



"Academic Excellence, No Exceptions, No Excuses!"

Parent & Student Handbook

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Carmel Perkins, Principal

Carter School of Excellence Parent Student Handbook



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The Vision of Carter School of Excellence

Carter School of Excellence houses a community of learners who cultivate academic, social and personal excellence. From the classroom to the community, we engage in learning experiences that are ambitious, authentic and inquiry based. We are empowered with strategies to advocate with compassion and empathy so all feel confident to take risks and increase their resiliency and grit.

The Mission of Carter School of Excellence

We are an exceptional community committed to inspiring students at Carter School of Excellence to develop creativity, curiosity, and critical thinking skills. We strive to prepare our students academically and socially to thrive in an ever expanding global society. With integrity, students will push beyond their known limits to become trailblazers within their generation and generations to come. We will establish trust among students, families, staff and community partners. All children at Carter School of Excellence will receive equal access to opportunities for success.

The Cougar Creed

I am a cougar. Today I will be a leader through my actions and decisions. Today I will press toward academic excellence and personal honesty to better myself, my school and my community. I will not waste this day, for this day will come no more.

Enrollment & Registration Procedures

A parent or legal guardian may enroll any student within our attendance boundary at the Carter School of Excellence. Parents/legal guardians must present one of the following documents in addition to a State ID or Drivers License:

- Gas Bill
 - Telephone Bill
 - Electric Bill
 - Payroll Check Stub
 - IL. Department of Unemployment Paperwork
 - U.S. Postal Services Change or Address Verification
 - Voter's Registration Card
 - IL. Department of Children and Family Services Medical Card
- In addition to the parent/legal guardian identification documents, the following documents are required for student registration:
- Certified copy of your child's birth certificate
 - Transfer papers from former school (any records from school/s previously attended outside of Chicago Public Schools)
 - Current Immunization record

Immunizations, Physical Examinations and Dental Examinations

A current physical, up-to-date immunization record, and dental exam are required for all students entering Chicago Public Schools for the first time. In addition, **ALL Children entering kindergarten (or 1st grade if they did not attend kindergarten) and 5th grade need new physical examinations.** Students exiting 8th grade also need new physicals. All students entering kindergarten, 2nd and 6th grade are required to have **proof of a dental exam. Those students whose medical records are not up to date may be excluded from school according to Chicago Public Schools policy.** Please cooperate with the school nurse and school staff if you are contacted. **If your child has special medical conditions or health concerns, including life-threatening allergies, asthma, diabetes, or any condition requiring administration of medication during school hours, the office must be notified of these conditions so they can be noted in the child's file with the required medical forms.** 504 plans can be developed to help facilitate medication distribution on a regular basis.

Students that are not in medical compliance will not be eligible to attend or participate in extracurricular activities which include, but are not limited to:

- exclusion from extracurricular activities (points redemption at the Cougar Cave school store, field days, Recreation Den passes, Out of uniform passes, daily raffles, free time events, Saturday incentive field trips, Open Gym, School Formal Dances, Movie Days, Ice Cream Socials, etc.)

Attendance Policy

In order for our students to be successful in school and excel academically, students MUST be in school at the appropriate time. Being present and on time is a key element to the student's success. All students are expected to be here on time every day! Entry begins at 8:35 a.m as instruction begins at 8:45 a.m. daily. Once students arrive on the Carter School of Excellence school grounds, they are not permitted to leave school grounds without a parent/guardian.

Bell Schedule

School Hours: 8:45 a.m. - 3:45 p.m.

Entry Bell: 8:35 a.m.

Dismissal Bell: 3:45 p.m.

Carter School of Excellence is a closed campus school. The school day begins promptly at 8:45 a.m. Students eat lunch at school according to the lunch schedule and are dismissed from the regular school day at 3:45 p.m. If your child participates in extracurricular activities or extended day programming, parents will be notified by a school representative or teacher.

