

Union Pointe Academy

Parent-Student Handbook



2023 - 2024 School Year

Mailing Address: PO Box 1079, Union, KY 41091

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Mission Statement

To be a school for all students by partnering with parents to educate children to the full extent of their God-given abilities and potential and see them grow into young adults who positively impact society and the lives of others.

At Union Pointe Academy, we recognize that a vision is only successful if there is a mission with intentional steps to implement that vision. We believe there are very intentional dynamics set in motion that bring that vision to life and make UPA such a unique school:

- Small teacher/student ratios
- A blended-learning approach that allows all students to work at their own pace and teachers to accommodate and differentiate instruction
- Every student has a Personalized Learning Plan (PLP) formulated for his/her own interests and abilities.
- Additional resources and programs for dyslexia students, gifted students, and personalized learning styles.

Vision Statement

Union Pointe Academy is a school where every student matters, every student can learn and be successful, and every moment counts.

Children sometimes just need a different soil to best grow and become all they were meant to be. Our passion is to provide that soil that will unleash the full potential in every student.

Our incredible faculty works purposefully as a family to create an environment where each student feels safe, accepted, and genuinely cared for on a daily basis. We believe that healthy, significant relationships are a key factor in any student loving their school experience and becoming the best version of themselves academically, emotionally, and relationally. In this environment, every teacher will know students personally, foster academic growth and work ethic, and strive to nurture and develop life-long learners.

We have a vision of "helping students discover what they were born to do" which is emphasized through the development of each student. Our faculty works tirelessly to see that vision become a reality by recognizing that every student learns differently and refuses to put all students in the same "box", expecting the same results. At Union Pointe Academy, we will do life with students in a way to ignite intellectual development, personal integrity, sense of community and wholesome relationships, and college and career readiness through strong academic programs and vibrant arts and electives. Finally, while we recognize the practical significance of test scores, we believe that they do not define the potential and brilliance that lies within every child.

Statement of Faith

UPA stands firm on the following foundational truths: We believe the Bible is the inspired, infallible, authoritative Word of God written under the inspiration of the Holy Spirit. We believe there is one God eternally existent in three persons - God the Father, the Son and the Holy Spirit. We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His crucifixion and atoning death and glorious resurrection. We believe in His ascension to the right hand of the Father and His second coming. We believe that our salvation comes by God's grace alone when we put our faith and trust in Jesus Christ as Lord and Savior.

Parents

Throughout the Parent/Student Handbook, Student Code of Conduct and Discipline Policies, the term "parent" is used. At Union Pointe Academy, we define "parent" as a biological or adoptive parent, step-parent, legal guardian or other person having lawful control of their child attending UPA.

Accommodations for Students

In compliance with equal access laws, the UPA administration is available to discuss appropriate academic accommodations that may be required for students with disabilities (learning, physical, behavioral). Requests for academic accommodations are to be made immediately upon registration at UPA, so that appropriate arrangements may be made as soon as possible. As a private school we do not receive federal funding and are not required to provide a free appropriate education or an IEP.

Accreditation

NAPS

We are **Accredited by the National Association of Private Schools**. The NAPS (National Association of Private Schools) will be the source for accreditation as it serves both as a service organization of member schools and as a network for the promotion of quality in independent schools. Their purpose is to encourage, develop, and support the highest possible standards in its member schools and to recognize by formal evaluation those schools in which these standards are achieved and maintained.

NCAA

Union Pointe Academy is NCAA-Approved, meaning student athletes can fulfill NCAA initial eligibility requirements when taking our NCAA-approved courses to fulfill academic requirements.

Kentucky State Standards

Union Pointe Academy will comply with all Kentucky State Standards by the Department of Education.

Admissions Policy

Union Pointe Academy has established the following enrollment procedures:

1. Parent completes the Interest Form;
2. UPA contacts parents to schedule meeting;
3. Information sharing meeting occurs (at this time please bring most recent report card, and if applicable IEP, 504 and any outside testing);
4. Opportunity for students to complete a school/classroom shadowing visit;
5. UPA contacts parents with approval to begin registration;
6. Upon receiving approval to register, enrollment forms should be completed and returned to the Office along with registration fees;
7. Formal withdrawal by parents from previous school must be completed;
8. Student's records must be received from the previous school.

Upon completion of all of the above steps, the student's information will be reviewed; if approved, the student will be enrolled in UPA and registered for classes.

Tuition Payment Policy

When you enroll your child at UPA and have paid the required fees, a place is secured for your student for the entire school year. Based on this enrollment, UPA makes an annual financial commitment to hire faculty and staff, as well as to pay day-to-day operating expenses. Tuition may be paid in several different ways (see below), however, when enrolling your student you are agreeing to be responsible for no less than one academic quarter's tuition.

