

East Chicago Urban Enterprise Academy

Through our dedication, students achieve maximum success from beginning to end.



Parent-Student Handbook 2009-2010



Managed by
The American Quality Schools Corporation
"No Excuses, Just Results"

East Chicago Urban Enterprise Academy



Parent-Student Handbook School Year 2009-2010

Managed by **AMERICAN QUALITY SCHOOLS**



No Excuses, Just Results

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Letter from the President

Dear Parent,

I want to welcome you and your child to our school. You have made a choice as to where your child is to be educated. We know you had other choices, so we appreciate the confidence you have placed in us, and we believe your choice was a good one.

American Quality Schools is a not-for profit educational management organization. The schools we operate are successful schools which show academic growth that surpasses the achievement of other schools with comparable demographic profiles. Our not-for profit status ensures that the school your child is in will receive the maximum resources available, so that administrators can provide a successful learning environment for your child. We believe that both the school and the parents of our students have the responsibility of educating each child. Thus, AQS is a partner with parents in this important task. Our standards are high, our curriculum is rigorous and our expectations for student behavior and discipline are firm. We believe problem-solving and higher order critical thinking can only occur in a well-ordered, respectful, and disciplined setting. Please review this handbook thoroughly so that you have a thorough understanding of the AQS academic and behavioral expectations.

American Quality Schools welcomes parents into our schools and encourages parent volunteer efforts if you are able to do so. We will make every effort to inform you about school activities and you should feel free to contact your child's teacher or the school Director regarding any questions or concerns you may have.

We look forward to working with you to provide a quality education for your child.



Michael J. Bakalis
President, American Quality Schools

Parent/Guardian Letter

Dear Parent/Guardian:

Before admittance to the East Chicago Urban Enterprise Academy (ECUEA) managed by the American Quality Schools Corporation (AQS), **all parents/guardians** are required to read the following statement, read the parent/student handbook outlining school procedures and policies, and sign the Parent/Guardian Agreement form located at the back of the handbook.

There are a number of key points to be made when discussing charter schools, and particularly those schools managed by the American Quality Schools Corporation:

1. Charter schools are funded by public taxpayer money. Thus, they are “public” schools, but fall into a special category. Charter schools are given freedom from certain rules, regulations and policies that other “regular” public schools must follow. This freedom is granted so that some new and innovative directions might be taken and diversity in delivering education to young people might be encouraged. There is a price to be paid for such flexibility however, and that price is strict accountability. Unless charter schools are successful in providing a quality education to students, Ball State University is authorized to close the school down. All students would be forced to go elsewhere; all employees would lose their jobs. Such an action does not happen in the non-charter schools. It is because of these stringent requirements that our charter schools have policies that are strictly enforced.
2. Charter schools are schools of “**choice.**” ***This is a crucial point.*** There are no laws that require that students come to our schools. Parents/guardians and students **choose** our schools as opposed to some other public or private schools. Choosing our schools also means that parents/guardians and students **must understand and accept** the overall philosophy of the American Quality Schools Corporation as well as the academic program, rules, regulations and policies of the company.
3. Schools managed by the American Quality Schools Corporation are organized on the premise that parents/guardians have the **major responsibility** to instill discipline, respect and academic encouragement in their children. It is the joint responsibility of the parents/guardians as well as the school to encourage good character and good work habits in their children. Likewise, it is the joint responsibility of the school and parents/guardians to support and encourage academic achievement. Responsible parents/guardians are, after all, the first educators and the single most significant element in the mix of factors that result in high academic performance. Thus, parents/guardians who enroll their child(ren) in our schools **must** be prepared to accept this partnership role. Individuals unable to accept this joint partnership role and adhere to the rules, regulations and policies of AQS are encouraged to seek other school options and **should not** enroll their child(ren) in our schools.

We require that parents/guardians sign the form at the end of this handbook which signifies that the policies, rules, regulations and information has been read and that both students and their parents/guardians agree to abide by them. If the form at the end of the handbook is not signed and returned, it will be assumed that you agree upon all policies and statements in this handbook. **STUDENTS WHO DO NOT COMPLY WITH THE POLICIES OF THE SCHOOLS WILL BE REPRIMANDED, AND IF VIOLATIONS OF OUR POLICIES, RULES AND REGULATIONS BECOME CHRONIC, WILL BE EXPELLED.**

East Chicago Urban Enterprise Academy School Board

**Rita J. Gillis, Chairman
Darryl Miller, Vice Chairman
John D. Artis, Treasurer
Joseph Costanza, Secretary**

School Information

**East Chicago Urban Enterprise Academy
Director, Mrs. Charlotte Jackson
Primary Team Leader, Ms. Erika Jackson
Intermediate Team Leader, Mrs. Ellen McGee
1402 E. Chicago Ave.
East Chicago, IN 46312
Phone: (219) 392-3650
Fax: (219) 392-3652
www.ecueacademy.org**

AQS Information

**AQS Central Office
850 W. Jackson Blvd., Suite 275
Chicago, Illinois 60607
Phone (312) 226- 3355
Fax (312) 226-1027
www.aqs.org**



