice. Student-athletes will not be allowed to practice or try-out until a valid physical is on file in the athletic department.

Per Illinois High School Association (IHSA) rules, your physical examination must be performed by a licensed physician, physician's assistant, or nurse practitioner as set forth in the Illinois State Statutes no more than 365 days prior to participation in any such practice, contest, or activity. We strongly encourage all individuals who plan to participate in interscholastic athletics to complete their physical exam in late June, July, or early August. Completing the exam during these months will avoid any ineligibility issues.

## **Athletic Injuries & Health Insurance**

Health insurance coverage for Perspectives Charter Schools' student-athletes is the responsibility of the student-athlete's parent/guardian. Perspectives Charter Schools realizes there are certain risks of physical injury through the participation in all athletic activities, and the parent/guardian must agree to assume the full risk of any and all injuries or damages, regardless of severity that the participant may sustain as a result of athletic participation. This understanding is detailed in the Athletic Department – Parent/Guardian Waiver. The permission form must be completed and signed by the parent/guardian to allow their student-athlete to participate in athletics at Perspectives Charter Schools.

If the parent/guardian does not carry health insurance for their student-athlete, they must contact the Athletic Department to enroll in a student activity insurance program at their own expense.

### **Cut Policy**

The number of Student-Athletes to be kept on an individual team will be determined by the coach and the athletic director prior to any cuts being made. Individual coaches shall have the sole responsibility of selecting the members of a team.

If the decision is made to cut students from a team, the following procedures will take place:

- Students will be informed that cuts will be made (announcements, posting on bulletin boards, etc.)
- At least two practices will be required before cuts are made
- Coaches will determine what factors will be used to cut students (ability, attitude, work ethic, academic performance, etc.)
- Student-Athletes will be informed of being cut in a way that will avoid personal embarrassment to the player (i.e. posted anonymously by number or letter code)

### **Equipment**

Student-Athletes are responsible for each item of equipment that is issued to him/her. Lost or stolen equipment must be paid for at the replacement cost. An athlete will not be allowed to receive awards, participate in a subsequent sport, or receive his/her diploma until the equipment record has been cleared. Please do not abuse your equipment. Much money is spent to supply the best equipment for your use and safety, please treat all equipment with respect.

### **Transportation**

Please be aware of Perspectives Charter School's policy concerning the transportation of Student-Athletes to and from competitions. Perspectives Charter Schools provides transportation to and from all athletic contests. All Student-Athletes are required to use school transportation. Student-Athletes may not participate in an away contest if they drive themselves to the event or if they use alternate transportation without prior permission from the coach. In extenuating circumstances, parents/guardians may need to drive their own children to or from a contest; but coaches need written notification and approval from the coach must be granted in advance.

Parents/guardians and/or relatives of Student-Athletes are encouraged to attend all home and away contests in an effort to show school support. Transportation for parents/guardians and/or relatives is the responsibility of the parent/guardian and/or relative and not that of Perspectives Charter Schools. Perspectives does not provide additional transportation and it is strictly prohibited for parents/guardians and/or relatives to ride on school provide transportation with Student-Athletes. Students will be chaperoned while on school transportation by their coaches and coaching assistants.

### **Awards**

Athletic awards are given on the basis of participation, loyalty, cooperation, and excellence in performance. Each sport your child participates in has specific award expectation. Prior to the start of the season, coaches will review award expectations with Student-Athletes.

### **Athletic Waiver and Release Information**

#### ***Waiver and Release of All Claims:***

As a Perspectives Student-Athlete and/or Parent/Guardian of a Student-Athlete I recognize and acknowledge that there are certain risks of physical injury while participating in athletic activities. As the Student-Athlete and/or Parent of a Student-Athlete I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that I as the athlete, my minor child/ward or I as the parent/guardian may sustain as a result of said participation. I further agree to waive and relinquish all claims I as the athlete, my minor child/ward or I as the parent/guardian may have (or accrue to me or my child/ward) as a result of participating in these activities against Perspectives Charter Schools, including its officials, agents, volunteers and employees.

Both the student and the parent/guardian understand that students must comply with the provisions of the Student Handbook and other rules of conduct established by Perspectives Charter Schools while participating in these activities.

