

# UNIVERSITY ACADEMY

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## *2018-2019 Student-Parent Handbook*



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[www.universityacademy.org](http://www.universityacademy.org)

**Mission:**

The mission of University Academy is to prepare students to succeed in an institution of higher education and to participate as leaders in society.



This **2018-2019** Student-Parent Handbook belongs to

Student: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code     Kansas City, MO    

Telephone: (         ) \_\_\_\_\_ Grade: \_\_\_\_\_

The recipient of this Handbook acknowledges and accepts their responsibility to read, understand and adhere to the policies and procedures of its content.



**Non-Discrimination on the Basis of Race, Ethnicity, Disability, Religion, or Gender**

University Academy does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person is the designee who handles inquiries regarding the non-discrimination policies:

Mrs. Lisa Kice  
Director of Human Resources  
6801 Holmes Road  
Kansas City, MO 64131  
(816) 412-5900

This Handbook is subject to Board policy. The Board of Directors reserves the right to change Board policy, as well as this Handbook. The most current version of the Handbook is available at [www.universityacademy.org](http://www.universityacademy.org). Board-approved changes to the Handbook or Board policy do not void the Parent and Student Agreements to the provision of this Handbook.

(July 2018)

## **Common Sense Statement**

No handbook can contain policies for *every* possible eventuality. Any action that would create an environment contrary to University Academy and its mission is not acceptable. If the action creates an environment in which learning is not the primary focus, disciplinary action will result. University Academy expects its students to use “common sense” in making decisions about their behavior choices. Discipline is progressive based on the number of infractions.

## **Parent / Guardian and Student Acknowledgement**

University Academy expects all parents / guardians and students to read and understand the Parent and Student Handbook, the Discipline Guidelines, and the Transportation Handbook (collectively, the “Handbook”) and to follow the rules and regulations set forth in the Handbook.

Therefore, parents/guardians are required to review every page of the Handbook with their student(s). Discussions and reviews of the Handbook conducted by school staff are in addition to, not instead of, the parents or guardians review. Failure to read the Handbook will not prevent students from being accountable for their behavior and receiving consequences listed with this Handbook but could limit their access to certain programs at University Academy.

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**Welcome to  
the  
2018-2019  
School  
Year!**

## **I. 2018-2019 ACADEMICS**

### **Academic Integrity**

University Academy expects all students to adhere to the highest standards of academic and scholarly performance. Cheating on schoolwork and/or plagiarism (misrepresenting another person's work as your own) are serious academic offenses. These offenses also include not being honest with school personnel and forging the signature of a parent/guardian and/or teachers. This will result in serious consequences as outlined in the Discipline Policy. Consequences include but are not limited to receiving a score of zero on a specific assignment and a mandatory parent conference.

### **Academics**

In addition to the courses that University Academy offers, the school also encourages juniors and seniors to take dual-credit classes at various local universities, which include the University of Missouri-Kansas City, Rockhurst University, St. Luke's College of Nursing, and the Metropolitan Community College (MCC) system. This is a valuable program that effectively broadens our course offerings, allows our students to experience actual college classes, and gives them confidence that they can succeed in college. If a student completes the required credits to graduate, or is on pace to complete the required credits, with Principal and Superintendent approval, the student may enroll in classes at a local college or university for up to half of each school day.

### **College Counseling**

The college counselor helps students understand the importance of developing academic and career goals and helps them assess their individual interests, talents, abilities, and personality to help them attain those goals. The college counselor also plans activities for each grade level that culminates with all juniors and seniors taking Junior and Senior Seminar (a yearlong program that focuses on how to enter and succeed in college). University Academy staff works with individual students and their parents to plan for college and guide them through the entire process.

University Academy's guidance does not end when our students graduate from high school. To provide guidance as necessary, parents and students sign an agreement enabling University Academy staff to follow-up on University Academy graduates while they are attending college.

### **Computer Lab**

The Library/Media Center has two computer labs for classroom usage. Classroom teachers schedule computer lab time. Individual computer stations are available for students to use, as long as they have written permission from their teachers to use the Library's computer resources during class time.

### **Field Trips**

Field trips and excursions are available as a part of the students' learning. The principals carefully plan, organize, and approve all such activities. Schools will notify parents/guardians of all pertinent information regarding the field trip in advance. No student may leave the school for a field trip if they do not have written permission. If your student does not have written

permission, or if the student has not satisfied the requirements made by the teacher, your student will remain under adult supervision at the school.

Extensive planning goes into scheduling field trips. Most field trips require advance payment and therefore prohibit refunds of any type.

Students will not be able to participate in a school field trip if they are currently serving a suspension of any type: bus suspension, In School Suspension, and Out-of-School-Suspension.

Often teachers ask parents to volunteer to accompany classes on field trips to help supervise smaller groups of students. If parents are able to help in this role (or even if they are just accompanying the trip in a non-supervisory role), please be aware that other children, who are not part of the class trip, cannot and will not be with the parent.

### **Grading System**

Grading systems vary from school to school. You can find the grading scale for each school on the respective administrator's website.

Students must have all passing grades *without* Fs in order to participate in school-sponsored trips and/or parties, which include Prom, Homecoming, and the Senior Trip. University Academy complies with the Missouri State High School Athletic Association (MSHSAA) guidelines and rules. For more information, refer to the University Academy Athletic Handbook.

*Note: IEP MARKINGS – IEPs are marked according to the guidelines of the individual goals on a quarterly basis.*

### **Guidance Counselors**

University Academy supports a systematic program of guidance and counseling in which all students from Kindergarten through twelfth grade have access. This program is a total education process with a priority of assisting students in reaching their full potential in their personal and educational development.

The guidance and counseling program may include the following areas:

1. Counseling
2. Developmental Guidance
3. Testing
4. Orientation, Registration, and Scheduling
5. Referrals

Counselors can also provide information on occupations, study skills improvement, and information on colleges as well as career information.

### **Homework Policy**

University Academy assigns homework to support and reinforce the information taught by instructors during the academic day. Failure to complete and submit assigned homework on time will have a negative impact on a student's grades.

## **Individual Educational Plans (IEPs) and Special Education**

University Academy offers Special Education services in all areas of exceptionality based on the Individual Education Plan of identified students.

University Academy assures that it will provide a free, appropriate public education (FAPE) to each qualified disabled person in the School regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriated education includes regular or special and related aids and services designed to meet the individual educational needs of disabled persons as adequately as the needs of nondisabled persons. The basis is adherence to procedures that satisfy the requirements of the 504 federal regulations.

## **Internet Usage Policy and Technology Agreement**

### **Technology Usage**

University Academy Charter School technology exists for maximizing the educational opportunities and achievement of University Academy students. It is the expectation that persons using school technology agree to follow University Academy policies and procedures and signs or electronically consents to University Academy's User Agreement prior to accessing or using University Academy technology resources. Research shows that students who have access to technology improve their achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of University Academy, all of which positively affect student achievement. University Academy will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

### **A Word about “Sexting” and Inappropriate Photos and Text Messages**

University Academy defines ‘sexting’ as “sending sexually explicit text or photographs via mobile devices” (cell phones). The State of Missouri Children’s Division requires a Hotline call regarding students who send sexual photos to each other. The Children’s Division considers those types of photos child pornography and can be sent to law enforcement for handling; especially if the photos are of children of any age.

For the full University Academy Technology Policy, please visit our website at [www.universityacademy.org](http://www.universityacademy.org).

### **Library/Media Center Hours**

7 a.m. – 4:00 p.m., Monday through Friday

Students are welcome to use the library during these hours when accompanied by a staff member, with their class, or by presenting a pass signed by their teacher or administrator. School rules apply to Library usage.

### **Library/Media Center Policies**

The mission of the Library Media Program is to provide resources that support and enrich the school’s instructional goals and afford opportunities for students and staff to become effective

users of information. Checkout of library materials is not mandatory. If you do not wish to have your student check out library materials, please send a note to your child's teacher requesting that your child not check out books.

### **Library/Media Center: The Collection**

The Library subscribes to a wide range of online databases for student and staff use. It has over 24,000 items.

1. Librarians recommend materials with a "J" (Juvenile) prefix for Lower School students.
2. Middle and Upper School students may consider all other materials.

In addition, our Library catalog provides guidance for grade level suitability and other reading program indicators. Although teachers and librarians are committed to offering the best readers advisory assistance to our students, parents are encouraged to take an active role in monitoring their student's use of library resources. Reading competency may be at a level not necessarily compatible to a book's content for some students.

### **Library/Media Center Circulation**

Elementary School (Grades K-5):

- Students may check out books for 1 week – limit of two (2) books.
- Before checking out new books, students must return previously borrowed books. Students may return books before the due date and check out two (2) new books.
- Lost or damaged books require replacement costs.

Middle (6-8) and Upper Schools (9-12):

- Students may check out books for 2 weeks – limit of two (2) books.
- Before checking out new books, students must return previously borrowed books.
- Overdue books assess a fine of \$.05 per book, per day. Lost and damaged books require replacement costs.

Students may check out books during their scheduled library visit. Overdue library materials assess a fine of five cents (\$.05) per book, per day until returned. Prior to the issue of grades, library obligations must be resolved each semester.

### **Parent-Teacher Conferences**

Twice during the school year, University Academy schedules Parent-Teacher Conferences. School administration highly recommends that parents/guardians contact their child's teacher(s) in advance to schedule their conference. In addition to Parent-Teacher Conferences, parents and guardians are encouraged to contact the principal or their student's teachers anytime they have any questions or concerns regarding their child's academics and behavior during the school year.

### **Upper School Graduation Requirements**

Graduation requirements for University Academy Charter School are a minimum of 26 units of credit completed during grades nine (9) through twelve (12). One-half (½) credit in Personal Finance and one-half (½) credit in Health are additional requirements for graduation. Students in Upper School must also earn 35 Community Service hours by the end of their junior year and 100 Community Service hours by the end of their senior year.

## Upper School Graduation Requirements

Advanced Electives (from English, Math, Science, Social Studies, Fine Arts or Foreign Languages).....	3.5 units
Communication Arts (includes .5 unit of Oral Communication).....	4.5 units
Fine Arts.....	1.0 unit
Foreign Language.....	2.0 units
Health.....	0.5 unit
Math.....	4.0 units
Personal Finance.....	0.5 unit
Physical Education.....	1.0 unit
Practical Arts.....	1.0 unit
Science (must take two of the three units in Biology, Chemistry, or Physics)	4.0 units
Social Studies.....	4.0 units
	<hr/>
	Total: 26 units

A college preparatory certificate from the State of Missouri may be presented at graduation to students who complete these academic requirements, attain a grade point average in core subjects of 3.0 and score above the national norm on the ACT or SAT.

In addition to meeting the above credit requirements, seniors must have maintained a 96% average daily attendance rate, secured four (4) letters of admission to accredited four-year colleges or universities, and show signed documentation for having completed 100 hours of community service. Seniors must also pass all courses taken in their senior year at University Academy.

## II. 2018-2019 DRESS CODE POLICY FOR STUDENTS

Students must 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. This expectation includes the school day and school-sponsored extracurricular activities.

University Academy expects apparel to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. University Academy prohibits apparel or grooming which presents a safety concern. University

Academy further prohibits apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, that advocates drugs/alcohol, or other illegal activities. Additionally, this policy prohibits clothing or personal grooming that disrupts or reasonably forecasts disruption of the educational environment.

The Dress Code Policy also stipulates, among other things, that generally, **all clothing must be navy blue, white, and/or khaki**, but specifically:

- Students must wear a white, light blue (Columbia blue), or navy blue polo-style shirt or a white button-down oxford style shirt. Shirts worn by students must be buttoned and show no cleavage.
- Shirts must have no visible logos, such as those for sports teams, decorations or names, other than that of University Academy.
- Students may wear white or navy blue t-shirts under their polo shirts.
- Students must tuck in their shirts at all times.
- Pants must be uniform-type in either khaki or navy blue.
- Students must wear belts with pants that have belt loops. The Dress Code Policy does not permit “sagging” or baggy pants.
- Uniform pants must *NOT* have extra zippers, large outside pockets, or other fashion garnishments anywhere on them, i.e., “cargo pants.”
- Female students may wear knee-length skirts, below-the-knee Capri pants, dresses, jumpers, or walking shorts (no more than 2 inches above the knee).
- Tights must be white or navy blue.
- Leggings must be white or navy blue.
- Students may not wear bandanas; head wraps that tie, or scarves.
- Students may not wear flip-flops, hats, hoods, or coats inside the building. Sandals must have an enclosed back.
- During cold weather, white or navy blue cardigan-style sweaters (without hoods) are permissible—students may not wear jackets or coats.
- Students may not wear large-hoop earrings, bangles, or excessive jewelry.
- Students may wear UA sweatshirts. Students must wear a collared uniform shirt underneath the UA sweatshirt.
- Students may not wear hoods inside the building at any time.
- University Academy students may *NOT* display body art (tattoos) or body piercings (other than ears).
- Student-athletes who have “lettered” at UA may wear their Letter Jackets.

Referral to the principal’s office is the consequence for students who are in non-compliance with the University Academy Dress Code. Constant referrals for dress code violations may result in further disciplinary action.

The school nurse does not provide extra clothing for students *for any reason*. Students may bring extra clothing to keep in their lockers. Should a student need a change of clothing during the school day, the school will contact a parent or guardian. All soiled clothing must go home with the student. University Academy does not provide laundry services.



### **III. 2018-2019 ENROLLMENT, STUDENT TRANSCRIPTS AND WITHDRAWALS**

#### **Enrollment and Residency Eligibility**

University Academy shall enroll only pupils that reside within the Kansas City, Missouri Public School District. University Academy does not limit admission based on race, ethnicity, national origin, disability, gender, and income, proficiency in the English language or athletic ability. A child must be five (5) years of age before August 1 to enroll in Kindergarten for the 2018-2019 school year.

If current capacity is insufficient to enroll all students who submit a timely application at any grade level, University Academy will use a lottery admissions process that assures all applicants an equal chance of gaining admission, except that:

1. University Academy gives preference for admission of children whose siblings currently attend the school and children of University Academy staff.
2. University Academy also gives preferential enrollment to students who reside in the geographical area north and south, from 47<sup>th</sup> to 85<sup>th</sup> Streets, east, and west from Prospect Avenue and State Line Road, within the boundaries of the Kansas City Public School District.
3. University Academy gives preference for admission of children whose parent(s) graduated from University Academy (Alumni).

#### **McKinney-Vento / Homeless Students**

A homeless student is one who lacks a fixed, regular and adequate nighttime residence. This includes students who are staying in transitional or emergency shelters, campgrounds, motels, sharing housing with other families due to a loss of housing or an inability to afford housing, abandoned in a hospital, staying in a substandard housing or living in places not ordinarily used for sleeping. This includes students who have run away or students whose parents have put them out of their homes. A homeless student may stay in the same school all year, if feasible, even if he/she moves out of our boundaries. Additionally, the student may enroll in the district in which he/she currently resides.

Homeless students are automatically eligible to participate in the school meals program, instructional services through Title I, and other district services intended to support academic success such as tutoring and transportation to the school if it is in the best interest of the student. Please contact the District Homeless Liaison at (816) 412-5956 for any questions.

Once District officials have determined that an enrolling student is homeless, the District's homeless coordinator must assist the student in obtaining his/her education, immunization, medical, and other records. According to McKinney-Vento, the student must enroll in a school in the interim. If the homeless coordinator is unable to obtain prior immunization records within thirty (30) days of enrolling and the student is still eligible for services under the homeless education program; the student must begin the immunization series and demonstrate that satisfactory progress has been accomplished within (90) days. If the homeless student maintains

that he/she is exempted from receiving immunizations, then after thirty (30) days the student must provide documentation in accordance with the exemption requirements provided for in § 167.181.3, RSMo.

### **Restrictions on Attending School within the District**

No student shall be re-admitted or enrolled in a regular program of instruction if the student is convicted of

- a) An indictment or information is filed against the student and no judgment is found,
- b) A petition is filed under Section RSMo.211.091 alleging the student committed an act and no judgment is found, or
- c) A person was adjudicated to have committed an act, which, if committed by an adult, would be one of the following:
  - First Degree Murder;
  - Second Degree Murder;
  - First Degree Assault;
  - Forcible Rape;
  - Forcible Sodomy;
  - First Degree Robbery;
  - Distribution of Drugs to a Minor;
  - First Degree Arson;
  - Kidnapping as a Class A Felony;
  - Statutory Rape; and/or
  - Statutory Sodomy

This section shall not prohibit the re-admittance or enrollment of any student if a petition has been dismissed, or when a student has been acquitted or adjudicated not to have committed any of the above acts. In addition, this section shall not apply to a student identified under state eligibility criteria, with a disability, who is convicted or adjudicated guilty from an action related to the student's disability.

Finally, readers should not interpret anything in the section that will prohibit University Academy from enrolling a student in an alternative education program if University Academy determines such enrollment is appropriate.

### **SchoolMint**

In an effort to make the school enrollment process for parent/guardians easier and faster, University Academy now uses SchoolMint. SchoolMint, an online enrollment and communication platform, works with public, charter and private schools. SchoolMint allows parents/guardians the option of applying and registering with a computer or mobile device where they can upload required student documents, check the status of the application, and even select their preferred method of communication, i.e., email or text. For quick access, parents/guardians can download the SchoolMint app from Google Play or the App Store.

Once parents/guardians receive an offer of a seat at University Academy, they can virtually enroll their child through the SchoolMint account they create. After parents/guardians create their account, they *must* upload all documents required for registration through the Parent Account. **University Academy does not accept any documents at the school.** It is important that you pay close attention to all deadlines. University Academy strictly adheres to all stated deadlines in the enrollment process. Receiving an offer of a seat at University Academy does not mean your child will be attending University Academy. Once the Admissions Director receives all required paperwork, parents/guardians will receive notification of acceptance to University Academy.

Current University Academy parents/guardians must re-register their student(s) annually through their SchoolMint account in order for their student's enrollment for the upcoming school year to be complete (4-6 pages). If a parent/guardian fails to re-register their student(s) by the stated deadline, student re-enrollment is not complete. Please note that if a parent/guardian creates a new account in SchoolMint and completes an application for their student(s), this is **not** the re-registration process and your student(s) may be withdrawn if you miss the deadline. One way to ensure you complete the correct form is in the number of pages. There are between 4-6 pages for re-registration. If you complete only one page to re-register, more than likely, you completed the application for admission, not re-registration, and your student may be in danger of not attending University Academy the following school year.

The link with parent/guardian responsibilities for those enrolling a student or re-registering a current University Academy student is <http://universityacademy.schoolmint.net/signin>. It is very important that parents/guardians take the time to read and understand these responsibilities. If you have any questions, please do not hesitate to contact the Director of Admissions.