East Chicago Urban Enterprise Academy 2009-2010 School Calendar

E.C.U.E.A. TIGERS

Schedule of Important Dates

- Summer School
June 15th — July 15th
- Staff Development
August 10th — 14th
- First Day of School
August 17th
- Mid-Term Progress Reports
September 17th
- NWEA Fall Testing
September 21st — 30th
- End of 1st grading Period
October 23rd
- Parent/Teacher Conferen ces
October 28th
(Dismissal is at 11:00am)
- Mid-Term Progress Reports
November 20th
- End of 2nd grading Period
January 15th
- Parent/Teacher Conferen ces
January 22nd
(Dismissal is at 11:00am)
- Mid-Term Progress Reports
February 18th
- ISTEP Writing
March 1st — 10th
- End of 3rd grading Period
March 26th
- Parent/Teacher Conferen ces
March 31st
(Dismissal is at 11:00am)
- ISTEP Progress
April 26th — May 5th
- Mid-Term Progress Reports
May 13th
- End of 4th grading period
June 11th
(Last Day of School
Dismissal is at 11:00am)

August 11							September 21							October 21						
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February 19							March 23							April 15						
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May 20							June 9						
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30	31												

1402 E. Chicago Avenue
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SCHOOL HOLIDAYS/NO SCHOOL

- Labor Day — September 7th
- Columbus Day — October 12th
- Veteran's Day — November 11th
- Thanksgiving Break — November 26th & 27th
- Winter Break — December 21st to January 1st
- MLK Birthday — January 18th
- President's Day — February 15th
- Spring Break — April 1st — 9th
- Memorial Day — May 31st

School Hours

Monday, Tuesday, Thursday & Friday 8:00 am – 3:15 pm (Grades K – 3)
Monday, Tuesday, Thursday & Friday 8:00 am – 3:30 pm (Grades 4 – 8)
Wednesday 8:00 am – 1:45 pm (Grades K – 8)

Enrollment

Entrance Requirements

To enter kindergarten, a child must be 5 years of age on or before August 1 of the current school year.

Textbooks, Library Books, Audio/Visual Equipment & Other School Materials



It is the responsibility of ECUEA students to return textbooks, library books and any other school materials at the end of the school year in good condition. In accordance with stated AQS policy, it is the responsibility of a parent/guardian to instill respect of property in their children. Thus, parents MUST assume responsibility for damage to or loss of any textbooks, library books, audio/visual equipment or other school materials used by their child/children. Replacement costs and/or damage fines will be assessed for any lost or damaged materials. These fines must be paid in full, in cash, before a final report card will be issued, transfer of records sent, or

registration accepted for the next school year. The teachers, in conjunction with the School Director and Team Leaders, will determine these fees.

Health Service Information

Health Services

The classroom teacher refers students to the Health Office whenever symptoms indicate the possibility of illness, injury and/or pain. Minor injuries are treated at school.

Each child is required to have an emergency Health and Accident form on file. This form requires names and phone numbers of 3 responsible persons being 18 years or older that can be contacted in case the parent/guardian cannot be reached.

Health Concerns

Parents/guardians **must keep their child home** if the child has any of the following illnesses:

- Head lice
- Fever of 99.6 degrees or higher
- Vomiting
- Acute cold
- Sore throat
- Earache
- Swollen glands
- Severe cough
- Inflamed or red eyes
- Listlessness, weakness, drowsiness and/or flushed skin
- Headache
- A rash or skin eruptions of unknown origin

Children who become ill during the school day will be required to go home – as soon as possible. It is the parent's/guardian's responsibility to either pick up their child or make arrangements for a person listed on their student's emergency list to pick up their child. This **MUST** be done in a timely manner.

If a child is sick at home or is sent home from school for an illness, they are NOT to return to school until they are free of fever and/or symptoms for a FULL 24 hour period.

Parents/guardians are asked to contact the school regarding any problems concerning their child's health, medications or communicable diseases.

If activities are to be limited after a serious illness or accident, a statement from a physician is required. The statement must indicate the length of time the limitation must be in place.

Children cannot be left in the classroom during recess without a teacher present. **All** children who attend school are expected to participate in recess. If a child is too sick to go outdoors for fresh air and exercise, the child should be kept at home. Exceptions will be made upon written request from a physician.

Medication

No medications will be given at school except for those which have been prescribed by a physician and which are needed to maintain the child in school. Any medication that is taken at school **must** be brought to the nurse's office in a container appropriately labeled by the pharmacy. This label must include the child's name, the prescribing physician's name, the name of the medication with directions (route, dose and frequency), and the pharmacy phone number.



If the student needs to take medication at school, the parent/guardian should bring the medication to school and not send it with their child. The parent/guardian is also responsible for picking up their child's medication if it has been discontinued. If the medication is not picked up in a timely manner, the medication will be thrown away. All medications that have not been picked up at the end of the school year will be thrown away.

Before medications can be given out at school, parents/guardians and the child's physician must complete the required forms. These forms can be obtained from the school nurse's office.

Students may not carry any type of medicines, pills, inhalers and will need a note from the physician to carry these item(s) during the school day. The prescription for the medicine(s) must be on file with the nurse's office, which states that the child needs to keep the medicine with them during the school day.

Please indicate on the Health Survey (that must be completed for every student at the start of the school year) if your child is taking any medications on a regular basis at home.

Medical Requirements

All children entering kindergarten (or 1st grade if the child did not attend kindergarten) and students entering 5th grade **MUST** comply with the physical examination and immunization requirements of the State of Indiana.

Any student who enrolls in school for the first time must also present a physical examination report and record of their immunizations, regardless of the grade they are entering. **These students are required to have a physical examination and a record of their immunizations on file no later than the first day of school.**

A cumulative health record is kept for every student. In case of a transfer, the child's health record is sent to the new school.