By signing the Perspectives Charter Schools Student Handbook Acknowledgement Sheet I agree to the following:

- I hereby fully release and forever discharge Perspectives Charter Schools from any and all claims for injuries, damages or losses that I as the athlete, my minor child/ward or I as the parent/guardian may have or which may accrue to me or my minor child/ward arising out of, connected with, or in any way associated with these activities.
- I have read the Athletic Policy and Procedures and consent to the policies set forth in this content.
- I understand that as Student-Athletes I am subject to all Illinois High School Association (IHSA) rules including the possibility of random drug testing.
- I give my son/daughter permission to participate in interscholastic athletics by the school.

**Contact Information:**

Perspectives Athletic Department \* 8131 S. May, Chicago, IL 60620 \* **Phone:** 773-358-6303 \* **Fax:** 773-358-6357

## **Perspectives Charter Schools Release Forms**

### **General Release Information**

I understand that during the course of the school year, my son, daughter or ward ("Child") will from time to time be permitted to participate in various educational activities such as field trips and/or community service experiences. In addition, my son, daughter or ward will be permitted to participate in various athletic and/or after school activities, such as basketball, track, dance, and volleyball. In consideration, for the opportunity being provided to my Child to participate in such activities, I hereby agree as follows:

- I give my permission for my child to participate in all such activities provided by the school during the 2011 – 2012 school year.
- I authorize school personnel to act for me in the event of any emergency, accident or illness involving my Child.
- I assume full responsibility for the behavior and actions of my Child while he or she is participating in such activities. I irrevocably and unconditionally release the Perspectives Charter Schools, its board of directors, officers, employees, agents and volunteers from any and all actions, demands, claims, damages, losses, costs or expenses arising in connection with my Child's participation in such activities, including but not limited to, personal injury, property damage and reasonable attorney's fees.

### **After School Release Information**

I understand that during the course of the school year, my son, daughter or ward ("Child") will from time to time be permitted to participate in various athletic and after school activities following the normal school day. Such activities as cross country track, basketball, baseball, volleyball, art club, yearbook, dance, tech club and others as may be decided upon. In consideration, for the opportunity being provided to my Child to participate in such activities, I hereby agree as follows:

- I give my permission for to participate in all such activities provided by the school during the 2011-2012 school year.
- I authorize school personnel to act for me in the event of any emergency, accident or illness involving my Child.
- I assume full responsibility for the behavior and actions of my Child while he or she is participating in such activities. I irrevocably and unconditionally release the Perspectives Charter Schools, its board of directors, officers, employees, agents and volunteers from any and all actions, demands, claims, damages, losses, costs or expenses arising in connection with my Child's participation in such activities, including but not limited to, personal injury, property damage and reasonable attorney's fees.

### **Student Record Release Information**

Parent(s), Guardian(s) and students over the age of 18, have access to, and the right to copy their child's or their own student records. Student records consist of Permanent and Temporary records. In general, permanent records consist of basic identifying information, academic transcripts, attendance records, accident reports, health record and release of permanent record information. Temporary records may include family background information, achievement level test results, honors and awards, teacher anecdotal records, and disciplinary information. Parents have the right to control access to these records, to copy student records and have a right to a hearing to challenge, prior to transfer, any entry in the school's student records, except academic grades. A copy of the procedures and policies regarding student records is in the school office.

### **Photo Release Information**

I grant Perspectives Charter Schools the right to use and publish photographs of my child, and to make available the image(s) to use in whole or in part, individually or in conjunction with other photographs, in any medium for unlimited time.

I hereby release and discharge Perspectives from any and all claims and demands arising out of or in connection with the use of the photographs, including any and all claims for libel and invasion of privacy.

I hereby warrant that I am of full age and have every right to contract in my own name in the above regard. I state further that I have read the above information prior to its execution, and that I am fully familiar with its contents.

### **Mentor/Internship Release Information (11<sup>th</sup> Grade):**

I understand that during the course of the school year, my son, daughter or ward ("Child") will participate in an internship/mentor program. In consideration for the opportunity being provided to my child to participate in the program, I hereby agree as follows:

- I recognize and accept responsibility for my child on the dates when my child will participate in the internship/mentor program. I understand that my child will go directly to the internship/mentor program from home and return home following the program. I understand that my child will not be at the school on those dates.
- I authorize school personnel to act for me in the event of any emergency, accident or illness involving my child.
- I assume full responsibility for the behavior and actions of my child while he or she is participating in the program. I irrevocably and unconditionally release Perspectives Charter Schools, it's board of directors, officers, employees, agents and volunteers from any and all actions, demands, claims, damages, losses, costs or expenses arising in connection with my child's participation in the program, including but not limited to, personal injury, property damage and reasonable attorney's fees.

