

# ASPIRA Charter Schools

## Student-Parent Handbook

### 2011-2012



ASPIRA Early College High School



Mirta Ramírez Computer Science High School



Antonia Pantoja Alternative High School



Haugan Middle School



Leadership through education

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# Message from the CEO

Dear ASPIRA students and parents,

On behalf of all our personnel and staff, let me welcome you to the start of another exciting year at ASPIRA. Student learning and growth is at the heart of all of our efforts. We hope that you will take full advantage of the opportunities an ASPIRA education offers you in this coming academic year.

In order to create an optimal environment for teaching and learning, ASPIRA has developed the following handbook to guide the policies and procedures of students, staff, and parents. Please take the time to read this document carefully so that you are familiar with our expectations. Please note that this document is intended to supplement the policies and procedures outlined in CPS' *Student Code of Conduct*, which all ASPIRA schools have adopted.

Communication and collaboration are key to good relationships. Therefore, we are counting on the help of you, students and parents, to make this an exceptional year. If you have any questions or concerns about the information provided here, feel free to contact your school administration. Here's to the start of a successful year of studies.

Sincerely,

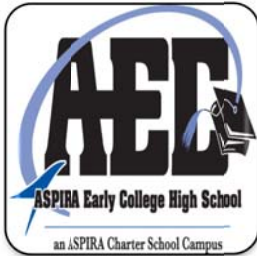
José E. Rodríguez  
President and CEO  
ASPIRA Inc. of Illinois

**ASPIRA Headquarters  
2415 N. Milwaukee Avenue  
Chicago, IL 60647**

**José E. Rodríguez, President and CEO**  
**[jrodriguez@aspirail.org](mailto:jrodriguez@aspirail.org)**  
**[www.aspirail.org](http://www.aspirail.org)**

## ASPIRA charter schools

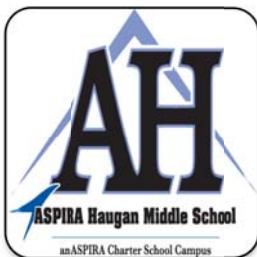
All ASPIRA schools implement a standards-based, college preparatory curriculum taught through Project Based Learning. Project Based Learning is a systematic teaching method which engages students in extended inquiry structured around complex, authentic questions and carefully designed tasks and products. Upon completion of projects, students give Presentations of Learning to share their findings with classmates, faculty, and parents.



**ASPIRA Early College High School** implements a standards-based college preparatory curriculum which targets key skills from Northeastern Illinois University course syllabi. Instruction centers on Project Based Learning. Eligible ASPIRA Early College students also receive the opportunity to earn college credit through an innovative dual enrollment program with Northeastern Illinois University and Wright College.



The curriculum at **Antonia Pantoja Alternative High School** combines Project Based Learning with college preparatory academic skills. At-risk youth are given a second chance at achieving a high school diploma as they master key skills in Language Arts, Writing, Mathematics, Social Studies, World Language, and Science. Effective thinking, listening, and speaking across the curriculum are refined as are career skills, life skills, and effective personal qualities.



**Haugan Middle School's skill- and -project-based** curriculum fosters student development and leadership through Project Based Learning for students in grades 6-8. Haugan students prepare for high school, college, and beyond with an integrated curriculum that emphasizes connections to math, science, and technological applications.



**Mirta Ramírez Computer Science High School's** standards based college preparatory curriculum combines Project Based Learning with practical and advanced instruction in the latest computer science and technology. Students are provided with a rigorous and comprehensive high school education focusing on computer science. Eligible students also receive the opportunity to earn college credit through an innovative dual enrollment program with Wright College. Students will also be academically prepared to enter and succeed into a program of postsecondary education or obtain meaningful employment opportunities.

## School addresses and contacts

### Aspira Early College High School / 3986 W. Barry Ave.

Yolanda Mijiangos  
Principal  
ymijangos@aec.aspirail.org  
773-252-0970 x634

Nydia Castillo  
Assistant Principal  
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773-252-0970 x632

Elia Zamudio  
Registrar  
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773-252-0970 x639

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Attendance Clerk  
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773-252-0970 x615

### Antonia Pantoja High School / 3121 N. Pulaski Ave.

Hugo Campuzano  
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Martha Zurita  
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Carmen Caraballo  
Registrar  
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María Toro  
Attendance Clerk  
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### Mirta Ramírez Computer Science High School / 1711 N. California Ave.

Gabriela Reyes  
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### Haugan Middle School / 3729 W. Leland Ave.

Michelle García-Jones  
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Claudia Rentería  
Assistant Principal  
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773-252-0970 x515

Crystal Lopezello  
Registrar  
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773-252-0970 x554

Mayra Pérez  
Attendance Clerk  
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773-252-0970 x555

# General ASPIRA policies

## Statement of non-discrimination

As an organization, ASPIRA is committed to equal opportunity of education. ASPIRA schools do not discriminate on the basis of race, color, sex, religion, age, marital status, disability, sexual orientation, veteran status, ethnicity, or national origin in matters of admissions, employment, services, educational programs or any other activities, in accordance with civil rights legislation. Any alleged violation of this policy or questions regarding ASPIRA schools' compliance with state and federal non-discrimination statutes may be addressed to school principals, or to ASPIRA of Illinois's President and CEO, Mr. Jose Rodriguez, 2415 N. Milwaukee Avenue, Chicago, IL 60647.

## Mandated reporting

All employees of ASPIRA are mandated reporters of suspected child abuse and by law must report suspected cases of abuse to the State of Illinois DCFS hotline.

## Chicago Public Schools Student Code of Conduct

**ASPIRA Charter Schools have adopted the Chicago Public Schools (CPS) *Student Code of Conduct*.** A copy of the *Student Code of Conduct* is included in Appendix H (page 39) of this handbook. The code can also be accessed via the Chicago Public Schools' Policy Handbook site at <http://policy.cps.k12.il.us/download.aspx?ID=207>. **All parents/guardians and students—even returning ones—must review their handbook and the *Student Code of Conduct* before the beginning of the school year.** At the beginning of each school year, all students and parents/guardians will be required to sign a form acknowledging that they have received a copy of the *Code of Conduct*.

As of the start of the 2011-2012 school year, CPS has not yet released its updated *Student Code of Conduct*. ASPIRA schools and students will adhere to the 2010-2011 CPS *Student Code of Conduct* until the new version becomes available. Parents and students will be supplied with a copy of the updated version by the school as soon as it becomes available.