Attendance

Student Absences

It is the responsibility of the parent/guardian to call the school before 9:00 am if their child will be absent that day, and send with their child a follow-up note when the child returns to school. If the child is absent and the parent/guardian has not called the school, a staff member of the school will make a reasonable attempt to contact the parent/guardian by phone. **An absence without reason is considered truant.**

If it is known that a child will be absent for an extended period of time, the parent/guardian should state this information at the time of their 1st call. The parent need not call again if the child is absent during the reported amount of time. If, however, the time is extended, the parent **MUST** notify the school.

ALL students **MUST** present a written excuse after any absence. The written excuse should state the student's name, date of absence(s) and reason for the absence. If a child is absent due to illness **more than three (3) days in a row**, a physician's note stating the illness, the recommendation to stay home and the date the student is allowed to return to school, should be submitted when the child returns to school. Failure to follow these procedures could result in your child being sent home, which could incur an additional absence.



Students who are absent six (6) or more days per quarter, eleven (11) or more days per semester and twenty (20) or more days per school year, are considered excessively absent. Continued absences may result in the student being retained in that grade. A parent conference will be required after six (6) or more absences in the quarter.

Excused absences are recorded for students who miss school because of the following reasons: (Parents are asked to send a note to school with their child to confirm nature of absence)

- Personal illness or quarantine
- Bereavement
- Serious family illness or emergency
- Observance of a major religious holiday
- Other exceptional reasons approved by the Director

Full credit will be given for work assigned by the teacher and completed by the student within a reasonable amount of time after returning to school. If the absence is for any other reason than those listed above, it is considered an unexcused absence and teachers are not required to provide special assistance and homework is still required to be completed.

Tardiness

Tardiness is disruptive to the educational process and is inconsiderate to both teachers and other students; therefore, it is imperative that students are punctual. **A student is considered tardy when he/she arrives to class after the bell has rung.** The following information will be applicable to all students:

- **3 Tardy Arrivals Within 1 Calendar Month** – 1) Warning letter sent home to the parent/guardian, 2) Student is sent to the Disciplinarian
- **4 Tardy Arrivals Within 1 Calendar Month** – 1) Parent conference with Team Leader and/or school Disciplinarian
- **5 Tardy Arrivals Within 1 Calendar Month** – 1) Detention
- **6 Tardy Arrivals Within 1 Calendar Month** – 1) In-School Suspension for 1 Day

Continuous Infractions of This Policy May Result In Expulsion

Early Dismissal

No child is allowed to leave the building or playground during school time unless a parent, guardian or an adult accompanies him from the school. All-day attendance is important for every student, every school day. If it is known in advance that an early dismissal is absolutely necessary, **parents must send a written note to the classroom teacher.** Children who leave early must be picked up in the school office.

There will be NO early dismissal after 3:00 pm on Mondays, Tuesdays, Thursdays, and Fridays and NO early dismissal after 1:15 pm on Wednesdays. Once students are dismissed they may NOT re-enter the building.

Dismissal for Vacation

Children are discouraged from taking vacations or trips during the school year. However, if family trips are unavoidable, the school should be notified several days in advance if at all possible.

Students who are absent over a period of 2 weeks because of extended vacations should not expect to receive homework assignments ahead of time and are at risk of being retained.

Policy Enforcement

Consistent attendance and on-time arrival at school is an important part of any student's education. Because of its importance, the school Director has the authority to enforce the policy through a variety of methods. ***The school Director may at his/her discretion levy fines or other penalties to ensure compliance with the attendance and tardy policies.***

Assessment & Promotion

Report Cards

Students receive a report card once per quarter. It is the responsibility of the parent/guardian to pick up their child's report card. If a report card is not picked up by a parent/guardian the school will 1) call by phone and/or 2) send a letter by mail. If a report card is not picked up the parent/guardian **must** meet with the Director prior to sending their child back to school:

Graduation

The students of the East Chicago Urban Enterprise Academy **MUST** meet the following minimum requirements.

- A student must have passing grades in the core subjects of Mathematics, Language Arts, Science and Social Studies. End-of-the-year grades in each subject are determined by averaging each of the 4-quarter grades.
- A student must not receive more than 1 failing grade in any Specials classes (Art, Computer, P.E., Spanish, Library, and Music).

Should a student *not* meet the grade requirements:

- He/she must attend summer school to make up any deficiencies and will not be permitted to participate in graduation exercises.
- If a student consistently failed most subject areas in quarters 1, 2 and 3, it is more than likely that he/she will not be able to pass to the next grade. Summer school is not sufficient time to teach all of the material that a student has missed over the course of the school year; therefore he/she will probably be retained to repeat the previous grade the following year.

Promotion

The curriculum of ECUEA is rigorous. It is the intention of the schools to promote preparedness for each child to progress through the grade levels successfully.

Any child who is not prepared to exit a grade level is not permitted to continue on to the next grade until they have attained adequate achievement in their present grade.

Students who receive a final grade of "F" in Reading and/or Mathematics will not be promoted to the following grade. They will receive 1 of 2 classifications:

1. A student must pass summer school to be promoted to the next grade level. Summer school absences of more than 1 day will result in automatic retention. *Tuition may be charged for summer school attendance.*
2. A student must be retained in their present grade for the following year. *Summer school is not required, but is strongly recommended.*

Student classification is the final decision of the school Director.

Grading Scale

Intermediate 3rd – 8th grade:

100 – 90	A
89 – 80	B
79 – 70	C
69 – 60	D
59 – 0	F

Primary Kindergarten – 2nd grade:

4	Exceeds Grade Level Expectations
3	Meets Grade Level Expectations
2	Developing Towards Grade Level Expectations
1	Below Grade Level Expectations

Student Enrichment

Homework

Homework is an integral part of the child's educational process. The Core Knowledge Curriculum, used by American Quality Schools, requires student preparation outside of school and is enhanced by a parent's involvement with homework completion.

