Urban Academy Charter School

Parent Handbook

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Urban Academy Charter School

Vision:

Inspiring, challenging, and enhancing every student's innate ability to succeed.

Mission:

Our mission is to work in partnership with urban parents to provide an opportunity for every child to meet or exceed their individual potential in basic academic and life skills by utilizing research-proven methods in a safe, structured, and respectful community.

Values:

Honesty, personal responsibility, self-discipline, cooperation and respect for others.

Beliefs:

Urban Academy provides a quality education for urban students in grades K-6. We believe that education plays a critical role in developing creative and responsible human beings. Children have an innate ability to learn. When nurtured and taught in an environment that respects their unique culture, abilities, resiliency, and effort, they awaken the desire to learn. Ready and willing to be taught, children grow and flourish as creative citizens, able to make their own distinctive contribution to society.

Urban Academy believes in a strong partnership with the student's home and community in which they reside. Every student is to be understood holistically, by understanding the student's academic abilities, social and personal life, which impacts their academics and behavior. Our Family Specialist is a resource to the parents by providing them resources that they need so that they can support their children at home.

Goal:

To create a school improvement process and plan that is collaborative, focuses on student learning, and is measured by multiple sources of data.

DRAGON PRIDE



REMEMBER TO ALWAYS BE ON……..

Friendly In control Respectful Encouraging

Welcome to the Urban Academy Charter School

It is our responsibility to provide you with general information covering many areas important to your children and their education.

We are dedicated to serving our community, particularly to our families, who should be informed of the various functions and programs in our school. We encourage you to visit and confer with your child(ren) teacher and administration. Education can only be successful if the home and the school work together to accomplish a common goal, child success!

Urban Academy Peace-Maker Pledge

I am an Urban Academy Peace-Maker.
I pledge to praise others,
To never use put downs,
To seek wise people,
To speak up about hurt feelings;
Mine or others,
And to solve problems.
I will build peace at home,
At Urban Academy,
And in my community each day.

School Hours

Monday through Friday 9:00 AM to 4:00 PM

Absence and Tardy Policy

By law, schools are to report all unexcused absences and tardies to the Family Truancy Intervention Program (F.T.I.P), which is through the Office of the Ramsey County Attorney's Office. If these conditions are not met:

- Students has 1-3 unexcused absences or 5 out-of-building tardies. Urban Academy will send a written notification to the family. If attendance does not improve, it goes directly to the FTIP.
- Student has 3 or more unexcused absences or 10 out-of-building tardies, a referral form is sent to FTIP.

If your child(ren) is going to be absent or late to school, it is very important to notify the school office. Also, if phone numbers change, please make sure to inform the school. The front office makes daily phone calls your child(ren) is absence. A disconnected phone number or no return phone call will be tracked as un-excused.
If your child is tardy to school, when you arrive at school with your child(ren), she/he needs to be signed in at the front office. Mrs. James will give your child(ren) a class pass. Without the class pass, your child(ren) will not be allowed to attend class.

Uniform Policy

This policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

A. Monday thru Thursday will be uniforms
B. Every Friday will be a non-uniform day for the students
C. Uniforms will consist of:
   - Polo shirt colors (Navy Blue)
   - Khakis Pants
   - Tennis shoes

See policy 03.05A – Student Dress and Appearance

Pre-Schoolers & Kindergartners are encouraged to bring an extra uniform to school in case of an accident.

Arrivals and Dismissals

Students who walk to school or dropped off are requested to arrive at the Urban Academy no earlier than 8:45am. Problems arise on the school grounds when children arrive at school too early. This also limits the distraction to the staff as they are preparing for the day.

Parents/guardians should make arrangements to have their child(ren) picked-up immediately after school. If the child(ren) ride home is delayed, please inform the front office immediately. Students that are left at the school 30 minutes or more without notice, authorities will be notified.

School Closing/Late Starts

All school closings and late starts will be posted no later than by 6:00am, if not sooner, on the day of or the night before. Urban Academy will notify and post the information on all of its local news channels such as Kare11-channel 11; WCCO –channel 4; FOX –channel 9, and KSTP –channel 5.

If unsure of closing or delays, please call into Urban Academy at 651-215-9419 and listen to the message board.

Custody Issues

Often in family situations, a court has given one parent or another certain legal rights. These rights most often delineate custody issues for minor children involved in the family situation.