Tuition may be paid in the following ways:

1. Payment in full - payment is paid by September 1, 2023. Anyone who chooses to pay in full will receive a \$200 discount for full-time students only.
2. Three payments - payment is required to be paid on the first tuition due date for each of the following months: September 1, 2023, December 1, 2023 & March 1, 2024. Anyone who chooses to pay this way will not be charged the monthly fee of \$25.
3. Monthly payments - payments are broken into nine (9) payments (September 2023-May 2024) and will automatically have a \$25 monthly fee added.

UPA accepts tuition payments made through your online banking, online through our website by credit card, or by mailing a check to PO Box 1079 Union, KY 41091.

Any return payments will be subject to a return check/item fee of \$25.

Any late payments will be subject to a late fee of \$35.

Withdrawal/Refund

A thirty (30) day notice of withdrawal is required. In order to withdraw in good standing, a parent/guardian must complete a "30 Day Withdrawal Notice" form. This can be obtained by contacting the UPA office. The thirty days will begin on the date the office receives the signed document.

If you withdraw your child once a new quarter has begun, you are required to pay the remaining amount due in full for that academic quarter before any official transcripts or records will be released. If payment is not made, the account will be considered not in good standing and further legal action may occur.

All fees are non-refundable (ie. registration, curriculum, etc). Tuition is also non-refundable, with the exception of those who have paid in full for the year and the amount returned will be based on the remaining academic quarters left in the school year.

Academics

Curriculum

<p>Grades K/1 through 4</p> <ul style="list-style-type: none">● Zearn● Reflex Math● Lexia● Reading A to Z <p>Grades 3 through 8</p> <ul style="list-style-type: none">● Ignitia <p>Grades 9 through 12</p> <ul style="list-style-type: none">● Ignitia	<p>Orton-Gillingham Program</p> <ul style="list-style-type: none">● Barton System● Scholastic<ul style="list-style-type: none">○ Reading Jumpstarts○ Daily Word Ladders○ Word Study & Phonics● Spectrum<ul style="list-style-type: none">○ Word Studies○ Fluency● Ed. Pub. Service<ul style="list-style-type: none">○ Clues to Meanings○ Explode the Code
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Blended Learning

Blended learning is an approach to learning that incorporates hands-on, personal instruction with 21st Century tools and technology. UPA uses Ignitia software as well as in-person, personalized instruction. Combined, these methods allow for an even more personal investment in each student's success, as well as a level of sophistication within instructional materials, resources and opportunities.

TEACH...Teacher-led instruction of the skill or concept to be learned

PRACTICE...Offline practice and application of the skill

IGNITIA...Online learning thru Ignitia

TEST... Evaluate the proficiency of learning

RETEACH...Review of missed skills through small and individual instruction

Grading Scale

For Grade Kindergarten through Grade 4 the following grading scale has been implemented.

- “O” - Outstanding
- “M” - Meeting Standards
- “P” - Progressing with Help
- “AC” - Area of Concern

For Grade 5 through 12 the following grading scale has been implemented.

- A+ = 97-100
- A = 93-96
- A- = 90-92
- B+ = 87-89
- B = 83-86
- B- = 80-82
- C+ = 77-79
- C = 73-76
- C- = 70-72
- I/F = 69 and below

Please note: Below 70 is “I” for *incomplete* after the 9- week grading period ends. Students with an “I” will be provided up to two weeks worth of support to reach a 70. The amount of support provided will be at the discretion of the Principal and teacher. If criteria is not met for a passing grade, the incomplete will then become an “F”.

Homework

Students will be provided a “Student Planner” to write all homework assignments down. Parents are encouraged to check this every night for assignments or notes from teachers. Quickschools and Google Classroom can also be checked for coursework status and progress. There may be occasions when assignments or projects require additional time outside of the school day. At no time should a student complete a quiz or test at home in the Ignitia program unless instructed by teachers.

Report Cards & Progress Reports

Parents are encouraged to monitor their student’s academic progress through QuickSchools. www.unionpointeacademy.quickschools.com.

Report cards are scheduled to be issued to the students at the end of each academic quarter. The end-of-quarter dates can be viewed on the school academic calendar contained in this handbook or on the school’s website (<http://www.unionpointeacademy.org>).

Parent-Teacher Conferences

Parent-Teacher conferences will be scheduled and noted on the academic calendar and website. Additional information and details will be sent home in advance. At any time, parents may request to speak with a teacher by emailing the teacher and/or the office.

High School Graduation Academic Tracks

Graduation Requirements

● English	
○ Eng I, Eng II, Eng III, Eng IV	4.0
● Mathematics	
○ Algebra I and higher	4.0
● Science	
○ Life Science (Biology, Biology Accelerated)	1.0
○ Physical Science (Scientific Investigations, Chemistry, Physics)	1.0
○ Science Elective	1.0
● Social Studies	
○ World History	1.0
○ American History	1.0
○ Government	0.5
○ Economics	0.5
● Health/Physical Education	
○ Health	0.5
○ Physical Education	0.5
● Bible	
○ Old Testament	1.0
○ New Testament	1.0
○ Bible Doctrine	1.0
○ Christian Faith and Living	1.0
● Electives	
○ Fine Arts	1.0
○ Personal Financial Literacy	1.0
○ College/Career Readiness	1.0
Total Credits	22

UPA has implemented a standard 4.0 grading scale.

