

University Academy Policies and Procedures for Parents and Students

August 2017

Table of Contents

	Responsibilities of Parents / Guardians	Page 3
(1)	Foundation	Page 4
	Mission Statement	
	Non Discrimination	
(2)	Board of Directors	Page 4
	Board of Directors Foundation	
(3)	Employment Manual	Page 5
(4)	Student Policies	Page 5
	Admission of Students	6
	Attendance	6
	Parental Reporting	6
	Excused Absences	6
	Tardiness	7
	Early Removal / Dismissal	8
	Make Up Work	8
	Truancy Consequences	8
	Code of Student Conduct	9
	Behavioral Consequences	9
	Verbal Warning	9
	Written Warning	9
	Referral to Permanent File	9
	Detention	9
	In School Suspension	9
	Out of School Suspension	10
	Recommend Reassignment	10
	Discipline of Students with Disabilities	10
	Appeal Process - Foundation	10
	Grading Policy	10
	Traditional Grading System	11
	Homework Policy	11
	Approximate Time Guidelines	11
	Late Homework	11
	Posting of Homework	11
	Extra-Curricular Activities Attendance Required Participation	11
	Extra Curricular Activities	12
	Clubs	12
	Field Trips, Off Campus Events	12
	Behavioral Exclusion	12

	Financial Limitations	13
	Chaperones	13
	Administering Medications	13
	Releasing a Student from School	14
	Dress Code	14
	Cell Phone Policy	16
	Games and Electronic Devices	17
	Textbook Policy	17
	Computers and Internet Acceptable Use Policy	17
	Personal Safety	18
	Illegal Activities	18
	System Security	18
	Inappropriate Language	18
(5)	Teaching and Learning	Page 19
	Reporting Student Progress	
(6)	Management	Page 19
	Statement prohibiting bullying and harassment	19
	Definition of bullying and definition of harassment	19
	Expected Behavior	20
	Social Media Guidelines for Students	26
	Social Media Guidelines for Parents	26
	Civility Policy	27
	Civility of Parents and Patrons	27
(7)	Fiscal and Operational Management	Page 27
(8)	Facilities	Page 27
(9)	Transportation	Page 28
(10)	Food Service Program	Page 28
	Uniform Policy for Free and Reduced-Price Meals	
(11)	Before and After Care	Page 28
	Hours of Operation	28
	Fees	28
	Emergency closings / delays	29
	Registration	29
	Consistent Use	29
	Student Rules	29
	Consequences for Misbehavior	29
	Staffing	29

Responsibility of Parents/Guardians

By choosing to enroll a child at University Academy, parents provide their child with an exciting educational opportunity. Registration of a student indicates that parents or guardians have accepted the responsibility to provide the proper interest, encouragement, guidance and home environment to foster the best possible learning situation. UA expects parents and students to comply with the requirements of the school. Please read the following expectations carefully:

1. I understand that my child is expected to **attend every day**, to **arrive promptly**, and to remain throughout the scheduled hours. I agree to schedule medical appointments outside school hours whenever possible.
2. I understand that it is my responsibility to notify the school in writing if my child is to be released in the custody of another adult in order to leave the school grounds.
3. I understand that my child is to adhere to the **dress code** and the Code of Student Conduct.
4. I understand that, as a parent, I must be supportive of my child and his/her school. I understand that I (or an adult representative) will **attend parent conferences**, school meetings and other activities sponsored by the school.
5. I understand that it is my responsibility to review, sign, and return all written communications when requested.
6. I understand there are student performance standards that address the **skills and competences** that a student must learn in order to pass from one grade to the next.
7. I understand that students enrolled in UA shall be subject to the laws and regulations of the Florida Board of Education and the rules and policies of Bay District Schools.
8. I understand that my child and I must adhere to the University Policies and Procedures detailed in the manual located on the website at University-Academy.org.

University Academy Policies and Procedures for Parents and Students

(1) Foundation

Additional information regarding the philosophy and structure of the school, as well as any other subject listed in this teacher's manual may be found in the UA Policies and Procedures Manual which is on the UA Website.

Mission Statement

The mission of University Academy is to establish a research-based school community that learns, leads, and lasts. The University Academy will offer an environment that emphasizes innovative teaching and learning in order to maximize academic achievement for all students and to promote high expectations for the school community to become responsible, productive, lifelong learners.

Non Discrimination

No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School, except as provided by law.

The School shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.

The School shall admit students to programs and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap or sexual orientation.

(2) Board of Directors

Board of Directors Foundation

The Board of Directors is a legal requirement for a charter school organized as a not for profit organization and ensures its operations continue to focus on service to the public. In addition to its legal responsibilities the Board of Directors supports the organization mission and seeks to promote it by advocating the educational philosophy.

Information regarding the Board of Directors may be found on the University Academy website.

(3) Employment Manual

All faculty and staff of University Academy abide by the policies set forth in the Policies and Procedures manual as outlined by the Board of Directors. These policies include, but are not limited to, conduct, standards, the rights and responsibilities of our faculty and staff, and standards for certification.

(4) Student Policies

Student Expectations/Responsibilities

Student rights entail student responsibilities. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

The Board and community hold the highest expectations for the conduct of the students at University Academy in order to create a caring and safe environment that prepares learners for success in school and society. Violence or class disruptions shall not be tolerated, and students who engage in such acts on school property, on school sponsored transportation, or during school sponsored activities shall receive the most severe consequences provided for by this policy.

1. Students are expected to be in school, on time, and learning every day.
2. Students are expected to know and observe school rules.
3. Students are expected to assume responsibility for their own behavior.
4. Students are expected to bring only items to school that add to the educational environment of the classroom.
5. Students are expected to demonstrate appropriate and responsible behavior at all times.
6. Students are expected to respect school property.
7. Students are expected to refrain from any conduct which interferes with another student's opportunity to learn.
8. Students are expected to contribute to a safe and orderly learning environment by respecting themselves and others, their property, school rules and regulations.
9. Students are expected to complete classroom assignments and meet all requirements of their programs for learning.
10. Students are expected to demonstrate quality and pride in their academic work and all UA activities.