When a court awards sole legal custody, sole physical custody, or creates other specific language that requires the school to limit normal family involvement, the school "**must"** have appropriate copies of the court papers. ***Without such information, the school will assume joint legal custody and joint physical custody.***

Health Program Procedures

Urban Academy provides first aid and the immediate care of a child who is ill. Parents' telephone numbers or emergency contacts are called if the student should not remain in school. It is the parent's responsibility to ensure the school has the parent's and emergency contact's current phone number.

Students may not be in school with:

1. Communicable Diseases
2. Temperature over 100 degrees orally
3. Red or draining eyes
4. Draining skin lesions, which is not under a doctor's care
5. Vomiting, diarrhea, or severe abdominal pain
6. Persistent cough
7. Injury that needs immediate medical care

When a student is ill or injured, health office personnel will:

1. Call the parent or guardian as listed on the emergency contact to arrange transportation for the child.

2. If a parent or guardian is not available, the alternate person(s) designated on the emergency card will be called to provide transportation and care for the student until the parent can be contacted.

3. No Student will be allowed to walk home or be taken home without the permission of an adult who is responsible for the student

4. If an injury or illness requires any restrictions or adaptations at school, please have the physician write instructions to be followed at school. This includes

Policy 3.09 – Student Medication

Urban Academy acknowledges that some students may require prescribed drugs or medication during the school day. No drugs or medications of any kind except those prescribed by a physician can be given to a student by a school employee. The school district's licensed school nurse, trained health clerk, site director, or teacher will administer prescribed medications from their original containers in accordance with school district procedures.

The administration of prescription and nonprescription medication or drugs requires a completed signed request from the student's parent. The school district may rely on an oral parent request to administer medication or drugs for up to two school days, after which a written authorization is required. An "Administrating Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.

Medications, prescription and nonprescription, are not to be carried by the student unless there is a written agreement between the school district and the parent. Medications will be left with the appropriate school district personnel, except as noted in a written agreement between the school district and the parent or as specified in an IEP (individual education plan) or IHP (individual health plan).

The school must be notified immediately by the parent in writing of any change in the student's medication or if the medication is no longer required. A new container label with new pharmacy instructions shall be required within two days of the change. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the site director and to other personnel designated to administer the medication.

Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization (if appropriately contracted by the school district under Minn. Stat. § 123.35, subd. 17(2) or (3)). Urban Academy administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.



Breakfast

Breakfast will be available as soon as the students enter the school facility. Breakfast is eaten in the classroom during morning meeting.

Note: Parents are responsible for breakfast, if the student(s) arrive after 10:00am.

Lunch

All students receive free lunch.

Student Files

Student files are located in a locked cabinet in the front office at all times. Any new information or updated information (i.e. address change, phone numbers, emergency contact numbers, etc.) should immediately be given to the front office. It is the sole responsibility of the parent(s) or guardian(s) to give the school any updated information changes.

Policy 3.01 – Protection and Privacy of Pupil Records

The following procedures and policies regarding the protection and privacy of parents and students are adopted by Urban Academy, pursuant to the requirements of 20 U.S.C. §1232g, et, seq., (Family Educational Rights and Privacy Act) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, date and place of birth, dates of attendance, and the most recent previous educational agency or institution attended. Directory information does not include personally identifiable data which references religion, race, color, social position or nationality.

State law provides that all data collected, created, received or maintained by a school district is public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of 20 U.S.C. §1232g and the regulations promulgated there under.

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student subject of the data and the student's parent if the student is not an eligible student. Urban Academy may not disclose private records or their contents except as summary data, or except as provided in the DISCLOSURE OF EDUCATION RECORDS section of this policy, without the prior written consent of the parent.

Behavior/Safety Policy

Urban Academy has a "no tolerance for violence or bullying" policy for all students. The "no tolerance for violence or bullying" policy means that no student will be allowed to resort to physical violence or threats for any reason on the way to school, while at school, on the way home from school, or at any school event. While we cannot define every act of physical violence, it does include fighting, hitting, punching, kicking, pushing and shoving nor bullying, which includes physical, verbal, and media. If a child uses physical action towards another student or uses physical action to solve a problem, he/she will be suspended from school. There are no exceptions to the rule. Play-fighting will not be allowed or tolerated as children use it as an excuse, it leads to a disruptive environment, and many times leads to someone being hurt.

Parents and guardians have the right to expect that their student's school does everything possible to ensure a safe learning environment. I hope that every family understands that a crucial part of our effort is to maintain a nonviolent school climate. We appreciate your understanding and assistance in reinforcing these expectations with your child(ren) at home.

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct.