- 4.0 and greater - 90% to 100% - "A"
- 3.0 to 3.9 - 80% to 89% - "B"
- 2.0 to 2.9 - 70% to 79% - "C"
- 1.0 to 1.9 - 60% to 69% - "F"

All Advanced Placement and Dual Enrollment classes will be weighted at the end of each semester by 1.04%

Repeated Course Policy

If a student does not receive high school credit due to failure to successfully complete a course, then that course must be repeated in full.

Homeschool Curriculum and Attendance

Homeschool students are welcome to attend UPA for any classes of their choosing. Teachers will instruct students using the curriculum provided by UPA. Attendance and tardiness will be tracked by the UPA front office and provided to homeschool parents at the end of each quarter for reference only. When students are absent from classroom instruction, teachers will not be required to re-teach information that the student missed. Students are expected to complete the missing assignments and lessons on their own in order to remain on track with the pace of the classroom instruction.

Attendance

Attendance will be taken in every classroom by the teacher and student attendance records will be maintained by the office.

Be on time and ready for the day's activities. If you miss a class you miss an opportunity.

UPA's school day begins at 8:00am and ends at 2:35pm. Students may arrive as early as 7:30am.

Students must be in their designated meeting location by 8:00 am or they are considered tardy.

When it is known that a student will arrive late or will be absent for the entire day, notification to the school office is necessary before 8:30am. Notification of absences should be emailed to absent@unionpointeacademy.org.

Tardy Procedure

Tardies will be recorded and maintained by the office. Excessive tardies will result in a call to parents. Three (3) tardies will count as one (1) unexcused absence.

Absence Procedure

Release from class - An absence which is initiated from the school and/or given prior approval by the principal will be marked but not reported on the student's report card. These include college visits, work-study/co-op, and other school approved activities.

If a student is going to be absent:

1. **A parent should email absent@unionpointeacademy.org when a student is to be absent.**
Please include the reason for the absence and the approximate date the student will return.
2. After an absence, a parent should:
 - Submit an official doctor's statement in lieu of a parent note. The doctor's note should include the date and time of the visit and the doctor's signature.

Proper documentation of an excused absence must be given and make-up work is at the discretion of the teacher. The number of days provided to make up work will match the number of days of the excused absence.

Students may work from home to avoid make-up work. Students are responsible to get their assignments from their teachers by checking Google Classroom. Students who are absent will not be able to "join" class via Google Meet, with the exception of COVID-19 quarantine.

Any significant tardy or early departure will be figured as a half day absence.

A full-time student missing up to 2 ½ hours of the school day will be counted ½ day absent. Part-time students will be counted half day if they miss more than 1 ½ hours of instruction.

A student will be granted ten (10) parent note absences per year. Three (3) parent note absences per quarter will result in a letter home to parents. Five (5) parent note absences in one quarter may result in a meeting between parents and the Principal.

Excused parent note absences include:

- personal illness without seeking medical attention
- illness or death in the immediate family
- unavoidable medical appointments
- unusual circumstances approved by the Principal

In regards to scheduled appointments, please note that school times are set and required. While it is not always avoidable, please work as many of these appointments around school hours as possible.

When a student has accumulated three (3) parent note absences in a nine week period, parents will be notified in writing of their child's absences.

A total of five (5) parent note absences in a nine week period, will require a doctor's note for subsequent absences.

A student will be allowed a total of ten (10) parent note absences in an academic year. An excess of ten (10) parent note absences may require parents to meet with the UPA Board of Directors. Please keep in mind, excessive absences can lead to dismissal from UPA.

Unexcused absences include, but are not limited to, the following events:

- Truancy (skipping or cutting one or more classes)
- Personal grooming appointments
- Leaving early, or missing due to employment.
- Travel that has not been pre-approved by the Principal
- Personal business
- Oversleeping

The student is required to complete all assignments missed, however, they will receive a grade of "0" due to these days being unexcused absences.

Sick Child Policy

We ask that you do not send children to school if they are sick. Any child who arrives or becomes sick at school will be sent home. Staying home when sick will allow your child to rest and allows you to monitor their health closely. Keeping your sick child home is the responsible thing to do.

PLEASE Keep students home from school ..

- If they have a temperature of 100.4 or higher and do not return until they are 24 hours fever free, without using fever-reducing medicines (Motrin, Advil, Tylenol or generic versions)
- If they have vomited or had diarrhea in the last 24 hours.
- If they have nasal discharge that is not clear (infection present).

If your student develops a fever of 100.4 or higher while at school or if they vomit or have diarrhea, you will be called and expected to have them picked up within 60 minutes while the student waits in a quarantine room. If we are unable to reach you, we will use the first contact on their emergency contact form. We realize this is inconvenient to many and it's certainly not our goal to cause problems for our UPA families. Thank you for your understanding.