Bus Card Pickup/STLS Procedures

Bus cards will be distributed every Monday of the week. Students who are in 6th- 8th grade will pick up bus cards from the main office at/before 3:30p.m. Parents of students that are K-5th grade will be expected to pick up bus cards in between 8:45 a.m. - 9:00 a.m. every Monday. PM Pre-K parents may pick up bus cards from 12:45 p.m-1:00 p.m.

Arrival & Dismissal

Arrival: Encourage your child to be in school and on time each day. Entry bell rings at 8:35 a.m. and the school day starts at 8:45. Instruction begins promptly at 8:45 a.m. For your child's safety, they are not to report to school before 8:30 a.m. All parents/guardians must drop off their child and/or children at their assigned entry door, by 8:45 a.m. but not prior to 8:30 a.m.

Dismissal: Teachers will escort student to their assigned exit door for dismissal at 3:45 p.m. If your child and/or children do not walk home, all parents/guardians must pick up their child and/or children at their assigned dismissal door.

Early Dismissal

Students are not dismissed early from school unless they are under the supervision of a legal parent/guardian or authorized person designated by the parent/guardian. In the event that the parent/guardian designates another adult to pick up child, that person must be listed on the child's early dismissal form. All persons picking up students for early dismissals must have a valid photo id. A note to the main office informing the school of your intentions to pick up your child early will be greatly appreciated.

Absences

If a student is absent for any reason such as illness, religious holiday, or death in the immediate family, it is the responsibility of the parent/legal guardian to notify the school at 773-535-0860. In addition, the parent/guardian must write a note to be given to the main office upon the child's return to school. The note should include the date(s) of the absences and reason. If a student is out due to medical concern, a doctor's notice for an excused absence is required. Please understand, all written notes do not constitute an excused absence. Excused absences include (death in family or illness).

Students with chronic attendance concerns, (i.e. excessive tardies, absences, early dismissals) **will be placed on an attendance contract** for school based intervention supports and **reported as truancy to Chicago Public School and the Department of Children and Families Services** if applicable for investigation and follow-up.

Attendance is a mandatory requirement for participation in all school-wide extracurricular events. Students that are not in good standing with attendance will not be eligible to attend or participate in extracurricular activities which include, but are not limited to:

- exclusion from extracurricular activities (points redemption at the Cougar Cave school store, field days, Recreation Den passes, Out of uniform passes, daily raffles, free time events, Saturday incentive field trips, Open Gym, School Formal Dances, Movie Days, Ice Cream Socials, etc).

Attendance Incentives

Student attendance is a crucial factor and has a strong correlation to academic excellence. **CSOE has daily and weekly attendance incentives which include but are not limited to:**

- Cougar Cave School Store (students earn 10 points daily for being in attendance, only 5 points if they are tardy or receive an early dismissal) to redeem biweekly for games, healthy snacks, bikes, tablets, Beats headphones, Xbox, iPods, gift cards, etc).
- Saturday attendance incentive field trips, out of uniform passes, gift cards, spirit days, Recreation Den, Formal Dances, etc.

Uniform Policy

All Carter students are required to wear the following uniform:

- **Pre K-5th grade: Electric Green Polo and Navy Blue bottoms**
- **6th-8th grade: Black Polo and Navy Blue bottoms**

Parents as we create an environment of college and career readiness, we will require that every student only wear clothing and accessories that are appropriate for school. As a result:

- All shirts must be worn tucked in by both boys and girls.
- Pants must be worn at the student's natural hip.
- Skirts must fall within 3" above the student's knee or longer.
- No tank tops, mid rise, sleeveless, see-thru or spaghetti strap tops may be worn at any time.
- NO HOODED SWEATSHIRTS are to be worn INSIDE the building during the school day.
- Only navy blue, black or white sweaters can be worn in the building with uniforms. They cannot be hooded or include any form of writing.
- Boys are not permitted to wear earrings, straws, studs or bandages on ear to maintain new piercings.
- Neck chains and medallions should not be thick or oversized ones – or include charms or trinkets that represent violence, drugs, or gang affiliations. Jewelry of that nature is considered inappropriate in our school community.
- All shoes, boots, and gym shoes will be worn appropriately with the straps fastened properly.
- Facial/body piercing is not allowed.
- Boys' haircuts cannot include elaborate designs, sayings, slogans, or symbols.
- Wearing of hats is strictly prohibited within the building.
- No flip flops or slides. This is a matter of both health and safety for our students.
- No Leggings, jeggings, ripped or torn pants may be worn at any time.
- Socks must be worn under clothing.

