



**Parent and Student Handbook
Catalyst School- Howland
2010-2011**

**Dr. Chaun L. Johnson, Principal
Mr. Moses I. Tighil, Assistant Principal
Ms. Philinda Coleman, Curriculum Coordinator and Lead Teacher
Dr. Samuel I. Brown, Dean of Students
Mrs. Patricia Kroll, Director of Graduate Support and Community Relations**

The Catalyst Schools Mission Statement

The Catalyst Schools believe that every child possesses inherent value and potential, regardless of background, educational level, or life circumstances.

Our college-preparatory schools partner with urban communities to offer K—8 students welcoming educational settings that nurture academic, social, and emotional growth. As students move on to high school, they remain vital members of the Catalyst community through our graduate support programs. We help all students and graduates discover a fruitful path to high school, to college, and to a citizenship that embraces peace, justice, and respect. We actively engage students’ families and neighborhoods, striving to create strong connections between students’ education and the communities they live in. Guided by this mission, we empower our students to become agents of change.

Catalyst means.....Community

Catalyst means.....Values

Catalyst means.....Respect

Catalyst means.....Rigor

Catalyst means.....Excellence

Catalyst means.....Promise

Catalyst means.....Hope

**That every child can become
an agent of change**

HOWLAND 1616 S. SPAULDING, CHICAGO, IL 60623 PH 773.534.1753 FX 773.534.1727
CIRCLE ROCK 5608 W. WASHINGTON, CHICAGO, IL 60644
BUSINESS OFFICE 5608 W. WASHINGTON, CHICAGO, IL 60644 PH 773.890.0233 FX 773.890.0250
WWW.CATALYSTSCHOOLS.ORG

Right to Amend Handbook

The Catalyst Schools retain the right to amend the handbook for just cause.

Vision

Catalyst is an expanding network of high performing urban charter schools that are recognized as the best in Chicago and are a driving force in educational reform.

Catalyst students and graduates will be prepared to act as agents of change in the community.

Catalyst is a School...

- Built upon the belief that all children will learn
- Built upon the relentless pursuit of high expectations, high results, high accountability
- Where passion and determination in teachers, parents and students is honored and expected
- That has a longer school day extra-curricular opportunities
- Which expects students to go on to college
- In which parental involvement is needed, welcomed and expected
- That seeks to network with other schools, community organizations, and churches
- That sees itself, its students, its teachers, and its parents as agents for positive change within the community
- That has best in class teachers
- That forms the whole child, creating a nurturing environment for social and emotional growth

Catalyst is a place where...

- ▶ Students and teachers spend their most productive moments
- ▶ The relationship between a teacher and a student has a quality of wonder, of magic
- ▶ Everyone purposefully seeks to be better, show compassion, and reach their potential
- ▶ Mistakes are viewed as opportunities for learning rather than as failures in life
- ▶ We believe each student is gifted
- ▶ The “I cans speak so loudly the “I cant’s cannot be heard
- ▶ Students and teachers stand by each other and say, “we will ensure your success”
- ▶ We experience the joy, the zest of life
- ▶ “Family” extends to caring and supporting everyone

- ▶ **Hallmarks of the Catalyst Team**
- ▶ We show profound reverence for each student as a unique person
- ▶ We foster respectful relationships and build community
- ▶ We have high expectations of ourselves and each other, hold ourselves accountable, and deliver high results
- ▶ We treat each other the way we want to be treated
- ▶ We promote justice and peace
- ▶ We embrace the Catalyst mission as our own

Parents Are The Primary Educators

We believe that parents are the primary educators of their children. We believe our families desire a better quality of life and education for themselves and their children. We believe that our families may not have full access to the opportunities for a better quality of life because of the cycles of poverty, gangs, violence, migration, and discrimination.

We believe each student possesses special talents and gifts. We believe that each student is capable of learning. We believe that students can be lifelong learners regardless of home influences, socioeconomic status, or racial/ethnic background.

“An Innovative and Accessible Education”

We believe that all people are entitled to a relevant education. We believe that the purpose of teaching is to involve students in learning that is liberating and empowering.

Learning that is liberating and empowering is grounded in the belief that all students can succeed; incorporates different learning and teaching styles; and highlights the basic skills of reading, writing, and mathematics. Literacy, the ability to communicate effectively, skills in self-understanding, empathy, and decision-making, the ability to work in groups and resolve conflicts, and a sense of service and compassion toward others are products of learning that liberate and empower.