Symptoms include:

- A 100.4° F or higher fever or feeling feverish (not everyone with the flu has a fever)

- A cough and/or sore throat
- A runny or stuffy nose
- Headaches and/or body aches
- Chills
- Fatigue
- Nausea, vomiting, and/or diarrhea

If a student or a family member living in their household has tested positive for the COVID-19 virus, and the student is absent from school, they must provide the School Office with a physician's note of confirmation; therein, those absences will not be counted against the student. If the student is **not** sick, but abiding by the quarantine guidelines due to another person in their household having COVID-19, the student will be required to work remotely in order to remain current with his/her assignments.

If a physician's note of confirmation of COVID-19 is **not** provided to the School Office for the student or member of their household, the student's absences will be counted against them as described in the Absence Procedure of the Parent/Student Handbook.

Educational Enhancement

An absence which is initiated from the school and/or given prior approval by the Principal will be marked but not reported on the student's report card. These include: Field trips, College visits, Work-Study/Co-Op and other school approved activities and are considered Educational Enhancement.

If travel is planned for educational enhancement, parents should contact the office to obtain a copy of the Educational Enhancement Form at least one week prior to the trip. If the principal approves the absence, the student's teachers will be notified, and make-up work will be allowed. It is the student's responsibility to get all make-up work/assignments before the trip, and have work turned in on or before the due date each teacher has set.

School Delays & Closings

In the event of inclement weather, notification of a school opening delay or closing will be broadcast on: WLWT, WCPO, WKRC and Fox19 as well as the UPA Facebook page. Families will also receive text alerts through Remind.

Union Pointe Academy will follow the Boone County Schools regarding closings due to the weather.

School Closings/Remote Learning

When school is closed for weather or other emergency reasons, students/parents should verify if the day is listed as a "Remote Learning Day or No Remote Learning Day."

No quizzes/tests should be taken at home unless directed by the Teachers.

On **Remote Learning Days**, students are to work virtually, from home, with the instruction of teachers in every subject area. These subjects include Math, Language Arts, Science, Social Studies, and any electives the student is enrolled in which can include, but are not limited to, Spanish, Art, PE, Health, etc. Students will use Google Classroom to acquire their assignments and will have scheduled meetings virtually with their teachers via Google Meet.

On **No Remote Learning Days**, students are not required to do any course work.

Dress Code

All students should practice modesty and good taste in dress. If a student arrives at school in violation of the school dress code, the school will contact the student's parents immediately.

While we applaud uniqueness, creativity, and individualism, a student's dress or hair should not draw undue attention to him/herself, and/or create a distraction. The following is what is expected for student dress during the school day.

Shirts--Boys and Girls

- Any solid color shirt – no stripes, design, or print.
- Shirts must have a collar - NO tank tops or crop tops
- SpiritWear shirts

Slacks--Boys and Girls Skirts/Jumpers--Girls only

- Solid color, suggested colors are: navy, black, gray, khaki, white Skirts/Jumpers must be worn with leggings
- Jeans: must be solid color, free of rips, holes and stains. Jeans must be worn at the waist - blue, black, gray, khaki or white - NO athletic pants

Shorts--Boys and Girls

- May be worn only from the first day of school until October 1, then again April 1 until the last day of school.
- Like slacks and skirts, they are to be solid colors.
- Must be no higher than 2 inches above the knee - NO EXCEPTIONS
- No athletic type shorts

Leggings--Girls only

- Worn only under a skirt or jumper (not with long shirt), never worn alone as pants
- Any color listed above
- Solid, with no distracting designs.

Sweatshirts/Sweaters--Boys and Girls

- Must wear a collared shirt or UPA crew neck t-shirt under sweatshirt or sweater.

- Hoods must be kept down at all times

Shoes--Boys and Girls

- No sandals or combat/steel toe boots
- Must be closed-toe shoes
- Tennis shoe required for fitness class

Hair/Hats--Boys and Girls

- No wigs or any form of fake hair
- No unnatural hair colors (such as blue, purple, pink, etc.)
- Hats are not permitted to be worn during the school day

Jewelry/Nails

- Jewelry should be minimal and non distracting. Only girls may wear jewelry.
- Facial or tongue jewelry is not permitted for boys and girls
- No extreme nail polish or nail art or length Only girls may wear jewelry.

Please note: Union Pointe Academy stands firm on the Holy Word of God and that God created man and woman in His image as two distinct but equal genders (Gen. 1:26–27). In addition, we believe that individual gender is assigned by God and determined at conception (Ps. 139:13–16).

UPA requires boys to adhere to the boy dress code and girls to adhere to the girl dress code.

Union Pointe Academy reserves the right to make adjustments to the dress code if deemed necessary.

Recess

Recess will be held outside if the temperature is 32 degrees or above. Therefore, parents must be certain that students are dressed appropriately with coats and gloves. If weather does not permit, recess will be held inside.