We are going to great lengths to eliminate the existence of any garment that could be interpreted as a distraction to the educational **environment and cannot anticipate every fashion trend**. Therefore, we will communicate openly with parents should such event occurs and students will be given a loaner uniform. We will have zero tolerance of any form of gang activity or affiliation by those inside of our school. We need your understanding and cooperation to ensure our students' safety. Therefore, students who do not follow these policies will be issued consequences in accordance with the CPS Student Code of Conduct. With your cooperation, Carter's uniform policy will be a wonderful success.

Loaner Uniform Procedure

A loaner uniform will be issued for any student that arrives to school and does not have their own uniform or does not adhere to the uniform policy. It is strongly encouraged that parents ensure students are in full compliance with Carter School of Excellence's Uniform Policy.

Breakfast & Lunch

Carter School of Excellence offers universal breakfast to all of our students. In order to receive a breakfast students must arrive by 8:45 a.m. as it ends promptly at 9:00 a.m. Breakfast is served at no charge to all students, regardless of their meal status.

All parents/guardians must submit a lunch application. Please fill out the entire application. Incomplete applications cannot be approved.

Healthy Schools Policy

Students love to celebrate birthdays and holidays at school, as it is a memorable time to share with teachers and friends. In an effort to abide by the Chicago Public Schools Healthy Snack and Beverage Policy, and to maximize the learning process and instructional time, **students and parents will not be allowed to bring food items for such celebrations.** As the policy states that, “Principals, schools staff, parents/guardians and before and after school program partners should promote healthy classroom and school celebrations/rewards by minimizing the use of candy and snacks as part of a celebration or rewards.” “Principals, school staff, parents/guardians and before and after school program partners must promote non-food rewards”. Additionally, several of our students have health concerns related to food, including allergies, diabetes and sensitivity to dyes. Frequent birthday celebrations with sweet treats are not in alignment with our goals of overall health, wellness and maximizing student learning. The school and our staff are responsible for positively influencing students’ beliefs and habits in theirs areas that recognizes the importance of wellness, balanced nutrition and an active lifestyle for all of our students.

Teachers will recognize student birthdays in a manner that continues to promote academic excellence. Fun and exciting ways to celebrate can include, but are not limited to:

- Classroom job for the day
- Choice activity
- Sit with a friend for the day
- Birthday crown
- Decorative chair
- Choice of text for read aloud

We appreciate your help with this matter!

Academic Expectations

Progress Reports: Our goal to keep parents informed of their child/children's progress and school happenings, Progress Reports are sent out as a means of communication. Progress reports are distributed on the 5th, 15th, 25th, and 35th week of school. The progress report should be signed and returned to the school and/or your child's teacher(s).

Report Cards: Carter students will receive electronically generated report cards. Report cards are distributed at the 10th, 20th, 30th, and 40th week of school. Please closely monitor the status of your child's achievement to ensure he/she is stays on track throughout the school year. Communicate immediately with your child's teacher for methods of increasing your child's achievement and remediation of unsatisfactory progress. The report card is the most accurate reflection of the students' successful mastery of the curriculum. The following grading scale is utilized at Carter School of Excellence.

Marks and Criteria for Reporting Student Achievement:

The report of student achievement reflects what your child knows and is able to do to meet the CCSS. The grading codes A,B,C,D, & F reflect your child's progress toward meeting the Common Core State Standards. Your child will receive grades for the following subjects: Language Arts (Reading, Writing, Listening, Speaking & Research Skills), Mathematics, Science, Social Science, Art, Music, Health, and Physical Education.

A- Substantially Exceeds the Standard (Excellent/Superior = 100%-93%)

- Masters fundamentals thoroughly and exceeds expected standard.
- Completes all assigned work and is willing to complete enrichment and independent activities.
- Masters facts and principles and usually applies them to new and unfamiliar situations.
- Assumes an active and alert role in all learning and instructional activities.