Policy 3.06 – Student Discipline

The purpose of this policy is to ensure that students are aware of and comply with Urban Academy's expectations for student conduct. Such compliance will enhance Urban Academy's ability to maintain discipline and ensure that there is no interference with the educational process. Urban Academy will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that the nurturance of the maturing process for each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of Urban Academy that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 127.26 through 127.39.

In view of the foregoing and in accordance with Minn. Stat. § 127.41, the school board, with the participation of school district administrators, teachers, employees, students, parents and community members and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of Urban Academy.

Policy 1.13 – School Weapons Policy

A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades (including razor blades); clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as, or look like a weapon.

No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, lighters, letter openers, ball bats, compasses, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

Any student who should find any weapon or dangerous article on the way to school or on the playground should take it immediately to the site director's office that shall conduct a timely investigation into its presence and disposal.

"School Location" includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.

"Possession" means having a weapon on one's person or in an area subject to one's control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the director's office shall not be considered to possess a weapon.

Policy 3.10 – Search of Student Lockers, Desks, Personal Possessions and Student's Person

This policy is to provide for a safe and healthful educational environment by enforcing Urban Academy's policies against contraband.

Desks - School desks are the property of Urban Academy. At no time does Urban Academy relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Lockers and Personal Possessions within a Locker - Pursuant to Minnesota statutes, school lockers are the property of Urban Academy. At no time does Urban Academy relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Personal Possessions and Student's Person - The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Busing Policy

Urban Academy Transportation safety guidelines are established to help ensure the safest ride possible for your child(ren) on the school bus. ***Riding the bus is a privilege and not a right***. It is also an extension of school, prior, during, and after school. Bus behavior and incidents will be handled in the same capacity as in-school behavior and incidents. Each student extended this privilege has a right to a safe, non-coercive environment on the school bus while riding to and from school or related events. Each student has the responsibility to do the following:

1. Follow the directions of the bus driver
2. Stay out of the danger zones outside of the bus
3. Remain seated in your own seat
4. Keep your hands, feet, and all objects to yourself
5. No fighting, loud behavior, or inappropriate language
6. Do not eat or drink on the bus nor poses or use prohibited chemicals
7. Do not bring any weapons or dangerous objects on the bus
8. Do not damage the bus (consequences could result in parents paying for the damage.)

Failure to do so adversely affects the safety of all other passengers and will result in action being taken. This action may include but is not limited to assigned seats, detention, and/or suspension of riding privileges.

If safety policies are not adhered to by the student(s) of Urban Academy, all privileges will be lost and Urban Academy student may lose transportation privileges.

Consequences:

1. Write-up 1: Parent Notification/Student meets with Administration
2. Write-up 2: Parent Notification & Parent Meeting Required
3. Write-up 3: 1-5 Day bus suspension
4. Write-up 4: 3-5 Day bus suspension
5. Write-up 5: 5-8 Day bus suspension
6. Write-up 6: 10 Day bus suspension
7. Write-up 7: 30 Day bus suspension
8. Write-up 8: Transportation will be terminated

Volunteer Opportunities

Urban Academy staff welcomes the assistance of our parents, community professionals and business professionals to volunteer their time in the school on a daily basis. This is an opportunity to work with the students and staff of the school in making the school a better place for everyone.

Questions regarding volunteering at the Urban Academy, please contact the school.

Open House

Urban Academy will host multiple open house visits throughout the school year (dates to be determined).

Parent meetings are a part of the Open House nights where the administration and families will discuss topics that involve the school and the community of St. Paul. Ideas will be generated at these meetings to make the school a better and stronger place for our students.

Family Social Services

Urban Academy also provides resources to our families that are in need of assistance. If you are in need of assistance for you and your family, please contact Ms. Shelley Hickman, Family Specialist.

Parents Right-To-Know

School districts are required, under the Public Law 107-110-Jan.8, 2002, sect. 6, to notify parents that parents have the right to request professional qualifications of the student's classroom teachers to ensure that they are "highly qualified", which means:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduation certification or degree held by the teacher, and the field of discipline or the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

This information can be obtained in several ways:

1. Parent request, in writing, to Urban Academy. Urban Academy will respond in a timely manner, upon receipt of written request.

2. Minnesota Department of Education website at *education.state.mn.us*

Background Checks

For the protection of the students and staff at Urban Academy, everyone who is employed or volunteers at Urban Academy is subject to an official background check. Background checks are conducted by the Bureau of Criminal Apprehension (BCA) of Minnesota.

Please note: this handbook contains summaries of several policies. The complete policies are available upon written request at the Urban Academy. Policies are regularly reviewed and updated by the board.