



Passages Charter School

2009-2010 Parent-Student Handbook



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

Passages Charter School

Chicago, Illinois



**Managed by
AMERICAN QUALITY SCHOOLS**



**Sponsored by
ASIAN HUMAN SERVICES**

Parent-Student Handbook

School Year 2009-2010

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Parent/Guardian Letter

Dear Parent/Guardian:

Before admittance to Passages Charter School, 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 may be taken and diversity in delivering education to young people 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, the Chicago Board of Education is authorized to close the school if that occurred. 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 all policies and statements in this handbook are agreed upon by you. **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.**

AQS Information

American Quality Schools

Central Office

Phone: (312) 226-3355

Fax: (312) 226-1027

AQS Central Office Address

850 W. Jackson Blvd., Ste. 275

Chicago, IL 60607

**Additional information about
AQS is available on the web @
www.aqs.org**

School Information

Passages Charter School

Director: Nicole Feinberg

1643 W. Bryn Mawr Ave

Chicago, IL 60660

Phone : (773) 433-3530

Fax : (773) 769-3229

www.Passagescharterschool.org

School Hours

Monday, Tuesday, Thursday and Friday

8:00 am – 3:30 pm

Wednesday

8:00 am – 1:50 pm

Passages Charter School 2009-2010 School Calendar

	AUGUST	SEPTEMBER																																																													
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- First & Last day of school
- ◻ Parent/Teacher conference
- ◊ Early release day
- ◡ New Teacher orientation
- ◐ No school for students
- ◕ Teacher Professional Development

****Every Wednesday students are dismissed at 1:50 unless otherwise noted****

Enrollment

Entrance Requirements

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

Activity Fees

There is a **\$75.00** activity fee per child that must be paid in full at time of registration. The activity fee pays for field trips, classroom supplies, incentives and the student planner.

Late Fees

Dismissal time is **3:30 p.m.** Monday, Tuesday, Thursday and Friday and **1:45 p.m.** on Wednesdays. There will be a **fifteen minute grade period** given at dismissal for parents to pick up their children. **At 3:46 p.m.** (Monday, Tuesday, Thursday and Friday) and **2:01 p.m.** (Wednesdays) late fees will be assessed at **\$1.00 per minute, per child** according to **Passages's clocks**. Students with late pick up will remain in the main office until a parent/guardian signs him/her out of the building.

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

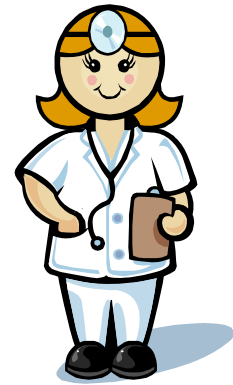
It is the responsibility of Passages students to return textbooks, library books and any other school materials at the end of the school year in good condition. In accordance with stated AQS policy, it is the responsibility of a parent/guardian to instill respect of property in their children. Thus, 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 Main Office whenever symptoms indicate the possibility of illness, injury and/or pain. Minor injuries are treated at school.

Each child is required to have current 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 Illinois.

All Illinois school children in kindergarten, 2nd and 6th grades are required to have an oral health examination (a dental exam). A licensed dentist must perform the examination and he/she must sign the dental form to document the exam. **Each child must present proof of the examination by a dentist prior to July 15 of the current year. The examination must have occurred within the last two years.** Please contact the school nurse at your child's school if you have any questions regarding this requirement.

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 8:00 a.m. 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 truancy.**

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 may 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

It is the responsibility of the parent/student to obtain make-up work after an absence. In addition parents/students should not expect to receive homework in advance if a student is leaving for a planned vacation during the school year. Planned vacations during the school years should be avoided if possible and **are not considered an excused absence.**

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 enforced for all Passages:

- **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) 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 he/she is accompanied by a parent, guardian or an adult 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 and it must be approved by the Director.** Children who leave early must be picked up in the school office. **There will be no early dismissal after 3:00 pm.** Once students are dismissed they may not re-enter the building. Early dismissal will be allowed only in rare circumstances and requires the approval of the school Director.

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 two 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 to the attendance and tardy policies.***

Assessment, Promotion and Requests for Information

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.