B- Exceeds the Standard (Good/Above Average = 92%-84%)

- Meets expected standard and shows grasp of fundamental skills.
- Completes all assigned work.
- Shows ability to retain and apply facts and principles in most situations.
- Actively participates in most learning and instructional activities

C- Meets the Standard (Satisfactory/Average = 83%-75%)

- Performs at minimum expected standard and shows understanding of skills.
- Completes most assigned work.
- Retains and applies facts and principles in some situations.
- Actively participates in most learning and instructional activities

D- Less than acceptable performance on the standard (Needs improvement/Below Average = 74%-67%)

- Performs below expected standard and show limited understanding of skills.
- Does limited amount of assigned work.
- Demonstrates difficulty in retaining and applying facts and principles.
- Participates in learning activities on a limited basis.

F- Does Not Meet the Standard (Unsatisfactory/Failing = 66%-0%)

- Works much of the time below expected standard.
- Does not complete or seldom completes assigned work.
- Does not retain or apply facts and principles.
- Does not participate in and may resist participating in learning activities.

Promotion Policy: Chicago Public Schools Elementary School Promotion Policy K - 8 is designed to provide guidelines for schools to follow in making promotion, graduation, and retention decisions. By meeting the goals and standards for each grade level, students can meet promotion requirements. Those requirements include:

-Performance of the MAP/NWEA assessment

-Attendance

-Behavior

-Adherence to homework policies

-Successful completion of the curriculum.

Promotion decisions for students in grades 3, 6 & 8 will be made during the last week of school. Promotion status and applicable summer school requirement(s) will be determined by the student's District-Wide Assessment (DWA) scores in reading and math, followed by a review of the student's academic performance. All students must receive a passing score on The Constitution of the United States of America and The Constitution of the State of Illinois exams to receive an 8th grade diploma.

Homework Policy: All Chicago Public Schools are expected to adhere to a system-wide homework policy. Homework is a necessary component in the sequence of a child's education. Student's are to complete all homework assignments and return by due date to given teacher for credit.

The following are suggested time allocations for teacher-directed homework:

Kindergarten:	15 minutes per day
Grades 1, 2, & 3	30 minutes per day & independent reading
Grades 4, 5, & 6	45 minutes per day & independent reading
Grades 7 & 8	90 minutes per day & independent reading

Expectations For Excellence

- Demonstrate academic integrity and honesty
- Attend and actively participate in class and discussion
- Be prepared and ready to learn every day
- Complete assigned work on time with attention to quality
- Accept responsibility for your actions
- Exhibit pride in yourself and your school

Discipline

Carter School of Excellence places a strong emphasis on building a safe, orderly, and nurturing learning environment. We expect all students to conduct themselves in a socially responsible manner. Carter School of Excellence will exercise a zero tolerance policy as it relates to discipline. During the first week of school each student will receive the Chicago Public Schools Student Code of Conduct guide, which will serve as an invaluable resource to you and your child throughout the year. This book will serve as a guideline for adhering to all policies and procedures for addressing discipline.

Bullying

Bullying is defined as systematically and chronically inflicting physical hurt and/or psychological distress on one or more persons. Bullying is a form of harassment and may be characterized by unwanted, purposeful written, verbal, nonverbal, or physical behavior that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage, humiliation, discomfort, or to interfere with the individual's school performance or participation. Bullying may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidation
- Stalking
- Physical violence
- Racial, ethnic, sexual, or religious harassment
- Public humiliation
- Rumor or spreading falsehoods
- Cyber bullying

***Cyber bullying** is willful and repeated harassment and intimidation of a person(s) in any of the above stated ways, through the use of digital technologies including, but not limited to, emails, blogs, texting, social websites, chat rooms, instant messaging, video voyeurism or "YouTube".

Bullying is strictly prohibited by Carter School of Excellence and the CPS district. All allegations of bullying will be investigated and appropriate disciplinary actions will be imposed on all those involved. Since bystander support of bullying can support these actions, Carter S.O.E. prohibits both active and passive support for acts of bullying and/or harassment.