The UPA Way: Respectful and Responsible

Our daily culture will be driven by a school-wide pursuit called "The UPA Way: Respectful and Responsible." All students will be expected to strive for the following values and behavior that make up The UPA Way:

- Respectful - With my words and actions, I will honor God, respect others, and be true to myself.
- Responsible - I will take responsibility for my work, my words, and my actions.

Student Conduct Policy

A high standard of acceptable behavior is essential at Union Pointe Academy. Students will be expected to conduct themselves in a manner that will contribute to the learning environment. This culture is driven by "The UPA Way: Respectful and Responsible."

Ultimately, we believe it is God-ordained that parents bear the primary responsibility for teaching their children correct behaviors and attitudes. UPA provides an atmosphere of order that is essential in allowing a student to lead a Spirit-filled, Christ-like life.

Throughout UPA, and in each individual classroom, policies and procedures are established that are consistent with Biblical principles, and aligned with developmental capability. In their classroom, each teacher will adhere first to God's Word and teaching, then with established UPA courses of action. Within each teacher's syllabus and policies, are classroom procedures unique to each subject, grade level, and academic outcomes.

Students are expected to represent UPA in a positive manner not only in class, but on school grounds, when attending school functions, and on social media. This also includes abiding by UPA policies on Academic Integrity. While each disciplinary action will be handled on a case-by-case basis, infractions and offenses, no matter what age or developmental level, can be avoided and prevented by being familiar with what UPA expects in the ways of student accountability. Inappropriate behaviors will not be ignored, and will be handled in a consistent and prompt manner. Repeated disruptions and offenses will result in further action leading to possible suspension, with eventual dismissal from UPA.

Below are examples of inappropriate behaviors, and the prompt management and measures that will occur when these offenses have caused distractions within the school/classroom climate.

The following is a non-comprehensive list of infractions that will not be allowed at Union Pointe Academy.

1. Electronic devices, toys, games, etc., that cause distractions and avoidance of work, will be confiscated, and given to the Principal for pick-up at the end of the school day. Disciplinary actions may result from this event if need be.
2. Dress code violations will be dealt with on a case-by-case basis, but will immediately result in calling the student's parents, as a first course of action. Any missed class time will result in a zero for any missed work, due to it being an unexcused absence.
3. Failure to follow proper hallway and common area etiquette, and/or displaying behavior that prohibits learning in classroom situations is unacceptable, and will result in a possible meeting with the Principal. Disciplinary action must be followed, student receives one (1) warning; after student has received the 1st warning, the next step of disciplinary action is the parent must pick up the student (as the student waits in the quarantine area.)
4. Failure to follow the instructions of any and all faculty and staff as it pertains to safety issues - including, but not limited to, carpool procedures, field trips, and property management, will not be tolerated.
5. Abusive behaviors and/or profane language: Showing any form of disrespect, insolence, defiance, or hostility, toward teachers and/or classmates, will not be tolerated and will result in immediate disciplinary action.

6. Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting will not be tolerated on or near school grounds, on a field trip, or at any school-sponsored activity. Fighting will result in an immediate two-day suspension.
7. Bullying: Bullying is defined as
 - a. verbal intimidation
 - b. group exclusion or ganging-up
 - c. mockery or teasing
 - d. any form of physical or verbal cruelty to others.
 - e. this also includes cyber-bullying. Reports of cyber-bullying of any student, faculty, or staff member, will be subject to investigation.

Bullying could result in disciplinary action, including suspension.

8. Truancy: Missing school without parent or teacher permission will not be tolerated. "Skipping" class will result in an automatic zero on any missed assignments, and an unexcused absence for the class(es) missed.
9. Stealing: Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing, and is not acceptable for any reason. This matter will cause the student(s) to be immediately sent to the Principal's office, and appropriate penalties will be assessed.
10. Vandalism: Destruction or defacing of property belonging to the school, it's host property, or the personal belongings of others – including textbooks, will result in disciplinary action. This will also include any and all compensatory damages, and full restitution, including labor and cost of repairs.
11. Tobacco Products: The possession, use, or distribution of, tobacco products such as, but not limited to, electronic cigarettes, vaping, cigars, chewing tobacco, etc., is strictly prohibited. UPA, and its host property, are a tobacco-free zone.
12. Gambling: Any and all forms of gambling (including online), are forbidden.
13. Drug Use/Substance Abuse: The possession, use, or distribution of illegal drugs, controlled substances, alcohol, and/or the misuse of over-the-counter drugs, is prohibited. UPA, and its host property, are a drug-free zone, and practice a zero tolerance policy on this matter.
14. Violation of Fire Safety Regulations: Violations of fire regulations, including tampering with fire alarms, using matches, lighters, or firecrackers, will result in an immediate suspension of no less than two (2) days. This offense will most likely also result, depending on the severity, in legal action. Should said event result in physical harm, property damage, or worse, the student will be expelled from Union Point Academy. This will also include the payment of any and all compensatory damages, and full restitution, including labor and cost of repairs.
15. Possession of Weapons: The possession, use, threat of use, distribution, or attempted distribution (by sale, gift, trade, or otherwise), of any type of operable or inoperable weapon such as, but not limited to, firearms, knives, switchblades, mace, tear gas, bullets, BBs, bullets, fireworks, or other explosives, is forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. This can include toys and/or replicas of weapons. Possession will result in an immediate suspension of no less than three days. This offense will most likely also result, depending on the severity, in legal action. Should said event result in physical harm, property damage, or worse, the student will be expelled from Union

Point Academy. This will also include the payment of any and all compensatory damages, and full restitution, including labor and cost of repairs.