Homework assignments are a part of each student's grade, therefore, missing assignments must be turned in as soon as possible. Students are also responsible for homework assignments missed during an absence from school (see section on student absences).

Students who do not turn in their homework will lose recess for that day. For Grades 3 through 8: Students missing 3 homework assignments will be assigned a detention. Continual failure to complete or to turn in homework assignments on time will result in appropriate consequences determined by the classroom teacher and/or Director of the school.



- Parents may be required to work with their child on special projects and provide materials that can be found in the home.
- Parent/student reading, particularly in the primary grades, is strongly recommended.
- Parents have the responsibility to discuss and check homework assignments on a daily basis with their child.
- Parents have the responsibility to review and sign their child's Homework Folder sent home every Thursday in order to be informed about current units of study, their child's progress, etc.

Field Trips

Cultural and educational field trips are scheduled during each school year. Field trips are planned to enhance your child's educational process and must be relevant to what is being studied at the time the field trip is planned. **Field trips are scheduled on school days and are, therefore, not optional.**

Permission slips from parents/guardians must be signed and returned to the classroom teacher before a student may participate in a field trip.

Chaperones - The ratio of chaperone to student is:

- Kindergarten – 2nd grade: 1 parent/guardian for every 6 students
- 3rd – 8th grade: 1 parent/guardian for every 10 students

Although each chaperone is directly responsible for their group of students, the class as a whole should stay together at all times during a field trip. Chaperones, alone or with their group, should not separate from the rest of the class at any time for any reason. Each group will follow the same set of rules. Team Leaders will provide a brief outline of the guidelines to chaperones before the trip. Any questions regarding the rules and responsibilities should be directed to the Team Leader.

Dress Attire - Students attending a field trip are required to wear their complete ECUEA uniform, unless otherwise noted in the field trip/permission slip sent home to parents prior to the field trip.

Refunds – FIELD TRIP PAYMENTS ARE NON-REFUNDABLE

Athletic Program

It is our belief that a child's participation in athletics is important in the development of character, teamwork, self-discipline, healthy living, integrity, respect for others and positive, competitive behavior.

Inter-school athletic competition is offered for grades 4th - 8th only. Any inter-school competition for grades lower than 4th must be recommended by the school Director and submitted to AQS senior management for approval.

Expectations:

1. The athletic program(s) will not interfere/disrupt the academic programs of the school. Early dismissal, excused from classes or "away" games during school hours will not be permitted.
2. The student athlete must show respect for coaches, team members, opponents and the officials of the sport. The athlete is also expected to demonstrate respect toward the spectators and play by the rules of the game.
3. The athlete must be present and on time for all practices and games. It is the responsibility of the athlete to notify the coach if he/she is unable to attend a practice or a game.
4. The athlete is expected to return his/her uniform in good, clean and reusable condition.

Blatant disrespect and disregard of the expectations mentioned above will result in limited or revoked playing time and the potential withdrawal of the student from the athletic team and competition.

Responsibilities:

- A student must have parental approval to participate on the team. A permission slip will be sent home to parents/guardians at the beginning of the athletic season.
- A student must have a physical exam and be in good physical health according to a licensed physician prior to joining the team. The physician's statement must be presented to the school Director.
- A student must be in good academic standing upon joining the team (a minimum of a "C" average in all courses) and maintain a "C" average in all classes for the duration of the athletic season. A grade of "D" or "F" in any class will automatically make the student ineligible.
- All students participating in the athletic program must present a grade verification form (provided by the coach of the team) at the end of each quarter, to each of their teachers for a signature.
- Any student who has incurred a category II discipline violation will not be able to participate on the team for that quarter. A student may request to be reinstated for the following quarter. Approval must be given to a student by the school Director.

Technology Acceptable Use Policy

Purpose of Use

Through technology, AQS and ECUEA provide access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. This new capability, however, requires guidance for students and staff use.

The Opportunities and Risks of Technology Use

AQS and ECUEA believe that the value of information and the opportunity for interaction that technology offers outweighs the hazards of its misuse. Making network access available, however, carries with it the potential that some network users will encounter sources that could be considered controversial or inappropriate. Because information on networks is ever-changing and diverse, the school cannot completely predict or control what users may or may not locate when on-line. Technology provides a conduit to information: the users must be wary of the sources and content and be responsible in choosing information to be accessed.

No technology is guaranteed to be error free or totally dependable, nor is it safe when used irresponsibly. Among other matters, AQS is not liable or responsible for:

1. Any information that may be lost, damaged, or unavailable due to technical, or other difficulties;
2. The accuracy or suitability of any information that is retrieved through technology
3. Breaches of confidentiality;
4. Defamatory material; or
5. The consequences that may come from failure to follow AQS policy and procedures governing the use of technology.

Privileges of User

Users may access technology for educational purposes only. Exercising this privilege requires that users accept the responsibility for all material viewed, downloaded, and/or produced. Users will need to evaluate the validity of materials accessed through technology and cite their resources when appropriate.

The actions of users accessing networks through AQS and ECUEA reflect on our organization. Users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines.



Definition of Acceptable Use

Users will:

- Adhere to the rules of copyright and assume that any software that they did not create is copyrighted (unless it is labeled "freeware" or "public domain");

- Adhere to the licensing agreements governing the use of shareware; note that e-mail is not guaranteed to be private;
- Be responsible at all times for the proper use of their access privileges and for complying with all required system security identification codes, including not sharing such codes;
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or computer viruses;
- Respect the rights of others to use equipment and therefore use it only for school-related activities;
- Treat all computers, printers, cameras, and other electronic hardware and software with great care;
- Abide by the policies and procedures of networks and systems linked by technology; and protect the privacy of other users and the integrity of the system by avoiding misuse of others' files, equipment, and programs.