**SchoolMint Application and Enrollment Process**  
*(for aspiring University Academy students not currently attending)*

During the Open Application Window (September 17, 2018 until January 19, 2019 for the 2018-2019 School Year) if parent/guardians have not done so previously, they must

1. create a SchoolMint account
2. complete the application by entering the required information

Upon completion, look for a message that says, "Great! You've successfully filed an application..." You will be able to view all the information you provided and see what the status of your application is at that time.

Once the Lottery selections occur, families receive further instructions. Families will receive deadline information for submission of required documentation or notice that the student has been "waitlisted," which means they are on the waiting list. Remember to pay attention to all deadlines! Failing to do so may result in having to re-apply for admission and your child will be on the Waiting List and not attending University Academy as you anticipated.

After parents/guardians submit all required documentation, they will receive a congratulatory message stating registration is complete. Families not receiving the congratulatory message will receive notification that their student is *not* enrolled and may submit another application.

### **Student Transcripts and Academic Records**

University Academy maintains a cumulative educational record for each student from his/her entrance into school through the last date of attendance and kept on file in accordance with state law. Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information deemed necessary by school officials.

The parents/guardians of minor students who are attending or have attended University Academy have the right to inspect and review the educational records of their students and to request amendment of their students' educational records.

Except as otherwise required, in compliance with the Individuals with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, records containing student health information will be stored separately from other student records.

### **Withdrawing Students**

Students who are withdrawn by a parent/guardian for any reason are required to notify the school's principal and/or the Director of Admissions and provide a specific reason for withdrawal. At the time of withdrawal, students must turn in all textbooks to the principal and parents/guardians must satisfy any outstanding debts (lunch account, library books or lost textbook/library book fees, athletic fees, etc.).

University Academy will respond within five (5) business days to requests by other schools for the records of students transferring from the school. Records transferred pursuant to such requests will include the written notification of criminal charges/adjudications by law enforcement officials for felony criminal acts.

## **IV. 2018-2019 GENERAL INFORMATION**

### **Board of Directors**

Barnett C. Helzberg, Jr., Chairman Emeritus and Founder

Bush Helzberg, Chairman

Shirley Helzberg, Founder and Secretary

David W. Dickey, Treasurer and Member

Nicole Jacobs-Silvey, Member

Christine Kemper, President and Member

### **The Role of the Board of Directors**

The role of the University Academy Board of Directors is to set a mission and vision for the school, create a culture of high expectations and accountability, ensure the school has a rigorous college-preparatory academic program, hire and evaluate the superintendent, and provide fiduciary oversight, and adopt policies for the school. The Board does not manage the day-to-day operations of the school.

### **Mission Statement**

The mission of University Academy is to prepare students to succeed in an institution of higher education and to participate as leaders in society.

### **Philosophy and Commitment**

The philosophy of University Academy is rooted in our mission. We expect all of our students to have the skills they need to succeed in college. Consequently, we have made the following commitments to help our students acquire those skills:

- Achieve rigorous educational results adding value each year to the students' knowledge and capacity to learn.
- Serve the whole child and to help students and their families manage issues that have the potential to detract from the students' opportunities and motivation to learn.
- Engage the interest, expertise, and participation of parents to build a school culture characterized by high expectations for student behavior and academic excellence, and shared accountability for results.

### **Vision Statement**

Our vision is to be the best college-preparatory charter public school in the country with an emphasis on college preparation, career development, community service, and leadership.

**Administration and Central Administration Office Contact Information  
412.5900**

**Tony Kline**, Superintendent and Executive Director  
**Rebecca Gudde**, Assistant Superintendent of Education Services  
**Sandra Strong**, Administrative Assistant to the Superintendents

**Leah Banks**, Director of Security  
**Amy Bellmann**, Special Education Process Coordinator  
**Kellie Brady**, Director of Admissions and Community Outreach  
**Deborah Brizendine**, Speech Pathologist  
**LaBrent Browning**, Security Officer  
**Sarah Buck**, Director of Student Data (PowerSchool Administrator)  
**Children's Mercy Hospital Wellness Clinic: 412.5978**  
**Steve Eklund**, Technology Coordinator/Copy Center Technician  
**Carolyn Flowers**, Forum Cashier  
**John Gresham**, Athletic Director  
**Stephanie (Williams) Hidalgo, LPN**, School Nurse  
**James Jennings**, Assistant Athletic Director  
**Kendall Johnson-Wiggins**, School Operations Manager  
**Becky Johnston**, Finance Assistant  
**Cherese Jones**, Security Officer  
**Loretta Jones**, Forum Cashier  
**Tyler Kemp**, Chief Financial Officer  
**Lisa Kice**, Director of Human Resources  
**Raedel Kingsbury**, G/L Accountant & Payroll  
**Cynthia Kivett**, Central Administration Office Manager  
**Brian Klug**, Director of Technology  
**Bobbi Leavitt, RN**, School Nurse  
**Kashay Mahan**, ASP Coordinator  
**Ernest Parks**, Security Officer  
**Brianne Phillips**, Director of Student Services (K-12)  
**Gary Swanson**, Director of Facilities  
**UMKC Dental Clinic: 412.9249**

### **Lower School Administration Contact Information (Grades K-5)**

**Mrs. Ashley Knapp**, Principal, Gr. K-2

**Mrs. Aisha Smith**, Assistant Principal, Gr. K-2

**Mrs. Jean Meyer**, Principal, Gr. 3-5

**Mrs. LaShonette Kemp**, Assistant Principal, Gr. 3-5

**Mrs. Chelsea Hagan**, Counselor, Gr. K, 1 and 5

**Mrs. Katy Sanders**, Counselor, Gr. 2-4

**Mrs. Debra Foster Payne**, Resource Coordinator

**Ms. Nakisha Thatcher**, Administrative Assistant      Fax: 410-0320

**Ms. Jennifer Ward**, Administrative Assistant      Fax: 410-0320

### **Middle School Administration Contact Information (Grades 6-8)**

**Mr. Stacy Graff**, Principal

**Mrs. Levette Amerison**, Assistant Principal

**Ms. Christine Clark**, Counselor

**Mrs. Marion Epps**, Administrative Assistant      Fax: 412-9291

### **Upper School Administration Contact Information (Grades 9-12)**

**Dr. Clem Ukaoma**, Principal

**Ms. Krista Horner**, Assistant Principal

**Ms. Katy Kenyon**, Counselor

**Ms. Susie Jackson**, Manager, Upper School Operations      Fax: 412-0052



## **Character Traits**

*(Each month University Academy highlights a different character trait.)*

“The function of education is to teach one to think intensively and to think critically. Intelligence plus character—that is the goal of true education.” – *Dr. Martin Luther King, Jr.*

### **Positive Attitude (August)**

A willingness to cooperate in appropriate ways

### **Honesty (September)**

The behavior that leads others to trust

### **Pride (October)**

Belief in oneself that leads to the accomplishments of achieving one’s positive goals

### **Self-Esteem (November)**

To feel good about yourself as a capable person with integrity

### **Team Work (December)**

Cooperation and unity from all members

### **Respect (January)**

To show appreciation and consideration for the feelings, the ideas, the property and the culture of self and others

### **Perseverance (February)**

Never giving up on a goal, despite obstacles and challenges

### **Empathy (March)**

The ability to understand the feelings of another person and to act accordingly

### **Self-Discipline (April)**

Being able to govern one’s actions

### **Responsibility (May)**

Accepting your obligations and being personally accountable for one’s decisions and actions

### **Courage (June)**

Having the heart or guts to face difficult situations when feelings of fear are present

### **Forgiveness (July)**

A conscious, deliberate, decision to release feelings of resentment or vengeance toward a person or group you perceive to have harmed you, regardless of whether they actually deserve your forgiveness.



### **Commitment by Parents/Guardians**

As a parent/legal guardian of a University Academy student, I understand that this school is a college preparatory program, and I will support the rigorous curriculum necessary. In support of my child's educational program, I will:

- Ensure my child has regular attendance and inform the school of any absences in a timely manner.
- Encourage my child to complete his/her homework each night.
- Maintain communication with my child's teachers and principal.
- Ensure the school has updated contact information as information changes.
- Volunteer.
- Attend parent/teacher/student conferences.
- Encourage my child to comply with school policies and regulations.
- Support the Board-approved Dress Code Policy.
- Monitor student progress through PowerSchool (parents may access PowerSchool at the school, if needed).
- I will comply with the policies and regulations as they pertain to academic excellence, behavior, transportation, cell phones/accessories and electronic media.
- I understand University Academy does not offer social promotion.

### **Commitment by the Staff (including administrators)**

As a staff member of University Academy, I agree to the following terms and conditions:

- I will encourage students to attend school regularly and will make whatever contacts I feel necessary to improve student attendance.
- I will provide information to students, parents and other staff members in a timely manner.
- I will take action to ensure that University Academy is a safe and orderly place in which to learn.
- I will provide opportunities for student leadership and innovation in an atmosphere of mutual respect.
- I will provide a student-centered, rigorous, and meaningful academic program of instruction for all students.
- I will support the Board-approved Dress Code Policy.
- I will comply with the policies and regulations as they pertain to academic excellence, behavior, cell phones/accessories and electronic media.

### **Commitment by Stakeholders**

In uniformly implementing the goals, expectations, and the Guide to Student Discipline, the Board of Directors believes that the students, their parents/guardians and staff members must play key roles. Parents/Guardians and students are required to read and sign University Academy's Parent/Guardian and Student Acknowledgement in the Parent and Student Handbook.

### **Commitment by Students**

As a student of University Academy, I agree to the following terms and conditions:

- I will regularly be in attendance and on time.
- I understand that this school is a college preparatory academy, and the expectation is that I will attend an institution of higher education.
- I will successfully complete, with pride, all of my assignments on time.
- I will comply with the policies and regulations of University Academy.
- I will comply with the Board-approved Dress Code Policy.
- I will comply with the policies and regulations as they pertain to academic excellence, behavior, transportation, cell phones/accessories and electronic media.
- I understand University Academy does not offer social promotion.

### **Drug-Free Schools**

Pursuant to requirements of the 1989, Amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for preventing the use of illicit drugs and alcohol by students, University Academy shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students through grade twelve (12). Such programs will address the legal, social, and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

University Academy shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they violate the policy.

University Academy certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. University Academy conducts a biennial review of such programs to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

### **Harassment (including Sexual Harassment)**

It is the policy of University Academy to maintain a safe learning environment for all students. University Academy prohibits all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. It shall be a violation of school policy for any student, teacher, administrators, or other school personnel of this school to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by school policy.

It is a violation of school policy for any teacher, administrator, or other school personnel of this school to tolerate sexual harassment or harassment of any type, because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by school policy. It is also a violation of school policy for any teacher, administrator, or other school personnel of University Academy to tolerate sexual harassment or harassment of any type, because of a student's race, color, national origin, ethnicity, disability, sexual

orientation, or perceived sexual orientation. This includes students, teachers, administrators, other school personnel, or third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school.

For purposes of school policy, University Academy defines sexual harassment as unwelcome sexual advances or requests for sexual favors, which can be verbal or physical, and contain one or more of the following elements:

- submission to sexual advances is made (explicitly or implicitly) a condition of a student's academic status
- submission or rejection of sexual advances is used as a basis for evaluating a student's performance
- interferes with a student's educational performance, or
- creation of an intimidating, hostile, or offensive educational environment

### **Media Policy**

Throughout the year, University Academy may publish student photographs, video and/or audio clips, student quotes, and student writing and artwork, which have been deemed "Directory Information."

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that University Academy, with certain exceptions, obtain written consent from a parent / guardian prior to disclosure of personally identifiable information from your child's educational record.

University Academy may disclose appropriately designated "Directory Information" without written consent, unless you have advised University Academy to the contrary. The primary purpose of Directory Information is to allow University Academy to include certain information about your child in school publications. Examples include:

- The annual yearbook
- Honor roll
- Graduation programs
- A theatrical playbill
- Sports activity sheets
- Newsletters and other University Academy publications
- Videos of school performances and athletic events
- School social media and website pages

To obtain an opt-out form, please email Kellie Brady at [bradyk@universityacademy.org](mailto:bradyk@universityacademy.org).

### **Notice Provision of the Family Educational Rights and Privacy Act (FERPA)**

State law mandates University Academy to inform each parent, guardian, or eligible student that school officials may release "Directory Information" that may include print and electronic publications of University Academy. The Missouri Sunshine Law considers such information a "public record," which must be released upon demand to any person who requests it. "Directory Information" is information not generally considered harmful and as designated by University

Academy, is not generally considered harmful, nor an invasion of privacy. University Academy designates the following items as Directory Information for students in Kindergarten through 12:

- student's name
- parent's name
- age (birthday month and day)
- grade level
- enrollment status (i.e., full-time or part-time)
- most recent previous school attended
- participation in school-based activities and sports
- weight and height of members of athletic teams
- dates of attendance
- honors, awards, and diplomas received
- artwork or coursework displayed by University Academy
- photographs, videotapes, digital images and recorded sound unless such would be considered harmful or an invasion of privacy

Federal law requires school districts that receive federal funds under the Every Student Succeeds Act of 2015 to provide military recruiters, upon request, directory information unless parents have notified University Academy that they do not want the information disclosed without their prior consent.

#### **Parent Contact with Students and Teachers during School Hours**

University Academy acknowledges the importance of electronic communication between students and parents but strongly encourages parents to communicate with their child before and after school. If your student forgets lunch money, permission slip, a book, homework, or other items necessary for their day at school, you may bring those items to the Central Administration Office. Instructional time is precious and University Academy will protect students from unnecessary disruption. Interruption of classroom instruction will not occur to deliver whatever item or message you bring or send. Central Administration Office staff will ensure your student receives the item(s) during a time when it does not disrupt your child's education and/or the classroom environment.

At the beginning of each new school year, only during the first week of school may parents/guardians escort Kindergarten students to their classroom.

In the interest of safety, parents, visitors, or students may have to present their state-issued identification. Please view this as an effort to protect everyone in the building. For the safety of our students and staff, all visitors must report to the Central Administration Office upon entering the building, present their state-issued identification, and sign in. Visitors must wear a Visitor's Badge on their clothing. When a parent/guardian needs to conference with a teacher, counselor or to observe a classroom, we require that parents/guardians make an appointment in advance. Groups of visitors wishing to visit the school or facilities shall notify the Superintendent's Office, as far in advance as possible, to arrange, and schedule a visit.

Parents, visitors, and students who trespass are subject to escalation to local law enforcement authorities.

In cases of emergency, you will need to contact your child's administrative office and leave a message. School personnel will deliver appropriate messages to your student. Events that do not qualify as emergencies are: change of family plans, lost keys, directions home for after school, which person can or cannot pick student up from school, etc.

### **Pets and Animals**

University Academy does not allow pets and animals on campus, including school buses, except in accordance with law and policy. University Academy does permit service animals in accordance with the law. University Academy prohibits all animals and pets, including but not limited to dogs, cats, birds, fish and reptiles, on school grounds, on the school bus, and at school-sponsored events and activities. The prohibition against pets includes time before and after the regular school day. During parent drop-off or parent pick-up, pets may not enter the school. Failure to follow the regulations may result in restriction of building access privileges and could affect your student's ability to attend University Academy.

### **Prohibition against Bullying (Board Policy 32)**

University Academy is committed to maintaining a learning and working environment free from any form of bullying or intimidation. The District strictly prohibits bullying on school grounds, during school time, at a school-sponsored activity or in a school-related context.

Bullying is the intentional action by an individual or group of individuals:

- to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property;
- substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or
- substantially disrupts the orderly operation of the school.

Bullying may consist of physical actions, including gestures, or oral, cyber bullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyber bullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or tablet. University Academy may prohibit and/or discipline students for cyber bullying that originates on University Academy campus or at a University Academy activity. This includes using the school's technological resources to send the electronic communication, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the University Academy campus or at a school activity using the student's own personal technological resources. Further, students who engage in significant acts

of misconduct off campus that materially and adversely affects the education of University Academy students are subject to discipline.

University Academy strictly prohibits bullying, as defined in this policy. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. University Academy employees are required to report any instance of bullying which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person University Academy, designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be complete within ten (10) school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students found to have violated this policy will be subject to consequences dependent on factors such as; age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences for a student who violates this policy include; loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion, and law enforcement contacted.

University Academy shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on University Academy's website (as a Board policy) and a copy shall be placed in the University Academy Administrative Offices.

University Academy shall provide information and appropriate training to University Academy staff that have significant contact with students regarding the policy. All staff with significant student contact will receive training on the requirements of this policy on an annual basis.

University Academy shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. University Academy shall instruct its school counselors, school social workers, licensed social workers, and mental health professionals to educate students who are victims of bullying on techniques for students to overcome the negative effects of bullying. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend oneself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

### **Prohibition against Drugs and Alcohol**

The improper use of controlled substances, alcohol, and substances represented to be such is detrimental to discipline in school. Such conduct as well as the possession of drug paraphernalia are prohibited at all times and are subject to disciplinary action.

### **Prohibition against Firearms and Weapons**

The presence of firearms and weapons poses a substantial risk of serious harm to school students, staff, and community members. Therefore, University Academy prohibits possession of firearms and weapons on school premises at all times except for law enforcement officials. As used in this policy, the phrase “*school premises*” includes all school buildings, grounds, vehicles, and parking areas. This prohibition also extends to the sites of school activities whether or not those school activities occur on school property.

Individuals who violate this policy receive severe discipline and are subject to expulsion. University Academy will notify law enforcement officials and the individual(s) violating this policy must leave the school premises.

We reserve the right to perform random safety screenings throughout the year anywhere on University Academy premises. These screenings may include, but are not limited to, the use of metal detectors and/or bag checks.

### **Prohibition against Smoking**

University Academy believes that smoking and the use of any tobacco product is detrimental to the health and well-being of staff and students. Therefore, University Academy strictly prohibits the use, sale, transfer, and possession of tobacco products, including electronic cigarettes at school and at school-sponsored activities. University Academy is a smoke-free campus. This includes vehicles parked on the premises.

### **School and Community Relations**

University Academy recognizes the positive effects of parent and family involvement in the education of their children and encourages strong parent/family involvement in working collaboratively with school staff.

### **School Bus Transportation**

Apple Bus Services is the contract provider of bus transportation for University Academy students. Contact them directly with any concerns or problems at 816-252-8800. University Academy will assist parents/guardians in resolving any bus concerns with Apple Bus. To obtain additional information regarding busing, contact the School Operations Manager at 816-412-5994.