16. Hacking: Unauthorized online access is unlawful and will be dealt with by immediate police involvement and will result in expulsion.
17. Threats: UPA can and will take any necessary legal action to protect its employees and students in adherence to the Kentucky State Law on Terroristic Threatening (KRS 508.078) which includes, but limited to:

Making false statements by any means, including by electronic communication, for the purpose of:

1. Causing evacuation of a school building, school premises, or school-sanctioned activity;
2. Causing cancellation of school classes or school-sanctioned activity; or
3. Creating fear of serious bodily harm among students, parents or school employees.

Any person who makes threats, exhibits threatening behavior or engages in violent acts on school premises shall be removed from the premises as quickly as safety permits and shall remain off school premises pending the outcome of the investigation. Following investigation, UPA will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or expulsion.

Statement of Academic Integrity

Students and parents must have signed the Responsible Use Policy regarding appropriate computer use in the classroom before beginning any and all online work.

Each student at UPA is expected to abide by the UPA Code of Academic Integrity. Any work submitted by a student for academic credit will be the student's own work, and/or original work of multiple students in the case of group assignment. Lying, plagiarism, and forgery claims will be taken very seriously. Examples of these offenses include, but are not limited to, copying and pasting answers from the internet, turning in any work not completed by the student, or copying another student's work. Should copying occur between students, both the student who copied work from another student, and the student who gave material to be copied, will both automatically receive a zero for the assignment. Any offenses will lead to failure of the assignment and/or disciplinary action.

During assessments, students must do their own work. Talking or discussion is not permitted during the assessments, nor may students compare papers, copy from others, or collaborate in any way. Should any collaborative behavior occur during the assessments, students will receive an "F" on the assessment, and it will lead to disciplinary action.

Technological devices (cell phones, calculators, cameras etc.) can only be used if directed by the teacher.

Search and Seizure Policy

To protect the safety and welfare of students and personnel at Union Pointe Academy, the school reserves the right to inspect and search any place or item including, but not limited to, a student's backpack, handbag, vehicle, or electronic devices on our campus or at a school-related event. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Inspections and searches shall be conducted only with the authority of the Principal, Director, or their designee. The school has the right to seize and permanently retain property disclosed from an inspection or search which is considered potentially dangerous, harmful, illegal, or inappropriate and is in violation of the school's rules, community standards, and/or local, state, or federal law.

Discipline Method

The teacher is the first line of authority on addressing behavior that requires discipline. They will determine if the student will be reported to the Principal for further action.

- If behavior continues, and has caused the teacher to report the student to the Principal, the parents/legal guardian may be contacted (either by the teacher or Principal), and could result in a student serving "in-school detention" on Friday of that week, during Friday Fun Electives. Two (2) reported and recorded infractions within one quarter could result in a student being ineligible to attend off-campus field trips or Friday Fun Electives for the duration of the quarter.
- Upon the third (3) infraction, same issue or otherwise, the above discipline remains in order and a plan of action will then be created to resolve the situation and behavior. A possible outcome will be to place the student on disciplinary probation agreement.
- Four (4) reports, same issue or otherwise, a meeting will be held with the student, his/her parents, any teachers involved, and the Principal. The outcome will be a one (1) to two (2) day suspension from school, and disciplinary probation.

Certain behaviors could require immediate suspension and will be at the discretion of the Principal and/or the Board of Directors.

Suspension

If a student is suspended from school, the parent will be contacted by the Principal or any administrator acting on behalf of the Principal. The parent will be required to pick up the student from the school ASAP and will be required to sign a Discipline/Suspension Report. A copy of the report will be provided to the parent for their records, with the original being placed in the student's file.

If a student is suspended from school, the student and parent may be required to sign a contingency form in order to adhere to specific changes in attitudes/actions/behaviors in order for the student to

return to UPA. If a contingency form is required, then a readmission conference will be held, and the student will be placed on disciplinary probation.

The student is required to complete all assignments missed, however, they will receive a grade of "0" due to these days being unexcused absences.

The length of suspensions will be determined by the Principal, and in some cases, the UPA Board of Directors.

Disciplinary Probation

Disciplinary Probation is an action plan that closely monitors the student's behavior in order to see a change in the student and the reasons the plan was put into place.

This probation may include denial of privileges and participation in certain school activities. The length of the probation period will be determined by the Principal. A meeting will be held with the parents before the probation goes into effect in order for outcomes to be determined, and an action plan to be enacted.