Users will not:

- Use offensive, obscene, inflammatory or defamatory language;
- Harass other users;
- Misrepresent themselves or others;
- Violate the rights of others, including their privacy;
- Access, download, and/or create pornographic or obscene material;
- Use the network for personal business or financial gain;
- Vandalize data, programs, and/or networks;
- Degrade or disrupt systems and/or equipment;
- Damage technology hardware and/or software;
- Spread computer viruses;
- Gain unauthorized access to resources or entities;
- Violate copyright laws;
- Damage computers, printers, cameras, or other hardware;
- Use technology for illegal activities; and
- Reveal their name, personal address or phone number, or those of other users without parental permission.

Right to Monitor

AQS, and ECUEA as providers of the technology, email, and Internet access, have the right to monitor any and all use of the system. Any individual right of privacy is superseded by the school's need to maintain its system.

Penalties for Improper Use

If users of the technology do not follow the rules of Acceptable Use, their privileges may be taken away according to the following guidelines:

Level 1: Loss of use of computer privileges until the end of the current period.

Student does not follow the directions of supervisor regarding Internet, programs, or use of hardware.

Level 2: Loss of use of computer privileges for one month.

Student consistently does not follow directions of supervisor regarding Internet, programs, or use of hardware, OR

Student damages hardware due to carelessness.

Level 3: Loss of computer privileges for 3 months to entire academic year.

Student destroys files, any form of another person's work, OR

Student views or prints a sexually explicit, offensive site OR

Student views or prints other inappropriate material, OR

Student destroys hardware intentionally, OR

Student destroys hardware beyond repair.

Level 4: Incurs the cost of repair or replacement of computer.

Student breaks the computer intentionally or unintentionally.

Please read and sign with your child the "Student Technology Rules Contract" at the end of this handbook. The signed contract MUST be brought in and given to your child's teacher the 1st week of school. If the contract is not returned to school the 1st week your child will not be able to use any technological equipment in the school.

General Information

Cell Phones and Other Electronic Devices



Cell phones that are brought to school **MUST** remain in the off position during school hours, **MUST** be turned into the school's Main Office. If a cell phone is not turned in and is seen by any school personnel it will be taken away and returned to the student at the end of the school day. ***The school claims no liability for any lost or stolen cell phones.*** All other electronic devices are not to be brought to school. This includes "Game Boy" etc. Parents are urged to help children understand why these items are not to be brought to school and why. If any

electronic devices are brought to school they will be taken away and returned to the student at the end of the school day. If there is a repeated violation of the cell phone policy, the incident will be treated as a Category II offense.

Articles Not To Be Brought To School

Objects which create a safety hazard or which interfere with school procedure should not be brought to school. Undesirable objects will be confiscated if brought to school without the teacher's permission. *Any money sent to school with your child should be kept to a minimum. The school is not responsible for any money that is sent to school with your child.*

Marking Clothing

Articles of clothing, boots, tennis shoes and lunch boxes should be marked with the child's name, and grade, or room number so they may be returned if lost.

Personal Appearance

Students are expected to be dressed and groomed in a manner, which will not be disruptive to the educational process, constitute a health or safety hazard or violate civil law.

NO BRAIDS FOR BOYS
NO HAIR DESIGNS FOR BOYS

Uniform Dress Code

It is our belief that good dress and work habits reflect a proper school attitude. Students are required to be in proper dress code during school hours and on field trips unless otherwise notified. Students who do not comply with the dress code will face consequences set by our school discipline policy.

Girls:

- Plaid (navy and yellow) jumper (grades K-3)
- Plaid (navy and yellow) skirt (grades 4-8)
- Jumper or skirt should be **KNEE LENGTH** or fall just below the knees
- Navy docker style dress pant worn with a plain belt
- Pants must be properly hemmed at shoe level and not dragging the floor
- Yellow or light blue collared polo or blouse (short or long sleeved). **NO T-shirts**
- Navy cardigan sweater or vest
- Solid navy, knee length, uniform shorts may be worn from August 17 – September 30
 - May 1 – End of school year
- Solid color yellow, white or navy tights or socks
- Yellow or light blue turtleneck acceptable in winter
- **BLACK, BROWN, NAVY BLUE DRESS UNIFORM SHOES**
- **GYM SHOES ONLY ON GYM DAYS**

Boys K-8:

- Navy docker style dress pants worn with a plain belt
- Pants must be properly hemmed at shoe level and not dragging the floor
- Yellow or light blue collared polo (short or long sleeved). **NO T-shirts**
- *Shirts MUST be properly buttoned and tucked into pants*
- Navy cardigan sweater or vest
- Solid navy, knee length, uniform shorts may be worn from August 17 – September 30
 - May 1 – End of school year
- Solid color socks
- Yellow or light blue turtleneck acceptable in winter
- **BLACK, BROWN, NAVY BLUE DRESS UNIFORM SHOES**
- **GYM SHOES ONLY ON GYM DAYS**

Gym Uniform:

- Navy sweats or shorts (sweat pant legs **MUST** be worn at ankle length)
- Navy t-shirt (ECUEA logo or plain)
- Gym shoes
- White gym socks

Gym uniform may be worn on gym days *only* during the school year.