### **School Closing Information**

To check for school closings in case of severe weather or other emergencies, parents and guardians should check the school’s website ([www.universityacademy.org](http://www.universityacademy.org)) and watch the four primary Kansas City television stations\* to see if University Academy is listed. The Superintendent will determine whether to close school based on the best available information regarding weather and school bus travel. If it becomes necessary to dismiss classes during the

day, University Academy will alert the local television and radio stations. Families will receive a telephone call at the number on record if school dismisses early due to inclement weather. Parents are responsible for providing the school administrative offices and their students' teachers with accurate, current telephone and email information. If parents are not home during the day, they should talk to their students, in advance, so they have a plan of where to go in the event of an emergency dismissal.

\*Primary media stations include WDAF-TV 4, KCMO-TV 5, KMBC-TV 9, and KSHB-TV 41.

### **School Hours**

Doors Open	7:00 a.m.	Tardy Bell	7:30 a.m.	Doors Close	3:15 p.m.
Classes Begin	7:30 a.m.	Dismissal	2:40 p.m.		

**No** student should arrive at school prior to 7:00 a.m. or remain after dismissal time unless under the *direct* supervision of appropriate school staff.

### **Daily Schedules**

<b>(Middle School)</b>	<b>(Upper School)</b>
Breakfast 7:00 a.m. – 7:20 a.m.	Breakfast 7:00 a.m. – 7:20 a.m.
Hour 1 7:30 a.m. – 8:20 a.m.	Hour 1 7:30 a.m. – 8:20 a.m.
Hour 2 8:23 a.m. – 9:13 a.m.	Hour 2 8:25 a.m. – 9:15 a.m.
Hour 3 9:16 a.m. – 10:06 a.m.	Hour 3 9:20 a.m. – 10:15 a.m.
Hour 4 10:09 a.m. – 10:58 a.m.	Hour 4 10:20 a.m. – 11:15 a.m.
Lunch 10:58 a.m. – 11:20 a.m.	Lunch 11:20 a.m. – 11:40 a.m.
Hour 5 11:27 a.m. – 12:17 p.m.	Hour 5 11:45 p.m. – 12:40 p.m.
Hour 6 12:20 p.m. – 1:10 p.m.	Hour 6 12:45 p.m. – 1:40 p.m.
Hour 7 1:13 p.m. – 2:03 p.m.	Hour 7 1:40 p.m. – 2:40 p.m.
Advisory 2:08 p.m. – 2:40 p.m.	

### **Student Driving**

Students may drive to school if they have a valid driver's license and proof of insurance. All students parking in the school parking lot must obtain a University Academy Parking Permit from the Security Office. Parking permits are free; however, there is a \$5.00 replacement fee for lost or stolen permits. Permits are the property of University Academy and must be returned to the Security Department by May 1<sup>st</sup>. Student parking is available in Area 2. Student permits expire at the end of each school year. Parking violators will receive tickets and/or possible towing of the vehicle at the owner's expense. Driving and parking violations are Class II offenses.

### **Student Lockers**

School lockers, desks and other UA property are for the convenience of students and, as such, are subject to periodic inspection without notice. University Academy assigns a hall locker to every student in grades K-12. The student locker is the property of the school. Students must use only the locker assigned to them and keep it locked at all times (if applicable). Students are



responsible for the contents of their locker. Therefore, students must not share lockers or disclose their combination to others.

If there are any problems with a locker or lock, students should notify their grade level administrator's office promptly so the problem can be resolved. Damage to lockers will be considered vandalism and will result in consequences (Class II offense). Student lockers remain the property of University Academy at all times and are subject to searches.

### **Student/Parent Complaint Process**

University Academy's goal is to have each school day run smoothly and without incident. However, there are occasions when parents and students do not agree with how Administration handles a particular issue and want to voice their displeasure to the Superintendent. The Superintendent wants to be aware of all situations, however, there are incidences when, due to the processes and policies in place, he/she cannot discuss a situation. Those situations usually involve a student disciplinary hearing. Since he serves as the "Hearing Officer," he must distance himself from any preliminary discussions with parents and/or students prior to a scheduled hearing.

University Academy's policy is to review services when complaints or concerns arise. Please complete a Dispute Resolution form to have your concern/complaint officially addressed.

- Step 1:** Discuss your complaint/concern with the appropriate person/individual responsible for a particular school/ department/ program
- Step 2:** Appeal to the appropriate Principal or Central Administration Office
- Step 3:** Appeal to the Superintendent

Each school administrator has the knowledge, skills, abilities, and authority necessary to resolve issues at their respective levels. Any person not satisfied with an administrator's decision may complete a Dispute Resolution form, available in Central Administration Office, and submit it within seven calendar (7) days of the school administrator's decision. The Central Administration Office will forward it to the Superintendent's Office. Parents/guardians can expect a response from the Superintendent within five (5) business days.

### **Student Records (As They Apply To Military Recruiters)**

University Academy may notify parents/guardians of secondary school students that it is required to release the student's name, address, and telephone listing to military recruiters and institutions of higher education upon request. Parents/guardians of eligible students may request that University Academy not release this information and the University Academy shall comply with the request.

### **Student Rights**

University Academy understands the importance of providing each student with a school environment conducive to intellectual, emotional, and social growth through participation in a full range of educational programs and activities. Board and staff commitments ensure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures, and student support services.

### **Telephones, Cell Phone Usage, Electronic Devices, and Recordings**

The use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. **University Academy prohibits student use of cell phones, headphones, digital cameras, and similar electronic devices during instructional time or in dressing areas and during extracurricular activities.** In addition, students may not text, photograph, or record video using their cell phones. Violations of this policy may result in disciplinary action.

Students may not use their cell phones inside the building during the school day between the hours of 7:00 a.m. and the end of the school day. Any cell phones seen, used, or heard (including text messages) during the day may be confiscated.

Administration and/or staff may confiscate electronic items brought to school in a backpack, bag, or purse. Administration will only release confiscated item(s) to a parent/guardian or designee 18 years of age or older with photo ID. (If a student brings an item to school for approved instructional purposes, please contact your child's teacher to confirm that the "assignment" is to bring the item in question to school.) The school in no way assumes any responsibility for damaged, lost, or stolen electronic devices.

University Academy Board Policy 21.5 prohibits video and audio recordings. The policy states:

"University Academy has established limits on the use of video and audio recording equipment (including but not limited to film, tape, digital, or by other mechanical or electronic means) to minimize disruption and to foster an educational and employment environment based on trust and integrity. University Academy prohibits any recording activity, even activity permitted under this policy, if the activity creates a disruption to the education process.

#### **Recording of Meetings**

The Board prohibits the use of audio, video, or other recording equipment at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings between school employees and parents/guardians. In accordance with Board policy and law, exceptions to this prohibition may occur. Requests for such exceptions must be made within a reasonable period prior to the scheduled meetings. This prohibition does not apply to video recordings or meetings held within view of the school's security cameras."

#### **Recording by Outside Entities**

Unless otherwise authorized by law, University Academy prohibits the use of video or audio recording equipment on school property or at school activities by any outside entity. This includes but is not limited to any individual, group, organization, or corporation other than the school's administration, officers, staff, or students of the University Academy, or individuals authorized to act on behalf of University Academy without permission from the Superintendent or designee. This prohibition shall not apply to the following:

1. Performances or activities to which the general public is invited such as athletic competitions, concerts, and plays
2. Open meetings of the Board or committees appointed by or at the direction of the Board
3. Outside entities, including student-initiated groups, using or renting District facilities in accordance with Board policies and established administrative procedures

#### **Recording by School Personnel**

University Academy may make audio or visual recordings to provide security, to maintain order, for professional staff development use, or for other purposes approved by the Superintendent related to furthering the educational mission of the school. This may include the use of video equipment in school buildings and on transportation provided by University Academy. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by or on behalf of University Academy personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. University Academy prohibits its personnel from the use of video or audio recording equipment on school property or at school activities except as provided by this policy.

#### **Recording by Students**

University Academy prohibits the use of video or audio recording equipment on school property or at school activities by students except:

1. If required by a school-sponsored class or activity
2. At performances or activities to which the general public is invited such as athletic competitions, concerts, and plays
3. At open meetings of the Board or committees appointed by or at the direction of the Board
4. As otherwise permitted by the Superintendent

#### **Textbooks**

At the beginning of each year, students receive textbooks. Students must return the textbooks at the end of the school year with only reasonable wear. When students receive a book, they are to inspect it carefully and promptly notify their teacher of any damage from previous use. If a textbook is damaged or lost, the student will be assessed a fine or charged the replacement cost of the book.

#### **University Academy Code of Conduct**

University Academy believes in and fosters a safe and orderly environment for all students, staff, and visitors.

Therefore, the Board has established a Code of Conduct for parents, patrons, and visitors on school premises and at school activities. University Academy expects all parents, patrons, and

visitors to conduct themselves in a manner reflective of a positive role model for children. University Academy does not permit inappropriate conduct, including but not limited to the following on the school's premises or at school-related activities:

1. Verbally aggressive behavior, (which includes but is not limited to), threats, intimidation, and profanity;
2. Physical or violent behavior;
3. Behavior that, in the judgment of school administrators, is disruptive to the educational environment;
4. Conduct by visitors contrary to these expectations may result in sanctions, which may limit a person's access to school activities and/or school premises.

Additionally, University Academy expects the apparel of parents, visitors, and patrons, to conform to reasonable standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. University Academy prohibits apparel or grooming which exposes lingerie or underwear. University Academy further prohibits apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, that advocates drugs/alcohol, or other illegal activities.

**The Code of Conduct also applies to telephone and electronic communications.**

(See Trespass Warning section, page 36).

University Academy considers persons failing to comply as trespassers who then become subject to arrest and prosecution. Trespass warnings apply to all school functions at University Academy.

## **V. 2018-2019 PARENT/GUARDIAN INFORMATION**

### **After School Program**

The After School Program (ASP) is a resource for our UA families who are in need of safe, quality care for their children from 2:45 p.m. - 5:30 p.m. The program is available for students in Kindergarten-8<sup>th</sup> grade and operates on full school days. ASP is not available on half days, school holidays, and official inclement weather days. Care is available on the first official school day, August 8, 2018 to the last official full school day, May 24, 2019. ASP is also available during Summer School in June. ASP provides snacks, homework assistance, tutoring, physical activities, and clubs. Clubs vary from each semester and year to year.

Enrollment: You may enroll your child/children online at [www.universityacademy.org](http://www.universityacademy.org) under the "STUDENTS" tab. You may enroll at any point before or during the school year; however spots may fill quickly. If you wish to enroll after the school year starts, contact the After School Program Coordinator to find out if there is availability for your child's particular grade. Parents/guardians must submit their Summer School ASP enrollment online as well. Enrollment is not complete until the ASP Program Coordinator receives payment.

Fees: There is currently a one-time registration fee of \$35. Parents/guardians may receive a waiver of the registration fee if the child is a previous student in ASP. The weekly tuition per

child is \$40.00 (there is no sibling discount). This fee is a fixed-rate even if you do not plan on your student attending all five days a week. Acceptable payment forms are cash (change is usually not available), credit/debit, or money order. Parents/guardians may make payments over the phone or in person at the Central Administration Office. All tuition payments are due on Fridays prior to the week of attendance. All rates are subject to change with Board approval.

Late Fees: ASP ends at 5:30 p.m. each school day. If you do not pick up your child until after 5:35 p.m., ASP will add to your tuition, a late fee of \$10 for every 5 minutes your child is in ASP.

The University Academy Student Code of Conduct, as stated in this Handbook, applies in ASP as well. ASP may drop students who experience behavior problems without advance notice. ASP Club instructors may, at their discretion, drop students who experience behavior problems while participating in their club(s).

**A Note Regarding Holiday Celebrations, i.e., Valentine’s Day, birthdays, etc.:** University Academy asks teachers to protect instruction time and limit parties. Parents/guardians of all University Academy students may **NOT** bring or send bouquets of flowers, balloons, stuffed animals, candy, or gifts to the school for students. It causes major disruptions to the learning process. School policy does not allow bus riders to transport those items on school buses.

Parents wanting to bring treats for special occasions should contact the classroom teacher ahead of time. Treats must be store-bought and pre-packaged. Parents and guardians are encouraged to select items on the USDA Smart Snacks list (<http://www.fns.usda.gov/healthierschoolday/tools>.)

University Academy prohibits distributions of homemade treats. Out of consideration for all students in classrooms and at all grade levels, students should not distribute invitations for personal activities while at school or on the bus.

#### **Missouri Parent Information Resource Center (PIRC)**

The following website can inform parents and parent organizations of the existence and purpose of the Missouri Parent Information Resource Center (PIRC) <http://www.missouri-pirc.org>.

#### **Parent/Family Involvement in Education**

University Academy recognizes the positive effects of parents/families’ involvement in the education of their children. University Academy is committed to strong parent/family involvement in working collaboratively with the School’s staff as knowledgeable partners in educating the School’s students. In order to implement University Academy’s commitment to parent/family involvement in education, the Superintendent will appoint a committee of parents, staff, and community representatives to serve as University Academy’s Parent Involvement Committee. The Parent Involvement Committee’s responsibilities will include recommendations for program development, parent/staff training and program evaluation. The evaluation will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are migratory workers, economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. University Academy will use the findings of such evaluation to design

strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies. Each year, the District prepares and submits program evaluation reports to the Superintendent by June 1.

### **Public Notice**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability. This includes children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. University Academy assures that it will provide a free appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and a young child with a developmental delay.

University Academy assures that parents or guardians may review personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement, or provision of FAPE of children with disabilities. Parents or guardians may request amendment to the educational record if the parent or guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the University Academy to meet the requirements of the Family Educational Rights and Privacy Act.

University Academy has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information and the agency's assurances that services comply with the General Education Provision Act (GEPA). This plan is available for review in the Superintendent's Office between 9:00 a.m. and 3:30 p.m., Monday through Friday. This notice is available in native languages as appropriate.

### **Recess Policy (*Lower School*)**

Teachers are responsible for taking students to recess at the time allotted in their daily schedule. Teachers will use discretion when taking children outside in extremely cold or inclement weather. Teachers will hold recess indoors in the event of precipitation (rain, snow, sleet, etc.) and/or the temperature outside is below 32 degrees Fahrenheit.

If the temperature exceeds 32 degrees Fahrenheit, including the wind chill factor, students will participate in outdoor recess *without restriction*.

Parents need to make sure children are dressed for the temperature of the day, as all students must attend recess unless excused by a physician or the school nurse. In that case, the student will go to another classroom.

The Lower School principal or designee of each school will be responsible for daily monitoring of Air Quality Index (AQI) information provided by local authorities.

1. When the AQI is “Code Orange” (unhealthy for sensitive groups of people), students with a history of reactions to ozone exposure will be permitted to reduce their outdoor exertion level or time spent outdoors, and the staff will arrange alternative indoor physical activities. Appropriately trained staff responsible for student supervision will monitor such students for symptoms of respiratory distress.
2. When AQI is “Code Red” (unhealthy), students with a history of reactions to ozone exposure will remain indoors and participate in indoor physical activities. Appropriately trained staff responsible for student supervision will monitor such students for symptoms of respiratory distress. All other students will be allowed to engage in no more than one hour of heavy exertion (i.e., activities that involve high-intensity exercise such as basketball, soccer and running) while outdoors.
3. When the AQI is “Code Purple” (very unhealthy) or “code maroon” (hazardous), all students will be kept indoors and participate in indoor physical activities. Appropriately trained staff responsible for student supervision will monitor all students for symptoms of respiratory distress.

#### **Reporting Child Abuse and Neglect**

University Academy believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. In addition, state law requires school employees to report instances of suspected child abuse when the employee has reasonable cause to suspect that a child has been or is likely to be suffering abuse or neglect to the Missouri Division of Family Services.

The definition of *child abuse* is any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means. The definition of *neglect* is failure to provide the proper or necessary support, education, nutrition, or medical, surgical, or other care necessary for the child’s well being.

Any University Academy employee who knows or has reasonable cause to suspect that a student’s home conditions or circumstances are subjecting them to abuse or neglect, shall immediately report such to the Children’s Division.

## School-Parent Compact

### Section 1116 (d) SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parent and family engagement policy developed under subsection (b), each school served under this part shall jointly develop with parents for all children served under this part **a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. They must also outline the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.** Such compact shall—

- 1) Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decision relating to the education of their children and positive use of extracurricular time; and
- 2) Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
  - A. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
  - B. Frequent reports to parents on their children's progress;
  - C. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
  - D. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

### SchoolPay

New to University Academy this year is SchoolPay. SchoolPay is an easy-to-use, self-service application that handles all parent, community, and staff payments. Parents/ guardians can now make payments online or use their mobile device without the hassle of having to come to the school in person or sending cash with students. Parents and guardians may now pay student fees, field trip fees, breakfast and lunch payments, etc. through this system. Log in to <http://schoolpay.com> and create an account. (You will need your child's PowerSchool ID number to create your account.) You can pay with your debit/credit card or electronic check. You will be able to monitor all activity as it pertains to your student's account.



Missouri Department of Elementary & Secondary Education  
**The Every Student Succeeds Act of 2015 (ESSA)**  
 COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b>	
<ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to private school children handled differently?</li> </ol>
<b>Appeals</b>	
<ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

**1. What is a complaint?**

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V

<sup>2</sup> In compliance with ESSA Title VIII-Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complaint or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty-day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

**BOARD OF DIRECTORS**

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Mrs. Jean Meyer  
Lower School

Mr. Stacy Graff  
Middle School

Dr. Clem Ukaoma  
Upper School

Dear Parent or Guardian:

Our District is required to inform you of information that you, according to The Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our District is required to provide to you in a timely manner, the following information:

- Whether your student’s teacher has meet State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student’s teacher is teaching under emergency or other provisional status through which State qualification or is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived .
- Whether your student’s teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualification.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Tony Kline  
Superintendent

## **Title I**

In existence since 1965, Title I, is the largest single, continuously and federally funded education program. Its purpose is to provide supplementary support in reading and math. Lower School Title I teachers focus on reading improvement but the program is school wide. Students spend approximately 30 minutes, daily, in small groups of three to four students. Title I teachers confer with classroom teachers regarding students' progress and needs.

The curriculum involves comprehension skills, strong emphasis on phonics, coordinated with classroom teacher objectives, and aligns with the Common Core. Grade-specific Leveled Literacy Intervention, developed by reading specialists for specific grades, involves parent involvement, nightly reading, and homework. Assessments using Individual Reading Assessments, Scholastic Reading Inventories, F.A.S.T., word lists, standardized tests, and general observations can monitor a student's needs and growth.