### **Cheating Notification**

Perspectives Charter Schools takes seriously the issue of honesty and academic integrity. Students learn how to do their school work honestly so that they can maximize their own education. Cheating, therefore, is a serious offense at Perspectives. This includes copying off of another person's homework, copying answers from another student's paper during a test, plagiarizing a paper or essay, not doing one's own work, and creating cheat sheets, among others. Below is the official school policy on cheating.

Perspectives Charter Schools seeks to promote academic integrity. Neither cheating nor plagiarism is tolerated. If a student cheats or plagiarizes, he or she will receive a zero on that assignment, may be suspended for one day, and will be requested to return to school accompanied by a parent. A second offense will result in a roundtable meeting with Perspectives' faculty and staff, the student, and a parent.

A copy of this policy, in addition to more information and student resources, is available in the pamphlet *Academic Integrity at Perspectives Charter Schools*. Each student receives a copy of this pamphlet in class and is expected to abide by the policies and procedures outlined in it.

## Weapons Pledge

- I will never bring a weapon to school.
- I will never use a weapon to settle a dispute.
- I will use my influence with my friends to keep them from using weapons to settle disputes.
- If I see a weapon, I will immediately inform an adult – either anonymously or directly.
- I will try, by my actions, to be a positive influence on others so that they see that weapons are not the solution to a problem.
- My individual choices and actions, when multiplied by those of young people throughout the country will make a difference. Together, by honoring this pledge we can reverse the violence and grow up in safety.
- I promise to remember and live by this pledge.

## Sexual Harassment Policy

What is Sexual Harassment? It is unwanted or unwelcome sexual behavior that includes talking or physical contact.

### Examples of Sexual Harassment:

#### Physical:

- Inappropriate touching such as; pinching, grabbing, groping, etc.
- Pulling another's clothing.
- Unwanted patting, hugging, and kissing.
- Standing in someone's way or bumping into them that makes them uncomfortable.

#### Verbal:

- Suggestive sexual comments.
- Sexual joking or teasing.
- Name calling about sexual orientation.
- Telling sexual stories OR spreading sexual rumors.
- Written comments, notes, or letters of a sexual nature.
- Whistles or rude noises.

#### Nonverbal / Visual

- Sexually degrading pictures, posters, text messages, etc.
- Staring at someone's body.
- Gestures or looks such as winking or licking lips.

#### Consequences

- Students who are accused and found guilty of Sexual Harassment at PCS will be dealt with on an individual basis.
- Administration will issue an appropriate consequence up to and including a referral for expulsion.
- The severity of the Sexual Harassment (verbal v. physical) will determine the severity of the consequences.

#### What to do if you feel you are a victim of Sexual Harassment?

- Tell a staff member you trust.
- Tell the harasser your feelings.
- Remember that you are not to blame.

## Network and Internet Use Policy

Students will be given access to the Perspectives network and Internet in order to work on class assignments. Because of the wide variety of valuable and less-than-valuable web sites on the Internet this section serves as an Acceptable Use Policy (AUP) for users of our network and the Internet at Perspectives. By signing off on the handbook acknowledgment page you are acknowledging/permitting your child's use of the network/Internet while in school. Once signed that acknowledgement page remains in effect until the end of the school year or the student loses the privilege of using the network due to violation of this policy or is no longer a Perspectives student. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate staff. **By using the network, users have agreed to this policy.** If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate staff.

### Unacceptable Uses of the Computer Network or Internet

These are examples of inappropriate activity on the network/Internet. Perspective reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the Perspectives students and employees, or (2) other activities as determined by District as inappropriate.

- **Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;**
- **Criminal activities that can be punished under law;**
- **Selling or purchasing illegal items or substances;**
- **Obtaining and/or using anonymous email sites; spamming; spreading viruses;**
- **Causing harm to others or damage to their property, such as:**
  1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
  4. Using any Perspectives computer to pursue "hacking," internal or external, or attempting to access information protected by privacy laws; or
  5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- **Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:**
  1. Using another's account password(s) or identifier(s);
  2. Interfering with other users' ability to access their account(s); or
  3. Disclosing anyone's password to others or allowing them to use another's account(s).
- **Using the network or Internet for Commercial purposes:**
  1. Using the Internet for personal financial gain;
  2. Using the Internet for personal advertising, promotion, or financial gain; or
  3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

### Student Internet Safety

1. Students under the age of eighteen should only access Perspectives accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use;
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have met only on the Internet; and
4. Students must abide by all laws, this Acceptable Use Policy and all Perspectives security policies.