11. Students are expected to cooperate with other students to further common educational goals and to assist school personnel in creating a climate of mutual trust and respect conducive to learning.

Admission of Students

The schools operated by the organization are a public charter schools which receive their Charters from the local school district, and as such, complies with all applicable requirements of state law and the public school system as well as their Charters. Federal Law may also apply if the school is the recipient of federal grant funds. As such, we must admit all students based on space availability. The parent may receive a tour, information about the school, and share information regarding the student that would assist us in meeting the student's needs as is permitted under the law. Provided that the school is able to meet the child's needs, and that seats are available, the children will be admitted based on availability for the current year. If they are applying for the following year, they will follow the lottery procedure as described.

No student should arrive prior to 7:45am unless enrolled in the before care program. All students must report to the designated areas upon arrival. All academic instruction begins at 8:00am. To ensure the safety of all students, parents shall pick up and drop off students in the designated area of the school building according to the school's drop off and pick-up plan. Parents must have a car tag displayed in order to pick up a student. Due to safety concerns, parents will not be allowed to walk up to the building in order to pick-up a child. Dismissal for all students is 3:30pm. No student will be checked out after 3:00pm. Students not supervised by parents after 3:40pm will be placed in the after-school program and parents will be billed a fee. If a student is repeatedly unsupervised before 7:45am and/or after 3:40 pm, there will be an administrative meeting held to determine appropriate action. Students are not to be inside of the buildings without supervision.

Attendance

Florida Statutes § 1003.21 mandates that all students are required to attend school, and sets forth specific requirements for the school. Parents and students can be held legally accountable for truancy.

Parental Reporting

Within 48 hours of a student's absence, the parent will send a note or call the school explaining the absence. If that contact does not occur, the absence will be recorded as unexcused. In the case that an unexcused absence is recorded, the school will attempt to contact the student's parent or legal guardian regarding the absence to prevent a pattern of nonattendance. Under some circumstances, more than parental notification may be required by the Director/Administrator.

Excused Absences

The following absences will be considered excused:

- Student is ill. (If illness persists for three or more consecutive days, or requires numerous nonconsecutive absences, a doctor's note may be required, as requested by the Director/Administrator).

- Major illness in the family. (If illness persists for three or more consecutive days, or requires numerous nonconsecutive absences, a doctor's note may be required, as requested by the Director/Administrator).
- Death in the immediate family of the student. A student's immediate family includes biological parents, grandparents, siblings, or adults and siblings from an immediate extended family unit, at the Director's /Administrator discretion.
- Religious holiday of the student's faith. This requires a parent's note seventy-two (72) hours prior to the absence.
- Religious institutes, conferences, or workshops (only two days allowed if the request is signed by a parent and given to the school at least forty-eight (48) hours before the absence).
- Subpoena or forced absence by any law enforcement agency. A copy of the subpoena or summons will be given to the school's Director/Administrator (or designee). This includes detention at a juvenile center in which the student continues his/her education.
- Mental health counseling for the student. A note on business stationery from the mental health facility or personnel may be required.
- A major disaster, as decided by the administration.
- Any absence, including those for field trips or other parental requests as judged appropriate by the school's Principal, provided that the request is submitted to the Director/Administrator forty-eight (48) hours in advance of the absence. The Director/Administrator may waive the requirement for advance notice if extenuating circumstances exist.

A parent phone call does not justify an absence or tardy being excused. Without proper documentation, the administration cannot determine an absence or tardy to be excused. A student who has been absent and whose absence is EXCUSED is permitted to make up the work missed, provided that the student makes arrangements with his/her teachers upon return to school. It is the student's/parent's responsibility to make these arrangements. Students will have two days for each day absent to submit make-up work assignments. Students shall be excused from an examination, study, or work assignments for religious observation and holidays. A pre-arranged family absence form must be completed and turned into administration five (5) days in advance. Forms are available in the administration office. Administrative approval is required for a pre-arranged absence to be excused.

Examples of Unexcused Absences:

- *Failure to sign in or out with the front office*
- *Missing more than fifteen minutes of a class*
- *Any absence not justified*
- *Out of school suspension*

Tardiness

The organization believes it is extremely important that students arrive at school on time and ready to learn. Students are allowed to enter the building 15 minutes prior to the start of school. We recommend students arrive a minimum of 5 minutes prior to the start of school to ensure ample time to reach their classroom before the start of class. We have created strict guidelines in regards to students who are tardy to school in the morning:

- Students who are not in class at the time class begins will be considered tardy.
- For the legal purposes of truancy, numerous tardies can be equated to absences. When a student is excessively tardy, (five (5) unexcused such events) these tardies will equate a single absence. The Director/Administrator can disallow individual instances of being tardy from this rule if a written explanation is provided to the school upon the return of the student.

All morning students arriving after 8:00am must sign in at the front desk and will be considered tardy.

Early Removal / Dismissal

Students are expected to attend the entire day of school. The early release of students causes disruption to academic performance of all students and may create safety and security concerns. Students who are removed early from school are missing valuable instruction time, and this will be treated in the same manner as tardiness. A student who is removed fifteen minutes or more early from school three (3) times will be equated to one (1) absence. Six (6) occurrences in 90 days will result in administrative involvement. (Parents have signed an attendance agreement in the University Academy registration packet emphasizing the importance of attendance.)

Students must be signed out at the front desk by a parent if they leave before the regular dismissal time.

Make Up Work

Students who miss school for any reason (excused or not) will be expected to make up all work missed during their absence, tardiness, early removal from school, or suspensions. Parents may contact the school to request work, but should provide at least a 24-hour turn around to prepare such materials. Students whose absences are excused will not receive an academic penalty for made up work unless the work is not made up within the time limits explained within the Homework Policy.