The selection of students in the Title I reading program is based on:

- Running records
- Standardized test scores
- Lexile scores
- Teacher recommendation

The overall goal is to help students read at grade level and foster the love of reading. The expectation for parents/guardians is that they realize they are part of the team and provide support at home by reading aloud with their child, plan time so their child can read to themselves at home or aloud with an adult; show interest in what happens at school, and devote time to overseeing and helping with homework. Parent-Teacher Conferences are a great time to discover the reading progress of your student. Annual reading events are held where parent/ guardians may participate ("Bingo for Books" and the Annual Scholastic Book Fair).

### **Trespass Warnings**

A Trespass Warning is a formal verbal or written order for people school personnel view as disruptive or noncompliant with the school's procedures. Trespass Warnings prohibit people from entering the building, coming onto the outside parking lots (private property), athletic field, and school buses governed by University Academy. Violation of a Trespass Warning will result in arrest and prosecution according to the law. The Superintendent reserves the right to modify a Trespass Warning. University Academy reviews all Trespass Warnings annually in July.

### **Class I Infractions**

Behavior that, in the judgment of school administrators, is disruptive to the educational environment, including but not limited to disturbing the peace and profanity. More than one (1) occurrence may result in more severe consequences.

<b>1<sup>st</sup> Consequence</b>
Written Warning
<b>2<sup>nd</sup> Consequence</b>
90-Day Trespass Warning Issued

**Class II Infractions**

Being in unauthorized areas; being noncompliant with instructions and/or directions from staff, including but not limited to noncompliance with traffic duty staff in the parking lots. More than one (1) occurrence may result in more severe consequences.

<b>1<sup>st</sup> Consequence</b>
Written Warning
<b>2<sup>nd</sup> Consequence</b>
90-Day Trespass Warning Issued
<b>3<sup>rd</sup> Consequence</b>
180-Day Trespass Warning Issued

**Class III Infractions**

Verbally aggressive behavior, which includes but is not limited to, threats, harassment, intimidation, profanity, phone, e-mail, and/or other forms or electronic communication; and unauthorized contact with students. More than one (1) occurrence may result in more severe consequences.

<b>1<sup>st</sup> Consequence</b>
One (1) Calendar Year Trespass Warning Issued

**Class IV Infractions**

Physical and/or violent behavior, including but not limited to, assault, property damage, trespass on school bus loading and unloading zone, chronic misconduct, and Safe Schools Act Violations.

<b>1<sup>st</sup> Consequence</b>
Indefinite Trespass Warning Issued

**VI. 2018-2019 PROMOTION STANDARDS/ RETENTION POLICY**

The purpose of promotions and retentions of students is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

Students advance annually from one grade level to another by demonstrating satisfactory academic achievement. Retention is possible if a student’s standards of academic achievement or social, emotional, mental, or physical development will not allow satisfactory progress in the next higher grade. University Academy does not offer social promotion. At every grade level, there are specific requirements for promotion to the next grade.

Parents/guardians who wish to appeal the decision of retention must first contact the Principal. If parents/guardians do not accept the decision at the school level, they may submit a written appeal to the Superintendent/designee within two (2) weeks after the close of school.

Decisions on whether to promote, accelerate or retain a student with disabilities will be made in accordance with the Individuals with Disabilities Education Act (IDEA) and as required by other applicable law.

**Lower School Promotion Standards**

- Students must pass all core classes. (Communication Arts and Math)
- Students must be reading and comprehending at or above grade level by the end of the academic year as measured by the Fountas & Pinnell Running Record, FAST, and/or SRI.
- Students must receive recommendation for promotion by their grade level team and principal, based on satisfactory classroom performance throughout the current academic school year. Note: Administration must approve the final decision.

**Middle School Promotion Standards**

- Students must pass ALL Core Classes and 2/4 Core Classes with a 3 or higher (Communication Arts, Math, Science, Social Studies);
- Students must pass 2/3 of all elective (P or 3 and higher);
- Students must have 95% attendance;
- Students must have an N or above in Citizenship in all classes;
- Testing data also considered for promotion will be Benchmark scores and MAP scores. Students should score 60% or higher on BM#4 or the Summer School EOC Test, or score Proficient or Advanced on the State MAP Tests in ELA, Math and Science.
- Administration may substitute specific criteria for promotion in place of grades or attendance based on additional or alternative learning experiences when deemed in the best interest of the student.
- Students must receive recommendation for promotion by their grade level team and principal, based on satisfactory classroom performance throughout the current academic school year. This includes not being on the ‘U List’ (ineligible) more than six (6) times in a semester. Administration must approve all team decisions.

**Upper School Promotion Standards**

University Academy classifies students not just by the number of semesters they have attended but by the number of credits they have earned.

Parents and students should know this above all else: when it comes to high school—what we call the “Upper School”—the student’s progress is based on the student working hard and passing his or her classes. The good news is that retention is not an option. However, University Academy classifies students according to the number of credits he or she has earned while enrolled. A student will not become a sophomore because they have been here for two years. Instead, the number of credits they have earned determines their classification—in this case 6.5.

Following is the most important information to keep in mind:		
9 <sup>th</sup> Grade:	First two semesters of high school	0.0 – 6.5
10 <sup>th</sup> Grade:	Three or four semesters of high school	6.5 – 13.0
11 <sup>th</sup> Grade:	Five or six semesters of high school	13.0 – 19.5
12 <sup>th</sup> Grade:	Seven or more semesters of high school	19.5 – 26.0

*\* The total credits required to graduate is 26. It is important to note that University Academy only promotes students every fall following the summer. In addition to earning the designated number of credits, students MUST also pass all core classes in English, Mathematics, Science and Social Studies in order to move on to the next grade.*

The Upper School and its staff are under no obligation to award or grant any students credits they have not earned. Plain and simple: students only receive the grades that effort and hard academic work they earn. Expect no easy pass; none is given.

## **VII. 2018-2019 SAFETY AND SECURITY**

Fundamental to learning at University Academy is safety and order. Students must have a secure environment in which to learn in addition to a challenging curriculum, proper materials, and dedicated teachers. Security will maintain a safe environment conducive to learning in order to provide an equal and appropriate educational opportunity for all students.

University Academy has joined several other school Districts in the Kansas City Metro area in using a visitor management system to enhance campus safety of students and staff, allowing us to track visitors, contractors, and volunteers in the building. This will provide us with a safer environment for students and staff.

Upon entering the building, visitors must present a valid, state-issued photo identification card or driver's license. Security may modify visitation for persons without the required form of identification. The system scans the identification card (it only takes a minute or two). While the system only retrieves the visitor's name, date of birth, and photo, the system only searches for registered sexual offenders. Once the visitor's name clears the national database, the system will print a visitor's badge that includes the visitor's name, photo, date, time, and destination. Upon completion of the visit, visitors are to return the badge to the Central Administration Office to log out of the system. If you are interested in learning more about the visitor management system, please visit [www.raptortech.com](http://www.raptortech.com) or contact school security.

We value our relationships with University Academy families. However, for all persons who do not obtain prior authorization and/or visitors, who create distractions to the learning environment while on the premises, Security will ask them to leave. University Academy considers persons failing to comply as trespassers, who are subject to arrest and prosecution. Trespass warnings apply to all school functions at University Academy (See Trespass Warnings section, p. 36)

School lockers and desks are the property of University Academy and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, University Academy has authorization to use trained dogs to sniff lockers or other



school property to assist in the detection of the presence of drugs, explosives, and other contraband.

University Academy reserves the right to perform random safety screenings, including but not limited to, student lockers, and bag/purse checks. On reasonable suspicion of a violation of University Academy rules, policy or state law, students or student property is subject to a search. Reasonable suspicion must be the basis for facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The District respects the privacy and dignity of students. School officials perform searches in the presence of adult witnesses, if such witnesses are available. A school employee may ask students to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances. No employee shall perform a strip search of any student.

If the search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime, in any case involving a violation of law, when a student refuses to allow a search, or where school officials cannot safely conduct the search, University Academy may contact law enforcement officials and/or parents. School officials may appropriately discipline a student who refuses to submit to a search.

Administration also reserves the right to search any area that could conceal an item or information that University Academy bans from school (i.e. drugs, weapons, stolen items, cell phones that are on, etc.).

University Academy schedules drills to practice safe, speedy, and calm evacuations of the building in case of an emergency. It is the expectation of anyone in the building at the time of an emergency to follow the building emergency procedures. If local stations announce a tornado or other severe storm alert, students will remain in their safe locations inside the building. In the event of a severe weather emergency, please do not come to the school to pick up your student(s). Students are in a safe location within the school and remain there until the Weather Bureau announces the lifting of the warning (“all clear”) through local media outlets.

University Academy has staff that is Nonviolent Crisis Intervention Certified to meet the state requirements on the Policy of Seclusion and Restraint (RSMo.160.263). The purpose of this policy is to promote safety and prevent harm to all students, school personnel, and visitors in the University Academy.

Students may also contact the Safety Hotline at 816.412.WARN (9276) or at <http://www.tips@universityacademy.org>.

University Academy utilizes an anonymous reporting procedure. Students and/or parents may report bullying, violence, or submit crime prevention tips on our website under the “Security” tab.

## VIII. 2018-2019 SCHOOL MEALS INFORMATION

### School Breakfast and Lunch

University Academy participates in the National School Lunch and School Breakfast Programs and offers meals free or at reduced prices for families whose income meets eligibility guidelines. Applications for free or reduced priced meals are available in the Central Administration Office and on the school website. **Meal applications are only valid for one (1) year.** Families must submit an application each school year. Failure to submit the application for the 2018-2019 school year will result in the charge of the full price rate for all students that consume meals but do not have an application on file, even if the family income qualifies for reduced price or free meals and the student received reduced price or free meals the year before. The school will notify families, in writing, if they qualify to receive free or reduced priced meals. Families will owe University Academy for any charges incurring prior to notification of free or reduced status.

If it is determined that your family does not qualify for free or reduced price meals and you feel the determination is incorrect, you may submit a written appeal to the Hearing Officer, in care of the School Operations Manager, 6801 Holmes Road, Kansas City, MO 64131 within five (5) days of receipt of your determination letter. The Hearing Officer will review your appeal and respond to you, in writing, within five (5) days of receiving your letter of appeal.

University Academy does not make accommodations for alternate meals due to religious preference. The school sends menus home monthly to assist families in making decisions regarding students' daily meal selections. Students with food allergies must provide medical documentation from the student's physician before the student receives an accommodation. The nurse will maintain that information.

Beginning the first day of school, University Academy will serve breakfast and lunch to students.

Prices:	Full price Breakfast:	<b>\$2.10*</b>	Full price Lunch:	<b>\$3.10*</b>
	Reduced price Breakfast:	<b>\$0.30</b>	Reduced price Lunch:	<b>\$0.40</b>
	Adult / Staff price Breakfast:	<b>\$3.00</b>	Adult / Staff price Lunch:	<b>\$4.00</b>

*\*actual prices were unavailable prior to the printing of this Handbook.  
Please check the website for current pricing.*

Milk is included with meals. Students may purchase additional milk for \$0.40. Juice is included with breakfast. Students may purchase additional juice for \$0.30.

Students and adults/staff pay the full price for "seconds" of any food item, including milk and juice.

Students may not "charge" meals to their meal accounts. Students who are ineligible to receive meals from the serving area due to insufficient funds may receive an alternate meal. A student may not pass through the serving line until his/her meal account shows an outstanding balance of zero. Bus riding privileges may also be suspended pending payment on outstanding meal

account balances. Additionally, students may not participate in school-sponsored, off-site activities if there is an outstanding balance on his/her meal account.

Lower, middle and upper school students may make payments to their school offices. Funds must be available in all students' accounts prior to students going through the serving line. The School Operations Manager is also available to accept payments. Forms of payments include cash, money order, or debit/credit card—**NO CHECKS**. To pay by credit card or gain access to your student's account, please call 816-412-5994 or email [johnsonk@universityacademy.org](mailto:johnsonk@universityacademy.org). [www.schoolpay.com](http://www.schoolpay.com) accepts online payments.

Payment in advance is required for visitors who want to have lunch with students *prior* to entering the Forum (cafeteria). An adult breakfast is \$3.00 and an adult lunch is \$4.00. We strongly recommend that you notify your child's teacher, in advance, if you plan to eat lunch with your student.

### **The Forum (Cafeteria) Procedures**

During breakfast and lunch, students must adhere to following Forum (cafeteria) rules:

- Obey the directions of cafeteria supervisors and school staff;
- Form orderly, single-file lines while waiting to receive a tray. Do not break into line or save places for others;
- All food or drink is to remain in the Forum (cafeteria).
- Students may visit quietly with others seated at their table, but must not shout to students at other tables or roam from table to table;
- **DO NOT THROW TRAYS IN THE TRASH;**
- Leave tables in a clean, orderly fashion upon completion of each meal. Trays are to be returned to designated areas and paper/trash picked up and discarded;

Students may not use staff vending machines or microwave ovens *at any time*.

## **IX. 2018-2019 STUDENT HEALTH AND WELLNESS**

University Academy believes that in order to provide for the safety and well-being of its students, it is necessary to implement and maintain a school-wide student health services program.

University Academy will be responsible for providing first aid or emergency treatment for students in cases of sudden illness or injury. Where necessary, and with notice to the parent/guardian, emergency health services will be secured. The parent/guardian is responsible for their child's medical treatment.

University Academy promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The Board supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes

student performance potential. The goals of University Academy's wellness policy are as follows:

1. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors
2. Support and promote proper dietary habits that contribute to students' health status and academic performance
3. Provide more opportunities for students to engage in physical activity
4. The school is committed to improve academic performance

## **STUDENT HEALTH SERVICES**

University Academy staffs two full time professional licensed nurses in order to provide for the safety and well-being of its students. They will be responsible for providing first aid, illness and disease assessment, medical/dental referrals, medication administration, appropriate screenings, and more. The school nurses cannot assume the responsibility for any emergency treatment beyond first aid. The nurses are not permitted to diagnose and cannot be expected to treat an illness or injury that occurred away from school.

Students will only be seen in the nursing office with a written nurse pass or in an emergency. The pass can be obtained from the student's teacher (lower school) or the middle and upper school offices. If the nurse is unavailable, students should return to class. If the student is soiled, bleeding or in case of an emergency, the student should report to the principal's office.

## **STUDENT ILLNESS**

It is very important that we attempt to control the spread of communicable disease. A student with any of the following symptoms: **fever (100° or more), vomiting, diarrhea, constant coughing, or any possible communicable disease (skin rashes, redness/drainage of eyes, swollen glands, etc.)** should not be in attendance and will be sent home. He / she **MUST** stay home until symptoms have subsided for no less than 24 hours.

Before you send your student back to school, please refer to the following guidelines:

- Must be fever free for 24 hours without fever-reducing medication
- All vomiting and/or diarrhea must have completely stopped for no less than 24 hours
- Must be on antibiotics for 24 hours (only in situations when antibiotics are required)
- Free from continuous coughing, rash, drainage from eyes, or swollen glands
- A physician's note stating your student may return to school before the guidelines above.

When your student comes to the Nursing Office due to an injury or illness, you will be notified via the Health Office Visit form, email, or phone call. If the nurse is unable to reach the parent/guardian, she will attempt to reach the emergency contact, who will be notified. In case of an emergency, emergency health services will be called. The parent/guardian is ultimately responsible for their child's medical treatment.

If your student is ill and needs to go home, the expectation is that a parent/guardian or other authorized adult will pick up the student as soon as possible. If you anticipate you may need more than one (1) hour to arrive at school, please inform the nurses when you are called.

Parents/guardians not able to pick up their student from school must arrange for another authorized adult to pick up the student. Students who are ill (or have soiled their clothing) cannot and will not be sent home on the bus.

## **MEDICATIONS**

UA recognizes that some students may require medication during the school day to enable them to remain in school and participate in their education. University Academy requires that families dispense both temporary and maintenance **once or twice-daily** medications outside of school hours. Medications that are to be administered more than twice daily may be administered during school hours, but only when accompanied by physician's orders and approved by the nursing department. **No medications, including over-the-counter and cough drops, are provided by the district.** Only trained designated school personnel may administer medications in the school and on field trips.

The district is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an individualized healthcare plan (IHP). Parents are encouraged to provide medical documentation or other relevant information regarding the medications their students need while at school. The district retains the right to deny requests for administering medications unless required to do so by law.

Parents and students must adhere to the following procedures for proper administration while at school:

1. **All medications MUST be delivered to the Nurse's Office by a parent or legal guardian. NO EXCEPTIONS.** Students may not transport any type of medication on the school bus. It is the parent's responsibility to maintain an adequate supply of medication at the school for the duration of the student's dosage requirement. The nursing office will alert the parent/guardian when the medication is getting low or about to expire.
2. All prescription medications must have a physician's order or the pharmacy label containing the following information:
  - Student name
  - Medication name
  - Dosage
  - Time medication is to be given
  - Instructions for administration of the medicine

**Parent requests to administer medication(s) at different times and/or doses will not be permitted without corresponding doctors' orders.**

\*It may be a good idea to ask your pharmacist to put your prescription in two separate containers, one for school, and one for home. If your child needs half a tablet, please break the tablet before the medication comes to school; or, if the tablet requires crushing, please send a pill crusher to the school.

3. All non-prescription medications, including over-the-counter (OTC) drugs, must be in their original container, with the student's name affixed to the label and accompanied by written and signed instructions from the parent/guardian. School policy does not allow the school nurse to accept medications in Ziploc™ or plastic sandwich bags;

nor can he / she accept telephone instructions. All instructions for non-prescription medications must include:

- Student name
- Medication name
- Dosage
- The time medication is to be given
- Instructions for administration of the medicine

**Any non-prescription medication instructions, which differ from the manufacturer's recommended dosage, must have a physician's prescription.**

4. "As needed or emergency" prescription medications that have been provided to the nursing office with appropriate paperwork completed may be used for students participating in the after school program (ASP) on an as needed basis only. Trained ASP staff members administer medication. No routine/scheduled medications will be administered to students during ASP.
5. A "Consent to Administer Medication" form signed by the parent/guardian (which must be updated yearly) for prescription and over-the-counter medications must be filled out. These forms are available in the nursing office. Medication brought to the nurse's office by a student will not be administered until a parent/guardian comes to the school to complete the appropriate consent form(s). Phone consent by a parent/guardian is not acceptable.
6. A count of certain medications in tablet form, such as: stimulants, sedatives, barbiturates (anti-convulsion), narcotic analgesics, and psychotropic drugs must occur when brought to the school.
7. It is the student's responsibility to come to the nurse's office for administration of their medication(s). Students in grades 6-12 may not be called out of their classroom to take medication.
8. Any student in grades 6-12, deemed developmentally & behaviorally responsible, with written permission from the physician & parent and with final approval from the school nurse, can carry and self-administer asthma inhalers and EpiPens. The required paperwork is available in the nursing office.
9. The school nurses will not administer the first dose of any medication to any student. Parents and guardians should administer the first dose of any new medication to their student(s) on a non-school day in order to be present to observe any possible side effects. It is not the responsibility of any University Academy employee to observe and/or report any side effects of any medication given for the first time.
10. When your child participates in field trips, their teacher carries his / her medication(s) in its original container; in case should it be required.
11. At the end of the school year, parents / guardians must pick up ALL medications within five (5) days of the last day of school. If your student will be attending summer school, medication will need to be picked up prior to the last day of summer school. All medication not picked up will be disposed of accordingly on the sixth day (6) following the last day of school/summer school.