# Enrollment and admissions policy

## Enrollment and admissions at ASPIRA schools

ASPIRA schools accept enrollment of pupils who reside in the City of Chicago (Board of Education District #299). ASPIRA's Hagan Middle School accepts students entering grades 6-8 and ASPIRA's AEC and Mirta Ramírez High Schools accept students entering grades 9-12. Antonia Pantoja Alternative High School accepts students on a quarterly basis who are 16-21 years of age and are at-risk of dropping out or have dropped out of their former school.

Priority for enrollment is given to pupils who were enrolled at an ASPIRA school during the previous year (unless expelled for cause). Siblings of students currently enrolled are also given enrollment priority.

**Students seeking admission to an ASPIRA school** may pick up a lottery application form at the office of the school to which they are seeking admission. Students seeking admission to Antonia Pantoja Alternative High School also have the option of accessing application forms online at [YCCS.org](http://YCCS.org).

If the applicant meets the criteria to enter an ASPIRA school but there is no available space at the school to which they have applied, the student will be placed on a waiting list.

## Registration

Upon acceptance to an ASPIRA school, students and family will receive a registration packet by mail. The packet will include important information including an assigned registration date and several forms which must be completed and returned to the student's school.

**In order to complete their registration, students must report to school with a parent/guardian on their assigned date ready to submit the following documents:**

- Copy of student's birth certificate
  - Copy of student's social security card (if applicable)
  - Official transcript(s) from school(s) previously attended
  - Drop slip from the student's previous school (A. Pantoja only)
  - Transfer slip from the student's previous school
  - Immunization history and evidence of physical examination
- new ASPIRA students**
- Proof of address
  - Proof of parent/guardian income (check stub/medical card)
  - Proof of PSAE (if applicable)
  - Updated medical records
  - Registration Process form
  - Demographic/Emergency information sheet
  - Free and reduced priced meal application
  - Parent /Guardian consent form
  - Information update form
  - \$140.00 activity fee (all schools except Haugan)\*
- new and returning ASPIRA students**

Students not reporting on the assigned date will be registered by appointment according to the availability of school personnel.

\*The activity fee will cover the cost of school uniform, school I.D, field trips, labs, mailings, and other student consumables. For questions regarding student fees, please contact your school's registrar or school-community representative.

# Academic calendar 2011-2012

<b>August 2011</b>	Monday 22 <sup>nd</sup>	<b>First day of classes</b>
<b>September</b>	Friday 2 <sup>nd</sup>	Early dismissal, <i>half day of classes</i>
	Monday 5 <sup>th</sup>	Labor Day holiday, <u>no classes</u>
	Friday 16 <sup>th</sup>	Early dismissal, <i>half day of classes</i>
	Friday 23 <sup>rd</sup>	Early dismissal, <i>half day of classes</i>
<b>October</b>	Friday 7 <sup>th</sup>	Early dismissal, <i>half day of classes</i>
	Monday 10 <sup>th</sup>	Columbus Day holiday, <u>no classes</u>
	Friday 14 <sup>th</sup>	Teacher in-service day, <u>no classes</u>
	Friday 21 <sup>st</sup>	Early dismissal, <i>half day of classes</i>
	Friday 28 <sup>th</sup>	Teacher in-service day, <u>no classes</u>
<b>November</b>	Friday 4 <sup>th</sup>	Teacher in-service day, <u>no classes</u>
	Friday 11 <sup>th</sup>	Veterans Day holiday, <u>no classes</u>
	Thursday-Fri., 24-25 <sup>th</sup>	Thanksgiving holiday, <u>no classes</u>
<b>December</b>	Friday 2 <sup>nd</sup>	Early dismissal, <i>half day of classes</i>
	Friday 9 <sup>th</sup>	Early dismissal, <i>half day of classes</i>
	Friday 23	Early dismissal, <i>half day of classes</i>
	Mon 26 <sup>th</sup> -Fri., Jan. 6 <sup>th</sup>	Winter break, <u>no classes</u>
<b>January 2012</b>	Monday, 9 <sup>th</sup>	<u>Classes resume</u>
	Monday 16 <sup>th</sup>	Dr. Martin Luther King Jr. Day, <u>no classes</u>
	Friday 20 <sup>th</sup>	Teacher in-service day, <u>no classes</u>
<b>February</b>	Friday 3 <sup>rd</sup>	Early dismissal, <i>half day of classes</i>
	Friday 10 <sup>th</sup>	Early dismissal, <i>half day of classes</i>
	Monday 20 <sup>th</sup>	President's Day, <u>no classes</u>
	Friday 24 <sup>th</sup>	Early dismissal, <i>half day of classes</i>
<b>March</b>	Friday 9 <sup>th</sup>	Early dismissal, <i>half day of classes</i>
	Friday 16 <sup>th</sup>	Early dismissal, <i>half day of classes</i>
	Friday 30 <sup>th</sup>	Teacher in-service day, <u>no classes</u>
<b>April</b>	Mon.-Fri., 2 <sup>nd</sup> -6 <sup>th</sup>	Spring break, <u>no classes</u>
	Friday 13 <sup>th</sup>	Teacher in-service day, <u>no classes</u>
<b>May</b>	Friday 11 <sup>th</sup>	Early dismissal, <i>half day of classes</i>
	Monday 28 <sup>th</sup>	Memorial Day holiday, <u>no classes</u>
<b>June</b>	Tuesday 12 <sup>th</sup>	<b>Last day of classes, end of fourth quarter</b>

# General ASPIRA school policies

## Student/family change of address

It is essential for ASPIRA schools to have accurate contact information for all students and families in the event of an emergency. Without current contact information, you will not get mailings from the school including grades and newsletters. As per the CPS Student Code of Conduct, **make sure to notify the school's Registrar to update your address, telephone and cell phone numbers, and email address** as necessary. Regardless of whether their contact information has changed, all ASPIRA families will be required to fill out an updated emergency contact form at least two times per year.

## Campus visitor policy

ASPIRA welcomes and encourages visits by parents and special guests during the regular school day. In order to allow classroom learning to continue undisturbed when visitors are present, **all visitors are required to go directly to the main office** to sign in upon entering any ASPIRA school building. In addition, visitors may be escorted by ASPIRA staff during their visit.

All campus visitors should exhibit non-disruptive, respectful behavior and dress. Persons who do not abide by this rule will be escorted off campus by security. If necessary, further actions may be taken by administration and local authorities.

In order to accommodate the schedules of parents and school staff, parents who wish to have a conference with a teacher or speak to an administrator should make an appointment via phone or email prior to visiting the school.