Electronic Devices Expectations

Carter School of Excellence allows students to use the telephones in the Main Office to communicate with parents/guardians between regular school hours of 8:45a.m. - 3:45 p.m in the event of an emergency. The use of cell phones during the school day is a distraction that compromises the integrity of the educational atmosphere, and will therefore not be tolerated. To ensure a sense of safety on behalf of Carter's parents/guardians, students are allowed to bring cell phones as a means to communicate with parents/guardians **before and after school only**. The following are expectations for electronic devices, including but not limited to, **cell phones, iPods, MP3s, tablets & Nintendo DS**. Students who chose not to follow these expectations will have their electronic device(s) confiscated and only a legal parent/guardian will be allowed to retrieve it. Violation of the electronic devices policy will be dealt with in accordance to the Chicago Public Schools Student Code of Conduct. **Faculty and staff will not assume responsibility for confiscated, lost, misplaced, or stolen cell phones or other electronic devices at any time.**

All cell phones and electronics must not be visible or heard between 8:45 a.m.- 3:45 p.m or during academic programming hours.

Student Responsibilities

1. Attend school every day
2. Arrive to school/class on time and ready to learn
3. Follow volume expectations in class and hallway so as not to disrupt the learning environment of others
4. Bring all necessary materials to class every day
5. Complete all assignments, including quizzes and tests
6. Actively participate in class discussion
7. Adhere to Uniform Policy and procedures
8. Accept responsibility for individual choices
9. Respect the rights and property of others
10. Seek assistance to prevent and resolve conflicts

Visitor's Policy

Parents/guardians are always welcome at Carter School of Excellence. We look forward to you being an integral part of the learning community. One of our primary goals is to keep students safe. Therefore, for safety, security and order, all visitors are to enter and exit through the Main Entrance at door 1. Visitors should immediately report to the school security desk to sign in and be issued a visitor's pass. **You must obtain a visitor's pass before permitted to pass main entrance.** Security and school staff are expected to request any person in the building unable to present a visitor's pass to return to the school office/security desk. When you have concluded your business within the school, we ask that you to sign out and **EXIT ONLY THROUGH DOOR 1** for safety and security purposes. Security and school staff are expected to never open doors for parents and/or visitors other than at door 1. We appreciate your understanding and support as our shared interest is the safety of your child.

All visitors are expected to maintain a standard of excellence. Any use of verbally abusive language will not be tolerated and will require that such persons leave the premises.

Teacher Conferences & Classroom Visits

Teachers are eager to discuss your child's progress, growth, and behavior. We ask that you schedule an appointment before or after school as not to interrupt instructional time. Visitor passes will not be issued to parents/guardians during instructional time unless previously arranged with the classroom teacher. Arrangements for classroom visits will be approved by administration only after consultation with the teacher. There will be two parent-teacher conference days and open house during the school year. Notices will be sent home prior to those dates.

Field Trips

Carter School of Excellence encourages teachers to plan trips away from school that support curricular objectives and gains. These trips are considered **educational privileges**. **Students who are on attendance contract, receive misconduct reports, discipline referrals, before or after school detentions, or suspensions may not be allowed to attend or MUST be accompanied by an adult in order to participate.** A parent/guardian must sign a permission slip before a student is allowed to leave school property and that student must turn in the signed copy by the due date in order to participate. Students without a consent form will not be allowed to participate. **Phone calls for verbal agreement cannot be accepted as consent and are not allowed.**

Culture & Climate

Chicago Public Schools Student Code of Conduct: Our culture and climate at Carter School of Excellence will strictly adhere to Chicago Public Schools Student Code of Conduct. It is vital that parents and students become with policies outlined to ensure that all students and faculty are in a safe and productive environment that is conducive to maximizing student learning.

Positive Behavior Interventions and Supports/Tiered Systems of Support: Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional, and academic success.