Academic Program

The academic program prepares all students to meet the challenges of the 21st century. Students that graduate from Catalyst Howland are prepared to exercise critical thought when making decisions that effect their community and society. The rigor that is provided through the study of core subjects that are supported by AVID (Advancement Via Individual Determination) activities and socially enriching extra curricular programs gives all students an opportunity to experience academic success. High academic expectations is one of the benchmarks of our academic philosophy and includes students with special needs that are also held to the same standard of academic excellence as their peers. Excellence in their studies that we expect will result in each student earning a college degree.

Admissions

Catalyst Schools do not discriminate on the basis of academic ability, gender, race, religion, color, or national and ethnic origin in regard to admission of students, administration of educational policies, or participation in school programs.

For the admission of a new student, parents shall present:

1. A completed Catalyst Schools student application
2. An official copy of the child's birth certificate
3. A record of compliance with State of Illinois and local health requirements
4. An official transfer from the school previously attended
5. Official transcripts and standardized test scores from the school previously attended

To ensure the proper placement of the child, registration will not be finalized until the parent or the transferring school furnishes previous academic records to be examined by the Catalyst Schools Administration.

After the child is admitted to Catalyst, the STAR assessment will be administered to establish baseline information and assist the staff in developing the appropriate Personal Goals for Achievement.

Daily Schedule Monday -- Thursday

7:20 a.m.	Doors Open, -- early supervision inside and outside of school begins, and Breakfast is served (in inclement weather doors open at 7:15a.)
7:40 a.m.	Breakfast ends – Students line up to
7:45 a.m.	Proceed to Class
8:00 a.m.	Instruction Begins
3:30 p.m.	Instruction ends, student dismissal

Friday Schedule

1:00 p.m.	Dismissal
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Students will be supervised at all times during the above hours. Supervision is not provided before 7:20.

Curriculum Overview

Students receive instruction in the following core academic areas:

Character and Citizenship	(150 minutes per week)
Reading	(400 minutes per week)
Language Arts	(400 minutes per week)
Math	(200 minutes per week)
Science	(200 minutes per week)
Social Studies	(200 minutes per week)

Critical skills including research, formal and informal writing, note taking, public speaking, and technology literacy are integrated throughout the core academic areas above. Additional experiences in which all students participate include:

Renaissance Classes....120 minutes per week, including physical education, art, music, and other electives such as DARE ,GREAT, and AVID
Field Experiences
Student Retreats

Assessments

Students will be assessed regularly with formative and summative tools. Assessments may be given at any time during, during the week. Consistent attendance by students on all school days is mandatory. Unexcused absences may result in a grade of zero percent for a given assignment.

Grading Philosophy

The staff of Catalyst Schools recognizes that a wide range of abilities, aptitudes, stages of cognitive development, and levels of maturity exist among all students. Therefore, we support methods of assessment that encourage the individual in the development of work habits, skills, and attitudes necessary for students to become life long learners. Policies developed by teachers confirm this belief. Grading practices will:

- Reflect student achievement of curricular goals in respect to their abilities;
- Reflect numerous and varied age-appropriate opportunities for students to succeed and demonstrate knowledge of subject matter;

- Foster student responsibility by considering work quality, effort, and task performance;
- Promote good communication between students, parents, staff, and community.

Report Cards and Progress Reports

Student achievement is formally documented through student report cards and progress reports.

Report Cards are given out at the end of each ten-week grading period. Grades given by teachers on report cards are final grades, and therefore, are permanent and will remain on the student's record.

Progress Reports are given to parents during Student Conferences, which are held at the midpoint of each 10-week grading period. These grades indicate the current progress of the student. They are intended to let parents/guardians know how their child is progressing in each subject. *Progress Report grades are not permanent.*

Parents/guardians are expected to review the progress reports and report cards with their child. Letter grades are given based on these teacher evaluations:

A	90-100%	Excellent progress
B	80-89%	Good progress
C	70-79%	Satisfactory progress, but could do better
F	Below 70%	Failing

It is the responsibility of the parents/guardians to attend Student Conferences and to ensure the presence of their child.

Honor Roll

Students who demonstrate outstanding academic achievement throughout the course of a marking period, based on the criteria below, shall be recognized on the Honor Roll.

“A” Honor Roll:

Total GPA of 90% or higher
 No grade below 85%
 Not more than one grade below 90%

“B” Honor Roll:

Total GPA of 85% or higher
 No grade below 75%
 No more than one grade below 80%

Graduation

Students shall be issued a diploma upon successful completion of the following criteria:

1. Fulfillment of all academic and attendance requirements (see Promotion Criteria, below)
2. Achieving a passing grade on the United States and Illinois Constitution Tests
3. Participation in the Eighth Grade Graduation Retreat and/or Trip

Promotion Criteria

Students must meet the following yearlong criteria to pass:

1. Total Grade Average of 70% (C-) or better **
2. Reading Average of 70% (C-) or better
3. Language Arts Average of 70% (C-) or better
4. Math Average of 70% (C-) or better
5. No more than 12 unexcused / uncompensated absences
6. No more than 12 unexcused / uncompensated tardies

7. Completion of fieldtrip or service hour requirements

** All subjects Reading, Language Arts, Math, Science, Social Studies and Renaissance, AVID) combine to form the Total Grade Average.