## Free and reduced price student meals

Students at ASPIRA schools can receive both breakfast and lunch at school if they wish. All students must complete a free and reduced price lunch application. Students will be notified whether they qualify for free, reduced price (\$0.40 per meal), or full priced (\$2.25 per meal) meals.

## Medication policy

If a student is required to take any medication during the school day, the **student, physician, and parent or legal guardian must fill out a Self-Administration of Medication form**, which will be kept on file for the student. Forms are available in the school's main office.

**For each medication, the student's physician must provide the following information on the Self-Administration of Medication Form:** 1) the physician's contact information 2) an affirmation of the student's need to self-medicate 3) a statement that the student is capable of self-administering the given medication 4) a description of any side effects associated with the medication.

Students will not be able to self-administer any medication without a completed form on file. **All medication must be kept in the office.**

(continued on next page)

## Medication policy, continued

If a student's medical condition necessitates that they carry an Epi pen or inhaler on a daily basis, the student's parent/guardian must contact the school office regarding special procedures for student authorization to carry these items.

## Emergency closing of schools

In case of severe weather, parents should monitor the radio and television media for information on school closings. **ASPIRA schools close ONLY when all CPS schools are closed.** ASPIRA schools also have an automated phone messaging system which will call the student's parent/guardian phone number of record in the event of a school closing or delay.

## Field trips

A field trip is approved student-faculty travel for the purpose of recreational, cultural, and/or curriculum-related activities. **Students under the age of 18 must have parents sign field trip permission slip in order to participate.** On field trips, ASPIRA schools send a chaperone for every 10 students.

School administration has the right to exclude a student from participating in a field trip if the student has received disciplinary action and/or is not in good academic standing. **All school rules and CPS Student Code of Conduct policies apply during field trips.**

## Extra-curricular activities

Participation in extra-curricular activities is a privilege, not a right. School administration may set minimum academic and behavioral requirements for student participation in such activities and to screen attendance at related events.

## CTA Bus Passes

Students at ASPIRA High Schools (AEC, Mirta Ramírez, Antonia Pantoja) receive one CTA bus pass per year as part of their student fees. New students at Haugan Middle School also receive one bus pass upon enrollment. Returning Haugan students can purchase a bus pass in the office for \$5.00.

These passes will be valid only on school days and require a school I.D. for use. If lost, replacement passes can be purchased for \$5.00.

# Daily school operations

## Arrival at school

Please refer to school schedules for arrival times. In adverse weather conditions (rain, snow, or freezing temperature) students who arrive early may wait in a designated area. Students must be in their classrooms and ready to work by the beginning of their first period.

**Students who are more than 5 minutes late to first period will wait in the lunchroom until the start of second period and will receive an unexcused absence for first period** (unless they bring acceptable documentation to excuse their tardiness).

## Lockers at Haugan Middle School and AEC

Students may only access their lockers upon arrival from school, before lunch, after lunch, and after their final period. Lockers are assigned by the school administration; students must use only the locker assigned to them and may not open or access anyone else's lockers. School administration has the right to randomly search student lockers. The school is not responsible for items lost or stolen from lockers; valuables are the sole responsibility of students and parents.

## Bell schedules

ASPIRA Early College			
Period	Schedule A	Schedule B	
1	8:12-9:02am	1	
2	9:04-9:54	2	9:04-9:54am
3	9:56-10:46	3	9:56-10:46
4	10:48-11:38	4	10:48-11:38
5	11:40-12:42	5	11:40-12:42
6	12:44-1:46	6	12:44-1:46
7	1:48-2:38	7	1:48-2:38
		8	2:40-3:30pm



AEC: Periods 5 & 6 split period lunch schedule by grade level				
Period	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
5—11:40-12:10	Lunch	Class	Lunch group 1	C.d.
5—12:12-12:42	C.d.		Lunch group 2	Lunch
6—12:44-1:14	Class	C.d.	ACT prep class	Class
6—1:16-1:46		Lunch		

Haugan Middle School			
Period	8 <sup>th</sup> grade	6 <sup>th</sup> -7 <sup>th</sup> grades	
Entry	8:10am	Entry	9:00am
1	8:15-9:03	Homeroom	9:05-9:15
Homeroom	9:05-9:15	2	9:17-10:05
2	9:17-10:05	3	10:07-10:55
3	10:07-10:55	4	10:57-11:57
4	10:57-11:57	5	11:59-12:59
5	11:59-12:59	6	1:01-1:49
6	1:01-1:49	7	1:51-2:39
7	1:51-2:39	8	2:42-3:30
Dismissal	2:40pm	Dismissal	3:30pm

Antonia Pantoja Alternative H.S.			
Period	Regular Schedule	Early Dismissal-Friday	
1	8:00-8:57am	1	8:00-8:35am
2	8:59-9:55	2	8:37-9:07
3	9:57-10:53	3	9:09-9:39
4—Lunch	10:55-11:25	5	9:41-10:15
5	11:27-12:23	6	10:17-10:47
6	12:25-1:21	L	10:49-11:49
7	1:23-2:19pm	7	11:21-11:51pm

Mirta Ramírez High School	
Period	Schedule
Morning mtgs.	7:00-7:40
1	7:45-8:36
2	8:38-9:29
3	9:32-10:23
4	10:25-11:16
5A	11:18-11:46
5B	11:47-12:15
6A	12:17-12:45
6B	12:46-1:14
7	1:16-2:07
8	2:10-3:00pm

- Freshmen, Sophomore G1, & Junior G4 begin 1<sup>st</sup> period and are released after 7<sup>th</sup> period
- All others begin 2<sup>nd</sup> period and are released after 8<sup>th</sup> period

## Cafeteria policies

In order to expedite the food distribution process, students must show their IDs when receiving food. During their lunch period, students are required to remain in the cafeterias seated at their tables. Students are to return their trays to the appropriate areas and to keep their tables clean. Students should show respect for cafeteria workers and lunchroom monitors.

## Dismissal and after school policies

At the end of the school day at **Haugan Middle School**, teachers will escort students to the school's exit. School security will monitor the school grounds during dismissal time at all ASPIRA schools. Students are to walk home immediately after being dismissed. **Students who loiter on school grounds after dismissal will be subject to disciplinary action as per the CPS Code of Conduct.**

Students involved in after-school activities sponsored by their school should stay inside the building and go directly to their designated classroom/activity areas.

Please note that **parks and other public areas near ASPIRA schools are not supervised by ASPIRA staff before and after school hours**; ASPIRA schools are not responsible for incidents that may occur in these areas.