Truancy Consequences

If a student has five (5) absences/5 tardies within a calendar month, or 10 absences/10 tardies in 90 calendar days, teachers/school staff shall report to the Director/Administrator that there may be a pattern of absence existing. After this referral, the Director/Administrator will consider referring the student to the School Based Leadership Team (SBLT). The SBLT is a "child study team" for the purposes of satisfying the requirements of § 1003.26, Florida Statutes. If the SBLT finds a pattern of nonattendance, the team will meet with the parent to identify potential remedies; the Director/Administrator must notify the School District's charter school office of the identified pattern of nonattendance. If the initial meeting with the parent does not resolve the problem, the SBLT shall have documentation of the following:

- Frequent attempts at communication between the teacher and the family.
- Evaluation for alternative education programs.
- Attendance contracts.

The SBLT may also, but is not required to, implement other interventions that include referral to other agencies for family services or changes to the learning environment. Additionally, legal authorities will be notified if the problem is not corrected.

If the parent refuses to participate in the remedial strategies because he or she believes those strategies are unnecessary or inappropriate, the parent may appeal to the Director/Administrator, at this point the administrator may dismiss the student and inform the school board of the situation.

Code of Student Conduct

Unless otherwise spelled out within these organizational policies, the organization will adhere to the Bay District's Code of Student Conduct. Copies of the organizations student policies and the District's Code of Conduct will be made available to all parents and students.

Behavioral Consequences

The following is a list of possible consequences that may be given to students for inappropriate behavior. In certain instances, other consequences that appropriately match the misbehavior may also be used.

Verbal Warning

If a student is exhibiting a relatively minor behavioral infraction, the staff at their professional discretion, should give the child verbal warnings that their behavior is inappropriate, and the warning may be documented by that staff member for future reference.

Written Warning

If the behavior was a minor infraction and/or was the first or second occurrence, the student may receive a written warning to let the student know that if similar inappropriate behavior continues there will be similar and more significant consequences in the future. This written notice will be sent home through either written or email form for the parents to make them aware of the issue.

Referral To Permanent File

A referral to a permanent file will be a paper that is completed by the Director/Administrator (or designee) after an internal investigation, including the student's comments regarding the misbehavior. This hard copy must be taken home, signed by the parent, and returned to school the next school day. Indication of the incident will be recorded within the student's permanent school records, and appropriate sanctions levied according to existing behavioral expectation guidelines. If the student does not return the referral with a parent signature, they may receive additional consequences, and the parent will be called.

Detention

A detention is an extension of the school day where the students will be expected to stay after school. The student must report immediately after school and stay until the time designated by the Director/Administrator. If the student does not report immediately on the assigned school day, or is absent for any reason (except having an official doctor's note on physician stationery), that detention will be rescheduled and an additional penalty detention added.

In School Suspension

An in school suspension, if possible, is a consequence which secludes a student from his or her peers and allows the student time to reflect on his or her misbehavior. Students will be removed from class

and located in an area outside the common areas where students are typically present. While suspended, students are not allowed to participate in any school related activities, including common lunch room. In school suspensions shall not be considered an absence from school. However, students are required to complete, on their own time, all make up work from the time missed. Computers may not be used by students in ISS, unless a teacher gives specific permission. ISS will be provided if financially feasible.

Out of School Suspension

An out-of-school suspension will be time away from school to consider and reflect their misbehavior. When suspended, a student is not allowed on school property, and if seen on school property, will be considered trespassing. While suspended, students are not allowed to participate in any school related activities. Out-of-school suspensions will be considered unexcused absences, and the student will be required to make up on their own time all work from time missed. When returning, students may not be allowed to participate in extracurricular activities or non-educational field trips for a period of thirty (30) days following the suspension.

Recommend Reassignment

Under serious circumstances, the organization may consider recommending the student be reassigned to another school by the School District. Should this become necessary the Director/Administrator shall work with District personnel to ensure proper District protocol and expectations are adhered to.

Discipline of Students with Disabilities

The obligation and the responsibility to attend school regularly and to comply with the organization's discipline policies apply to all students. When appropriate, the School may discipline a student with a disability who has not complied with the discipline organization's policies. Special education services will be provided to a disabled student if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed.

Appeal Process - Foundation

Every effort is taken to ensure students are treated equitably and fairly when investigating a behavioral concern and issuing referrals. However, should a parent/guardian feel that such issuance is unwarranted; they may use the procedure outlined in the University Academy Policy and Procedure Manual to appeal.

Grading Policy

There are multiple purposes for the assignment of grades, including but not limited to the documentation of student and teacher achievement; providing teacher feedback on student progress to students, parents and fellow teachers; monitoring for continuous student growth and concept mastery; and informing instructional practices and small-group instruction in the classroom.

Traditional Grading System

The following grade scale will be used by the organization:

- A (90% - 100%) Superior
- B (80% - 89%) Above Average
- C (70% - 79%) Average
- D (60% - 69%) Unsatisfactory
- F (0% - 59%) Unsatisfactory
- I Incomplete
- S, N, U, or DV may be used for lower grades such as kindergarten

Retests:

It is the goal of University Academy to facilitate student learning that will meet or exceed grade level expectations based on the Florida Standards. Retests must be requested by the student prior to 2 weeks before the end of the grading period and will be at the teacher's discretion.

Homework Policy

The organization believes that homework reinforces the learning happening in the classroom as well as gives students the opportunity to learn important lessons in responsibility and accountability. Therefore, homework is assigned to reinforce or serve as a precursory activity for learning that has taken or will take place in the classroom. Homework is an integral part of the students' education. Specific homework requirements is determined by each classroom teacher.

Approximate Time Guidelines

In general, the organization attempts to assign no more than ten minutes of homework per grade level to students. While we strive to use these guidelines, we like to make clear that it is impossible to gauge perfectly how long an assignment will take a given child, as some students take longer to complete tasks than others.