Field Trips

Field trips are an integral part of the school's academic and formative curriculum. Teachers regularly integrate them into their teaching throughout the year. Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. Prior to the trip, the school requires the written consent of a parent/guardian, typically given by signing a permission slip provided by the school. The form must be returned to the school prior to the trip in order for the student to participate. Parents/guardians should generally assume that students should come to school in uniform on days of field trips, unless otherwise noted by the Dean of Students.

Field trips are taken to enrich the educational experience of the students. Students who do not participate in field trips are missing important opportunities. If a student does not accompany the class or group on the trip, he or she is still expected to be in attendance at school. If a student chooses (or the parent/guardian chooses for them) to not attend a major field trip he or she will be required to compensate for the missed opportunity by completing service hours at the discretion of the principal. Required field trips will be determined before the start of school each year.

Attendance

Students must attend school every day in order to attain maximum success and achieve their fullest potential. Parents/guardians will help their children develop much needed self-discipline and important life skill by insisting and ensuring that students get to school on time each day. Parents/guardians shall follow the guidelines below regarding attendance:

1. When a student must be absent due to sickness or family emergency, a parent/guardian must call to advise the school between 7:20 AM and 8:00 AM.
2. When a student returns from absence of fewer than 3 days, he or she must present a note of explanation, signed by a parent/guardian.
3. When a student returns from an absence of 3 days or more due to illness, he or she must present a doctor's note.
4. If possible, schedule doctor and other appointments on Friday after 1pm- outside of school hours.
5. Do not plan extended family trips or vacations during school time.

Students who accumulate excessive absences and/or tardies will be at risk of not being promoted or not graduating. Students on pace to exceed 12 unexcused absences will be considered candidates for being retained at their grade level.

A five (5) day truancy letter will be sent home stating that your child has been out of school for 5 days (total or cumulative) **without** valid cause. You will then be asked to consult with the social worker regarding the absences.

A ten (10) day truancy letter will be sent home stating that your child has been out of school for 10 days (total or cumulative) **without** valid cause. You will then be asked to consult with the principal's designee to discuss the absences.

A twelve (12) day truancy letter (total or cumulative) will be sent home informing the parent that your child (ren) may be retained in the current grade, the next school year.

Late Arrival & Early Dismissal

Students arriving late to school must present a note of explanation, signed by a parent/guardian. When it is absolutely necessary for a student to be excused from school for medical appointments or an emergency, a note must be sent to the school office. No student will be permitted to leave the building with any other person besides his/her parent/guardian or other authorized adult (21 years or older) specified in the note. A student release log must also be signed in the office when picking up the student. Upon returning, the student must likewise be signed-in at the office. In the cases of late arrival and early dismissal, absences and tardies shall accumulate according to the following guidelines:

<u>Student Arrival</u>		<u>Student Dismissal</u>	
8:00-8:29	Tardy	8:00-9:29	Full Absence
8:30-9:59	¼ Absence	9:30-11:59	¾ Absence
10:00-11:59	½ Absence	12:00-1:59	½ Absence
12:00-1:59	¾ Absence	2:00 or later	¼ Absence
2:00 or later	Full Absence		

HOME – SCHOOL COMMUNICATION

Home-School Teamwork and Communication

Communication between parents/guardians and teachers is an extremely critical factor in your child's education. The learning years are important in making the transition from home setting to school setting a smooth one. We encourage informal talks with teachers. It is important to stay in touch with the child's teacher. In order to keep you up to date on what is happening, you will be given a school calendar. Calendar updates will be given to the children each week and will be sent home in the information packet.

Your observations at home are as important as teaching observations when it comes to your child's education. Be sure to let the teacher know about special situations in your family or any changes that take place in your child's life (birth of sibling, death of a loved one, etc.).

While the resources within the school are excellent, there are occasions when the school suggests that a child receive additional help, or evaluations (learning, psychological, speech/language, neurological, etc.). The teacher or principal usually makes these suggestions in consultation with the family.