## Closed campus policy

ASPIRA schools operate under a closed campus policy. **Students are only allowed to leave their school campus at the end of the school day.** Students who leave the building without permission prior to the end of the school day will be subject to disciplinary action as per the *CPS Code of Conduct*.

## Student early dismissal policy

If a student is to be dismissed early from school, a parent or guardian will be required to come to the attendance office and present an ID to sign the student out of school. Students cannot leave the school building without a parent or guardian. **Students will not be released to individuals not listed on official school records.**

**An early dismissal could result in a half or entire day's absence** depending on the time of day the student leaves campus. Upon returning to school, it is the student's responsibility to obtain any work missed. **Parents are strongly discouraged from requesting that their child be dismissed from school early, as early dismissals result in loss of instructional time.**

# Academics

## Academic progress

Students are responsible for the completion of all class work and homework regardless of whether they were present on the day work was assigned. **It is the student's responsibility to communicate with teachers regarding due dates and expectations for late or missing work.**

## Credits at ASPIRA high schools

In order to earn academic credit for a course at an ASPIRA high school (AEC, Antonia Pantoja, Mirta Ramírez), students must maintain both a satisfactory attendance record (18 or more unexcused absences in any course will result in a failing grade). They must also achieve a grade of 60% or higher in that course.

## Independent study credit at ASPIRA high schools

Under special circumstances, ASPIRA high school principals may approve a program of independent learning. This program of independent study is undertaken with the guidance of a teacher or school-community representative. In such instances, credit will be granted for satisfactory performance on proficiency examinations.

## ELO (Extra Learning Online) at ASPIRA high schools

Under special circumstances, ASPIRA high school principals may approve student participation in ELO online computer courses. Guidelines for ELO courses are as follows:

- Students will be assigned one ELO course per ELO class period.
- Classes are worth either .50 or 1.0 credit.
- Students must complete at least .25 credit in order to receive a grade for that quarter. If student does not complete at least .25 credit, they will receive an F for that quarter.
- Students must pass each test with at least an 80% in order to receive credit for the course.
- Students will be expected to take notes on the material being covered before they are allowed to take a test.
- No food or drink will be allowed in the ELO lab.
- Students will not be allowed to access the internet unless the instructor gives permission to access educational websites.

## Transfer credits

Credits earned at other schools – including alternative schools, summer schools, and correspondence schools – are accepted by ASPIRA schools when properly certified transcripts are received and approved by school administration. Courses in which a student received grades of D or F will not be accepted for transfer credit.

## Testing

ASPIRA schools comply with all mandated testing activities and procedures as defined by the Chicago Public Schools and Illinois State Board of Education. The standardized tests taken by students at ASPIRA schools are summarized below:

	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>ISAT</b>							
<b>Explore</b>							
<b>Constitution/Public Law test</b>							
<b>ACCESS</b>	English Language Learners only						
<b>Plan</b>							
<b>Mock PSAE</b>							
<b>PSAE/ACT/Work Keys</b>							

In addition to the assessments mentioned above, mid-term, semester, and final assessments are given in all classes. The dates of all exams including midterms, final exams, and state-mandated assessments can be found on the academic calendar.

**Antonia Pantoja High School** students take the Test of Adult Basic Education (TABE) test upon enrollment to determine entry reading and math levels. The same exam is administered at the end of the school year to determine annual reading and math growth. The TABE is also administered when a student withdraws from membership or graduates before the fourth quarter.

## Power School

Students and parents may access their progress via Power School, ASPIRA's student tracking database.

At the beginning of the year, all ASPIRA parents will be provided with information on how to access and log into Power School. **Any parents who are unclear on how to access their Power School account should contact their school Registrar or School-Community Representative.**

## Conferences

Parents are encouraged to make appointments to meet with their child's teachers before or after school to address concerns about their child's academic progress and/or behavior. **Appointments for conferences should be made via phone or email prior to arrival at the school.** On the day of the conference, parents should sign in at the main office and follow all school policies regarding visitors to campus.

# Progress Reports and report cards

## Progress reports and report cards at Haugan Middle School

At Haugan Middle School, progress reports are sent home five weeks after the beginning of each academic quarter and report cards are issued at the end of every quarter.

There will be two report card pick-up/parent conference dates per year at Haugan Middle School. These events take place in November and April. Parents attendance is mandatory at report card pick-up.

## Progress Reports at ASPIRA High Schools

Progress reports will be sent home with students at AEC, Mirta Ramírez, and Antonia Pantoja High Schools every other Friday. Parents should review and sign report cards, which will be returned to School-Community representatives the following Monday.

## Report cards

ASPIRA's Antonia Pantoja High school has three report card pick-up dates during the school year. AEC and Mirta Ramírez high schools have two dates each. **Parent/guardian attendance at report card pick-up is mandatory.** Report cards not picked up by parents will be mailed to each student's home address one week after the end of the academic term

<b>Report card pick-up dates at Antonia Pantoja High School</b> <ul style="list-style-type: none"><li>• November 17</li><li>• February 1</li><li>• April 19</li></ul>	<b>Report pick-up dates at AEC &amp; Mirta Ramírez H.S.</b> <ul style="list-style-type: none"><li>• November 4</li><li>• April 19</li></ul>
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## Grading

ASPIRA schools follow a standardized grading scale. Grades are recorded in Power School as soon as they become available and are always accessible to parents and students.

### Composition of course grades:

• Class work	20%
• Homework	10%
• Formal Assessments	30%
• POL (Presentation of Learning)	20%
• Quizzes	<u>20%</u>
	100%

### Scale for final course grades:

- A 90-100
- B 80-89
- C 70-79
- D 60-69\*
- F 59 and below\*

\*At Antonia Pantoja grades of 69 or lower count as an F

## Honor roll

Students achieving a grade point average (GPA) of 4.00—3.80 during a given semester will be recognized as members of the President’s Honor Roll. Students achieving a GPA of 3.79—3.20 will be recognized as members of the Principal’s Honor Roll.

## Transcript requests

Requests for transcripts should be directed to the registrar of the student’s ASPIRA school. A transcript request form is found in the appendix section of this handbook.

## Dual enrollment opportunities at ASPIRA High Schools

ASPIRA’s high schools offer students the valuable opportunity to complete college-level coursework and earn college credit while still in high school.