Promotion

The curriculum of Passages Charter School 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 will not be 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 "D" will be required to attend summer school.

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.

****Minimum satisfactory score on the ISAT and NWEA will be required for promotion to the next grade level beginning in 3rd grade.****

Requests for Information

All requests for student records must be made in writing or via e-mail to a Team Leader. No requests for records will be taken over the phone. The school will need 48 hours to complete any request for information. Please take this time frame into consideration when placing a request.

Student Enrichment

Homework

Homework is an integral part of a child's educational process. The Core Knowledge Curriculum, used by all schools managed 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 6: 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.

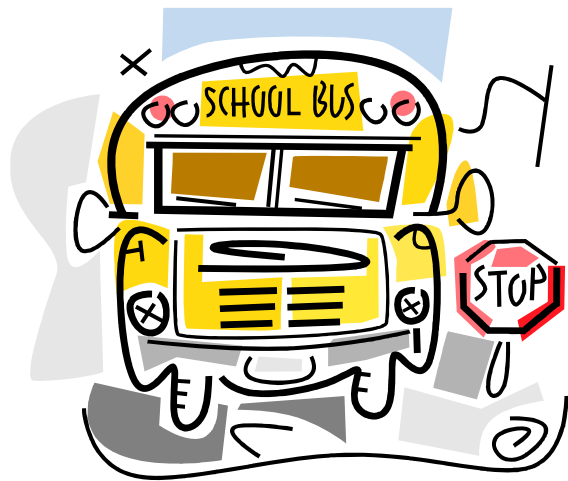
- Parents may be required to work with their child on special projects and provide materials that can be found in the home.
- Parent/student reading, particularly in the primary grades, is strongly recommended.
- Parents have the responsibility to discuss and check homework assignments on a daily basis with their child.
- Parents have the responsibility to review classroom/ school websites and newsletters for the most up to date information on a weekly basis. All websites and newsletters will be updated at the beginning of each week.

All students are required to have an assignment notebook. Assignment notebooks can be purchased either from the Student Council at each school or at the school bookstore.

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 – 6th grade: 1 parent/guardian for every 10 students

Although each chaperone is directly responsible for their group of students, the class as a whole will 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 Passages uniform, unless otherwise noted in the field trip/permission slip sent home to parents prior to the field trip.

Technology Acceptable Use Policy

Purpose of Use

Through technology, AQS provides 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 believes 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, despite the use of content filters and close teacher supervision, AQS cannot completely predict or guarantee what students 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

Students may access technology for educational purposes only. Exercising this privilege requires that they accept the responsibility for all material viewed, downloaded, and/or produced.

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

Definition of Acceptable Use

Students 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 students and the integrity of the system by avoiding misuse of others' files, equipment, and programs.

Students 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 permission.

Right to Monitor

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

Penalties for Improper Use

If students 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 put away and **MUST** not be seen by any school personnel. If a cell phone is not put away 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



Director has the authority to establish more stringent rules governing the use of cell phones. ***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, iPods, etc. Parents are urged to help children understand why these items are not to be brought to school and why. If there is a repeated violation of the cell phone policy, the incident will be treated as a Category II offense and the cell phone will be confiscated by the Director until the end of the year.

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.

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.

While we respect all cultural and religious beliefs we reserve the right to enforce the Uniform Dress Code in its entirety.

Girls (PreK-6):

- Clean navy polo or dress shirt (short or long sleeved). *Shirts must be tucked into pants.*
- Clean khaki docker style dress pants with a plain belt.
- Navy cardigan sweater or vest.
- Black, Brown or Blue plain dress shoes.
- Solid color tights or socks.

Boys (PreK-6):

- Clean navy polo or dress shirt (short or long sleeved). *Shirts must be tucked into pants.*
- Clean navy docker style dress pants worn with a plain belt.
- Navy cardigan sweater or vest.
- Black, Blue or Brown plain dress shoes.
- Solid color tights or socks.

Gym Uniform (PreK-6):

- Navy sweats or shorts (sweat pant legs MUST be worn at ankle length).
- Navy or white t-shirt (Passages shirt or plain shirt).
- Solid white or black gym shoes – permitted only on gym days.
- White gym socks.