Parent cooperation is essential in a child's education. Current research shows that the more parents are involved in the educational process of their son/daughter, the better their child performs. Parental involvement includes:

- Attendance at the Parent Meetings. (on the 4th Monday of each week)
- Showing interest in homework assignments.
- Reading nightly with your son/daughter.
- Participating in school events, especially extracurricular activities.

Homework

Homework is an integral part of the school experience. It also provides for a vital partnership between teacher and parents/guardians through which the student benefits greatly. A student's success in school is often a reflection of the support and assistance that parents/guardians offer. Through homework, the lifelong habit of study and responsibility can be established. In addition to reinforcing classroom learning, homework assignments help students develop independent study habits and give them opportunities to use their preferred learning styles. It is the parents'/guardians' responsibility to make sure that homework assignments are completed.

Each student will have a homework/assignment sheet in which he/she is to write the day's homework. The parents'/guardians' responsibility is to check this sheet and sign it each night, to be returned to the teacher.

Every night, your child will be expected to complete 45 minutes of reading and a 30 minute math assignment at home. He or she will also have additional homework in other subjects. The following are some suggestions for the supervision of your child's homework:

1. See that books/materials come home regularly. **Look at what your child is bringing home.** Ask to see your child's homework assignment book. Don't accept the excuse that "I did it in school" or "There is no homework." Remember...there will *always* be reading.
2. See that your child does homework in an **appropriate atmosphere that is free of distractions** and has proper lighting, etc.
3. Develop regular routines for homework in the house, for example, setting a homework time at the same time each day.
4. Look at your son/daughter's homework and **check to be sure it is done completely and to the best of their ability.** Insist that your child bring their homework home for you to check even if they finished it in school. This way you can hold them accountable for doing their best quality work and stay in touch with what they are learning.
5. **Ask your child what he/she has learned each day.** Show interest in their progress/learning. Ask your child to explain the concepts or information to you. If your child can't explain it to your satisfaction, he/she needs to study again or perhaps ask a question in class the next day. Homework accounts for 25% of a student's overall grade in grades 3rd – 5th and 35% of a student's overall grade in grades 6th – 8th.

If you have any questions about your child's homework or academic progress, please contact his or her teacher with any questions or to set up an appointment for a meeting.

Student Conferences and Parent Meetings

Parents/guardians and students are required to attend all scheduled Student Conferences and Parent Meetings. There are Parent Conferences scheduled throughout the academic year at ten week intervals. In addition, one Parent Meeting is scheduled prior to the start of each school year, and additional Parent Meetings may be scheduled throughout the year as necessary.

Student Conferences occur in the middle of each grading period and must be attended by at least one parent(s)/guardian(s) and the student. Conference times are generally arranged through the school office at least one week in advance. At this conference students and their parents meet individually with their teachers to discuss the achievement of the student during the marking period

and receive his/her Progress Report. This communication among parents, teachers, and students is very helpful in setting a climate for cooperation between the home and school and in letting students know that their parents are interested and actively involved in their education.

Conflict Management & Resolution

As in all human relations, some differences of opinion may arise between a teacher and parent/guardian. School policy dictates that any such occasion must first be dealt with in a meeting between the parent/guardian and the teacher, which may be arranged by telephone or in writing. If the teacher-parent/guardian meeting has proven unsatisfactory, an appointment may be made with a member of the Administrative team to further discuss the problem. In order to maintain respectful relationships, conferences between a parent and a teacher will remain confidential.

Visiting the School/Appointments

You may feel free to discuss matters with the principal or conduct business with the school secretary at any time during scheduled office hours. During the regular school term, office hours are from 7:30 AM until 3:00 PM Monday through Friday. Call for an appointment prior to visiting the school office to transact school business or meet with the school principal. If you wish to talk to a teacher, you may make an appointment either by writing a note or by arranging a time convenient to both parties through the school secretary. **Teachers will not be called from their rooms to talk to a parent while classes are in session.**

Weekly Information

Information will be sent home each week with your child in a green folder, with important announcements and materials. This information will keep parents up-to-date with school related issues and activities. Parents/guardians must sign this folder and return it to school the next day.

School Closing

Catalyst Schools will close due to inclement weather only when the Chicago Public Schools closes all Public schools. Listen to local stations for more information. Catalyst Schools' staff will also leave a message on the schools answering machine with any school closing details.

Change of Address/Telephone

If a change is made in an address (home or work) or telephone number, please notify the school office in writing immediately. It is very important that the school records be kept up-to-date so that parents/guardians can be contacted in an event of an emergency and so communication is not interrupted.