### Dual enrollment programs with Northeastern Illinois University and Wilbur Wright College are open to students who meet the following criteria:

- Junior or senior standing
- Qualifying score on the participating college’s placement exam
- 3.0 minimum grade point average (/2.5 minimum GPA for Wright College)
- 90% cumulative attendance record
- Recommendation by an admissions panel of high school staff

\*The number of available dual enrollment slots is subject to change each semester depending upon availability as determined by participating colleges.

## Alternative education plans at Antonia Pantoja High School

At ASPIRA Antonia Pantoja High School, students, parents/guardians, and community-school representatives collaborate to develop an Alternative Education Plan (AEP) for each student. This plan is a tool for goal-setting and assessment which takes into account the student's abilities and aspirations in order to guide the student to successful high school completion. Plans are re-assessed as necessary to reflect the student's academic and personal growth throughout the course of their high school career.

## Grade level promotion policies

In order to advance to the next grade level from one academic year to the next, ASPIRA students must meet certain minimum standards which are specific to the ASPIRA school they attend.

### Requirements for grade level promotion at **Haugan Middle School**:

- ISAT (district wide) scores in Reading and Math at or above the 24th percentile
- Final report card grades in reading and math of C or better
- No more than nine days of unexcused absences

Students who do not satisfy the promotion criteria above will be required to attend and satisfactorily complete summer school in order to attain promotion to the next grade.

### Grade level status by credits earned at **ASPIRA Early College** and **Mirta Ramírez High Schools**:

- Sophomore/10<sup>th</sup> grade status: 6 credits
- Junior/11<sup>th</sup> grade status: 12 credits
- Senior/12<sup>th</sup> grade status: 18 credits

### Grade level status at **Antonia Pantoja Alternative High School**:

- Underclassmen (ungraded):  
-0-10 credits  
-TABE Reading and Math scores less than 8.0
- Junior/11<sup>th</sup> grade status:  
-10.5-15.5 credits  
-minimum TABE Reading and Math scores of 8.0
- Senior/12<sup>th</sup> grade status:  
-16-21 credits  
-have taken the Prairie State Achievement Examination (PSAE)

## Graduation requirements at ASPIRA high schools

In order to graduate from their respective ASPIRA high schools, students must meet the following requirements:

### All ASPIRA students:

- Complete 40 hours of service learning
- Take Prairie State Achievement Examination (ACT and Work Keys)
- Pass Constitution/ Public Law test
- Pay all fees
- Complete the Free Application for Federal Student Aid (FAFSA)
- Complete 5 college or vocational school applications
- Present letter of acceptance to at least one college or vocational school
- Write personal essay to be submitted with college applications

### Additional ASPIRA Early College graduation requirements:

- A minimum of 24 credit hours distributed as follows:
  - 6 English / 6 Math / 3 Science / 3 Social Studies / 2 Foreign Language / 1 Art / 1 Computer Science / 2 Physical Education & Health

### Additional Mirta Ramírez Computer Science High School graduation requirements:

- A minimum of 24 credit hours distributed as follows:
  - 5 English / 5 Math / 3 Science / 3 History / 4 Computers / 2 Foreign Language / 2 Physical Education & Health

### Additional Antonia Pantoja Alternative High School graduation requirements:

- A minimum of 21 credit hours distributed as follows:
  - 4 English / 4 Math / 3 Science / 3 Social Studies / 2 Foreign Language / 2 Electives / 2 Computer Science / .5 Consumer Finance / .5 Health
- Additional requirements:
  - Achieve a minimum 10.9 TABE Reading and Math level or have an IEP/AEP with supporting documentation
  - Proof of visiting 3 colleges and/or attending in-school college presentations
  - Resume

# Attendance at ASPIRA schools

## Attendance policy

Students are expected to attend class every school day. ASPIRA teachers and attendance clerks monitor daily attendance in the Power School system. Students are considered to be in **full attendance** when they have attended 300 minutes of school instruction per day. Students are considered to be in **half-day attendance** when they have attended at least 150, but less than 300, minutes of classroom instruction.

## Excused and unexcused absences

**Excused absences** count as normal absences, but have been documented and verified and allow the student to make-up missed class assignments and exams. **Unexcused absences** that have not been documented or verified do not allow the student the right to make up work/exams missed. **After an absence, the responsibility for obtaining assignments, rescheduling tests, and completing missed work rests with the student.**

**A student who is officially absent from school may not be in the building or on school grounds.**

The following are **valid causes for excused absences**:

- Illness on the part of the student
- Medical treatment
- Death in the family
- Observance of religious holidays
- In-school suspension
- Legal obligations on the part of the student

## Procedures for excused absences

**When student is unable to attend school, their parent/guardian needs to notify the school attendance clerk via telephone.** Upon returning to school, the student needs to present the attendance clerk with a signed note from a parent/guardian, doctor, or other authority supporting the absence.

All notes are subject to verification on the part of ASPIRA administrators and attendance clerks. If a student has an excessive amount of absences due to medical reasons an individualized educational plan for special services may be recommended by the ASPIRA school administration.

## Reinstatement process after consecutive absences

**Students who are absent from school for two or more consecutive days must report to the attendance office and obtain a reinstatement form from the attendance clerk regardless of whether their absences were excused or unexcused.** Students are required to ensure that all of their teachers sign their reinstatement forms on their first day back at school. Students are required to return signed reinstatement forms to the Attendance Office at the end of their first day back at school.

## Truancy

It is essential that students attend classes on a daily basis to assure optimal conditions for teaching and learning. When a student has accumulated **eighteen days of unexcused absences in one semester, the student fails all courses for the semester**. It is crucial that parents/guardians are aware of their children's attendance record at school; therefore, every time a student misses class, regardless of whether the absence is excused or unexcused, the student's School-Community Representative will contact the parent/guardian.

ASPIRA schools have established the following **procedures for dealing with unexcused absences**:

Number of unexcused absences	Consequence
1-4	School-community rep. phone conference with parent/guardian
5	Certified letter sent home, school-community rep.-parent/guardian personal conference
10	Certified letter sent home, parent conference with school-community rep. and administration
15	Certified letter sent home, parent conference, meeting with school-community rep. and administration, student placed on attendance contract
18	Certified letter sent home, parent conference, meeting with school-community rep. and administration *After 18 unexcused absences, students at Antonia Pantoja High School will be withdrawn

\*After 3 consecutive absences, or if contact cannot be established with a parent/guardian during any point in the attendance intervention process, a home visit may occur if a parent cannot be reached via phone or email.