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

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

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 athletic bowling style shoes
- No hoop or dangling earrings (for safety reasons)
- No hooded sweatshirts
- 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 shorts (non-uniform)
- No false nails including acrylic, press-on nails, etc.
- Stud earrings (in ears) are **acceptable for girls only**. **Boys may not wear earrings.**
- **No boots** – hiking, work boots, etc. may be worn during the school day. *Boots may be worn to school during the winter, but must be removed once in school and regular school shoes put on.*
- **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.
- Excessively large chains, key chains, etc. may not be worn during the school day by boys or girls.
- No wristbands, string bracelets or sweatbands are to be worn.

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.

****Final determination of appropriateness of student dress and measures taken to enforce the policy will be made by the school Director****

Policy Enforcement

Policy Statement

The American Quality Schools Corporation, the managing organization of Passages Charter School, 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 Passages students. Furthermore, AQS expects all Passages students to accept full responsibility for their actions and behavior.

Passages Discipline Code

Passages expects all students to conduct themselves in a socially responsible manner. Disciplinary measures are used to maintain a safe and orderly school environment which promotes Passages' philosophy of providing a college preparatory education for all students.

The Passages discipline code applies to the actions of students during school hours, before and after school, while on school property, at all Passages sponsored events and when the actions affect the mission of Passages. 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 Passages.

Each discipline case will carry its own merit and will be adjudicated according to the facts accompanying the case. Passages' 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, Passages 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 or school building or premises
- Persistent tardiness to school or class
- Loitering in the hallway
- Lying to school personnel
- Failing to abide by school dress code

Students who commit any of these acts are subject to a teacher-student conference 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 1 day 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 Passages:

- 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
- Fighting or threatening any student or staff member
- Visible carrying of cell phones, pagers or other electronic devices
- Leaving the classroom or school grounds without permission
- Cheating
- Plagiarism
- Bullying, including verbal harassment
- Forgery
- Inappropriate touching of another student
- Roughhousing/horseplay
- Persistent tardiness
- Tagging of books, folders, or notebooks

- Initiating or participating in any unacceptable minor physical actions against another student
- Disrespect of school staff members

Students who commit any of these acts are subject to 1 after school or Saturday in-school detention and teacher-student conference 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 AOS's staff. 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).

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, to 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, weapon contraband or look alike weapon contraband/drugs
- Overt display of gang affiliation (wearing clothing or displaying paraphernalia, the display of gang signs, symbols and signals that signifies or exhibits an individual's affiliation with a gang)
- Use of intimidation, credible threats of violence, coercion or persistent bullying
- Bomb threat
- Inappropriate sexual conduct during school hours, which includes kissing, touching and comments

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 or school 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:

Passages Charter School will request that the student's parents or guardian appear before the Education Board of Directors, 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.

PROCEDURAL DISCIPLINE GUIDE FOR STUDENTS WITH DISABILITIES

AQS's staff 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 Passages 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 staff with the Chicago Public Schools Department of Due Process is absolutely 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.

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 Passages Charter School 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
❖ Access educational material with teacher permission.	❖ Access non-educational material or use the network for personal purposes
❖ Send appropriate messages and pictures with teacher permission.	❖ Send or display offensive messages or pictures.
❖ Use polite language on-line and be kind to others.	❖ Use obscene or inappropriate language.
❖ Protect computers, computer systems or computer networks.	❖ Harass, insult, or attack others.
❖ Follow copyright laws.	❖ Damage computers, computer systems, or computer networks.
❖ Treat all hardware with great care.	❖ Break copyright laws.
❖ Use your own identity, work, mail, files and folders with teacher permission.	❖ Treat hardware carelessly or roughly.
❖ Protect limited technology-related resources.	❖ Misrepresent yourself or trespass in and/or modify user's folders, mail, work, or other files.
❖ Keep personal information private.	❖ 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 3-5 will be asked to sign the technology contract. Only students with signed contracts on file will be permitted to use the school computers.

Passages Charter School

Passages 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 Passages Charter School and 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 _____

Relation to Student: _____

Address: _____

City: _____ State: _____ Zip Code: _____