Late Homework

One of the responsibilities of homework is to teach students responsibility and accountability. In order to accomplish this, and to ensure students do not fall behind on their school work, it is essential that students complete their work on time. If homework is turned in late the grade the student receives shall be reduced. Students who have an excused absence will have the number of days equal to the number of days absent to make up class and homework without penalty up to 7 days.

Posting of Homework

All students will be required to use a daily planner book to document homework assignments in, reinforcing the idea of teaching our students responsibility.

Extra-Curricular Activities Attendance Required Participation

Students participating in any school sponsored event must have been in attendance at school the day of the event, otherwise they will be disallowed from participating in the event. Additionally, students who

are considered truant based on this policy manual may be disallowed from participating in any extracurricular activities sponsored by the school.

Extra Curricular Activities

Participation in interscholastic and extracurricular activities is a privilege and not a right. Interscholastic competition and participation in extracurricular activities may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition and extracurricular activities. Coaches and sponsors may establish policies for their groups in addition to those set out by athletic associations.

Clubs

The organization supports the use of clubs to allow students extracurricular experience at school. When clubs are available, they will be advertised amongst the students and parents. All students participating in a school club are required to maintain a 2.0 GPA, have no behavioral concerns, and meet the expectation of the club. A copy of the club expectations will be provided to students joining an individual club. Clubs must be sponsored and supervised by a school staff member.

Field Trips, Off Campus Events

Field trips are school-related events for which school staff arranges transportation and ensures an appropriate number of chaperones. All trips shall be subject to prudent safety precautions and conducted according to the rules established by the school. Every effort will be made to schedule field trips without interrupting other school functions. Parental behavior contract rules apply here.

*A student may not be permitted to participate in a field trip if the student shows poor behavior at school. The trip sponsor may request a parent, at the parent's expense, to accompany the student on the field trip. Due to the prepaid nature of most trips, the student **will not receive a refund** if he/she is removed from the trip. All students must have a signed parent permission form before leaving campus for a field trip.*

Behavioral Exclusion

Field trips can be a valuable learning opportunity for students; however, behavioral expectations are even more important when students are taken off campus. As a result, if a child has demonstrated an inability to control their behavior in school, extra steps may need to be taken to ensure the student has a successful experience.

- The school reserves the right to require parents or guardians of some students to attend the field trip to provide supervision for their child. In such cases, if a parent is unable to attend, the student will be required to remain at school.
- If a student has received a referral, or has demonstrated unsafe behavior, the student's parent or guardian may be required to attend as a chaperone.
- End of the year class field trips are reserved for students who show responsibility during the school year and meet school expectations. Students who have been issued a suspension during the year may be disallowed from attending the end of the year field trip.

- Parents or guardians of students who have earned only one (1) suspension have the option of asking the staff behavioral team for an exception to this rule. They can present the reasons they feel their child should be allowed to attend. The staff behavioral team can decide to 1) disallow the student from attending, 2) allow the student to attend unaccompanied, or 3) allow the student to attend with conditions, possibly including requiring the student to be accompanied by a parent.
- Students must have an average GPA of 2.0 or better for the current quarter in order to attend.

Financial Limitations

Students cannot be excluded from a field trip based on the inability to pay the accompanying fee. If a family is facing financial difficulties and unable to pay the accompanying fee, the student's parent or guardian must contact the Director/Administrator (or designee) prior to the date the field trip permission slip is due back to school to make alternative arrangements.

Chaperones

Chaperones for field trips must follow the volunteer guidelines found within the policies of the organization. Chaperones must be registered with the school prior to attending the field trip. All chaperones must be provided with a detailed list of the students they are responsible for, emergency contact information to reach the teacher in charge, as well as students' parents if the need arises. Parent chaperones can not bring siblings on field trips.

All field trip chaperones will complete a volunteer screening at the school office prior to the field trip. All overnight chaperones will complete a fingerprint background check at the Fingerprinting Office of Bay District Schools at their own expense.

Administering Medications

It shall be the organization's policy that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The organization recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education.

For those students who require medications, the parents must complete a medication form, and all doses administered must be administered according to standard school health procedures.

Students taking prescribed medicine at school are required to obtain the Administer Medication Form which must be signed by a physician. The school must have this form before medicine can be given to students. All medicine should be brought to the school office by an adult and in the original container. No "over the counter" medicine products will be given to students.

Nit Free Policy

Any student infested with head lice shall be excluded from school until the student has received

treatment and all nits have been removed. Please notify the school if there is a problem.

Releasing a Student from School

The organization is concerned about the safety of our students. Students will only be released to people who are their parents or legal guardians, unless we have received written permission to release the student to another adult. In the case of divorce or separation of the parents, both parents shall have full rights until legal notification is provided to the school limiting the rights of either parent.

*A school official shall establish the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent or guardian having custody of the child, the school official concerned **shall not release** the child without the verified authorization of the custodial parent or guardian. Individuals must be prepared to show identification for clearance. No student shall leave campus during the school day without checking out through the office with an adult. Only the parent that originally registers the student can make changes to the registration card.*

The provisions of this subsection shall not apply to a law enforcement officer, court official, or Children and Family Services employee.

Campus Visitors

*All visitors to the UA campus shall sign in at the administrative office and present a driver's license or valid picture identification. The visitor will be given a badge which must be worn for the duration of the visit. Persons without a badge are subject to trespass violation and possible arrest. **Parents/Visitors must receive approval from the principal in advance to observe in a classroom.** Visitors must sign out and return badge before leaving campus. Teachers **shall not** stop classroom activities to hold a parent conference. An individual considered a non-student shall obtain administrative office clearance prior to entering the building. Any individual found on campus without clearance from a member of the administrative staff shall be subject to trespassing charges.*

Dress Code

The Board expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School. This expectation includes the school day and school sponsored extracurricular activities. Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted. The Director/Administrator shall ensure that strict dress code expectations are made available to students and parents at the start of each school year which will include examples of acceptable and unacceptable attire.