## Tardiness

**Students who are more than 5 minutes late to first period will wait in a designated area until the start of second period and will receive an unexcused absence for first period** (unless they bring acceptable documentation to excuse their tardiness). If student arrives more than 30 minutes late to school their parent/guardian will be notified.

The following table details consequences for tardies accumulated at any point during the school day.

Number of tardies	Consequence
1-3	Automated call home to inform parent *Hagan students will receive a 45-minute after-school detention on the same day of the tardy for every tardy accrued
4-6	Advisor makes personal call home to inform parent , after-school detention
7-10	Advisor schedules parent/student/Advisor conference and student is placed on attendance contract
11-13	Advisor schedules parent/student/Advisor/administrator conference, attendance contract review
14 or more	Consequences for tardies beyond the 14 <sup>th</sup> are the discretion of the school.

\*At any point during the tardy consequence process, students may receive in-school suspensions depending on the severity and frequency of tardies.

## Hall sweeps

Random hall sweeps will be conducted throughout the school year. **Students caught in the halls during class time will be assigned an after school detention.** Students who fail to serve the detention risk being issued an in-school suspension with a mandatory parent conference.

Students hall swept repeatedly may be subject to further disciplinary action as deemed necessary by the administration.

## Hall passes

During regular class hours, students are required to be in their classroom. If a student leaves the classroom, they should do so with permission of the teacher, who will provide the student with a hall pass. Students in the hall without a pass will be considered truant from class and may be subject to a detention.

# Other important disciplinary issues

## Dress code

**School dress code pants colors:**  
**Haugan Middle School**—Navy blue or black  
**AEC & Mirta Ramírez H.S.**—Khaki      **Antonia Pantoja H.S.**—Black

**ASPIRA school students are to adhere to the following dress code:**

- **ASPIRA school polo shirt**
  - Only **plain** white t-shirts/long-sleeved shirts can be worn under the ASPIRA polo shirt
  
- **Uniform-style pants in assigned school colors** (see above)
  - Not permitted: jeans/jean look-alikes, spandex or leggings
  - Pants must be worn at waist level with a black or brown belt
  - **High schools only:** Capri-style pants and knee-length shorts in appropriate colors, materials, and styles listed above are allowed May-September
  - Skirts must be knee-length or longer and must be of the appropriate colors, materials, and styles listed above
  
- **Closed-toed shoes** without heels (flats)
  - No bare feet, slippers, sandals, or flip-flops are allowed
  - No gym shoes are allowed at Haugan, except during Physical Education classes
  
- If worn, **only ASPIRA-provided sweaters are allowed**
- If a student has tattoos, they must be covered by clothing or band-aids while on school property

**The following accessories and styles are not permitted at ASPIRA schools:**  
sunglasses / bandanas or doo-rags / jogging pants without the school logo / belts which hang down the pant leg / inappropriate jewelry / exposed midriff, cleavage, or undergarments / any item—including hairstyle—that suggests a gang affiliation or poses a safety hazard / gang-affiliated colors & symbols on winter jackets & coats / hats or hoods / pajamas / rubber bracelets / rubber bands to hold pant legs

## Procedures for dress code violations

In order to be admitted to class, students in violation of the dress code will:

- 1) **Call a parent/guardian** to inform them of the violation. Parent/guardian will be required to bring appropriate clothing to school.
- 2) If parent/guardian is unable to bring appropriate clothing to school, **students will be charged \$1.00 each for rentals of uniform pants and t-shirts**. These clothes are to be returned at the end of the school day.

Excessive dress code violations will require parent/student/ school-community rep. conferences and/or other disciplinary action as deemed necessary by the administration.

## I.D. cards

Students will be provided with a school identification card (I.D.) at the beginning of the school year. **This card must be worn around the neck and visible at all times.** The card must be presented upon entering the building and upon receiving school-provided meals. Students must wear their I.D. at all times except during Physical Education. Any student who loses, damages, or defaces an I.D. will be charged \$5.00 for a replacement.

All students must surrender their I.D. when asked to do so by school staff, regardless of the reason. Failure to do so will be considered defiance and disciplinary action will be taken based on the CPS *Student Code of Conduct*.

Students who fail to bring their ID card to school will be charged \$.50 for a temporary day ID.

## Cell phones and electronic devices

Students may bring cell phones to ASPIRA schools. However, **upon entering the school building students must turn off and put away cell phones.**

If a student's phone rings or is visible once the student has entered the school, the **student will be required to hand over the device and follow the schedule of consequences in the table below.** If student refuses to turn over their phone/device, the student will be considered in defiance and further disciplinary action will be taken.

ASPIRA schools assume no responsibility for phones and electronic devices that have been confiscated. **Confiscated cell phones/electronic devices will not be returned to the student; a parent/guardian must come to school to retrieve any confiscated devices after any detentions have been served. NO EXCEPTIONS.**

**Electronic Items such as iPods, portable mp3 players, portable video game players (PSP), digital cameras, and video cameras may not be brought into the school building.** If these items are brought to school, they will be confiscated.

**Consequences for the use of electronic devices are as follows:**

Incident number	Consequence
1	Device confiscated, 30-minute detention issued. Device will be returned to student's parent/guardian after detention is served.
2	Device confiscated, 60-minute detention, parent/guardian notified. Device will be returned to student's parent/guardian after detention is served.
3	Device confiscated, 60-minute detention, parent conference, student placed on behavioral contract. Device will be returned to student's parent/guardian after detention is served and parent conference has taken place.

**In case of emergency, parents may contact their child's school by dialing (773) 252-0970 followed by the appropriate extension (see school addresses and contacts page).**

## Computer, network, and internet use policy

Access to computers, network, and internet technology is provided to ASPIRA students for educational purposes. **All student users must adhere to the policies outlined below as a condition for continued use of ASPIRA network technology.** This policy takes effect any time a student uses ASPIRA-provided technology and/or connects to the ASPIRA computer network.

Pursuant to the Children's Internet Protection Act, ASPIRA uses filtering software to screen Internet sites for offensive material. **However, no filtering software is one hundred percent effective** and it is possible that software could fail. In the event that the filtering software is unsuccessful and students gain access to inappropriate and/or harmful material, ASPIRA will not be liable.

(continued on next page)

## Computer, network, and internet use policy, continued

In order to protect against inappropriate use of computer, internet, and network technology by ASPIRA students, **the following guidelines must be followed by student users:**

- The ASPIRA network is to be used strictly for educational purposes.
- Do not swear or transmit vulgarities or other inappropriate or abusive language.
- Do not transmit personal information, including passwords, addresses, phone numbers, etc.
- Do not disrupt service to other student authorized users.
- Do not post, e-mail, transmit, or otherwise make available any content that is unlawful, dangerous or may cause a security risk.