THE FOLLOWING ITEMS ARE NOT ALLOWED TO BE WORN IN SCHOOL

- No sunglasses
- No sandals
- No tank tops or tight fitting tops
- No sleeveless shirts
- No jeans
- NO BRAIDS FOR BOYS
- No hoop or dangling earrings (for safety reasons)
- No visible body piercing including band-aids covering piercings
- No rollers/curlers
- No sagging pants
- No hanging belts
- No visible tattoos
- No jackets
- No hair glitter/body glitter
- No key cords
- No hanging suspenders
- No combs or picks
- NO HAIR DESIGNS FOR BOYS
- NO CAPRI PANTS
- No false nails including acrylic, press-on nails, etc.
- Stud earrings (in ears) are **acceptable for girls only. Boys may not wear earrings.**
- **No pants may be worn under skirts (for girls). Pants may be worn under skirts in winter only, but must be removed once in school.**
- **No hats or other head coverings, including sweatbands and handkerchiefs are permitted.**
- Hair **cannot** be colored or highlighted any color that is not natural hair color.
- **No designs of any kind are permitted in the hair or eyebrows.**
- Necklaces **must** be tucked inside shirts or blouses and must be a reasonable size.

Students are expected to be dressed and groomed in a manner which will not be disruptive to the educational process, constitute a health or safety hazard or violate civil law.

Any clothing or jewelry that is distracting to the learning process is not permitted.

Any student who fails to meet the dress code guidelines may be sent home to retrieve their appropriate uniform.

****Final determination of appropriateness of student dress will be made by the school Director. ****

Uniforms are available for purchase through:

1. "Brady's This is It"
Burr St. at 25TH Ave. 1 Block North of I-80/94 at Burr Street Exit
219-844-1130
2. "Main Plaza"
3727 Main Street – East Chicago, IN. 46312
219-397-9181
3. "Young Shoe & Clothing"
3721 Main Street – East Chicago, IN. 46312
219-397-3007
4. "Just For Me"
2448 Broadway, Gary, IN
5. Dennis Uniforms
8345 Indianapolis Blvd., Highland, IN

Uniform clothing may also be purchased at the following stores (except for the girls' uniform jumper and skirt): Target, Wal-Mart, Sears or the school store at the school.

Policy Enforcement

Policy Statement

The American Quality Schools Corporation, the managing organization of the East Chicago Urban Enterprise Academy, is responsible for establishing and carrying out the following discipline policy. It is in stating this that AQS wishes to ensure that the school environment is safe for all students. Furthermore, AQS expects all students to accept full responsibility for their actions and behavior.

AQS Discipline Code

The East Chicago Urban Enterprise Academy expects all students to conduct themselves in a socially responsible manner. Disciplinary measures are used to maintain a safe and orderly school environment that promotes ECUEA's philosophy of providing a college preparatory education for all students.

This discipline code applies to the actions of students during school hours, before and after school, while on school property, at all ECUEA sponsored events and when the actions affect the mission of ECUEA. Students may also be subject to discipline for serious acts of misconduct, which occur either off-campus or during non-school hours, when the misconduct disrupts the orderly educational process at ECUEA.

Each discipline case will carry its own merit and will be adjudicated according to the facts accompanying the case. The East Chicago Urban Enterprise Academy's staff shall consider all mitigating circumstances prior to disciplinary action. Mitigating circumstances shall include, but are not limited to, the following:

- Age, health, maturity and academic placement of a student
- Prior conduct
- Attitude of a student
- Cooperation of parents
- Willingness to make restitution
- Seriousness of offense
- Willingness to enroll in a student assistance program

In some cases the school's administrative personnel may deem public service a necessary component of the disciplinary action. Public service may include, but is not limited to: repairing or cleaning property damaged as a result of the offense(s); participating in landscaping, gardening and/or other projects aimed at beautifying school property or the community; and/or providing services that improve the quality of life for community members.

Each category of offense listed below has a minimum and maximum disciplinary action associated with it. After considering the actual disciplinary violation and factors such as those listed above, ECUEA staff shall determine the disciplinary action within the minimum/maximum range to which the student shall be subjected.

CATEGORY I

These acts of misconduct include, but are not limited to, the following:

- Running and/or making excessive noise in the hall, school building or premises
- Violating the dress code
- Persistent tardiness to school or class

Students who commit any of these acts are subject to an after school detention, as a result of a 1st offense and may, as a result of repeated violations and depending on the circumstances, be subject to an in-school suspension. As a supplement and/or alternative to suspension, school staff may require students to complete between 1 and 8 hours of public service as commensurate with the seriousness of offense(s).

CATEGORY II

These acts of misconduct include, but are not limited to, the following student behaviors that disrupt the educational process at ECUEA:

- Excessive truancy (absence without just cause)
- Use of profane, vulgar or obscene words, gestures or other actions which disrupt the school environment or are disrespectful
- Insubordination (refusal to follow orders, directions or stated school rules)
- Participation in acts designed to disrupt classroom or school activities
- Repeated failure to follow state school rules and procedures
- Smoking on school property
- Acts that obstruct or interrupt the instructional process in the classroom
- Repeated refusal to participate in classroom activities or complete academic assignments
- Visible carrying of cell phones, pagers or other electronic devices
- Leaving the classroom without permission
- Cheating
- Plagiarism
- Bullying, including verbal harassment
- Initiating or participating in any unacceptable minor physical actions against another student
- Disrespect of school staff members
- HORSEPLAY

Students who commit any of these acts are subject to an after-school detention, and/or an in-school suspension as a result of a 1st offense and may, as a result of repeated violations and depending on the circumstances, be subject to the maximum penalty of a 5 day out-of-school suspension and teacher-parent conference. The degree of the suspension whether in-school or external, as well as length of suspension, shall be determined by AQS senior management. As a supplement and/or alternative to suspension, school staff may require students to complete between 3 and 12 hours of public service as commensurate with the seriousness of offense(s).