Expulsion

Any student whose conduct in, and/or, in extreme cases, out of school, that shows him/her to be in opposition to the basic principles and purposes of Union Pointe Academy, will be faced with an immediate expulsion.

Expulsion may also result from unresolved academic or disciplinary probation.

Before an expulsion can be enacted, a meeting with the student, his/her parents, the Principal, any teachers who were/are part of the discipline charge will be organized in order to align action steps.

Diversity and Inclusion

We understand that the UPA student body represents a rich variety of backgrounds and perspectives. We are committed to providing an atmosphere for learning that respects diversity. While working together to build this community we ask all members to:

- share their unique experiences, values, and beliefs;
- be open to the views of others;
- honor the uniqueness of their classmates;
- appreciate the opportunity that we have to learn from each other in this community;
- value each other's opinions and communicate in a respectful manner;
- use this opportunity together to discuss ways in which we can create an environment and community that glorifies God, His word, and His love.

Food & Lunch Policy

- Students are to bring a sack lunch and drink. No energy drinks or soft drinks are permitted.
- Water bottles used in the classroom throughout the day must be made of hard plastic or metal containers. Containers must be cleaned and sanitized daily. ONLY water is allowed in the classroom during the school day.
- Lunches will not be able to be placed in refrigerators - food must be appropriate for consumption at room temp or chilled by ice packs.
- There will be microwaves for student use. However, please limit reheating times to no more than 2 minutes.

No-Pack Fridays

- Order forms will be sent home once a month and must be returned by the last day of the month.
- All forms must be returned with payment in the form of CASH or CHECK ONLY (no credit card payments). Exact payment must be made, as we do not have the ability to make change and we do not carry funds over month to month
- Place the order form & payment in a sealed envelope, marked with your child's name and return to the school office.
- Complete a separate form for each student (do not share forms with siblings).
- If your child is absent on Friday and you have placed an order, there are NO REFUNDS! The orders are placed earlier in the week and we are charged for the order at that time.
- Students will need to bring a drink for lunch on Fridays.

Telephone & Electronic Device Use Policy

Elementary Policy (K-4 grades)

No cell phone use will be allowed during regular school hours unless directed by the teacher for instructional use. Cell phones that are heard or observed during regular school hours will be removed from the student's possession and appropriate discipline will result. The student's parents will be called to pick up the cell phone. Cell phones will not be released back to the student.

Middle/High School Policy (5-12 grades)

Cell phones and other electronic devices (iPads, iPods, Kindles, etc.) must be kept in backpacks from 7:30am-2:35pm, unless given permission by a teacher in their classroom.

Cell phones that are heard or observed during regular school hours, without consent of a teacher, will be removed by the teacher/staff. The confiscated device may be picked up by the student/parent at the end of the day. The teacher will document the occurrence.

If it is found that a search and seizure is needed to examine postings, messages, pictures, graphics, and/or possible offensive material, the student's parents will be called immediately for a meeting with the Principal, and the possible loss of electronic privileges will be discussed. This will also include any and all further action that will need to be taken.

Loss of cell phone privilege:

- If a student demonstrates repeated or chronic misuse of a cell phone or other electronic devices, or if the use of the device is of an egregiously inappropriate nature (as determined by an administrator), a student may lose his/her privilege of having a cell phone on campus.
- If a student who has lost his/her cell phone privilege brings a phone to school, it will be taken and held until the parent picks it up from the office.

Background Check Policy

A person wishing to serve in any capacity with students of UPA will be required to submit a background check issued by the state of Kentucky. Background check forms can be found in PDF form on the website. Background checks require a \$20 fee to be paid by the parents and are good for one (1) year.

Security

UPA is a closed campus, which is defined as allowing entry onto the campus and building of only enrolled students and UPA staff. Students are not to leave the school grounds and building during the school day, except in the case of early dismissal or by pre-arrangement.

The building of Florence Baptist Church is locked at all times. Access to the building during the school arrival time period and dismissal is restricted to the west side of the building near the playground area. There is a security camera and buzzer at the school entrance which allows visitors to notify the office of their arrival.

If a student enters or leaves the school for any reason outside of the normal 8:00-2:35 school hours, the student must sign in or out.

Visitor Policy

UPA's Visitor Policy will be by appointment only. Visitors must check in with the school's main office, and register with the school's Administrative Assistant. The administration reserves the right to supervise any parent visitation.

Medication Handling Policy

If it becomes necessary that a student needs medications during school hours, the medications must be brought directly to the school office immediately upon entering the school. This is where medicine will be stored throughout the day, and can be picked up as the student is leaving.

Parents/guardians must submit a Medication Authorization Form with each medicine. Without this document, school personnel can not administer the medicine to the student.

All medication, including over-the-counter, must be in the original bottle/package, labeled with the student's name, name of medication, dosage required, and directions for administering. No loose medication will be accepted.

With proper written permission, students with asthma and/or injectable epinephrine products (EpiPens) will be allowed to carry and self-administer. Whether self-carried, or left in the office, both devices need to have an accompanying physician's order and Medication Authorization Form on file in the school office.