### **Unacceptable uses include use of the network for, or in support of:**

- any illegal purposes
- any obscene, pornographic, or sexually explicit material
  - If a student authorized user inadvertently accesses such information, they should immediately speak to a teacher or to the school principal in order to be protected against allegations of intentionally violating this policy.
- soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or stalk another individual
- non-educational uses including, but not limited to games, gambling, chain letters, jokes, private business activities, fundraisers, religious or political activities, and other personal purposes
- plagiarizing any information gained on or through use of the ASPIRA network or any other network access provider
- using copyrighted materials, including commercial software, without permission of the copyright holder, and in violation of state, federal or international copyright laws
  - if students are unsure whether or not they are using materials in violation of copyright provisions, they should ask their teachers or a school technology coordinator for assistance.

All student authorized users must promptly report violations of the acceptable uses described above to their teacher or the school principal. Failure to report any incident promptly may subject the student to corrective action as per ASPIRA and CPS policy.

**Failure to abide by ASPIRA schools' computer, network, and internet use policy may subject the student to corrective action ranging from suspension of some or all access privileges up to and including expulsion and prosecutions as per CPS policy.** If a student's privileges to use the ASPIRA Network are revoked by a school faculty member, they have the right to appeal the revocation within 30 days, in writing, to the principal. The school principal's decision shall be FINAL. If a student is removed from the ASPIRA Network, there shall be no obligation to provide a subsequent opportunity to access the Network.

Further information about acceptable and unacceptable uses of ASPIRA network technology can be found at <http://www.elihuyale.org/pdfs/acceptableuse.pdf>.

(continued on next page)

## Computer, network, and internet use policy, continued

**Only those students whose parent/guardian has completed a Computer, Network, and Internet use form may access the ASPIRA network and related technologies.** A signed Media Consent Form and Release is necessary if students wish to post their work or picture on student or school websites. Students whose work, likeness (as captured by photograph, video or other media) or voices are presented on a student website shall be identified by first name only for confidentiality and safety purposes.

**Material found on personal websites and off-campus e-mail postings which could potentially cause a disruption to ASPIRA teaching and learning may be subject to school disciplinary consequences.**

## Bullying Policy

At ASPIRA Charter Schools, in line with the Illinois School Prevention Act (105 ILCS 5/27-23.7 et seq.), bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited.

**Any student who engages in bullying or school violence will be subject to a range of consequences.**

Unless an incident involves serious harm or the threat of serious harm, involving law enforcement will be the course of last resort. ASPIRA school personnel will immediately intervene in bullying and school violence.

**Bullying is any severe or pervasive physical or verbal act, including communications made in writing or electronically, directed towards a student(s) that results in or can be reasonably predicted to result in:**

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

**Bullying may occur at any of the following times or places:**

- during school-sponsored programs or activities
- on school property, in school vehicles, at designated school bus stops, or at school-sponsored events
- through the transmission of information from computer, network, or other similar electronic equipment whether owned by the school or otherwise

**Examples of bullying include** harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Behavior not listed here may also constitute bullying, especially when it leads to the outcomes listed above.

## **Camera surveillance**

Video cameras have been installed in ASPIRA school buildings for the protection of students and staff. Tampering with cameras will be considered a major disciplinary offense.

## **Public displays of affection**

Public displays of affection including kissing and hand-holding are not permitted at ASPIRA schools.

## **Prohibition of outside food**

Outside food or beverages (including bottled water) should not be brought into ASPIRA schools unless pre-approved by administration. **Only Haugan Middle School students are allowed to bring sack lunches to school.** In the case of health issue or pregnancy, a student may bring healthy food items accompanied by a doctor's note. These items should not require refrigeration or microwaving.

## **Celebrations**

All celebrations must be authorized by the administration. No balloons may be carried inside the building or outside the building on school grounds.

## Appendices:

- A. Student-parent receipt of handbook and CPS *Code of Conduct* form
- B. Media consent form
- C. Computer, network, and internet use form
- D. Emergency contact form
- E. Authorization of self-medication forms
- F. Document request form
- G. Consecutive absence reinstatement form
- H. CPS *Student Code of Conduct*

Appendix A:

**ASPIRA Charter Schools Student-parent receipt of ASPIRA Schools Student-Parent Handbook and CPS *Student Code of Conduct* form**

Student's Name _____	Student's date of birth _____
Student's grade level _____	Student's school _____

**Student Agreement**

I, \_\_\_\_\_ (student name), **have received and read the *ASPIRA Schools Student-Parent Handbook 2011-2012* and the *CPS Student Code of Conduct***. I am aware of my rights and responsibilities as described in both documents. I promise to do everything possible to uphold and support the rules and regulations these documents include. In addition, I understand that misconduct or inappropriate conduct will result in the interventions and consequences described in both documents.

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

\_\_\_\_\_  
Date

**Parent Agreement**

Dear parent/guardian:

ASPIRA Charter Schools believe that you should be informed of our efforts to create and maintain a safe, healthy learning environment for all students. Please read the ***ASPIRA Schools Student-Parent Handbook 2011-2012*** and the ***CPS Student Code of Conduct*** and sign below to acknowledge that you have received and understood both documents.

I certify that I am the mother, father, or legal guardian of the student whose name appears above. I have received and read the ***ASPIRA Schools Student-Parent Handbook 2011-2012*** and the ***CPS Student Code of Conduct***. I understand that by signing this document, I promise to uphold and support the rules and regulations these documents include. Furthermore, I promise to do everything possible to collaborate with my child's school to resolve any disciplinary matters.

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

## Appendix B: ASPIRA Charter Schools Media Consent form

Student's Name \_\_\_\_\_ Student's date of birth \_\_\_\_\_  
Student's grade level \_\_\_\_\_ Student's school \_\_\_\_\_

I hereby consent to have \_\_\_\_\_ (student's full name) photographed, video taped, audio taped and/or interviewed by ASPIRA personnel or the news media on the school premises when school is in session or when my child is under the supervision of ASPIRA schools. Additionally, I hereby give ASPIRA consent to use creative work(s) generated and/or authored by my child on the Internet, or on an educational CD, or any other electronic/digital media. I understand that my child will be identified by first name only, for confidentiality purposes, as the author of said work.