## **SPECIFIC HEALTH CONDITIONS**

Parents/Guardians must speak directly with school nurses regarding their child's specific health condition and are responsible for providing any necessary medical records to the nursing office. Students may attend school, based on exclusion-specific orders that are signed by a licensed medical provider. Students returning to school after injury, including concussions or surgeries with casts, crutches, or slings should present physician release to return to school along with any modifications or accommodations that need to be made (signed by a physician).

## **ASSISTIVE DEVICES**

We understand that there may be times when our students may require assistance from a medical assistive device (*such as, but not limited to, wheelchairs, crutches, etc.*). During that time, parents/guardians must present to the nurses medical orders signed by the student's physician for review. Upon review, notification to the appropriate teachers and staff of any limitations and/or restrictions will occur. Access to the elevator is granted only as needed. **PLEASE NOTE: When an assistive device is required, the student's parent/guardian must provide it.** University Academy will not provide medical assistive devices for student's personal use at any time.

## **CLOTHING**

ALL students are encouraged to bring extra clothing to keep in their lockers. Should a student need a change of clothing during the school day, the school will contact a parent or guardian. All soiled clothing must go home with the student. University Academy does not provide laundry services.

## **FOOD ALLERGIES**

Please discuss any concerns regarding food allergies directly with the school nurses. If you feel that your student requires accommodations in the cafeteria for any reason, you will be required to provide documentation from your student's physician confirming the food allergy. Once the school nurses receive documentation, they will provide the documentation to the Food Services Manager in order for accommodations to be provided for your student.

## **CLASSROOM SNACKS**

If your student's teacher allows snacks to be brought to the classroom from home, the snacks cannot contain any peanuts, tree nuts, or peanut butter. Teachers will discard any snack containing peanuts, tree nuts or peanut butter and will not be consumed. For safety reasons, snacks containing peanuts, tree nuts or peanut butter cannot be sent home with students on the bus due to the numerous nut allergies amongst our students.

## **IMMUNIZATIONS**

All students attending school must be compliant with state programs mandating immunization against specific diseases. Failure to comply with school immunization requirements will result in exclusion from school until parents/guardian provide proof of compliance. It is important for all families to work with the school nurse to ensure all medical records are current. All absences related to incomplete immunization records are considered unexcused. After five (5) consecutive unexcused absences, your student will be withdrawn from University Academy and placed back on the waiting list.

All students with a medical exemption, religious exemption or in-progress exemption for their immunizations will be required to provide the school with the actual exemption card. (Parents/guardians may pick up cards at the City of Kansas City Health Department and most doctors' offices.) University Academy does not accept **copies of exemption cards**.

Any student considered homeless will have a 30-day grace period to provide immunization records to the school. During that time, if a record of past immunizations cannot be located and/or provided to the school:

- The student will be required to restart the state required immunizations
- If a physician feels that re-immunization is not necessary, the physician may provide the student with a medical exemption card stating the reason for the exemption

After 30 days, failure to comply with the immunization requirements will result in exclusion from school until documentation is provided.

The Superintendent or his / her designee shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending University Academy, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health.

**PLEASE MAKE NOTE THE FOLLOWING SPECIFIC STATE MANDATED REQUIREMENTS:**

- Students starting **8<sup>th</sup> grade** are required to have received both Tdap and MCV immunizations.
- Students starting **12<sup>th</sup> grade** are required to have received a second dose of an MCV immunization.

**CHILDREN'S MERCY WELLNESS CENTER**

The University Academy Wellness Center, operated by Children's Mercy Hospital medical professionals, provides school-based health care service for our students in the building. The Wellness Center serves several hundred UA students. The Children's Mercy Wellness Center assists the school nurses with obtaining immunization records on any University Academy student via the state database. The Wellness Center is located behind the Central Office reception area. For more information and/or to register your child, please call 816-412-5978. **Registration for your student(s) is required annually.**

**UMKC DENTAL CLINIC**

University Academy is very fortunate and pleased to have a dental clinic on site. Students have access to dental care, mentorship by UMKC students, and the opportunity to learn about careers in the oral health profession. The Dental Clinic will provide services to all students, improving oral health through education, and access to necessary dental services. The partnership between the University of Missouri-Kansas City Dental School and University Academy demonstrates a commitment within the urban Kansas City community to strengthen the health of the community for its future. University Academy students will benefit through services provided in-house. For more information and/or to register your child, please call 816-412-9249.



## **X. 2018-2019 STUDENT INFORMATION**

### **Attendance and Tardy Protocol**

University Academy expects that all students will attend school regularly and make punctuality a priority. Parents/legal guardians should call the school if the student must be absent. Excessive absences may result in loss of academic credit, retention, formal warning from Court, referral to Children's Division and/or possible withdrawal from University Academy. University Academy will consider truant any student who is absent without parental notification. In the event of a period of absence of three (3) or more consecutive days, students returning to school shall provide a written explanation from a health care provider. If parents/legal guardians fail to call the school prior to the student being absent or the student fails to provide a written and signed explanation from a parent or legal guardian for an absence upon returning to school, the absences are considered unexcused and will be recorded as such. Any student that has five (5) consecutive days of unexcused absences will immediately be withdrawn from University Academy and placed on a waiting list. Additionally, all students, excluding seniors, must have a 95% average daily attendance rate for consideration of promotion to the next grade. Students in 12<sup>th</sup> grade must have a 96% average daily attendance rate in order to graduate from University Academy.

Parents/Guardians should follow these guidelines with regard to attendance:

- Notify the school between 7:00 and 7:15 a.m. the morning of the absence via voice message, text, or email. Sending a voice message, text, or email, does not imply or excuse the absence. NOTE: If you have children in several schools, you will need to call each number to report each child's absence.

#### **Student Attendance Voicemail Lines:**

Elementary School (K-5<sup>th</sup>): 412-5905

Middle School (6<sup>th</sup>-8<sup>th</sup>): 412-5904

Upper School (9<sup>th</sup>-12<sup>th</sup>): 412-5903

#### **Student Attendance Email:**

Elementary School: [LowerAttend@universityacademy.org](mailto:LowerAttend@universityacademy.org)

Middle School: [MiddleAttend@universityacademy.org](mailto:MiddleAttend@universityacademy.org)

Upper School: [UpperAttend@universityacademy.org](mailto:UpperAttend@universityacademy.org)

- Provide a written note giving the student's name, date, and reason for absence when the student returns, if the parent has not notified the school; and
- Please schedule doctor, dental, and other appointments outside of school hours to ensure your child's regular attendance. For your convenience, University Academy houses the Children's Mercy Wellness Center and the UMKC Dental Clinic on-site.

The following procedures will be used to implement University Academy's attendance policy.

Definitions:

**Excused absence and tardy** – An absence from class resulting from an illness or other health related concern, or other unforeseen circumstances that are verified by a parent/guardian with proper documentation. With documentation, the school will consider the following excused absences/tardies/departures:

- Illness and/or hospitalization, parent/guardian verified
- Medically documented illness (documentation from doctor required after 3 consecutive days of absence or 10 or more total days of absence)
- Documented dental, mental health, or medical appointment
- Religious observance
- School-related activities in which the student is participating
- Death of immediate family member (mother, father, sibling, grandparent)
- College visit, preapproved (pertaining only to Upper School students)
- Mandatory court date
- Other circumstances with prior approval of administrator

**Unexcused absence/tardy** – An absence from class that does not meet the requirements of an excused absence regardless of notification from parent. Students in these circumstances may be considered truant even if parent is aware of the absence. The following will be considered unexcused absences/tardies:

- Oversleeping
- Missing the bus
- No ride to school
- Personal business
- Needed at home
- School-related activities in which the student is NOT participating
- Car trouble

**Family Vacations** – UA strongly discourages parents from scheduling vacations during school days. However, when children must be absent due to a family vacation or trip, the principal must receive a letter of request in advance to obtain an excused absence from school. The parent will receive a written response from the principal with a recommendation as to whether the student can afford the loss of instructional time, as well as the conditions required to make up the work.

**Attendance** – A student attends when he/she is physically present in class, participating in a school-related activity, receiving homebound services, or receiving services at another location pursuant to law or by arrangement of University Academy.

### **Communication to Parents and Students**

Parents/guardians will receive official notification of attendance at the 9, 18, 27, and 36-week mark in each semester. The purpose of this notice is to inform parents of their child's attendance as it relates to the expectation of 95% attendance. The computation of the rate of attendance uses daily attendance, late arrivals and early departures. is figured by using daily attendance, late arrivals, and early departures.

**If your child’s attendance drops below 95% or your child has accumulated 7 or more late arrivals and/or early departures,** residency will be reviewed and parents will be expected to meet with the Student Attendance Review Team (SART). Students will be placed on suspension if parent fails to schedule and attend SART meeting.

\*Referrals to local prosecutor may also occur due to accumulated tardies to different class periods (for middle and upper).

Nothing in this policy prohibits an IEP or 504 team, from providing accommodations pertaining to attendance and tardies, to a student with a disability in accordance with state and federal law.

**Middle and Upper School Periods 2-7 Tardy Policy:**

<b># of Tardies Accumulated</b>	<b>Teacher Action</b>	<b>Consequence</b>
1-3	Teacher issues a warning	Student remains in class
4	Student is written up	2 hours in Recovery Room
5-8	Student is written up	4 hours in Recovery Room
9-12	Student is written up	1 full day of Recovery Room
12 or more	PowerSchool List (AP)	1 Full day Out-of-School Suspension

All excessive tardies (13 or more) will result in a letter being sent home, parent conferences with the Principal, detention, Saturday School assignments, Citation from KCPD, and/or a District-level hearing.

**Truancy and Educational Neglect Policy**

University Academy believes that students’ regular, full-time attendance at school is important to academic success. The Board directs that an investigation and prompt action regarding problems with attendance on the part of any student involve prompt action to resolve the issue.

Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, University Academy will investigate and take such action as circumstances dictate.

Excessive absences are a violation of the Compulsory School Attendance Ordinance (Sec. 50-243). Parents/guardians with students that have excessive absences may receive a citation from the Kansas City Police Department requiring their appearance in court.

Section 210.115 R.S.Mo. mandates reporting to the Children’s Division when there is reasonable cause to suspect that a student’s nonattendance is due to the educational neglect of the parent/guardian.

Any University Academy employee who knows, or has reasonable cause to suspect, that a student is being subjected to home conditions or circumstances that would reasonably result in truancy shall immediately make a report to the Children’s Division.

### **Late Arrivals / 1<sup>st</sup> Hour Tardies / Early Pick-ups**

Students who arrive to school at 7:30 a.m. will be marked tardy. University Academy will adhere to the following steps with regard to excessive student late arrivals (does not apply to medically documented tardies):

### **Early Student Pickups**

Staff members will not excuse a student from school before the end of the school day without a request from that student's parent/guardian. Parents must sign out their student(s) in the Central Administration Office. Please refer to the Tardy Policy for early pickup information.

### **End of the School Day Parent Pick-Up Procedure**

University Academy recognizes that parents may sometimes depend on their responsible older students to care for younger students for short periods of time, which may include the end of the school day. For parents/guardians who depend on older, responsible UA siblings to pick up their younger siblings from the "Parent Pickup Area," a signed authorization must be on file in the appropriate school office.

In an effort to prevent traffic congestion, students may not wait or be dropped off or picked up at the blue cones in the fire lane.

All students should be off school grounds by 3:10 p.m. Listed below are the consequences for picking up your student at the end of the day after 3:10 p.m.

First Offense: Warning

Second Offense: Assessment of late fee of \$10 for every 5 minutes, *per student*

*Bus – Kindergarten students returned to the school because no one was at the bus stop to meet them will be assessed the same fees as shown above*

*ASP –ASP fees not paid may result in withdrawing student from the program*

Athletic Events: When students stay after school for athletic events, the gate opens 30 minutes prior to the event. That is the only time students may re-enter the building. Students/parents should arrange for their student(s) to return to the school for such events. Unsupervised students not accompanied by an adult staff member or parent must leave the campus entirely and return for the specific event. Only students in 6<sup>th</sup> grade or above may stay after school for an athletic event without a parent or adult over the age of 18 years of age accompanying them.

Additional offenses may result in conferences with the school social worker and/or the Division of Social Services.

### **Lost and Found**

Students are responsible for their personal belongings. Any student who finds an item that does not belong to them should turn it in to the Security Office immediately. Students may claim their lost article(s) in the office before or after school. University Academy is not responsible for lost

or stolen items. University Academy discards all items left unclaimed in the Lost and Found on the 15<sup>th</sup> and the 30<sup>th</sup> of each month.

### **Make-up Assignments for Absences**

Students must contact their teachers for missed assignments upon their return to class. Students have one (1) day to make up missed work for each day missed. Parents of Lower School students will need to request their child's work from their teacher.

### **Parent Pick-Up**

Your child's safety is extremely important to University Academy. Therefore, we want to make sure your student is present during times when adult supervision is available. Parents may arrange for transporting their student(s) privately, including dropping students off at University Academy prior to the start of the school day and picking them up at the conclusion of the day.

Parents may pick up students from 2:50 p.m.-3:10 p.m. Due to the frequency and increasing number of daily transportation changes, we ask that you avoid them. Our students' safety is of the utmost concern and reducing the number of transportation changes ensures that your child is on the bus if that is how they normally get home from school or that your child is in parent pick-up waiting for their ride home. Lower School parents must call the school no later than 12:00 Noon to change a student's transportation home. We will not grant transportation change requests after 12:00 Noon. All students should be off school grounds no later than 3:10 p.m. unless under the direct supervision of a UA employee.

In an effort to prevent traffic congestion, students may not wait or be dropped off or picked up at the blue cones in the fire lane.

### **Lower School Reminders:**

- Parents/guardians must present state-issued photo identification to sign out a student from Lower School.

Siblings in grades 6-12 must provide a note from their parent/guardian authorizing them to pick up a younger sibling from Parent Pick Up.

- Once students are on school buses, school staff will not remove them from their bus *for any reason*.
- To request a change in a Lower School student's end of the day transportation method home, parents/guardians must call the Lower School office (816-412-9230) *before* 12 Noon.

Lower School administration will not excuse students from class during the end of the day transition time, 2:30 p.m. – 2:50 p.m.

Remember, anytime your student is at school longer than 30 minutes after dismissal, University Academy administration has the option of contacting local authorities to pick up your student(s) from school.

Please ensure that your student's principal has the correct and most current information regarding authorized persons who may or may not pick up your child from school. Any person listed on the Sexual Offender Registry is not to be within 500 feet of the property (RSMo.566.149).

### **Parking Lot Safety**

University Academy requires all vehicles to follow the posted restrictions regarding **one-way signs**, parking, bus lanes, loading and unloading zones, etc. Vehicles are not to block other vehicles, and only use designated areas and routes for dropping off and/or picking up students at school. In an effort to prevent traffic congestion, students may not wait or be dropped off or picked up at the blue cones in the fire lane.

Bus loading areas are not available to pedestrians, adults, and/or persons without the authority to be *on* the bus. Missouri State Statute RSMo.569.155 states: "A person commits the crime of trespass of a school bus if he/she knowingly enters any part of, or unlawfully operates, any school bus. Trespass of a school bus is a class A Misdemeanor."

### **Truancy and Educational Neglect Policy**

University Academy believes that students' regular, full-time attendance at school is important to academic success. The Board directs that prompt action and investigation occur regarding problems with attendance on the part of any student be investigated and acted upon promptly.

University Academy defines truancy as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, University Academy will investigate and take such action as circumstances dictate.

Excessive absences are a violation of the Compulsory School Attendance Ordinance (Sec. 50-243). Parents/guardians with students that have excessive absences may receive a citation from the Kansas City Police Department requiring their appearance in court.

Section 210.115 RSMo. mandates reporting to the Department of Social Services, when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents/guardians.

Any University Academy employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances, which would reasonably result in truancy, shall immediately make a report to the Department of Social Services.

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**2018-2019**

**University Academy  
Discipline Guidelines**



## **XI. 2018-2019 UNIVERSITY ACADEMY DISCIPLINE GUIDELINES**

### **Introduction**

University Academy has the authority to control student conduct that is detrimental to good order, maintain discipline, or work towards completing the mission of the school as provided by state law. Authorized school officials will hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in non-school activities that affect school discipline.

Lower School students may require discipline within the classroom. This discipline may include placing students in a “Safe Seat” within the classroom but away from other students who are engaged in the learning process until behavior expectations are achieved. A Resource Room is available for Lower School students that require additional discipline.

Students forfeit their right to a public education by engaging in conduct prohibited by school policy. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs, activities and school social events); removal for up to ten (10) school days by the principal; a student discipline hearing and/or long-term suspension by the Superintendent/designee or expulsion from school by the Board.

### **Class I Offenses**

1. **Defiance of Authority** – Refusing to comply with a reasonable request from school personnel or outside volunteers, or disobeys any general classroom and/or school rule/expectation. Blatant misbehavior results in a second office referral.
2. **Academic Dishonesty** – Cheating on tests, copying assignments or papers, or signing a parent/guardian/teacher’s signature on a document. Consequences in addition to those listed include receiving a zero score on specific assignment by the teacher and a mandatory parent conference.
3. **Possession, Exhibition, and/or Distribution of Obscene Literature or Material** – Possessing, exhibiting, or distributing materials that offend common decency or morals.
4. **Disruptive Behavior in the Classroom, School or During School Activity** – Intentional acts or conduct in the classroom, in the school building or upon school grounds, which disrupt the education process. The District considers throwing items within the classroom, making noises, or causing the teacher to stop instruction to address student misconduct a disruption. The District prohibits students from bringing disruptive items to school such as, but not limited to, toys, large amounts of money, cell phones, iPods, or other personal electronic equipment. Any item brought to school that is not school related may be confiscated by school personnel and may be turned over to a school administrator. The retrieval of confiscated items by a parent or guardian will be at the administrator’s discretion.