Acceptable Use Policy for the Use of Computers & Telecommunications

Computers, computer software, Internet connections, and all data storage and retrieval systems are the property of Catalyst Schools and not of staff or students. Computers and related technologies are provided for educational purposes. Staff and students are given the privilege of their use. Catalyst Schools expects all who are afforded use of computer and related technologies to use them for their intended educational purpose and in ethical and legal ways.

Examples of unethical or illegal use include:

- Transmission of material in violation of the law: threatening, harassing, pornographic or obscene material;
- The use of Catalyst equipment for personal financial gain, political lobbying, sending chain letters, junk mail, or product advertisement;
- Harming or destroying or changing another person's files or data;
- Creation and/or deliberate dissemination of computer viruses;
- Reading, copying, deleting or modifying another person's data without that person's expressed permission;
- Willful destruction of computer hardware or software;
- Posing as or pretending to be someone else in electronic communication;

Violations of the above may result in the suspension or revocation of computer use privileges as well as possible other disciplinary action including legal action. In addition, monetary remuneration will be sought for damage that causes the school to repair or replace equipment.

Catalyst maintains the computer equipment and related systems but cannot guarantee anyone's privacy or the confidentiality of anyone's electronic documents or email. Catalyst reserves the right to access email to retrieve information and records, to do routine computer maintenance and housekeeping, or to comply with law enforcement agencies by disclosing electronically saved information. Anything contained on the school's hard drive computer disks, which are purchased by the school, is property of Catalyst Schools. Students and parents/guardians are required to read, sign, and submit the technology consent and agreement forms found at the end of this handbook. Any student who does not have these signed forms on file may be denied use of technology resources at Catalyst.

GENERAL POLICIES & PROCEDURES

Child Abuse/Neglect by a Parent/Guardian (07/10)

If school personnel suspect child abuse or neglect by a person responsible for a student's welfare, they are mandated according to **report to proper authorities according to Illinois State Statutes.**

Privacy and Release of School Records

Catalyst abides by the provisions of the Family Educational Rights and Privacy Act (P. L. 93-380) with respect to parent/guardian right of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of the non-custodial parent to their children's school records. Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary.

Furthermore, parents/guardians have certain rights with respect to their child's records. These rights include:

Right to inspect: Parents/guardians have the right to look at all of their child's records maintained in the official school office. If parents are divorced or separated, the school presumes that both parents have access to the child's records unless otherwise stated by court order.

Right to prevent disclosures: The school will not disclose anything to third parties from a student's records unless a) the parent/guardian consents in writing prior to the disclosure or b) the information is directory information, not requested to be kept confidential.

Right to request information: Parents/guardians have the right to present evidence that the school should amend any part of the student's record which they believe to be inaccurate, misleading or otherwise a violation of students' rights. If the school decides not to change the record, parents/guardians may insert an explanation in the record.

School Fees

Catalyst requires parents/guardians to pay \$60.00 a year per student to defray the cost of renaissance programming. Failure to pay the school fee may result in your child not being re-enrolled the following school year

Field trip costs are the responsibility of parents and is not included in the enrollment fee, unless otherwise notified by the school.

Illness

If a student has symptoms of a cold or the flu, which may include but are not limited to: a sore throat, earache, runny nose, skin rash, eye infection or elevated temperature of 99.6 F., the student should be kept at home. If a student becomes ill during the school day, a parent/guardian will be contacted at home or work. Parents/guardians are responsible for picking up their child. The student will not be dismissed until a parent/guardian or other authorized adult comes to the school office to sign the student out.

Communicable Diseases

When a child has been absent due to a communicable disease, a doctor's note must be presented to the main office upon returning to school. The following diseases require exclusion from school: lice, scabies, chicken pox (no fewer than six days after outbreak), German measles (five days after appearance of rash), conjunctivitis (Pink Eye) and mumps (nine days and until all swelling is gone).

Immunizations, Medical and Dental Examinations, and School Exclusion

Illinois State Law requires that every student's parents/guardians present to the school proof of immunization from communicable disease. This information must be on file for every student in school. The Department of Public Health requires proof of immunity from Diphtheria, Pertussis, Tetanus, Poliomyelitis, Measles, Rubella, and Hepatitis B. The mumps vaccine is strongly recommended. Also in compliance with state law, all students must have records of a current medical examination on file, and sixth graders must present records of recent dental examination or the appropriate waivers. Any student whose parent/guardian has not presented proof of a required health examination, dental examination, or immunizations by the stated deadline shall be excluded from school. Illinois law generally sets this deadline as September 15th of the current school year.