I also consent to ASPIRA's use of my child's photograph or likeness or voice on the Internet or on an Educational CD or any other electronic/digital media. As the child's parent or legal guardian, I agree to release and hold harmless the board of ASPIRA, 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 creative work(s), photograph, likeness or voice 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 creative work(s), photograph, likeness or voice.

### Student and parent signatures

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian name \_\_\_\_\_

Parent/guardian relation to student \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Appendix C:**

**ASPIRA Charter Schools Computer, network, and internet use permission form**

Student's Name \_\_\_\_\_ Student's date of birth \_\_\_\_\_

Student's grade level \_\_\_\_\_ Student's school \_\_\_\_\_

**Parent/guardian agreement**

Access to computers, the internet, and related ASPIRA network technology is a privilege that is to be used for educational purposes. **I certify that I have read ASPIRA schools' computer, network, and internet use policy as stated in the ASPIRA schools handbook.** Should my child commit a violation of these policies, their access privileges can be revoked and school disciplinary action and/or appropriate legal action may be taken. Since all files are on a public network and on equipment provided by the school system, I understand that they are subject to examination and review at any time.

I understand that there are text and graphic files available on the Internet which are inappropriate for minors and that network administrators cannot monitor all use. My child is ultimately responsible for his/her actions, and the school will not be held responsible for materials which my child might access.

**I, the parent/guardian of the student named above, have read and understand ASPIRA schools' computer, network, and internet use policy and I agree to support ASPIRA schools in ensuring that my child follows the rules and regulations stated therein.**

Parent/guardian name \_\_\_\_\_

Parent/guardian relation to student \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**Student agreement**

I, the student named above, understand that **access to computers, the internet, and related ASPIRA network technology is a privilege that is to be used for educational purposes. I certify that I have read and agree to abide by ASPIRA schools' computer, network, and internet use policy as stated in the ASPIRA schools handbook.** Should I commit a violation of these policies, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. Since all files are on a public network and on equipment provided by the school system, I understand that they are subject to examination and review at any time.

**I have read and understand ASPIRA schools' computer, network, and internet use policy and I agree to abide by them.**

Student signature \_\_\_\_\_ Date \_\_\_\_\_

**Appendix D: ASPIRA Charter Schools emergency contact form**

Student's Name _____	Student's date of birth _____
Student's grade level _____	Student's school _____
Student's home address _____	City _____ Zip Code _____

**Emergency contact information—All emergency contacts/guardians must be 18 years of age or older**

Name of guardian _____	Relation to student _____	
Home address _____		
Cell ph. # _____	Home ph. # _____	Work ph. # _____
Other contact information _____		
Language(s) spoken/other notes _____		

Name of guardian _____	Relation to student _____	
Home address _____		
Cell ph. # _____	Home ph. # _____	Work ph. # _____
Other contact information _____		
Language(s) spoken/other notes _____		

Name of guardian _____	Relation to student _____	
Home address _____		
Cell ph. # _____	Home ph. # _____	Work ph. # _____
Other contact information _____		
Language(s) spoken/other notes _____		

**Appendix E: ASPIRA Charter Schools self-medication authorization form**

Student's Name _____	Student's date of birth _____
Student's grade level _____	Student's school _____
Parent/guardian name _____	Date _____

**Medication information**

Diagnosis of condition requiring medication _____		
Name of medication _____	Dosage _____	
Route/method of administration _____	Frequency & time of admin. _____	
Date prescription filled _____	Expiration date _____	Date meds to be discount. _____
Side effects _____		
Is the child receiving other medication at home?      ___Y    ___N		
If so, please list other medications _____		

**Physician information**

Physician name _____	Physician's phone number _____
----------------------	--------------------------------

**Physician, parent/guardian, and student agreement**

I, _____ (physician name) certify that I have discussed the proper guidelines of self-administration of the above medication with the parent/guardian, _____ (parent/guardian name), and the patient, _____ (student name). The patient _____ (student name) understands and is capable of self-administering the prescribed medication.	
Physician signature _____	Parent/guardian signature _____
Student signature _____	Date _____

**Appendix F: ASPIRA Charter Schools document request form**

Request for document(s) for past/present ASPIRA student \_\_\_\_\_  
(student name as it appeared during their time at ASPIRA)

Date of request \_\_\_\_\_

Are you the person for whom documents are being requested? \_\_\_Y \_\_\_N

If no, what is your relationship to student? \_\_\_\_\_

Dates the person named above studied at ASPIRA: \_\_\_\_\_ to \_\_\_\_\_

**Document(s) requested:**

___ Official transcript	number of copies ___
___ School medical records	number of copies ___
___ Copy of birth certificate	number of copies ___
___ Copy of Social Security card	number of copies ___
___ Copy of diploma	number of copies ___
___ Copy of _____	number of copies ___
___ Copy of _____	number of copies ___

**ASPIRA schools do not charge to release these documents to current students and/or their parent(s)/guardian(s) of record. Those making requests regarding the documents of former students will be charged \$5.00 per document requested.**

**Documents requested may be picked up 3-5 business days after request has been submitted to the school office.**

**Appendix G: ASPIRA Consecutive absence re-instatement form**

Student's Name _____	Student ID number _____
Student's grade level _____	Student's school _____

Dates student was absent: \_\_\_\_\_ to \_\_\_\_\_ Absences were \_\_\_excused \_\_\_unexcused

Signature of school attendance clerk \_\_\_\_\_

Student signature \_\_\_\_\_

Teacher initials:

Period 1 \_\_\_\_\_ Period 2 \_\_\_\_\_ Period 3 \_\_\_\_\_ Period 4 \_\_\_\_\_

Period 5 \_\_\_\_\_ Period 6 \_\_\_\_\_ Period 7 \_\_\_\_\_ Period 8 \_\_\_\_\_

**The student is to return this form to the attendance clerk at the end of their first day back at school.**

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**ASPIRA Consecutive absence re-instatement form**

Student's Name _____	Student ID number _____
Student's grade level _____	Student's school _____

Dates student was absent: \_\_\_\_\_ to \_\_\_\_\_ Absences were \_\_\_excused \_\_\_unexcused

Signature of school attendance clerk \_\_\_\_\_

Student signature \_\_\_\_\_

Teacher initials:

Period 1 \_\_\_\_\_ Period 2 \_\_\_\_\_ Period 3 \_\_\_\_\_ Period 4 \_\_\_\_\_

Period 5 \_\_\_\_\_ Period 6 \_\_\_\_\_ Period 7 \_\_\_\_\_ Period 8 \_\_\_\_\_

**The student is to return this form to the attendance clerk at the end of their first day back at school.**