Parents have signed the dress code policy which was included in the original registration packet and the dress code is enforced from 8:00 a.m. through 3:30 p.m. on the University Academy Campus.

The following items are NOT acceptable on campus:

- *Sunglasses inside of buildings*
- *Head coverings of any kind inside of buildings*
- *Any clothing inappropriate as deemed by the Administration*
- *Any clothing with cuts, tears, slits, or patches*
- *Sagging pants*
- *Mini-skirts with pants underneath*
- *Pants/skirts with cut-off waistbands*
- *Armbands, wristbands, belts, or other items with heavy metal projections and chains*
- *No bare feet, flip flops (K-4), bedroom slippers, heels and/or no shoes with wheels or cleats*

No student shall be denied attendance at school or be otherwise penalized for failing to wear clothing that complies with the uniform policy if such failure is due to financial hardship. The Administration and UA School Board or Parent Organization, in collaboration with the UA staff, shall offer assistance to students who are having difficulty complying with the School's uniform policy due to financial hardship.

Exceptions to the Uniform Policy shall be permitted when:

- *A student wears a costume or special clothing necessary for a school play and/or other school sponsored activity as permitted by the principal.*
- *A student wears clothing in the intended manner of a nationally recognized youth organization (Boy Scouts or Girl Scouts on a regular meeting day).*
- *The wearing of clothing in compliance with the uniform policy violates a student's sincerely held religious belief.*
- *The Principal may in his/her judgment grant exceptions to the requirements.*

Consequences for dress code violations

Students who fail to follow the dress code policy shall be subject to administrative consequences.

The following is the approved Dress Code for the MIDDLE SCHOOL of University Academy:

Shirts: The approved school colors for polo shirts are maroon, white, and gray (pewter). Students are required to wear a collared shirt every day, with the exception of Fridays, when an approved school spirit t-shirt will be allowed. A long sleeve or short sleeve t-shirt may be worn under the collared shirt, but must be one of the approved school colors. Polo shirts may be purchased at many stores including, but not limited to Wal-Mart, Sears, JC Penney, Dillard's, or online at Land's End. The approved school logo is an option and may be embroidered on the left side of the shirt.

Bottoms: The approved color for uniform bottoms is khaki or solid blue denim jeans. Denim jeans should not be tight or "skinny" style, have embellishments, rips, tears, or holes. Jean leggings or tights are not allowed. No large pocket style pants or cargo shorts, no bell bottoms, no baggy pants, and no hip huggers or overalls of any kind are allowed. Shorts, skorts, and jumpers should be khaki or the approved school plaid. These must be no more than 5 inches above the kneecaps as measured standing up. Polo dresses are allowed and must be one of the three approved school colors. If a jumper is worn, there must be a collared shirt underneath.

Shoes: All students must wear closed toed and closed backed shoes. Sandals are allowed with back or back straps. No flip-flops or slippers are allowed. Heels on shoes should be appropriate for school activities.

Outerwear: Sweaters, jackets, windbreakers, fleeces and sweatshirts are allowed and must be one of the approved colors (white, maroon or gray). Only sweaters or sweatshirts may be worn inside the classroom for warmth. Clothing worn inside must comply with approved school colors. Students may wear jackets and approved outerwear anytime while moving around outside of the school; these should be removed when indoors. These additional outerwear items (worn outside the school only) do not have to comply with approved school colors.

Socks/Hosiery: Socks or hosiery must be approved school colors (khaki, gray, maroon, white) or black or cream. Socks or hosiery of other colors may not be worn.

Other: No headwear is allowed except for headbands and bows for girls. Sleepwear and costumes are not permitted except on approved days as set forth by school administration. Students may not have any body piercing other than small stud earrings in their earlobes. No non-natural hair colors are allowed.

Backpacks and Accessories: Backpacks should not have wheels. Nothing worn or brought on school campus should contain suggestive or offensive writing/symbols/pictures. Students may be required to remove inappropriate items immediately.

Cell Phone Policy

The organization allows students to have cellular phones at school only if parental permission is given to have the device at school, and with the Director's /Administrator's approval. Once approved, students may keep their phones turned off and in their backpack or cubbies, unless they receive permission from their current teacher to use the phone for educational purposes. If a phone is seen or heard while under school supervision without teacher permission, they will be taken away and existing behavioral sanctions will apply. All confiscated cell phones or other electronic devices will be made available only to the parent/legal guardian for direct pick-up at their convenience. When a student has a legitimate need to make a call during the school day, they may use a school telephone, provided they obtain permission from a staff member prior to use. Parents who need to contact their children during

the school day for valid emergencies should contact the school office to relay a message, and that message will be relayed to your child in a timely fashion.

Parents and students are hereby informed that cell phones and **any other electronic device** are brought onto the school campus at the risk of the parent and the student. The School has no responsibility for the safe-keeping of the cell phones and **any other electronic device**.

Games and Electronic Devices

Toys, games, playing cards, electronic devices and other non-academic items or games are only allowed with specific permission from a staff member (for example, clubs or special events). All usage of these items should be educationally focused and directed by a staff member. Any items found without permission will be confiscated and made available to parents for direct pick up. Items not picked up within five (5) school days may be discarded or given to charity. The organization cannot be held liable for any lost, damaged or stolen items.

Textbook Policy

Students may be issued books in some of their classes, which remain the property of the school. Textbooks include either the physical copy of the book itself, or the digital version (i.e. CD-Rom). Any lost, stolen, or damaged books are the sole responsibility of the student whom the book has been checked out to. If something occurs to this property, the incident must be reported immediately. Students not returning books or returning severely damaged books or digital media will be required to make payment for the replacement or repair costs to the school.

Computers and Internet Acceptable Use Policy

By virtue of using a school computer, network or online tool the students and parents of the organization agree to abide by the organization's acceptable use policy. This policy will be sent home annually. If a parent wishes to opt out of accepting this policy, they should notify the school in writing, and access to all school electronic resources will be denied for the individual student.