REPEATED VIOLATIONS OF CATEGORY II MAY RESULT IN STUDENTS SERVING MANDATORY SATURDAY SCHOOL.

CATEGORY III

These acts of misconduct include those student behaviors that very seriously disrupt the orderly educational process in the classroom, in the school, and/or on the school grounds. These acts of misconduct include, but are not limited to, the following:

- Fighting or threatening any student or staff member
- Assault on a student or any school employee (assault is interpreted as an attempt to do bodily harm to a student or to any staff member)
- Persistent refusal to follow stated school rules and procedures
- Arson
- Destruction of property/graffiti
- Creating a false fire alarm
- Repeated Category I and Category II offenses
- Possession of weapons
- Any act that endangers the safety of the other students, teachers or any school employee
- Theft
- Trespassing
- Involvement in gang activity
- Sex violations/sexual harassment
- Use, possession, sale or delivery of alcohol, illegal drugs, narcotics, controlled substances, contraband or look alike contraband/drugs

Students who commit any of these acts are subject to a maximum 10-day, out-of-school suspension and teacher-parent conference and may, depending on the circumstances, be subject to the maximum penalty of expulsion. As a supplement and/or alternative to suspension or expulsion, school staff may require students to complete between 6 and 30 hours of public service as commensurate with the seriousness of offense(s).

SUSPENSION AND EXPULSION

When a student's misconduct results in the need to suspend or expel a student, the following procedures shall be followed:

- A. Suspension Not Exceeding 10 School Days:** Students suspended for 10 days or less shall be afforded due process in the following manner:

The student shall be given oral or written notice of the charges against him/her, an explanation of the basis for the accusation, and a chance to present his/her version of the incident.

- B. Suspension In Excess of 10 Days and Expulsion:** Students suspended for more than 10 school days and/or expelled as a result of gross disobedience or misconduct shall be afforded due process in the following manner:

The East Chicago Urban Enterprise Academy will request that the student's parents or guardian appear before the ECUEA Charter School Board, an appointed hearing officer, or a Board representative. Such requests will be made by registered or certified mail and state

the time, place and purpose of the meeting. In addition to advanced written notice of the hearing, the student shall be afforded sufficient time to prepare for the hearing, the right to be represented by counsel, the right to present evidence and witnesses and school personnel. The expulsion hearing need not take the form of a judicial or quasi-judicial hearing. In no event shall a hearing be considered public. Further, at the discretion of the Board, the hearing may be closed to those individuals deemed advisable, except the student, the student's parents or guardians, the student's attorney, at least 1 school official, and Board's attorney at all times. Witnesses shall be admitted to a closed hearing to the extent necessary to testify. The East Chicago Urban Enterprise Academy School Board will make the final decision on expulsion.

PROCEDURAL DISCIPLINE GUIDE FOR STUDENTS WITH DISABILITIES

The school director may suspend students with disabilities for disciplinary reasons and cease educational services for up to 10 consecutive or 10 cumulative school days in 1 school year without providing special education procedural safeguards. When school staff anticipates a recommendation to an alternative school, a referral for expulsion, or anticipates that suspensions may exceed 10 cumulative school days, the following regulations apply.

1. AQS staff must provide written notice to the parent or guardian that a disciplinary action is being considered and the date of an Individualized Education Program (IEP) meeting, which must be held within 10 days of the date of misconduct.
2. The IEP team must:
 - A. Determine whether the misconduct is related to the student's disability by reviewing evaluation and diagnostic results, information from the parent/guardian, observations of the student, and the student's IEP and placement. The behavior is not a manifestation of a student's disability if:
 - 1) The student was given appropriate special education supplementary aids and intervention strategies, and
 - 2) The disability does not impair the ability to control behavior.
 - B. Review and revise, if necessary, the behavior intervention plan or, as necessary develop a functional behavior assessment and intervention plan to address the misconduct.
 - C. Include in the IEP those services and modifications that will enable the student to continue to participate in the general curriculum and address the behavior so that it will not recur.
 - D. Determine the appropriateness of an interim educational setting.

If the student's behavior **is not** a manifestation of the disability, school staff may apply the AQS/ECUEA discipline code, taking into consideration the student's special education and disciplinary records. In no event, however, may the student be suspended for more than 10 consecutive or cumulative school days in a school year without providing appropriate educational services.

If the student's behavior **is** a manifestation of the disability, the student's placement may be changed to an appropriate interim educational setting for 45 days if the student carried a weapon to school or to a school function, knowingly possessed or used illegal drugs, sold or

solicited the sale of a controlled substance while at school or at a school function, or is substantially likely to cause injury to himself/herself or others.

Students with disabilities, even if expelled, must be provided with an appropriate education in an alternative education setting.

New federal regulations offer some flexibility in suspending students with disabilities in excess of 10 school days in the school year in certain circumstances. In order to determine whether the circumstances permit a suspension in excess of 10 days per school year, consultation by AQS/ECUEA/ staff with the East Chicago Public Schools Department of Due Process is necessary. Without such consultation and approval from the Department, the current procedures limiting suspensions from disabled students to 10 days in a school year will continue to apply.

Parent Involvement

Parents are more than welcome to come and visit their child's school, however, visits to your child's classroom must be scheduled with the school Director and classroom teacher. The visit should be at a time and of such a nature as to present no interruption of the teaching/learning process. This procedure is necessary to prevent the disruption of classroom learning.