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

Tier Level	Systems of Support	Student Code of Conduct Intervention & Consequence
Tier 1	-Second Step Curriculum (Social Skills for Academic Success) -Behavioral Management Cycle (includes classroom based reflection and rewards system -School-wide monthly reward system	-Non Verbal Warning -Private verbal Warning -Student self reflection form/documentation -Teacher & student conference focused on expectation violated and practicing expected behavior -Detention with classroom teacher
Tier 2	-PBIS team based supports -Goal based behavioral contract Check In Check Out with academic and social reinforcement	-Non Verbal Warning -Private verbal Warning -Student self reflection form/documentation -Teacher, student & parent conference focused on violated of repeated behavior and practicing expected behavior -Before or after school detention -Daily Check In Check Out -Referral to social skills instruction, academic tutoring, or a focused mini group to remove trigger
Tier 3	-Social Emotional Learning intensive supports from counselor and/or social partnerships (anger management, restorative justice practices, & coping group)	-Student self reflection form/documentation -Teacher, student, Administration, parent conference focused on repeated behavior -Before or after school detention -Daily check-in check-out -Referral to social skills partnership instruction, academic tutoring, or a focused mini group to remove trigger -Repeated behavior only- could result in out of school suspension

CHICAGO PUBLIC SCHOOLS MEDIA CONSENT FORM AND RELEASE

School _____ Date _____

_____ I hereby consent to have _____ (relation, full name, date of birth) photographed, video taped, audio taped or interviewed by the Board of Education of the City of Chicago (the "Board") or the news media when school is in session or when my child is under the supervision of the Board. I understand in the course of the above described activities that the Board might like to celebrate my child's accomplishments and work. Therefore, I further consent for the Board's release of information on my child's name, academic/non-academic awards and information concerning my child's participation in school-sponsored activities, organizations and athletics.

I also consent to the Board's use of my child's name, photograph or likeness, voice or creative work(s) on the Internet or on a CD or any other electronic/digital media or print media.

As the child's parent or legal guardian, I agree to release and hold harmless the Board, its members, trustees, agents, officers, contractors, volunteers and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability that shall arise out of or by reason of, or be caused by the use of my child's name, photograph or likeness, voice or creative work(s), on television, radio or motion pictures, or in the print medium, or on the Internet or any other electronic/digital medium.

It is further understood and I do agree that no monies or other consideration in any form, including reimbursement for any expenses incurred by me or my child, will become due to me, my child, our heirs, agents, or assigns at any time because of my child's participation in any of the above activities or the above-described use of my child's name, photograph or likeness, voice or creative work(s).

I understand that I may cancel my consent by providing written notice to the principal.

_____ Signature of Parent or Guardian or
Student if age 18 or over

_____ I **do not** consent to my child being photographed, video taped, audio taped and/or interviewed by the Board or the news media when school is in session or when my child is under the supervision of the Board. I **do not** consent for the Board to use creative work(s) generated and/or authored by my child on television, radio or motion pictures, or in the print medium, or on the Internet or any other electronic/digital medium.

_____ Signature of Parent or Guardian or
Student if age 18 or over

Parent-Student Acknowledgement and Verification of Receipt of Parent/Student Handbook

I have received and read the Carter School of Excellence Parent/Student Handbook for the 2014-2015 school year. I am aware and understand the policies it contains for Carter School of Excellence. I understand that my child/ren and I are responsible for adhering to the rules and procedures as outlined in the Parent/Student Handbook. I am aware that it is my/ my child's responsibility to read and understand the contents. I understand that by following the procedures outlined in the Handbook we are helping to make Carter School of Excellence an enriching, safe and excellent environment to learn.

I also understand and agree that my child will be held accountable for the expected behavior and consequences outlined in the Carter School of Excellence Parent/Student Handbook and The Chicago Public Schools Student Code of Conduct (SCC).

Please return to your student's teacher by September 12, 2016.

I have received and read with my child the Carter School of Excellence Parent/Student Handbook.

Student's Name _____ Room _____

Student's Signature _____ Grade _____

Parent/guardian Name _____

Parent/guardian Signature _____

Date _____

Parent/guardian Telephone#: _____

Parent/guardian email address: _____