The organization offers Internet access for student and staff use at school and various online tools for staff, student and parent use. This policy is the Acceptable Use Policy for your use of our online tools and Internet use at school. The Internet system and online tools have been established for a limited educational purpose to include classroom activities, career development, and limited high quality, self-discovery activities as well as research. It has not been established as a public access or public forum and the organization has the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed to use the system, and enforce all rules set forth in the school code and the laws of the state of Florida. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through this school only with permission of the Director/Administrator or his or her designee and your parents. This policy applies to the use on school equipment at school, or the use of services established or maintained by the school which may also be used off property.

The following uses of the organization's Internet are acknowledged:

Personal Safety

- You will not post contact information (e.g., address, phone number) about yourself or any other person.
- You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.

Illegal Activities

- You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's account number or accessing another person's files.
- You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- You will not use our system to engage in any other disruptive or illegal act, such as cyberbullying, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

System security

- You are responsible for your individual accounts and should take all reasonable precautions to prevent others from being able to use your accounts. Under no condition should you give your password to another person.
- You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
- You will avoid the inadvertent spread of computer viruses by following the district virus protection procedures when downloading software.

Inappropriate Language

On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.

(5) Teaching and Learning

Reporting Student Progress

The organization believes parents are an integral part in their child's education. To keep parents informed, students' progress will be formally reported eight times per year. At the end of each quarter report cards will be distributed documenting student progress.

(6) Management

Statement prohibiting bullying and harassment

It is the policy of the organization that all of its students, employees, and volunteers learn and work in an environment that is safe, secure, and free from harassment and bullying of any kind. The organization will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

Definition of bullying and definition of harassment

Bullying means intentionally and repetitively inflicting physical hurt or psychological distress on one or more students or employees and may involve but is not limited to:

- Constant Teasing
- Social Exclusion
- Continuous Threats
- Intimidation
- Stalking, including cyber stalking as defined herein
- Physical violence
- Theft
- Sexual, religious, racial or gender orientation harassment
- Public humiliation
- Destruction of property

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or employee that:

- Places a student or employee in reasonable fear of harm to his or her person or damage to his or her property.
- Has the effect of substantially interfering with a student's or employee's educational performance, opportunities, or benefits.
- Has the effect of substantially disrupting the orderly operation of a school.

Bullying and harassment also encompasses:

- Retaliation against a student or employee by another student or employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - Incitement or coercion
 - Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the school
 - Acting in a manner that has an effect substantially similar to the effect of bullying or harassment
 - Cyber stalking, which is defined as engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. See s. 784.048(1)(d), F.S.

Expected Behavior

The organization expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The organization believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members. Since students learn by example, school administration, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate harassment or bullying. The organization upholds that bullying of any student or employee is prohibited:

- During any education program or activity conducted by the school;
- During any school-related or school-sponsored program or activity;
- On a school bus; or
- Through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of the district school system.

All students enrolled in school shall be subject to the laws and regulations of the Florida Board of Education and the rules and policies of UA. The Code of Student Conduct shall be under the control and direction of the principal or designee during the time students are transported to or from school, are attending school or a school-sponsored activity, and/or are on District premises for school attendance and authorized activities.

The principal or the principal's designated representative shall see that students are properly supervised while at school and during any school-sponsored activity. This shall include the maintenance of a safe, orderly and positive environment.

Language and Disrespectful Behavior

Foul or degrading language, harassment (verbal, physical, or written) directed toward faculty, staff or students based on but not limited to gender, race, age, or religion shall not be tolerated by students or parents.

Students shall show respect for other people and their property. Disrespectful behavior includes inappropriate shouting, arguing, or cursing anywhere or anytime on school property or at school activities.

Disrespectful behavior directed toward any person on campus will result in administrative consequences.

Insubordination

Insubordination means to refuse to obey a direct order or instruction given by any UA employee or intern. Insubordination of any kind will result in severe consequences. Continued disrespect or insubordination may result in withdrawal of UA invitation.

Dishonesty

Students shall demonstrate honesty with peers, teachers and in schoolwork. Acts of dishonesty include but are not limited to lying, stealing, cheating, and/or illegal use of photocopies or other technology. Lying is the willful intent to mislead. Stealing is the taking of any item without permission of the owner. Cheating includes copying another person's homework, class work, or other assignment, talking during a test, or giving information to another student during a test.

The parent(s) of students who have demonstrated dishonesty will be notified immediately. The student's teacher shall meet with the administration to determine disciplinary action. Counseling and a parent conference may be warranted. In addition, any student found cheating shall receive no credit for that assignment.

Inappropriate Items at School

The school is not responsible for any lost or stolen electronic devices brought on campus by students. Students should not bring electronic equipment to school (as detailed below).

Students who use any object (i.e. water shooter, cup, can) to project liquid, objects or substances of any kind (i.e. water, silly string, soda) shall receive consequences.

***Inappropriate items at school include, but are not limited to the following:** iPods, radios, tape/CD players of any kind, hand-held video games or any other electronic device, yo-yos, skate boards, roller skates, sling shots, hard balls, bean shooters, playing cards, comic books, or trading cards or any other items which can cause disruption or distraction in a classroom. Perfume, deodorant, nail polish, and other cosmetic items are not allowed to be used at school. This is a safety hazard for students who have allergies or breathing problems.*

Detention and Search

Any instructional or administrative staff member shall be authorized to temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of Florida Statutes or Board policy or school rules. No student shall be temporarily detained longer than is reasonably necessary. Such temporary detention shall not extend beyond the place where the violation was first committed or in the immediate vicinity thereof.

If at any time after the onset of the temporary detention, a reasonable suspicion arises that the detained student is concealing or has concealed stolen or illegal property or contraband on his/her person or within his/her student storage space, an administrative staff member may search the personal property of the temporarily detained student or his/her other storage space for the purpose of disclosing the presence of suspected stolen or illegal property and to protect the safety and well-being of other students.

School authorities may search student storage areas when there is reasonable suspicion that prohibited or illegally possessed substances or objects are contained within the area, pursuant to Florida law.