### Penalties for Improper Use

The use of a Perspectives account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, or criminal prosecution by government authorities. Perspectives will attempt to tailor any disciplinary action to the specific issues related to each violation.

Emergency Contact Information 2011-2012

Campus	
<input type="checkbox"/>	Joslin
<input type="checkbox"/>	Leadership Academy
<input type="checkbox"/>	HS of Technology
<input type="checkbox"/>	Middle Academy
<input type="checkbox"/>	Math and Science Academy

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

Grade: \_\_\_\_\_

**Parent/Guardian 1**

Relationship to Student: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ WorkPhone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Parent/Guardian 2**

Relationship to Student: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ WorkPhone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**\*\*If Parent/Guardian CAN NOT be reached, please provide us with the following emergency contact information:**

**Emergency Contact 1**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_ This is (Check One Only)  Cell  Work  Home

Relationship to Student: \_\_\_\_\_

**Emergency Contact 2**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_ This is (Check One Only)  Cell  Work  Home

Relationship to Student: \_\_\_\_\_

**Emergency Contact 3**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_ This is (Check One Only)  Cell  Work  Home

Relationship to Student: \_\_\_\_\_

Emergency contact forms need to be updated at a minimum of two times a year. Should any of your above information change during the school year, please contact your school office so a new emergency contact form can be completed immediately.

Business Office Use Only	
Entry Date	____ / ____ / _____
Entered By:	_____

**Important Medical Information**  
2011-2012

Please complete the following:

**Does your child carry in inhaler or epi-pen to school?**

- Yes  
 No

**Does your child require medication during school hours?**

- Yes  
 No

If you have answered yes to either of these questions we need:

- ◆ A written doctor's note explaining how and when the student will self-administer inhaler medicine (e.g. inhaler or nebulizer) or a written doctor's note explaining the type of prescription medication the student will need to take during school hours, frequency and dosage.
- ◆ Inhalers, nebulizers and prescription medications must be marked with the student's name.
- ◆ Parent must provide the school with the original prescription label which includes student's name, name of medication, dosage, frequency of administration, expiration date and side effects as well as their physician's name and telephone number.

**Does your child have any food allergies or any other medical conditions that need to be documented in his/her medical files?**

- Yes  
 No

If you have answered yes to this question we need:

- ◆ A written doctor's note explaining the specific allergy, known reactions or special conditions that need to be taken.
- ◆ When available, a completed 504 plan to be review by the school nurse and kept on in his/her medical file.
- ◆ Emergency medical contact information including all persons to contact in case of a medical emergency as well as the students primary doctors name and phone number.
- ◆ Explanation of allergy or condition: \_\_\_\_\_  
\_\_\_\_\_

I have read and completed the above information.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Notes:  
\_\_\_\_\_

**Business Office Use Only**

Entry Date \_\_\_ / \_\_\_ / \_\_\_\_\_

Entered By: \_\_\_\_\_



Perspectives Charter Schools  
Handbook Acknowledgement Sheet  
2011-2012

I have reviewed and fully understand the Perspectives Charter Schools Policies provided in the Student Network Handbook:

- ✓ General Release
- ✓ After School Release
- ✓ Student Record Release
- ✓ Mentor Release – 11<sup>th</sup> Grade
- ✓ Cheating Notification
- ✓ Network and Internet Use Policy
- ✓ Weapons Pledge
- ✓ Sexual Harassment Policy
- ✓ Fee Policy
- ✓ Lunch Program
- ✓ Athletic Policy and Waiver

I understand that both my child and I are responsible for upholding these policies.

✓ Photo Release                      Agree: \_\_\_\_\_    Disagree: \_\_\_\_\_

**Campus:**

\_\_\_\_\_ Joslin Campus                      \_\_\_\_\_ Leadership Academy  
 \_\_\_\_\_ HS of Technology                      \_\_\_\_\_ Middle Academy  
 \_\_\_\_\_ IIT/Math and Science Academy

**Grade:**

6: \_\_\_\_\_    7: \_\_\_\_\_    8: \_\_\_\_\_    9: \_\_\_\_\_    10: \_\_\_\_\_    11: \_\_\_\_\_    12: \_\_\_\_\_

Print Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: \_\_\_\_\_

<b>Business Office Use Only</b>
Entry Date ____ / ____ / _____
Entered By: _____