Administration of Medication

No school employee or representative shall dispense medication of any kind to students without the expressed, written consent and direction of a parent/guardian. In general, parents are encouraged to come to the school and dispense any drugs the child may need. When a student requires daily medication for a chronic condition, a written note from both a parent/guardian and the prescribing physician must be presented specifying the exact dosage and time for administration. All such medication must be registered and kept in the school office. Students may not carry any medication. A student may not self-administer any medication without their primary care physicians and parents consent.

Excused from Fitness Activities

To be excused from a fitness class, a written request from the parent or guardian is required. If a child is to miss more than one week of fitness class, a note from the doctor is required. Should a child have any health conditions that would prohibit him/her from certain classroom or other school activities, it is the parent's responsibility to notify the teacher, in writing, of this condition; a note from the doctor is also expected and will be kept on file.

Insurance

Catalyst Schools has obtained insurance as required by law with respect to students during school hours and when participating in any activity related to school.

Crises, Emergencies, and Emergency Contact Information

In the event of a crisis, the school crisis plan will be put into effect and parents/guardians will be contacted as soon as possible. If a student becomes ill or is the victim of an accident during the school day, the school will contact the parent/guardian or emergency contact person. If the parent/guardian, family physician, or the adult listed as emergency cannot be reached, one or more school representatives shall seek emergency medical care on behalf of the student. It is extremely important that each student has accurate emergency contact information on file in the school office. If any such information changes during the year, it is the parents'/guardians' responsibility to notify the school immediately. It is extremely important that the school be able to easily and quickly reach at least one parent/guardian at any time during the school day or a school-sponsored event. In accordance with state law, the school will routinely conduct fire and disaster drills. All students are made aware of the exits and precautions to be taken and must obey all directions given by school staff during drills and actual emergencies. If a tornado warning is in effect, the students will be taken to a safe place. If a tornado warning occurs near dismissal time, students will not be dismissed until the warning has expired.

Cell Phones (07/10)

Electronic devices include, but are not limited to iPods, Droids, MP3s, any kind of cameras, headphones, Bluetooth earpieces, etc. Calculators being used for anything other than calculation will be considered an electronic device. The school will not assume responsibility if electronic devices are damaged, lost or stolen at any time. School personnel will not be able to investigate damage, lost or stolen personal electronic devices.

Catalyst students may only use cell phones and other electronic devices before and after school. Students may not use cell phones, electronic communication and/or entertainment devices during the school day.

- Students may carry a cell phone to school ONLY if the parent/guardian signs a written consent granting the child permission to do so.
- If the child has permission, the phone MUST be turned in to the classroom teacher at the beginning of the school day upon entering class, the phone MAY NOT be kept in the child's pocket.
- The phone must remain SHUT OFF, and may not be used until dismissal or in the case of emergency with the teacher's permission.
- If the phone rings during class, or the child is using it at times other than at dismissal, it will be confiscated and held in the office. The parent must pick it up for it to be returned.
- Abuse of cell phone policy will result in student not being able to carry a cell phone to school, even with parental consent.

Parental Agreements and Consents

Parent/Guardian and Student Handbook Agreement

I/we have read the Catalyst Schools Parent/Guardian and Student Handbook and agree to be governed by the policies and guidelines contained herein.

Parent/Guardian 1 Signature: _____
Date_____

Parent/Guardian 2 Signature: _____
Date_____

Student Signature: _____
Date_____

Use of School Computers and Telecommunications (See Appendix A)

Parental Consent Form

Catalyst Schools has chosen to permit students access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that Catalyst Schools does not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, Catalyst Schools supports and respects each family's right to decide whether or not their child may have access to this resource.

1. I am the parent/guardian of the below named student. I have read the **Acceptable Use Policy for Computers & Telecommunications** ("the policy") and I have either explained it to my child/ward ("student") or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software, and Internet access at Catalyst.

2. **Check one:**

_____ I hereby consent to my child's having access to, and use of the telecommunications resources at Catalyst. I also hereby indemnify and hold harmless Catalyst Schools and LaSalle Education Network, from any claims or loss resulting from any infraction by my child of the policy or any applicable law.

_____ I do not consent to my child's having access to, or use of, the telecommunications resources at Catalyst.

Parent/Guardian signature

Date

Name of Parent/Guardian (please print)

Name of Student (please print)

Street Address

City

State

Zip

Use of School Computers and Telecommunications (See Appendix A)

Student Agreement Form

I have read the **Acceptable Use Policy for Computers and Telecommunications**. I understand its significance, and I agree to voluntarily abide with all terms and conditions_of it. I further understand that violation of this agreement would be unethical and might even constitute a criminal offense. Should I choose to violate this agreement, my privileges will be revoked and disciplinary action and/or appropriate legal action may be taken.