5. **Misuse of Computer** – Any misuse of inappropriate computer and/or network practices. Automatic suspension of computer privileges is in addition to the consequences listed.
6. **Detention Failure** – Student refuses and/or fails to serve a detention.
7. **Failure to Abide by the University Academy Dress Code** – This includes clothing, shoes, jewelry, and backpacks.
8. **Conspiracy to Commit a Class I Offense** – An agreement and/or concerted effort by two or more persons to commit a Class I Offense.
9. **Cell Phone & Other Electronic Device Usage during School Hours** – School policy prohibits use of the aforementioned items are prohibited during school hours (7:00 a.m. – 3:00 p.m.).

**First Occurrence** – Verbal warning and/or confiscation of the device;

**Second Occurrence** – Confiscation of device, parent must pick up item; and

**Third Occurrence** – Conference with parent and possible in or out of school suspension.

#### Class I Consequences

Lower School, K-1	Lower School, 2-5	Middle School, 6-8	Upper School, 9-12
<b>1<sup>st</sup> Occurrence</b>			
Administrative conference	Administrative conference	Administrative conference, detention, Recovery Room, 1-3 days ISS/OSS, and/or character service	Administrative conference, Saturday School, Recovery Room, 1-3 days ISS/OSS, and/or character service
<b>2<sup>nd</sup> Occurrence</b>			
Administrative conference, Recovery Room (1 hour)	Administrative conference, Recovery Room (½ day)	Administrative conference, detention, Recovery Room, 1-5 days ISS/OSS, and/or character service	Administrative conference, Saturday School, Recovery Room, 1-5 days ISS/OSS, and/or character service
<b>3<sup>rd</sup> Occurrence</b>			
Administrative conference and/or Recovery Room 2 hours	Parent conference and ISS 1-2 days	Character service, and 5-10 days ISS/OSS	Character service, and 5-10 days ISS/OSS

Lower School, K-1	Lower School, 2-5	Middle School, 6-8	Upper School, 9-12
<b>4<sup>th</sup> Occurrence</b>			
Administrative conference and/or Recovery Room 1/2 day and a parent conference	ISS 2-4 days		
<b>5<sup>th</sup> Occurrence</b>			
Recovery Room, ISS 1-2 days			

### Class II Offenses

1. **Use of Abusive, Obscene, Offensive or Profane Language and/or Gestures** – The use of any offensive language, acts, unwelcome remarks or expressions, names or slurs or any other behavior including obscene gestures which is offensive to modesty or decency. Any slurs, innuendos, or other verbal or physical conduct reflecting on an individual's gender, race, color, religion, ethnic or natural origin, sexual orientation or disability, which has the purpose or effect of creating an intimidating, hostile or offensive educational environment. Consequences may also include referral to law enforcement authorities.
2. **Gambling** – Participation in games of chance for money and/or other things of value.
3. **Dangerous Behavior** – Behaving in such a way that could cause injury to a student, teacher, or other staff member (i.e. running in the building, horse playing, wrestling, inappropriate use of equipment or materials, etc.). This includes violation of posted vehicle restrictions including violation of directional signs, speeding, and parking in unauthorized areas.
4. **Truancy** – The deliberate absence from compulsory schooling on the part of the pupil with or without the knowledge of the parent/guardian. These are absences by students of their own free will, and do not refer to legitimate "excused" absences, such as ones related to a medical condition as communicated by a parent or guardian to school officials.
5. **Conspiracy to Commit a Class II Offense** – An agreement and/or concerted effort by two or more persons to commit a Class II Offense.
6. **Tardiness** – Any excused lateness to class beyond the scheduled time that the class begins. Each school (Middle and Upper) determines consequences for tardiness. Among their consequences, the Upper School places habitually tardy students on a "No-Pass" list. Once students have improved tardiness, they may request that a teacher write an appeal letter on their behalf asking to have their name removed from the list.
7. **Display of Affection** – Any public, physical demonstration of affection is subject to administrators' discretion.
8. **Misconduct** – Combination of three (3) Class I consequences (Grades 2-12).

### Class II Consequences

Lower School, K-1	Lower School, 2-5	Middle School, 6-8	Upper School, 9-12
<b>1<sup>st</sup> Occurrence</b>			
Administrative conference	Administrative conference, Recovery Room	Administrative conference Recovery Room 1-3 day ISS/OSS, and/or character service	Administrative conference Recovery Room 1-3 day ISS/OSS, and/or character service
<b>2<sup>nd</sup> Occurrence</b>			
Administrative conference and/or Recovery Room 2 hours	Administrative conference, Recovery Room, ISS 1-2 days and parent conference	Administrative Conference, Recovery Room, 1-10 days ISS/OSS, and/or character service	Administrative Conference, Recovery Room, 1-10 days ISS/OSS, and/or character service
<b>3<sup>rd</sup> Occurrence</b>			
ISS 1-2 days and a parent conference	Recovery Room, ISS 2-4 days	Recovery Room 5-10 day ISS/OSS, character service, and/or possible referral for a Hearing	Recovery Room 5-10 days OSS, character service, and/or possible referral for a Hearing
<b>4<sup>th</sup> Occurrence</b>			
ISS 2-3 days	ISS/OSS 4-7 days		
<b>5<sup>th</sup> Occurrence</b>			
ISS 3-5 days			

### Class III Offenses

#### Serious Violations of the District's Discipline Policy

University Academy considers all Class III and IV Offenses of the Discipline Guidelines and Policies serious violations of the District's Discipline Policy.

1. **Unauthorized Entry** – Allowing or assisting any individual(s) to enter the school or grounds other than through designated entrances, without approval of school personnel.
2. **Stealing** – Taking something that does not belong to you. Knowingly receiving stolen property or possession of stolen property is included in this offense.
3. **Vandalism** – Willful or malicious damage to any school building or property. This includes damage to the property of an employee or another student as well as damage to neighborhood property when on a field trip or on any school activity away from the school.

4. **Extortion** – Obtaining money, other articles of value, or information from someone by coercion or intimidation.
5. **Possession and/or Use of Tobacco** – Law prohibits the use or possession of tobacco or tobacco products, including electronic cigarettes, by students in the school building, on school grounds, and at school-sponsored activities.
6. **Possession of Cigarette Lighters and/or Matches** – The use or possession of a cigarette lighter, matches or other device that can be utilized to start a fire, while not in the possession of cigarettes or tobacco products, including electronic cigarettes.
7. **Inciting a Fight and/or Contributing to a Disruptive Situation** – A student provoking another student with the intentional purpose of disrupting any school function, classroom, or school bus. This offense includes, but is not limited to verbal or physical harassment. Consequences may also include referral to law enforcement authorities and/or long-term suspension (11-180 school days) or expulsion.
8. **Chronic Misconduct** – The combination of more than four (4) office referrals for Class I and/or Class II Offenses during an academic school year.
9. **Conspiracy to Commit a Class III Offense** – An agreement and/or concerted effort by two or more persons to commit a Class III Offense.
10. **False Alarms** – Pulling a fire alarm when there is no fire or smoke and/or making false bomb reports or intentionally dialing 911.

### Class III Consequences

Lower School, K-1	Lower School, 2-5	Middle School, 6-8	Upper School, 9-12
<b>1<sup>st</sup> Occurrence</b>			
Administrative conference and/or Recovery Room	Administrative conference and/or Recovery Room, ISS 1-2 days	Parent conference, Recovery Room, character service, 1-5 day ISS/OSS, and/or possible referral to law enforcement	Parent conference, Recovery Room, character service, 1-5 day ISS/OSS, and/or possible referral to law enforcement
<b>2<sup>nd</sup> Occurrence</b>			
Recovery Room, ISS days and a parent conference	ISS/OSS 2-4 days and parent conference	Parent conference, 3-10 day OSS, character service, possible referral for a Hearing, and/or possible alternative placement or referral to law enforcement	Parent conference, Recovery Room, 1-5 day ISS/OSS, character service, and/or possible referral to law enforcement

Lower School, K-1	Lower School, 2-5	Middle School, 6-8	Upper School, 9-12
<b>3<sup>rd</sup> Occurrence</b>			
ISS or 2-3 days	ISS/OSS 4-7 days	Parent conference, 5-10 day OSS, character service, possible referral for a Hearing, and/or possible alternative placement or referral to law enforcement	Parent conference, 5-10 day OSS, character service, possible referral for a Hearing and/or possible alternative placement or referral to law enforcement
<b>4<sup>th</sup> Occurrence</b>			
ISS 3-5 days	ISS/OSS 5-10 days		
<b>5<sup>th</sup> Occurrence</b>			
ISS/OSS 5-10 days			

### Class IV Offenses

1. **Bullying** – University Academy is committed to maintaining a learning and working environment free from any form of bullying or intimidation. The District strictly prohibits bullying on school grounds, during school time, at a school-sponsored activity or in a school-related context.

A person violates this policy by willfully committing an act of bullying, or by knowingly participating in, aiding, assisting, or encouraging any act of bullying. Students who believe they are victims of bullying should immediately report the incident(s) to a teacher, coach, counselor, administrator, or Security. Students may also contact the Safety Hotline at 816.412.WARN (9276) or at <http://www.universityacademy.org>.

2. **Possession of Identifiable Drug Paraphernalia** – Possession of items used to pack, weigh, store or contain a controlled substance at school, on school property or during ANY school activity. Confiscation of all items will occur in all instances.
3. **Alcohol/Drug Possession and/or Consumption** – Possession of, or using controlled substances at school, on school property or during ANY school activity. Local law enforcement agencies will receive items confiscated from the student in all instances. The student, in no case may attend school or classes under the influence of drugs or alcohol. (See “Prohibition against Drugs and Alcohol” on page 22).
4. **Possession and/or Use of Toxic Substances** – Use of intoxicants, which cause a loss of control or inebriation (i.e. glue, solvent, etc.) at school, on school property or during ANY school activity.
5. **Possession of Drugs with Intent to Sell/Distribute** – The possession of a controlled substance that by virtue of the quantity, packaging or other circumstances demonstrates intent or effort to sell or distribute at school, on school property or during ANY school activity.

6. **Possession and/or Use of a Simulated Weapon** – The possession, concealing, or display of a simulated weapon including, but not limited to, toy guns and/or cap guns.
7. **Possession of Controlled and Non-Controlled Substances** – All controlled (prescription medication) and non-controlled substances (over the counter medicine) must be turned in to the school Nurse’s Office prior to the start of a school day. Parents/guardians must complete and turn in to the Nurse’s Office a form requesting administration of medication by school personnel. Lower School students may not self-administer any medications including cough drops.
8. **Distribution and/or Purchase of Controlled and Non-Controlled Substances** – Possession, distribution, attempts to distribute, or possession with intent to distribute a non-controlled or controlled substance will merit consequences. Consequences may also include referral to law enforcement authorities and/or long-term suspension (11-180 school days) or expulsion. The Kansas City Police Department will be notified and informed of the offense. School administration will follow their recommendations for further action.
9. **Threatening another Student or School Personnel** – Any verbal, written, or physical threat to do violence to another student or school personnel.
10. **Fighting** – Mutual combat in which both parties have contributed to the conflict, either verbally or physically, regardless of who initiated physical contact.
11. **Assault of Another Student or School Personnel** – A student's participation in any actual act or intentional touching or striking of another student or school personnel causing physical harm, or an attempt to do the same or placing a person in apprehension of immediate physical injury. Note: This offense includes, but is not limited to, biting, spitting, kicking, stepping on, stabbing/slashing, pushing/throwing students against a locker, wall or to the ground, cutting another student's hair and/or relieving oneself on another student.
12. **Sexual Harassment** – Actual or simulated conduct for the purpose of sexual stimulation, including but not limited to, fondling, touching, indecent exposure, or the engagement in any heterosexual or homosexual act or depiction at school, on school property, or during ANY school activity. University Academy prohibits sexual jokes or comments, requests for sexual favors and other unwelcome verbal conduct of a sexual nature on school property, during school functions or at school-sponsored activities.
13. **Sexual Misconduct** – May be committed verbally, non-verbally, physically, in writing, electronically by email or on the Internet, phone messages, text messages, or any other medium of communication or expression. Actual and/or intentional touching or fondling would constitute sexual contact. This offense also includes any heterosexual or homosexual act. A student's consent or voluntary participation in any sexual act or form of sexual misconduct is irrelevant, and all students found to have engaged in sexual misconduct will receive the same consequences.

Acts of bullying may be committed verbally, non-verbally, physically, in writing, electronically by email or on the Internet, phone messages, text messages, or any other medium of communication or expression. This includes “sexting” and sending or receiving inappropriate photos regardless of student being the sender or receiver.

14. **Possession, Use, and/or Sale of Explosives** – The carrying, concealing, use, or sale of a bomb, dynamite or other deadly explosives including fireworks. An explosive is defined as any explosive, incendiary, bomb or similar device designed or adapted which causes death, serious physical injury, or substantial property damage; or any device designed or adapted for delivering or shooting a weapon (i.e. fireworks, gas bombs, smoke bombs, stink bombs, firebombs, etc.).
15. **Possession and/or Use of a Firearm** – Possession and/or use of a firearm or gun of any kind that injures someone or places someone in fear or apprehension of bodily harm.

In compliance with the "Gun Free Schools Act" (Federal) and RSMo.160.261: Any student who is determined to have brought a weapon (as defined in this subparagraph) to school in violation of this policy shall be suspended for a period of not less than one (1) year or expelled and will be referred to the appropriate legal authorities. The principal may modify such suspension on a case-by-case basis. For the purpose of this subparagraph the term "weapon" shall mean a "firearm" as defined under 18 U.S.C. 921:

Any weapon, which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive or other propellant:

- the frame or receiver of any weapon described above;
- any firearm muffler or firearm silencer;
- any explosive; incendiary, or poison gas; or
- any combination of parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled.

16. **Possession and/or Use of Weapon Other than a Firearm** – Possession and/or use of an instrument, device, or projectile that could reasonably be used to attack or defend against another person; or any instrument or device that could reasonably be used to threaten, intimidate, or inflict physical injury or harm to another person. A weapon may include but is not limited to the following:

- Taser
- Knife (i.e. pocket knife, pen knife, or anything with a blade)
- Projectile weapon (i.e. pellet gun, BB gun, slingshot, bow, crossbow, etc.)
- Blackjack
- Brass knuckles
- Pepper spray
- Mace
- Laser pointer
- Lighter, matches or any incendiary devices



- Normal school supplies, household items, or other materials (i.e. scissors, nail file, chains, etc.), which are used for attack, defense, to threaten, intimidate, or inflict physical injury or harm to another person.
17. **False Alarms** – Pulling a fire alarm when there is no fire or smoke and/or making false bomb reports or intentionally dialing 911.
  18. **Arson** – Starting a fire or causing an explosion with the intent to damage the personal property and/or buildings (i.e. setting papers/books on fire, placing lighted matches, or burning paper in trash container, exploding fireworks/bombs, setting property or buildings on fire, etc.).
  19. **Conspiracy to Commit a Class IV Offense** – An agreement and/or concerted effort by two or more persons to commit a Class IV Offense.
  20. **Unauthorized Entry** – Allowing or assisting any individual(s) to enter the school or grounds other than through designated entrances, without approval of school personnel.
  21. **Disrespect of School Staff** – Verbal, or written abusive, profane, threatening, or inappropriate language directed to or about a staff member

**Class IV Consequences**

Lower School, K-1	Lower School, 2-5	Middle School, 6-8	Upper School, 9-12
<b>1<sup>st</sup> Occurrence</b>			
Recovery Room	1-3 days ISS/OSS	Parent conference, 5-10 day OSS, character service, possible referral to law enforcement (if applicable), possible expulsion, and/or possible referral for a Hearing	Parent conference, Recovery Room, 5-10-day OSS, possible referral for a hearing, referral to law enforcement (if applicable), possible expulsion, and/or possible referral for a Hearing
<b>2<sup>nd</sup> Occurrence</b>			
ISS 2-3 days and parent conference	4-7 days ISS/OSS and parent conference	11-180 day OSS, referral for a Hearing, and/or possible alternative placement or referral to law enforcement	11-180 day OSS, referral for a Hearing, and/or possible alternative placement or referral to law enforcement
<b>3<sup>rd</sup> Occurrence</b>			
ISS 3-5 days	6-10 days OSS		

Lower School, K-1	Lower School, 2-5	Middle School, 6-8	Upper School, 9-12
<b>4<sup>th</sup> Occurrence</b>			
ISS/OSS 5-10 days	11-180 days with a hearing		
<b>5<sup>th</sup> Occurrence</b>			
11-180 days OSS with a hearing			

### **Detention/Saturday School**

The provisions of a detention program for student violations of policies, rules, and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in school. Detention is as assigned before school and/or after-school period, during which student activity is closely monitored and severely restricted. The expectation is that students are quiet during the entire detention period and work exclusively on assigned tasks.

After notice to the parents/guardians and approval of the building administrator, a student may be temporarily detained beyond the length of the regular school day or during regularly scheduled recesses, breaks, or Saturday School. Failure to serve a detention will result in further disciplinary action, which may include an out-of-school suspension.

Middle School students may serve detentions during lunch times. Consequently, Upper School students may receive a detention to attend Saturday School for excessive tardiness. This occurs at the principal's discretion.

### **Discipline Rubric**

University Academy has developed discipline guidelines and a rubric that identifies inappropriate and unacceptable behaviors and the corresponding consequences for engaging in these behaviors. The rubric is a guide for District and individual University Academy administrators. Additional information regarding specific disruptive and inappropriate behaviors, behavior intervention strategies, and discipline consequences specific to a certain grade level are available from University Academy administrators. For determining consequences, occurrences reset each school year. Modifications of consequences may occur to developmentally appropriate levels on a student-by-student basis.

### **Explanation of Consequences**

#### **Administrative Conference**

Administration will meet with the parent/guardian to discuss particular student offenses and to develop a plan of action to prevent future occurrences. Administration's decision shall be final unless overturned through the Appeal Process (See page 72).

#### **Expulsion**

The term "expulsion" refers to permanent exclusion from school. An expulsion is a disciplinary action resulting in not allowing a student to attend school for more than one hundred eighty (180) school days. The Board of Directors must approve the student's re-admission into University Academy.

If a student consistently or defiantly refuses to conform to school policies or rules, the Superintendent/designee may recommend to the Board that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing.

### **Hearing (Student Discipline)**

A hearing is an administrative proceeding with the Superintendent (or his/her designee), to determine additional consequences for a student's commission of a Class III and/or a Class IV Offense.

### **In-School Suspension (ISS)**

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities. The student remains in the school setting. The principal/designee may assign students to the in-school suspension program for a reasonable and specified period, not to exceed ten (10) consecutive days for each offense. This does not include placing the student in another regular classroom. Students must complete all assignments before dismissal.

### **Long-term Suspension**

A long-term suspension is the exclusion from school for a period of eleven (11) to one hundred eighty (180) school days. A long-term suspension always follows an Out-of-School suspension.