Zero Tolerance Provisions

In order to provide environments that foster learning and high academic achievement, it is essential that schools be safe and orderly. The Board has determined that certain offenses cannot be tolerated and will result in expulsion from UA. The Zero Tolerance Policy shall require students found to have committed one of the following offenses to be expelled, with or without continuing educational services from the student's school:

**Intentionally or knowingly cause great bodily harm, permanent disability, or permanent disfigurement.*

**Damaging or causing damage, by fire or explosion, any dwelling, structure, or conveyance.*

**Battery, aggravated battery, assault or threat on a UA employee or supervising adult.*

**Possession of any instrument or object (as defined by Section 790.001(13), Florida Statutes, or district code of conduct) that can inflict serious harm on another person.*

**Possession or use of alcohol, tobacco, unauthorized medications or an illegal substance.*

Disruption on Campus

Definition: Behavior that significantly disrupts any portion of campus activities, school sponsored events, or school bus transportation. Disruptive behavior may pose a serious threat to the learning environment, health, safety, or welfare of others.

These include, but are not limited to the following: Bomb threats, fire alarms, stink bombs, modifying school computer system, etc. Consequences will include possible notification of the appropriate law enforcement agency and permanent withdrawal of the admission to UA.

Any student who intentionally uses a computer to view or listen to inappropriate content, games, or data shall be subject to consequences.

Fighting

The definition of fighting is when two or more persons mutually participate in the use of force or physical violence that requires physical restraint or results in injury. Fighting will not be tolerated at UA. The teacher and/or administration will handle each situation individually.

Aggressive Behavior

Definition: Students involved in rough horseplay, verbal confrontation, slapping, pushing, shoving, bullying or other acts that could lead to an altercation is considered aggressive. Consequences shall be handled on an individual basis.

The school reserves the right to handle acts of harassment on an individual basis depending upon the severity of the incident. Consequences will be determined by administration.

Any student who verbally or physically threatens or assaults an UA employee, adult supervisor or administrator shall be removed from the school.

A parent conference and/or counseling shall be required for any student who repeatedly threatens, harasses or engages in aggressive behavior toward others. Lack of parental assistance or lack of progress in changing behavior which endangers the safety and well being of others shall result in permanent withdrawal of UA invitation.

*Report all incidents of **bullying** behavior you have witnessed to appropriate school personnel.*

Bullying is not allowed in our school! Keep our School Safe from Bullying.

Administration of Discipline

The school principal shall monitor the administration of discipline of students to ensure that discipline is administered equitably without regard to real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference or disability. Annually, the principal shall review school discipline data with the Parent Partnership Team, Board, and teachers in order to develop school improvement plans and maintain a safe and healthy school environment that protects the civil rights of all students.

General Procedure for Dealing with Problem Behavior

The Procedure Chart outlines infractions and consequences for various student behaviors which may occur at school or any related school function.

Please note the following:

Teachers will use a classroom management support system with rules and consequences in their classroom that will be explained to the students. After repeated infractions and notification to the parent, a teacher may decide to refer the student to an administrator. Administrative referrals will become a part of the student's record.

- *Formal disciplinary referrals will be handled by the administration only.*
- *Disciplinary referrals may be submitted by instructional staff of UA.*
- *Repeat offenses are accompanied by a more serious disciplinary response with each additional violation.*
- *Consequences from an administrative referral can range from counseling with the student, parent conference to suspension and withdrawal of student invitation.*
- *Every attempt will be made to follow this chart. However, the administration reserves the right to determine the punishment based on the seriousness of a particular infraction and the previous disciplinary record of the student that commits the offense.*

POSSIBLE CONSEQUENCES AS ASSIGNED BY ADMINISTRATORS

<i>Behaviors may include but are not limited to the following:</i>	
Parent Alert	Discipline Referral
<ul style="list-style-type: none"> • <i>Disrespectful behavior and/or language</i> • <i>Insubordination</i> • <i>Dishonesty</i> • <i>Possession of inappropriate item</i> • <i>Disruptive or inappropriate behavior</i> 	<ul style="list-style-type: none"> • <i>Repeated display of behavior that warranted a Parent Alert</i> • <i>Physical or verbal attack or altercation</i> • <i>Offensive/inappropriate language or topic of discussion</i> • <i>Obscene acts/obscene or inappropriate materials</i> • <i>Any behavior deemed inappropriate or discriminatory</i>

**Major Infraction*

Students who fail to attend assigned detentions or other assigned consequences shall be subject to an administrative meeting to determine appropriate action including possible withdrawal of UA admission.

Withdrawal of Invitation

When a student's behavior is repeatedly inappropriate to others, interferes with the orderly educational process or continues to exhibit absolute disregard for the conditions of behavior set by the school, a meeting will be held and the Principal may recommend permanent withdrawal of admission of the student. UA is a school of choice that extends invitations on an annual or longer basis. The administration will decide the viability of a particular student's admission to attend UA at the end of each school year. Attendance and disciplinary issues will be considered when making these determinations. If it is decided that a particular student's invitation should be withdrawn, the Principal will make a written recommendation. Parents will be formally notified by the administration of a withdrawal for the next school year during the summer. Every attempt will be made to notify parents of the withdrawal of an admission as early as possible in the summer so that arrangements for enrolling the student in their home school can be made.

A parent or guardian may voluntarily withdraw their student. Documentation for withdrawal of a student is a confidential record between the parent/guardian(s) and the school and as such, it will not be included in the student's permanent record.

Classroom Management Support System

University Academy follows the PBS model for behavior. PBS stands for Positive Behavior Support. Within the PBS model students are taught clear and concise school wide expectations and procedures. Students are rewarded for displaying positive behavior.

How are students rewarded?