Student Signature

Date

Name of Student (please print)

Name of Parent/Guardian (please print)

Street Address

City

State

Zip

**Promise Between Parent/Guardian and the Catalyst Charter School – Howland
Campus (Form C)**

As a parent of a student at Catalyst Charter School, I commit to these actions and terms on behalf of my child:

- I will provide my child with a quiet, orderly place at home to complete each night's homework; I will check my child's homework every night, and I will only accept his or her best performance;
- I will be sure my child gets to school on time. **I understand that my child will serve a 15 minute detention each time he or she is tardy;**
- I will be sure my child eats breakfast, either at home or at school;
- I will send my child to school each day dressed in a clean school uniform and I know I need to send my child with a written note if there is any reason why he or she is not in the school uniform. **I understand that my child will not be allowed in the classroom if he or she is not in uniform and will serve a 15 minute detention each time he or she is out of uniform. I also understand I will be called if my child is out of uniform without a note from me;**
- I will keep my child out of school only for **reasons of illness or family emergencies.**
- I will call the school NO LATER than 8:00 a.m. on any day I know my child will be absent or late; I will send a note with my child the day he or she returns to school after being out. If I feel there is an issue that needs to be discussed with a teacher or the school, I will do so quickly and in private with the teacher or principal; I will not be negative about a teacher or the school in front of my child;
- I will work together with my child's teacher, and I will be supportive of the teachers' efforts to correct inappropriate behavior;
- I will attend every student conference and every parent meeting throughout the year. I understand that if I miss any such conferences or meetings, I will have to accompany my child to school before he or she is admitted to any subsequent class;
- If my child cannot walk home alone and must be picked up after school, I will arrive at the proper place to pick up my child NO LATER than 10 minutes after dismissal.

Name of student

Signature of student

Parent or Legal Guardian

Principal

Parental Consent Form for Social Services (Form D)

Parent/Guardian Consent Form for Permission for child to receive counseling and other social work services when deemed appropriate during school hours at Catalyst Schools – Howland Campus

Student Name

Date of Birth

Home Address

As the parent or guardian of the above named child, I hereby grant permission for my; child to receive counseling and other social work services during school hours when the staff of Catalyst Schools believes it will help my child.

Parent/Guardian

Address

Home Phone

Work Phone

Mobile Phone

Date of Consent

Media Consent, Waiver, and Release (Form E)

I hereby grant irrevocable and unrestricted consent for me or my child to be photographed and/or videotaped by Catalyst Schools and or any/person or entity acting with its authority and permission. I consent to the release, use, re-use, publication, republication, exhibition, alteration and reproduction, in any medium whatsoever, of any and all resulting materials, in any form, including digital form by Catalyst Schools to its designate agents, for public relations, news articles or telecasts, education, advertising, research, inclusion on the Catalyst website, fundraising or any other such purpose. Catalyst Schools will not use identifying information other than a child's name in association with a photograph, publication, republication, exhibition, alteration or reproduction in any medium or form (no phone numbers, addresses, neighborhoods or other personally identifying information – except names - will be used).

I waive any ownership interest I may have in any and all original footage, negatives, and positives, and otherwise finished photographs and videos, including those in digital format and agree that said materials shall become the sole property of Catalyst Schools. I hereby grant to Catalyst Schools, the irrevocable and unrestricted right and permission to copyright, in its own name or otherwise, the aforementioned materials in which I or my child may be depicted, as well as any alterations of same, without restrictions as to alterations made through any medium now or hereafter known.

I waive all rights to inspect or approve any photograph, video, or film taken by Catalyst Schools or any person or entity designated by it. I waive all right that I may have to any claims for compensation, payment or royalties in connection with the creation, exhibition, broadcasting, or other publication and irrespective of whether a fee for admission is charged.

I release Catalyst Schools and its officers, employees and agents, from any liability connected with the creation, recording, publication, and/or use of said photographs, videos, and/or recordings, and from any liability arising by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the use of the materials.

I declare that I am either (i) eighteen (18) years of age and am legally competent to execute this release, or (ii) that I am under eighteen (18) years of age and have acquired the written consent (which is affixed to this document) of my parent or guardian named below. Their signature indicates they have read and understood this document before signing. I understand that the terms herein are contractual and not a mere recital, that this instrument is legally binding, and that I have voluntarily signed this document,

I have fully read and informed myself of the terms of this consent, waiver and release before signing it.

Name (print clearly)

Signature

Date

Address

Home phone

Work phone

Mobile phone

Parental Authorization for Self-Administered Medication

I, _____ parent/guardian of _____,
a student at Catalyst Schools – Howland Campus, hereby request and authorize school personnel
to administer the following medication to my child:

Name of medication

Dosage

Time(s) when it is to be administered

Name of physician who prescribed the medication

Physician's phone number

I understand that the medication must be delivered to the school office in its ORIGINAL CONTAINER.