### **Notice Provisions, Requirements and Definitions under the Missouri Safe Schools Act**

State law requires school administrators to report acts of school violence to teachers and other University Academy personnel with a "need to know." School personnel with a "need to know" refers to school personnel who are directly responsible for the student's education or otherwise interacts with the student on a professional basis while acting within the scope of their assigned duties. School administrators will report to the appropriate law enforcement agency, as soon as possible, any of the following felonies or any act. These acts, which, if committed by an adult, would be one of the following felonies if committed on school property, include, but are not limited to actions on any school bus, in service on behalf of University Academy, or while involved in school activities:

- First Degree Murder under RSMo.565.020;
- Second Degree Murder under RSMo.565.021;
- Kidnapping under RSMo.565.110;
- First Degree Assault under RSMo.565.050;
- Forcible Rape under RSMo.566.030;
- Forcible Sodomy under RSMo.566.060;
- Burglary in the First Degree under RSMo.569.160;
- Burglary in the Second Degree under RSMo.569.170;
- Robbery in the First Degree under RSMo.569.020;
- Distribution of Drugs under RSMo.195.211;
- Distribution of Drugs to a Minor under RSMo.195.212;
- Arson in the First Degree under RSMo.569.040;
- Voluntary Manslaughter under RSMo.565.023;
- Involuntary Manslaughter under RSMo.565.024;

- Second Degree Assault under RSMo.565.060;
- Sexual Assault under RSMo.566.040;
- Felonious Restraint under RSMo.565.120;
- Property Damage in the First Degree under RSMo.569.100;
- Possession of a Weapon under RSMo.571;
- Child Molestation in the First Degree under RSMo.566.067;
- Deviant Sexual Assault under RSMo.566.070;
- Sexual Misconduct Involving a Child under RSMo.566.083;
- Sexual Abuse under RSMo.566.100; and/or
- Trespass of a School Bus RSMo.569.155.

University Academy will notify appropriate law enforcement agencies in all situations where a student’s conduct violates state law or municipal ordinances. University Academy will fully cooperate in any investigation and encourages personnel to prosecute students who are involved in conduct that causes physical harm to them. Parents/adults, who violate the trespass statute, are subject to prosecution and may cause suspension of bus riding privileges for their student(s).

In addition, if a juvenile officer notifies University Academy of a petition filing alleging that a student has committed a serious offense against persons or property, teachers and other school personnel with a need to know will receive that information. University Academy will keep any information regarding serious offenses confidential and used only be for the limited purposes of assuring that good order and discipline is maintained in the school. University Academy may not use this information as the sole basis for not providing educational services to a student.

Sharing of information will occur with teachers and other school personnel with a need to know if a student has an Individualized Education Plan (IEP) that indicates the student’s condition includes violent behavior or includes a behavior disorder, if necessary.

**A. Mandatory Discipline for Certain Weapons Violations**

If a student is determined to have brought any of the following weapons to school, or upon school property in violation of this and other University Academy policies, the student shall be suspended for a period of not less than one (1) calendar year or recommended for expulsion. The Superintendent may modify such suspension or recommendation for expulsion on a case-by-case basis: firearm, blackjack, concealable firearm, explosive weapon, firearm silencer, gas gun, knife, brass knuckles, machine gun, projectile weapon, rifle, shot gun, spring gun or switchblade knife. For purposes of this section, a “knife” means a dagger, dirk, stiletto, or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person. In determining whether a student will be subject to a mandatory one (1) year suspension, a “knife” shall not include any ordinary pocketknife with a blade of four inches in length or less. However, an ordinary pocketknife with a blade of any length is a “weapon” as that term is used in this and other University Academy policies and the possession, sale, use or transfer of a pocketknife on school property will subject a student to disciplinary action, including, but not limited to, suspension and/or expulsion.

**B. Violent Acts**

Pursuant to the Safe Schools Act, the phrase “act of school violence” or “violent behavior” means the exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of University Academy or while involved in school activities. “Serious physical injury” is physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of the function of any part of the body. University Academy considers, for example, assaulting a student, teacher, or any other employee of University Academy and third degree assaults as violent acts.

**C. Corporal Punishment**

Corporal punishment means any act of physical force upon a student for the purpose of punishment. No person employed by or volunteering on behalf of University Academy shall administer or cause to be administered corporal punishment upon a student. A staff member may, however use reasonable physical force against a student without advance notice to the principal if it is essential for self-defense, the preservation of order or for the protection of other persons or the property of University Academy.

**Out-of-School Suspension (OSS)**

Removal of a student from school by the principal or his/her designee for a period of time not to exceed ten (10) consecutive school days for each offense. Parents/guardians receive notification prior to the suspension.

**Procedure for Assignments during Out-of-School Suspension**

Students on OSS may request that work from their respective office administrative assistant be available in Central Administration Office for pick up. However, it is the responsibility of the student and/or parent/guardian to arrange this. All assignments will be due immediately upon the student’s return to school. Students may make up tests given during a suspension within three (3) days of the student’s return to school. All students on out-of-school suspension are encouraged to take each of their books home. It is essential that suspended students take responsibility for keeping up with any missed work so they will not fall further behind in their classes.

During the suspension period, students cannot attend school, school-sponsored activities or come upon school premises.

**Procedures for Suspensions and Expulsions**

**I. Out-of-School Suspension (10 School Days or Less)**

Principals or their designees, subject to the appropriate due process procedures and state statutes, may summarily suspend any student for up to ten (10) school days for violation of the Discipline Guidelines and Policies. The Superintendent or his/her designee will immediately receive notification of any suspension. The Superintendent or his/her designee, may revoke the suspension at any time.

Prior to imposing the suspension, the principal or his/her designee must adhere to the following procedures:

1. Determine whether the student is a special needs student. The student is a special needs student if any of the following are present:
  - has an IEP;
  - has a Section 504 Plan or request;
  - is in the process of being evaluated for a disability

If the student is not a special needs student, the principal or his/her designee should proceed as discussed below:

2. Inform the student, verbally or in writing, of the charges against him/her and give him/her the opportunity to admit or deny the allegations.
3. If the student denies the charges, he/she must be given an explanation of the facts as known to school personnel and use the opportunity to present his/her version of the incident before any consequences are imposed.
4. If he/she deems it necessary, the principal or his/her designee may conduct a further investigation into the matter before imposing a disciplinary suspension.
5. The suspended student's parent or legal guardian will receive notification of the suspension within twenty-four (24) hours of the decision, which starts the seven (7) day appeal period.

For purposes of this Policy, the principal may designate an assistant principal to act on the principal's behalf, subject to the principal's supervision. In some cases, the principal or assistant principal may choose to shorten the length of suspension after a parent conference or if another satisfactory solution to the problem is mutual. In such cases, consultation with the teacher involved in the offense will result.

## **II. Long-term Suspensions (11-180 School Days)**

The Superintendent, or his/her designee, may suspend students from school for a period of eleven (11) to one hundred eighty (180) days after the student and his/her parents/guardians have been afforded a disciplinary hearing. The Superintendent shall officially declare regulations, setting out procedures for the hearing. For purposes of this policy, the Superintendent may designate an administrator to act on the Superintendent's behalf, subject to the Superintendent's supervision.

During the hearing, the student is subject to the following due process safeguards:

1. The student will receive oral and/or written notice of the charges against him/her.

2. If the student denies the charges, he/she will receive an oral or written explanation of the facts, which form the basis for the proposed suspension.
3. Prior to imposing consequences, the student will receive an opportunity to present his/her version of the incident. A student has the right to bring witnesses forward on his/her behalf.
4. Administration will promptly notify the student's parents or guardian their actions, the reasons for such action and the right to a hearing before the Board of Directors.
5. Students have the right to have their parents or legal guardians present at a disciplinary hearing but not legal counsel.

After the hearing, the parents/guardians will receive the notice by certified mail and email to the address shown in school records.

### **III. Expulsions**

The Board of Directors is the only governing body within the District, which may expel a student for conduct which is prejudicial to good order and discipline in the school or which tends to impair the morale and good conduct of the students. Prior to expelling a student, the parents/guardians must receive notice and a hearing before the Board of Directors. The parents/guardians, or student, if 18 years or older, may waive the expulsion hearing. However, the Board of Directors must make a good faith effort to notify parents/guardians. In all Board of Directors' hearings for expulsions and/or appeals of long-term suspensions, all parties will adhere to the following procedures:

1. The parent/guardians will receive notification, in writing, of
  - a) The charges against the student;
  - b) Their right to a Board of Directors hearing;
  - c) The date, time, and place of the hearing;
  - d) Their right to counsel;
  - e) Their procedural right to call witnesses, enter exhibits and cross-examine adverse witnesses.

After the hearing, the parents/guardians will receive notification by certified mail to the address shown in school records.

2. Prior to the Board of Directors' hearing, Administration will advise the student and the student's parents/guardians of the identity of the administration's witnesses and advise them of the nature of their testimony. In addition, the student and student's parents/guardians will receive copies of the documents school administration introduces at the hearing.
3. The hearings are not open to the public unless specified by the Board of Directors. The hearing will only be open to the public with parental consent. At the hearing, Administration or counsel for Administration will present the charges, testimony, and evidence to support such charges. The student, his/her parents/guardians or

their counsel shall have the right to present witnesses, introduce exhibits and to cross-examine witnesses called in support of the charges.

4. At the conclusion of the hearing, the Board of Directors shall deliberate in Executive Session and render a decision to dismiss the charges, suspend the student for a specified period, or expel the student from the District. Administration or its counsel, by direction of the Board of Directors, shall promptly prepare and transmit to the parents/guardians written notice of the decision. The principal and Superintendent will receive written notice of the decision.

During any period of suspension (i.e., short and long-term) or expulsion, students are prohibited from being on school property at all times. In addition, suspensions and/or expulsions prohibit students from attending and/or participating in any District-sponsored activities on or off school property.

Further, students on suspension for any of the offenses listed under District policy or state law shall have as a condition of his/her suspension, the requirement that the student is not allowed, while on suspension, to be within one thousand (1,000) feet of University Academy unless the student:

- is under the direct supervision of his/her parent or guardian;
- is under the direct supervision of another adult designated by the student's parent or guardian, in advance, in writing, to the principal of the school which suspended him/her;
- is in an alternative school that is located within one thousand (1,000) feet of a school in the District where the student attended school; or
- the student resides within one thousand (1,000) feet of University Academy, in which case he/she may be on the property of his/her residence without direct adult supervision.

Any student violating the condition of suspension required pursuant to this section may be subject to further disciplinary action. Consideration of trespassing may affect any student failing to comply, and be subject to arrest, and prosecution. In making such determination, the District shall consider whether the student poses a threat to the safety of any student or school employee and whether the student's unsupervised presence within one thousand (1,000) feet of the school is disruptive of the school's disciplinary policy. Removal of any student with a disability is subject to state and federal procedural rights.

Note: Administrators will discipline students with special needs (i.e., disabilities, IEPs or Section 504 Plans) in accordance with federal and state law, as well as District policy.

### **Recovery Room (Lower School)**

The Recovery Room also referred to as In-School-Suspension (ISS). The primary focus is for the student to display positive expectations and behaviors. The structure supports the academic and social success of all students while encouraging acceptable behavior expectations in a learning environment. The learning environment encourages expected behaviors and teaching desired



behavior. It is a short-term placement for a student within a school setting, in which a student does work for the assignments missed in class and a plan to avoid future disciplinary actions and return to his/her class.

### **Recovery Room (Middle and Upper Schools)**

The Middle and Upper Schools' Recovery Room (RR) is a classroom of its own where students who have been disruptive in the regular classroom, or who have violated a school rule for which a teacher has written out a discipline referral are sent. Students are in the Recovery Room only for a limited time, ranging from one to four hours, in order to afford them the opportunity to reflect on their action, refocus on learning, and "recover" the trust that the said action broke with the teacher and the larger school community. The Recovery Room has clear expectations that are consistently enforced. Students who cannot or will not abide by the Recovery Room rules receive an Out-of-School Suspension (OSS).

A Recovery Room assignment is usually in lieu of a suspension. The goals of the Recovery Room are as follows:

- To support students who are struggling behaviorally or who are experiencing challenges with relating to others or abiding by school rules
- To support students who need assistance in developing independent and appropriate behavior. This may include helping the student with implementing a plan to repair behavioral errors or to rebuild trust with fellow students and adults in the school community.
- To support the student in following Upper School's rules of conduct

### **Restitution**

After notice to, or a conference with the student and parents/guardians, a student may be required to repair, restore, replace, or pay for damaged, vandalized, lost, or stolen school property. Restitution may also include an assignment of work or responsibilities on school premises that are given and served as consequences for violation of the standard of behavior. Responsibilities may include, but are not limited to, removing writing from walls, picking up paper from floors and school grounds, removing trays from cafeteria tables, sweeping floors, washing whiteboards, grounds keeping, etc. A member of the school staff must supervise any student who performs restitution. Transportation is the sole responsibility of the parents/guardians.

### **Right to Appeal / Appeal Process**

Parents/guardians may appeal administrative decisions to the Superintendent (or his/her designee). The Superintendent (or his/her designee) will review the matter and render a determination regarding the decision by the appropriate administrator. Parents/guardians may appeal to the Board, any decision by the Superintendent or his/her designee. Imposition of punishment may occur prior to the expiration of the seven (7) day appeal period. Parents/legal guardians have seven (7) days to appeal an administrator's decision. The appeal must be in writing and filed with the Superintendent *within seven (7) calendar days* of notice of the suspension. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal.

The parent/guardian may give notice to the Board of Directors that he or she wishes to appeal a long-term suspension. If that occurs, the suspension will not go into effect until the Board of Directors renders its decision, unless the Superintendent determines that the student's presence poses a continuing danger to persons or property or threatens to disrupt the academic process. If that determination occurs, the student faces immediate removal from school and the notice and hearing will follow as soon as possible (167.171(4), RSMo.).

In the event of an appeal, the Superintendent shall promptly transmit to the Board of Directors a full, written report of the facts relating to the long-term suspension, the action taken by the Superintendent and the reasons therefore.

### **Saturday School (Upper School)**

The Upper School's Saturday School program is a detention extension students receive for excessive tardiness and/or attendance infractions. Saturday School is a means by which students can rehabilitate their attendance standing. For each hour of Saturday School that a student serves, a reduction of four of the student's cumulative tardies is reduced, and so on. Students will normally receive a letter advising them of Saturday School assignment. Like the Recovery Room, Saturday School has clear expectations that are consistently enforced. Students who cannot or will not abide by Saturday School rules or who fail to serve their assigned Saturday School will automatically be assigned one (1) day Out of School Suspension (OSS) to be served the following Monday.

### **Scope of Authority**

The provisions of the Discipline Guidelines may apply in all situations in which students are involved, including:

- activities on school property;
- travel on school buses or in any vehicle when that vehicle is used to transport students for the District;
- off-site school sponsored activities;
- while walking to or from school, waiting for school-provided transportation or
- waiting for, or riding on public transportation to and from school, if the student's conduct is the result or cause of disruptive behavior on school grounds; and
- any behavior occurring off school property, that poses a threat to the safety of students and faculty, or disrupts the learning environment.

Off-campus misconduct that is not school-related (i.e., electronics, social media, etc.) but which adversely affects the educational climate or materially disrupts the education process may also be subject to school-related disciplinary consequences (i.e., long-term suspension and/or expulsion).

### **Standards of Student Conduct**

University Academy expects all students attending University Academy to display the highest standards of behavior. Students are encouraged and taught to:

- exercise self-control
- demonstrate a positive attitude

- respect the rights and feelings of others
- take responsibility for school property
- support the learning process

### **Student Accountability**

University Academy expects all students attending school to accept the obligation and responsibility to attend school on a regular basis and to comply with University Academy's Discipline Guidelines and Policies. University Academy holds those students who choose not to fulfill their responsibilities at school accountable for their conduct. To provide a safe and positive environment in which students can maximize their learning potential, to discipline students, University Academy will calculate consequences for individual acts of misconduct in an effort to deter future misconduct. Students who engage in significant acts of misconduct off campus, which materially and adversely disrupts the education of District students, may be subject to discipline up to and including expulsion.

### **Students' Responsibility for Items in Their Possession**

Students are responsible for any contraband found in their possession. University Academy defines contraband as drugs, weapons, alcohol and/or other materials deemed illegal or unauthorized under Missouri and Federal law, school board policy, or the Discipline Guidelines and Policies. For purposes of the Discipline Guidelines and Policies, items deemed to be within a student's possession if the items are found in any of the following places are: student's clothing (i.e., pockets, jackets, shoes, socks, etc.), student's purse/book bag, student's desk, student's locker, and/or student's automobile located on school property.

It is each student's responsibility to check his/her person and personal belongings for possible contraband before entering school property, boarding any school bus going to or returning from school or entering any vehicle when that vehicle is used to transport students for the District and school-sponsored activities. Students may not use cell phones, headphones, iPods, or other electronic devices for non-educational purposes during school hours (7:00 a.m. – 3:30 p.m.).

Appropriate school personnel will handle violations of this policy. Only a parent or legal guardian with state issued identification may retrieve these devices from Security between the hours of 7:30 a.m. and 3:30 p.m.

### **Student Use and Care of School Property**

University Academy Board Policy 56: Student Use and Care of School Property states:

“The Board recognizes that acts of destruction, defacing, trespassing, burglary, and theft of school property are contrary to the interests of students, staff, and taxpayers. University Academy school officials will cooperate fully with all law enforcement agencies in the prevention of crimes against school property as well as in the prosecution of persons involved in such conduct.

University Academy will seek restitution from students and other persons who have damaged or destroyed school property. As permitted by law, University Academy will also seek restitution from the parent/guardian of children involved in such misconduct.”

#### **Suspension of Computer Privileges or Forfeiture of Access to Computer**

Any student found responsible for misuse or inappropriate network practices may have access privileges suspended for a specific period. This will preclude students from having access to the District mainframe, Internet or any other network services.

#### **Supervision of Students**

Students are under supervision of professional staff at all times during school hours and at school-sponsored activities. It is the responsibility of the principal of each school to arrange for adequate supervision. It is the duty of teachers to perform assigned supervision. Students are supervised during the school day whether in instructional areas or on the playground.

All school personnel are responsible for the care and supervision of students, and hold every student strictly accountable for any disorderly conduct in school or on any property of the school. This includes behavior on any school bus going to or returning from school or in any vehicle when that vehicle is the method to transport students for the school during school-sponsored activities or during intermission or recess periods.

If a student damages, destroys, or steals District property, the District will seek restitution.