Any student demonstrating symptoms of a contagious illness or disease, body parasites, or other ailments which might be detrimental to the health of the student or the student body, will be excluded from school attendance until such time as the individual is free of symptoms, has been satisfactorily treated, and submits a signed physician's statement that the student is no longer contagious.

The school administration reserves the right to make certain judgment calls pertaining to a student's re-entry into class after treatment of a contagious illness or infection, even with a doctor's note. Examples of those symptoms (not necessarily all inclusive) are:

(Reference the Decision Tree for Covid-19 Response)

- Temperature of 100.4 degrees or more in the last 24 hours
- Pain and /or swelling at the angle of the jaw
- Undetermined rash over any part of the body
- Undiagnosed scaly patches on the body or scalp
- Small white nits on the shaft of hair
- Nausea, vomiting, or diarrhea
- Red, draining eyes
- Small raised red bumps or blisters on the skin with severe itching
- Open, draining lesions
- Signs of jaundice
- Open blisters on the skin that have become covered with a yellowish crust

Service Dogs and Emotional Support Dogs

Restrictions apply. A medical letter of documentation is required.

Communication with Faculty and Staff

UPA faculty and staff welcome helpful, resourceful, communication from parents. Listed below are several ways in which to reach a teacher or staff member. You should expect a reply in 24-36 hours. Please note however, that faculty and staff are not required to return communications earlier than 8:00am, nor after 8:00 pm, unless it is an emergency.

Private phone numbers and email addresses of UPA faculty and staff are kept confidential. Please contact them through their UPA email or by calling the school.

If you would like to arrange a meeting with a teacher, please make your request in the form of a written note, email, or by leaving a voicemail message, so that a time may be scheduled. Unless it is an extreme emergency, UPA faculty will not be addressing these requests during the school day except what has been pre-planned for their planning hour, or before or after school hours. In seeking to solve any problem or misunderstanding originating in class, students and parents should work with the teacher first, then administration, if needed.

Field Trips

Field trips may be taken during the school year. These are informative learning experiences designed to enrich the curriculum of UPA. In order for a student to join in the experience, the following legal action must be adhered to:

- Permission Slips, specific to the event, are to be signed and returned to school.
- Any fee needed must be paid in full, and by the deadline.
- UPA trips and activities are for current UPA students only. If you are a chaperone, please be sure to have made arrangements for any younger siblings, as they will not be allowed to attend.
- Students on disciplinary probation will be excluded from the field trip.
- The sponsoring teacher will communicate the dress code specific to the trip.
- Parent chaperones are secured in advance for all field trips. Parents deciding to attend a field trip at the last minute will require approval from the UPA Principal. Please note that some locations require security checks, and/or documentation ahead of time, for safety reasons. If this is the case, asking to attend a field trip last minute may be declined.

While on the trip:

- **1.** Parents should leave other children at home. The students assigned to your group will need your full attention during the entire field trip.
- **2.** Familiarize yourself with the general instructions given to the students prior to the field trip and enforce these instructions throughout the trip.
- **3.** Teachers reserve the right to assign chaperones and/or assign students to groups.
- **4.** The students in your assigned group are your responsibility. Know exactly how many students are in your group and learn their names and faces. Be sure that all are present before moving from one place to another.
- **5.** Always be safety conscious. You are responsible for the continuous monitoring of your group's activities.
- **6.** Be on time for designated meeting places and departure.
- **7.** School policies apply to school sponsored, off-site activities. As a volunteer chaperone you:
 - May not smoke, or use tobacco or controlled substances including electronic cigarettes or look-alikes in any form
 - May not possess articles that can be used as weapons
 - May not administer medications to students
- **8.** Keep your assigned group of students with you throughout the field trip, including during travel time.
- **9.** Never allow individuals to leave the group, except in emergencies and then only with a partner.
- **10.** You have the authority to enforce the rules and appropriate behavior. The responsibilities for assigning consequences of using physical restraint rest with the school staff. Report any major and/or continued infractions to the teacher as soon as possible. Please refrain from speaking about the student in a negative manner to other students or parent chaperones.
- **11.** For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.
- **12.** Please do not purchase items or provide opportunities that are not offered to all students in the class or preapproved by the teacher.
- **13.** Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
- **14.** To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies only.
- **15.** Please be aware that some students have photo restrictions; this means their parents have formally requested they not be photographed at school or school activities. If you take photos, verify that students you photograph do not have photo restrictions; teachers have this information. Do not post photos of students on your personal social media.

Physical Restraint

Within the scope of an employee's duties, a school employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

- Protect a person, including the person using physical restraint, from physical injury - especially in regards to a medical emergency.
- Obtain possession of a weapon or other dangerous object.
- Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order and/or impose safety measures.
- Control an irrational student.

Handbook Amendments

At any time, UPA administrators and Board have the right to amend and/or add to the Parent-Student Handbook. If any changes are made, parents will be notified in a timely manner.