I understand that if the medication is a prescription medication, the pharmacy label must show the student's name, the date prescribed, and the name of the medication, the dosage, and times to be taken, the expiration date, the prescribing physician, the name and address of the pharmacy.

Permission to Release Confidential Records (*Form G*)

Re: _____
Student

I hereby request and authorize _____ to exchange and share information with the following agency/individual by phone, postal service or email:

Catalyst Schools
1616 South Spaulding
Chicago, IL 60623

Information to be released:

- **Name, address, telephone, ethnicity, gender, grade, age, birth date, etc.**
- **Academic records (includes coursework, grades, attendance, class rank, extra curricular activities, etc.)**
- **Performance records (includes aptitude and achievement tests results and results from all standardized tests, IEP, special education, etc.)**
- **Medical and related health records**
- **Psychological evaluations and/or social work reports**
- **Disciplinary evaluations and related reports**

Signature of Parent or Guardian

Date

Appendices

APPENDIX A: Acceptable Use Policy for the use of Computers and Technology

Access to computer systems and networks owned or operated by Catalyst Charter impose certain responsibilities and obligations and is granted subject to school policies, and local, state, and federal laws. Acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment.

Guidelines

In making acceptable use of resources you must:

- Use resources only for authorized, school-related purposes
- You are responsible for all activities that originate from your system.
- Access only information that is your own, that is publicly available, or to which you have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.

In making acceptable use of resources you must NOT:

- Use another person's system, user id, password, files, or data without permission.
- Use computer programs to decode passwords or access control information.
- Attempt to circumvent or subvert system or network security measures.
- Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files or making unauthorized modifications to school data.
- Use school systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates.
- Make or use illegal copies of copyrighted materials or software, store such copies on school systems, or transmit them over school networks.
- Engage in accessing, producing, posting, sending or displaying material that is considered offensive.
- Attempt to plagiarize or infringe copyrights of works you find on the Internet.
- Use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or personal data.
- Waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
- Use the school's systems or networks for personal gain; for example, by selling access to your user ID or to school systems or networks, or by performing work for profit with school resources

- in a manner not authorized by the school.
- Access chat rooms, or social networking sites such as Facebook, Tagged, MySpace, or any sites comparable with the intent to post blogs, or chat.
- Engage in any other activity that does not comply with the General Principles presented above.

Enforcement

The school considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. Violations of these regulations will result in serious disciplinary action and may also result in criminal charges if the violation of the regulation is also a violation of local, state, and federal laws.

Information Disclaimer

Individuals using computer systems owned by Catalyst Charter do so subject to applicable laws and policies. Catalyst Charter disclaims any responsibility and/or warranties for information and materials residing on non-school systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions, or values of the State of Illinois, Catalyst Charter, its faculty, staff, or students. Catalyst Charter shall not be responsible for the safety or securing of personal electronic equipment students or staff chooses to bring to school.

APPENDIX B: Catalyst Charter Bullying/Cyber Bullying Policy

Catalyst Charter strives to provide a safe, positive learning climate for students. Therefore, it shall be the policy of Catalyst Charter to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.

All forms of bullying and cyber bullying by Catalyst students are hereby prohibited. Anyone who engages in bullying or cyber bullying in violation of this Policy shall be subject to appropriate discipline.

Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member.

Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

Catalyst Charter shall annually inform students that bullying or cyber bullying of students will not be tolerated.

Definitions:

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Placing a student in reasonable fear of physical, emotional or mental harm;
3. Placing a student in reasonable fear of damage to or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of Catalyst Charter, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.

The term "bullying" and "cyber bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Delegation of Responsibility:

Each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying.

Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying.

Students shall be encouraged to report bullying or cyber bullying complaints to any staff member.

Any staff member who receives a bullying or cyber bullying complaint shall gather information or seek administrative assistance to determine if bullying or cyber bullying has occurred. The principal or his/her designee will inform the parents or guardians of the victim and also the parents or guardians of the accused.

Complaint Procedure:

A student shall report a complaint of bullying or cyber bullying, orally or in writing, to a staff member. If a parent initiates the complaint, the appropriate staff member will follow-up with the student.

The staff member will either gather the information or seek administrative assistance to determine if the alleged bullying or cyber bullying conduct occurred.

A violation of this Policy shall subject the offending student to appropriate disciplinary action, consistent with the Student Code of Conduct, which may include suspension, expulsion or notification to the appropriate authorities.