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**2018-2019**  
**University Academy**  
**Transportation**  
**Handbook**

## **XII. 2018-2019 UNIVERSITY ACADEMY TRANSPORTATION HANDBOOK**

### **Student Transportation Services**

University Academy, in accordance with state law, shall provide free transportation for eligible students. The Superintendent or his/her designee shall ensure that the transportation services of University Academy meet all of the guidelines established by the Missouri Department of Elementary and Secondary Education, i.e., Missouri Pupil Transportation Administrative Handbook, Missouri Minimum Standards for School Buses, Missouri Certified Bus Driver Instructor's Manual, and Missouri School Bus Driver Manual, as University Academy's policies and procedures.

The safety of University Academy students during their transportation to and from school is a shared responsibility between parents/guardians, school bus drivers, and school officials. Parents should consider the climate of the neighborhoods in which they live or use for their students' transportation pick up and drop off location. **If parents believe their neighborhood or other designated pick up/drop off location is unsafe, they should take the necessary precautions to ensure the safety of their children while walking to and from the bus stops and/or while waiting for the bus to arrive.**

Bus loading areas are not available to pedestrians, adults, and/or persons without the authority to be *on* the bus. Missouri State Statute RSMo.569.155 states:

**“A person commits the crime of trespass of a school bus if he/she knowingly enters any part of, or unlawfully operates, any school bus. Trespass of a school bus is a class A Misdemeanor.”**

Additionally, verbal or physical abuse, (including threatening, screaming at, cursing, etc.) of bus drivers and/or other students will cause your student to be suspended from riding the bus for a period determined by the Director of Transportation.

### **Communications**

**School Cancellation/Inclement Weather:** School cancellations will appear on Kansas City's primary media stations, FOX-4, KCTV-5, KMBC-9, and KSHB-41, as well as the school's website. Each student will receive notification to the telephone number of record. Please make sure the school has your current contact information throughout the school year so you will receive cancellation notifications from the school.

**School Cancellation/Other:** The Superintendent of University Academy or his/her designee will notify families of any inclement weather or other emergency school cancellation as soon as possible via the phone number of record for students.

**Conduct Notices** — notification of bus misconduct by a student.

District staff will enforce the following basic regulations for students riding the bus:

- **Transported students are under the authority of the bus driver.** The bus driver may assign seats. If so, students are to sit in their assigned seats.
  - Students may not bring any type of sports balls/and or toys on the bus.
  - Students shall be on time for the bus and should arrive at the designated pick up location five (5) minutes prior to the pick-up time.
  - Students shall remain seated while the bus is in motion. Students shall not extend hands, arms, or heads through the bus windows or throw objects from the bus windows.
  - Students shall not open or close windows without the permission of the driver.
  - Students that are bleeding or vomiting may not ride the bus.
  - University Academy prohibits fighting, wrestling, or horse playing on the bus.
  - Students shall not bring animals on the bus.
  - Students shall not transport any medication(s) to or from school on the bus.
  - Students shall converse in normal tones; loud or vulgar language is prohibited.
  - Students shall keep the bus clean and refrain from damaging it.
  - Students shall not touch the emergency doors or windows without instruction from the driver or in case of an emergency.
  - When necessary to cross the street, students shall cross in *front* of the bus or as instructed by the bus driver.
  - Students will not intimidate or inflict physical, emotional, or mental harm without legitimate purpose or have physical contact with another person with the intent to intimidate or to inflict physical, emotional, or mental harm i.e., bullying. (Class IV offense)
  - Students are not to mark/draw/or write on or in any way damage any area of the school bus i.e., vandalize the school bus. (Class III offense)
  - Students shall submit a written request to the Transportation Department from a parent to leave the bus at any location other than his/her assigned route stop. Before the transportation department approves the request, staff will verify the information with the parent/guardian.
- ❖ **Note:** If a student causes damage to the school bus, he/she may lose the privilege of riding the bus up to an entire school year and University Academy will seek restitution from parents/ guardians.
- Students shall not bring firearms, weapons or other potentially hazardous materials on the bus. (Class IV offense)
  - Possible permanent removal of bus privileges applies to any student who has any physical altercation with another student for any reason (Class IV offense).

School rules and regulations not specifically articulated above still apply while students are on the bus. Students who continue a pattern of dangerous or inappropriate behavior on the bus are subject to long-term loss of riding privileges as noted below:

- Students receiving two (2) bus discipline referrals may lose bus-riding privileges for up to 30 days or at the discretion of school administration.
- Students receiving three (3) or more bus discipline referrals may receive an automatic 30-day suspension from riding the bus at the discretion of the school administrator.



**Class I Bus Offenses:**

- Disobeying bus driver rules
- Being rude to bus driver or other students
- Not staying in seat while bus is in motion; failure to listen to bus driver warning
- Cursing or being excessively loud; failure to listen to driver warning
- Littering on the bus

K-1	2-5	Middle School	Upper School
1 <sup>st</sup> Offense: Warning	1 <sup>st</sup> Offense: Warning	1 <sup>st</sup> Offense: Warning	1 <sup>st</sup> Offense: Warning
2 <sup>nd</sup> Offense: 5-day bus suspension	2 <sup>nd</sup> Offense: 10-day bus suspension	2 <sup>nd</sup> Offense: 30-day bus suspension	2 <sup>nd</sup> Offense: 30-day bus suspension
3 <sup>rd</sup> Offense: 10-day bus suspension	3 <sup>rd</sup> Offense: Remainder of year bus suspension	3 <sup>rd</sup> Offense: Remainder of year bus suspension	3 <sup>rd</sup> Offense: Remainder of year bus suspension
4 <sup>th</sup> Offense: 30-day bus suspension			
5 <sup>th</sup> Offense: Remainder of year bus suspension			

**Class II Bus Offenses:**

- Fighting/horseplay while on the bus
- Throwing objects on the bus or out of the windows
- Possessing weapons, dangerous materials, drugs
- Inappropriate use of personal technology
- Bullying/threatening other students
- Stealing
- Vandalism
- Sexual misconduct
- Dangerous or inappropriate behavior

K-1	2-5	Middle School	Upper School
1 <sup>st</sup> Offense: 5-day bus suspension	1 <sup>st</sup> Offense: 10-day bus suspension	1 <sup>st</sup> Offense: 30-day bus suspension	1 <sup>st</sup> Offense: Remainder of year bus suspension, including Summer School
2 <sup>nd</sup> Offense: 10-day bus suspension	2 <sup>nd</sup> Offense: Remainder of year bus suspension, including Summer School	2 <sup>nd</sup> Offense: Remainder of year bus suspension, including Summer School	
3 <sup>rd</sup> Offense: Remainder of year bus suspension, including Summer School			

### **Eligibility for District-Provided Transportation**

University Academy provides free school bus transportation to its students based on the following criteria:

Only students living one (1) mile or more from the school are eligible for transportation. Transportation is not available to any location within one (1) mile of the school, including childcare facilities.

### **Foster Homes / Emergency Shelters / Homeless**

If parents/guardians find their family in any of these situations, they should contact the school social worker at 816.412.5900 for assistance. Upon request from the school social worker, he/she may schedule transportation to assure students are able to get to and from school.

### **Medical Emergency Transportation**

Parents are responsible for arranging transportation for their student in the event the student becomes ill during the school day. School bus services are not available for this purpose.

### **Routing**

**Requests for Transportation:** Parent/guardians must submit a Request for Transportation each year for any student that will use school-provided bus service via the school's website. Parent/guardians must submit the form electronically. It is available on our website, [www.universityacademy.org](http://www.universityacademy.org). Students without a transportation request on file may not ride the bus to or from school.

**Timeframe for Routing New Stops:** The contract transportation provider develops routes with student safety, efficiency, and economy as the controlling factors. The creation of bus routes is a result of the home and/or transportation addresses provided by the parent/guardian who completed the transportation request. If there is no established stop within six (6) blocks of a student's transportation address, the bus company will add a new route, when necessary.

- Students who are eligible for transportation will not walk more than six (6) blocks to/from their bus stop location.
- Parents/guardians may use only **one** address for both morning and afternoon transportation services. School policy does not allow students to board the bus at one location in the morning and return to a different location in the afternoon. Intentionally providing separate addresses will result in 5-day bus suspension.

For the safety of our youngest students, **it is imperative that a parent/guardian or adult designee is present at the bus stop to greet Kindergarten students.** Kindergarten students cannot leave the bus during the afternoon drop-off unless a parent or other adult designee is at the bus stop to meet them. University Academy students in grades 6-12, currently attending UA, may escort Kindergarten siblings off the bus if requested on the transportation request form.

When no one is at the bus stop to greet a Kindergarten student, he/she will be returned to the school at the end of the bus run and a parent or other adult designee must come pick the student up from the school. Parents/guardians **must** greet Kindergarten students as they disembark the

school bus in the afternoon. The first time a bus driver returns a Kindergarten student to the school, parents/guardians will receive a warning. Any Kindergarten student(s) returned a second time loses bus-riding privileges for the remainder of the semester. This policy also includes any occurrence where a bus driver has to bring a student back to the school for any reason, i.e., no adult to greet a disembarking student or if a student refuses to disembark, etc. Bus drivers will **NOT** double-back to return to the student's assigned bus stop.

**University Academy does not allow dual bus stops based on joint custody of children** nor for any other reason.

**Notice of Change in Regular Dismissal Plan (bus riders):** When a student will not ride the bus home as is their regular routine, parents/guardians must contact the school office no later than 12:00 noon. **Parents/guardians MUST contact their student's school office for this one-time change to occur.** When picking the student up, parents/guardians are to report to the Central Administration Office to receive their student(s). Parents/guardians are *NOT* to go to the bus loading area to retrieve students. A student may not retrieve his/her sibling from the bus during dismissal. Parents should arrange in advance, if a student is not to ride the bus in the afternoon, making every effort to notify the student's school office no later than 12:00 p.m.

Parents/guardians must submit written requests to the Transportation Department for students to ride an alternate route, i.e., to ride with a friend or relative, for a **one-time** occasion. No student may ride a different bus route without confirmation of the request by parent/guardian and approval from the Transportation Department. Parents/guardians who knowingly board their student(s) on a route not assigned to them will result in their student(s) receiving a five (5) day bus suspension.

**Changes in Routes or Stops:** University Academy works *with* the bus company to establish new stops when necessary. Should a need develop for any changes in a designated bus route or stop, the parents/guardians must submit a new transportation request. The bus transportation contractor reviews and assigns changes to existing routes within ten (10) business days. All transportation requests submitted due to an address change require proof of residency and parents/guardians must contact Kellie Brady, [bradyk@universityacademy.org](mailto:bradyk@universityacademy.org). Once proof of residency is received, transportation changes will be processed.

**There will be no changes made to bus routes during the first month (August) of school or the last month of school (May).** University Academy does not create nor add short-term, temporary bus stops to routes.

**Route Change Communications:** If changes to any bus routes occur, the bus company will provide copies of route changes to University Academy. Parents will receive the updated route information in writing.

**New Students:** All new students wishing to use school-provided transportation must complete the Transportation Request form online. University Academy makes every effort to assign new students/bus riders to existing bus stops when possible. If there is no stop available within six

(6) blocks, creation of a new stop will occur within ten (10) business days. Until that happens, the parent/guardian is responsible for their student's transportation to and from school.

**Suspended/Cancelled Route Stops:** If no students are at a stop for ten (10) consecutive days, removal of the stop will occur. Parents may request to reinstate the stop by submitting a new transportation request. This may take up to ten (10) business days.

**Inclement Weather:** School buses will make every attempt to adhere to established routes during inclement weather. In instances where access to a routed stop poses a threat to the safety of all students on board (i.e. ice covered steep incline), students will be dropped off at the safest location nearest the designated route stop. University Academy will contact parents of students who have approved special transportation accommodations with drop-off information so parents can arrange for pick up of their student.

**Bus Status:** For information on the status of a bus (location, late arrival, etc.), parents or guardians should contact Apple Bus at 816.252.8800.

**School Contact:** University Academy provides a contact person for one (1) hour after the school buses depart to assist with questions from parents.

**School Bus/Transportation Service Complaints:** Parents/guardians should report complaints to the School Operations Manager at 816.412.5994. Upon receipt, the School Operations Manager will forward the complaint to the appropriate individual for review and action.

Parents/guardians who would like to report incidents that occur on the bus (i.e. driver misconduct, student misconduct---bullying, harassment, etc.) should submit a complaint on the school's website [www.universityacademy.org](http://www.universityacademy.org). Locate the "Helpful Links" area near the bottom of the webpage and click on "Report Bus Questions/Concerns."

**A Note Regarding Student Bus Data:** University Academy will provide updated general data to Apple Bus Company upon request. This will be in electronic format and will only contain reference to a student's name, grade, address, telephone number, and secondary or emergency contact information.

### **School Bus Accidents**

The handling and management of school bus related accidents and incidents are very important and treated with priority by all staff. The bus company will dispatch The Kansas City, Missouri Police Department to the site of a school bus accident. An ambulance will transport students to the nearest hospital if they sustain injuries that require medical attention. The Kansas City, Missouri Police Department or other appropriate medical personnel at the scene will diagnose all injuries. Drivers are not qualified to make medical determinations. Students who believe they have an injury should notify the proper authority at the scene of the accident in order to be properly treated. The school will notify the parents of school bus accidents. Once released by investigating authorities, non-injured students will return to/from the school.

### **School Bus Conduct & Discipline**

Students, parents/guardians, bus drivers and school officials must all work together to provide for the safe transportation of students. Students who fail to observe District rules or fail to contribute to a safe transportation environment will be subject to disciplinary action, including but not limited to suspension of the privilege of riding the bus. In the event of any class violation on the bus, the driver shall submit, in writing, a statement of the incident (Conduct Card) by the next school day. The principal/designee will review the conduct card and take action pursuant to school policy. Administration will apprise the parent/guardian and the bus company of any disciplinary action. Parents/guardians will receive notification of bus suspensions indicating the suspension period and the date the student may resume riding the bus. All bus suspensions include field trips and extra-curricular trips of any type.

All District students are required to follow the school bus rules, which are in place to ensure safe transport to/from school and/or school-sponsored activities. There is no tolerance for a student's failure to adhere to the rules as it places the driver, other students, and the public at risk of danger.

Bus loading areas are not available to pedestrians, adults, and/or persons without the authority to be *on* the bus. **Parents may NOT board school buses for any reason, including retrieving students from the bus loading/unloading area.**

Any parent or guardian, who boards a school bus to speak with the driver and/or students, commits the crime of trespass. Missouri State Statute RSMo.569.155 states:

“A person commits the crime of trespass of a school bus if he/she knowingly enters any part of or unlawfully operates any school bus. Trespass of a school bus is a Class A misdemeanor.”

Please contact the Transportation Department at University Academy to inquire and voice concerns for resolution of any issues. Violation of this policy may result in a complaint being filed with the appropriate law enforcement agency and **will** result in suspension or expulsion of the student's bus riding privileges.

### **Special Needs and Circumstances**

University Academy will provide transportation accommodations as outlined in the IEPs of applicable students. Students with a documented medical condition that prevent them from walking the required distance to the nearest bus stop may qualify for special transportation accommodations. (Note: A documented condition is verifiable by physician signature and specifically notes the student's inability to walk the required distance.) The Special Education Process Coordinator will evaluate all special transportation requests to determine eligibility based on Section 504 of the Vocational Rehabilitation Act of 1973. If granted, special transportation accommodations are valid for one (1) school year. Parents/guardians must submit Special Transportation Requests annually. Parents may obtain the Special Transportation Request form on the school's website, [www.universityacademy.org](http://www.universityacademy.org) at the bottom of the Transportation page.



2018

UNIVERSITY ACADEMY 2018-2019 CALENDAR

2019

JULY

Calendar grid for July 2018 showing days of the week and dates from 1 to 31.

Building Hours: 7:00 a.m - 3:30 p.m.
School Hours: 7:30 a.m. - 2:40 p.m.
6801 Holmes Rd, KC, MO 64131 Phone 816-412-5900



JANUARY

Calendar grid for January 2019 showing days of the week and dates from 1 to 31.

AUGUST

Calendar grid for August 2018 showing days of the week and dates from 1 to 31.

Jul 30 Non-Contract Day - Building Open

Aug 1-3 NO STUDENTS - Staff Development
Aug 6 Meet the Teacher 1-6pm
Aug 7 Teacher Work Day
Aug 8 First Day of School

FEBRUARY

Calendar grid for February 2019 showing days of the week and dates from 1 to 28.

SEPTEMBER

Calendar grid for September 2018 showing days of the week and dates from 1 to 30.

Sep 3 NO SCHOOL - Labor Day
Sep 8 ACT Test Day
Sep 21 NO STUDENTS - Staff Development

MARCH

Calendar grid for March 2019 showing days of the week and dates from 1 to 31.

Oct 5 End of Quarter 1
Oct 19 NO STUDENTS - P/T Conf 9am-5pm
Oct 27 ACT Test Day

OCTOBER

Calendar grid for October 2018 showing days of the week and dates from 1 to 31.

Nov 1-2 NO SCHOOL - Fall Break
Nov 21-23 NO SCHOOL - Thanksgiving Break

APRIL

Calendar grid for April 2019 showing days of the week and dates from 1 to 30.

Dec 8 ACT Test Day
Dec 20 - Jan 3 NO SCHOOL - Winter Break

NOVEMBER

Calendar grid for November 2018 showing days of the week and dates from 1 to 30.

Jan 4 NO STUDENTS - Teacher Work Day
Jan 7 Students Return to School
Jan 21 NO SCHOOL - Dr. Martin Luther King Day

MAY

Calendar grid for May 2019 showing days of the week and dates from 1 to 31.

Feb 4 NO STUDENTS - Staff Development
Feb 9 ACT Test Day
Feb 18 NO SCHOOL - Presidents' Day

DECEMBER

Calendar grid for December 2018 showing days of the week and dates from 1 to 31.

Mar 8 End of Quarter 3
Mar 15 NO SCHOOL - P/T Conf 9am-5pm
Mar 18-22 NO SCHOOL - Spring Break

JUNE

Calendar grid for June 2019 showing days of the week and dates from 1 to 30.

Apr 12 NO STUDENTS - Staff Development
Apr 13 ACT Test Day

May 23 Upper School Graduation
May 24 Last Day of School
May 27 NO SCHOOL - Memorial Day Holiday
May 29 Start of Summer School

Jun 8 ACT Test Day

Superintendent, Tony Kline reserves the right to change the school calendar to respond to emergencies or other unforeseen circumstances that affect the educational program or students' welfare.

178 Student School Days / 189 Teacher School Days

Semester 1 = 88 Days (Q1 - 41 / Q2 - 47) / Semester 2 = 90 Days (Q3 - 42 Days / Q4 - 48 Days)