Teachers will give two different types of rewards (age appropriate rewards in Middle School):

<p>Spirit Sticks</p>	<p><i>These are a REALLY big deal! Spirit sticks will be given to students that model both SOAR behavior expectations and character education traits for success. These will be given out on a monthly basis. Additionally, students have the opportunity to earn spirit sticks if they have earned the most class Dojo Points each month.</i></p> <p><i>Special privileges, prizes, or parties will be planned for each quarter as an incentive for students to follow school-wide SOAR expectations. The goal for each quarter will increase and rewards will be planned accordingly.</i></p>
<p>Class Dojo Points</p>	<p><i>Dojo points are given out more frequently than the spirit sticks. Students will receive points when exhibiting expected routines and procedures in the classroom, as well as all other areas of the school. Dojo points are spent in the classroom for treasure box prizes or other special awards given by the teacher each week.</i></p>

Why did you decide to incorporate PBS?

PBS has been adopted by many public schools in our area, but that's not the reason we started it here at UA. Our students are walking to different teachers and different classrooms to meet their learning needs. If different teachers are expecting different behaviors or are rewarding on different scales then it becomes very overwhelming to the children. With this method, students can earn rewards anywhere they go when they are following the school rules.

How will I be informed about my child's behavior?

Class Dojo will send notifications of your child's behavior on a daily basis. Parents will have access to their child's Class Dojo account to view positive and negative behaviors on a daily basis. Teachers will report repeated negative behaviors to parents via a Parent Alert. After the second Parent Alert, student behavior will be reported to Administration for disciplinary action and contact with the parent.

Social Media Guidelines for Students:

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines students enrolled with the organization should adhere to when using Web tools in the classroom.

1. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
9. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Social Media Guidelines for Parents:

Classroom blogs and other social media are powerful tools that open up communication between students, parents, and teachers. This kind of communication and collaboration can have a huge impact on learning. The organization encourages parents to view and participate by adding comments to classroom projects when appropriate.

1. Parents should expect communication from teachers prior to their child's involvement in any project using online social media applications, i.e., blogs, wikis, podcast, etc.
2. Parents will not attempt to destroy or harm any information online.

3. Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.
4. Parents are highly encouraged to read and/or participate in social media projects.
5. Parents should not distribute any information that might be deemed personal about other students participating in the social media project.
6. Parents should not upload or include any information that does not also meet the Student Guidelines.

Civility Policy

In order to ensure all individuals associated with the organization behave civilly and with fairness and respect, several policies are in place to ensure that behavior is appropriate and not disruptive to the operation of the school.

Civility of Parents and Patrons

All parents and patrons of the organization shall behave with civility, fairness and respect in dealing with fellow parents, patrons, staff members, students, and anyone else having business with the school. Uncivil behaviors are prohibited. Uncivil behaviors shall be defined as any behavior that is physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent, or harassing or any other conduct that is disruptive to the operation of the school or a school activity or event. Examples of uncivil behavior include, but are not limited to: use of profanity; personally insulting remarks; attacks on a person's race, gender, nationality, religion, or sexual preference; or behavior that is out of control. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, or in written communication.

Any uncivil behavior by parents or patrons shall be reported to school administration. A record shall be made of the alleged incident and the action taken. Confidentiality shall be observed whenever possible to protect the complainant and the alleged offending individual. Repeated incidents of uncivil behavior can result in the individual being banned from the school premises. Retaliation against a person who reports a claim of uncivil behavior is prohibited.

(7) Fiscal and Operational Management

All accounting and financial information regarding the business of the school is maintained in the University Academy Policies and Procedures Manual which is available on the University Academy website.

(8) Facilities

All policies and procedures regarding the school facilities are maintained in the University Academy Policies and Procedures Manual which is available on the University Academy website.

(9) Transportation

All transportation information related to the school is maintained in the University Academy Policies and Procedures Manual which is available on the University Academy website.

Drop off and Pick-up procedures are in place for all grades and will be communicated to parents prior to the beginning of school.

It is the responsibility of the parents who drive their child to school to be fully aware of the responsibilities in the operation of vehicles on the school campus. Drivers must abide by the rules and regulations established for the safety of the students. Parents and visitors will have a designated parking area.

The student drop off and pick up zone will be a no parking area and will be properly supervised during the high traffic times.

(10) Food Service Program

Uniform Policy for Free and Reduced-Price Meals

The organization will participate in the national school lunch program. Eligible students will be identified for participation in the free and reduced-price lunch program based upon federal and state guidelines. Information concerning the eligibility standards will be distributed annually within the School. The identification of student participants in the program will be confidential with such information disclosed to staff members on a strict need-to-know basis.

(11) Before and After Care

Hours of Operation

The Director/Administrator will establish and post the hours of operation for the before and after care program annually. Parents may drop off and pick up their students within the posted times.

Fees

The Director/Administrator shall annually develop a fee schedule to be used for the before and after care program as part of the annual budgeting process, and these fees and budget should be incorporated into the budget assumptions and approved by the Board of Directors.

Emergency closings / delays

If school is delayed, released or canceled due to severe weather or emergencies, after-care will also be canceled. If severe weather develops after after-care has begun, parents will be expected to make arrangements to pick up children as soon as possible.

Registration

Students wishing to enroll in before- or after-care must complete a registration form which documents important information which may be needed by Before and After Care. These forms must be completed prior to the student starting the program.

Consistent Use

When a family signs up for Before and After Care, they are expected to have consistent use of the service.

Student Rules

Students are required to follow the same school rules in the Before and After Care program.

Consequences for Misbehavior

Students who disregard the rules shall receive consequences within the program that will be identified. Should the student's behavior not improve, the parents shall be given written warning advising them that the student is at risk of no longer being allowed to utilize the Before and After Care services should their behavior not improve. The Director/Administrator retains the right to use the school's discipline policies as described within this policy manual for student misbehavior.

Staffing

Before and After Care shall always have at least two (2) staff persons on duty while children are present. The staff will ensure that all children are supervised at all times. Procedures in effect during the normal school day regarding the supervision, safety, and accountability of staff and students remain in effect for Before and After Care.