Parents, we think you're a



PERFECT 10!!!

It has come to our attention that many of you love being involved in the community of ECUEA. We will continue the program to best mobilize you to make our school the best it can be. The Parent Perfect 10 program got off to a great start last year and we want to capitalize on its' success. Research has proven that when parents or guardians spend more time in their child's school, the school experiences rising standardized test scores and fewer behavior disruptions in the classrooms. Basically, when parents are present, students prosper. Parents proclaim that volunteer policies increase parental pride in the school. This policy gets parents directly involved in the school and provides the opportunity for parents to have a direct impact on the success of the school.

Here's how it works:

Every month we will provide you with a calendar showcasing a host of ways you can achieve your Perfect 10. At each event our Perfect 10 Parent Partner will greet and have you sign in. In order to get full credit you will have to stay the whole time. All parents will be notified twice a year as to the numbers of hours completed. In order for the program to be successful, it will be mandatory. However, any adult family member (mom, dad, uncle, auntie, grandfather, grandmother, older brother, or older sister) may complete the requirement for each student as long as they are at least 18 years of age. If at the end of the school year you have not completed your commitment you will be fined at the rate of \$10 per hour NOT met.

Here are some examples of how parents can become Perfect 10 Parents:

- Attending Parents In Action meetings
- Open House Attendance
- Assisting teachers in classrooms
- Parent Teacher Conferences
- Parent University Participation
- Fundraiser distribution help
- Traffic Patrol
- Assisting with special events such as assemblies, book fairs, Fun Field Day
- Monitoring the lunch room and cafeteria before, during, and after school
- Tutoring Students
- Chaperoning Field Trips

Program Requirements per student at East Chicago Urban Enterprise Academy:

1 student: 10 volunteer hours annually
2 students: 16 volunteer hours annually
3 students: 24 volunteer hours annually

*** To ensure credit that you receive credit for your Perfect 10 hours please be sure to sign in at the Main Office.**

Charlotte Jackson, Director
ECUEA Policies and Procedures Committee

Notification of Rights under FERPA

for elementary and secondary schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Parent/Guardian School Agreement Form

Please sign your initials on the lines following each section title from the Parent-Student Handbook.

We have read and understand the information contained in the section titled:

	Parent/Guardian
Parent/Guardian Letter	_____
School Hours	_____
Enrollment	_____
Health Service Information	_____
Attendance	_____
Assessment and Promotion	_____
Student Enrichment	_____
Technology Acceptable Use Policy	_____
General Information (Cell Phone & Uniform Guidelines)	_____
Policy Enforcement	_____

We have read the Parent-Student Handbook and agree that we will abide by all rules, regulations and policies of East Chicago Urban Enterprise Academy managed by the American Quality Schools Corporation (AQS). We fully understand that non-adherence to these rules, regulations and policies by children enrolled in the schools or by their parent(s) or guardian(s) may result a child's expulsion from the schools.

Signature of Parent/Guardian: _____ Date: _____

Name of Student: _____

AQS Student Technology Rules Contract

Rules for using the Internet and E-mail help everyone. By following the rules, everyone can use the Internet, computers and other related hardware to learn more about the world and communicate with others. Only students who follow these rules may use the Internet, computers and other related hardware and telecommunication tools. Using the above listed tools are a responsibility and a privilege, not a right.

Teachers may view any student communication at any time in order to support the student's development as a responsible citizen.

Students are responsible for thoughtful, considerate behavior on computers as they are for their general classroom behavior.

Do	Do Not
<ul style="list-style-type: none">❖ Access educational material with teacher permission.❖ Send appropriate messages and pictures with teacher permission.❖ Use polite language on-line and be kind to others.❖ Protect computers, computer systems or computer networks.❖ Follow copyright laws.❖ Treat all hardware with great care.❖ Use your own identity, work, mail, files and folders with teacher permission.❖ Protect limited technology-related resources.❖ Keep personal information private.	<ul style="list-style-type: none">❖ Access non-educational material or use the network for personal purposes❖ Send or display offensive messages or pictures.❖ Use obscene or inappropriate language.❖ Harass, insult, or attack others.❖ Damage computers, computer systems, or computer networks.❖ Break copyright laws.❖ Treat hardware carelessly or roughly.❖ Misrepresent yourself or trespass in and/or modify user's folders, mail, work, or other files.❖ Waste limited resources.❖ Give out personal information.

Teachers and Directors will decide on the educational value of any electronic material. They will determine the proper action to take with students who do not follow these rules.

I agree to follow these rules and to use the Internet, computers and other related hardware in a responsible way to further my education.

Student Signature _____ Date _____

Print Name _____

Parent Signature _____ Date _____

Print Name _____

Note: Students in grades 3-8 will be asked to sign the technology contract. Only students with signed contracts on file will be permitted to use the school computers.

East Chicago Urban Enterprise Academy

Photograph Release Form

**Please note: Each child needs to have a form. If you have more than 1 child, fill out a separate form. Additional forms can be obtained from the school office. **

Student's Name: _____ Date of Birth: _____

Teacher's Name: _____

I, _____, the undersigned, hereby (grant/ do not grant) permission to have photographs or other images taken of my child. I authorize the use of these photographs for the general purposes as determined by the East Chicago Urban Enterprise Academy and The American Quality Schools (AQS) without time restriction of such pictures or any portion thereof. I further waive any claim for compensation, financial or otherwise, in connection with the aforementioned pictures.

Parent's/Guardian's Name (Please Print): _____

Signature: _____ Date: _____

Relationship to Student: _____

Address: _____

City: _____ State: _____ Zip Code: _____