

URBAN PREPARATORY ACADEMY

PARENT/STUDENT HANDBOOK

2022-2023



“HIGHER LEARNING EARLIER”

PARENT/STUDENT 2022-2023 HANDBOOK ACKNOWLEDGEMENT FORM

We, the undersigned, understand that this handbook contains important information for parents, guardians and students. We acknowledge that we have received a copy of the **2022-2023 Urban Prep Academy Parent and Student Handbook**. We are aware that this handbook contains information and policies for our review. We have reviewed the information and policies contained in this handbook,

We understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for student behavior can result in the discipline outlined in this handbook.

We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the Student Handbook, Urban Prep Academy policies, regulations and guidelines.

We are aware that Urban Prep Academy reserves the right at any time to amend or to add to the policies, regulations and guidelines contained or referred to in this handbook.

Directions for return of this form for the 2022-2023 school year:

Student and Parent/Guardian review handbook.

1. Parent/Guardian sign handbook acknowledgement below.
2. Tear out this page from handbook
3. Student must return this acknowledgement page to their homeroom teacher within one week after receipt.

Student Name: _____

Student Name: _____

Student Name: _____

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Dear Urban Prep Academy Family,

Words cannot express how excited we are about the journey that we are embarking upon this year. We are eager to add even more visionaries to our team and family! The foundation that has been put in place is strong and will undoubtedly serve us well in the years to come.

The information contained in this handbook will help you to understand our policies and procedures. Please take the time, as a family, to review the handbook in its entirety so that we may answer any questions that you may have.

We look forward to you joining our team and family. The Student/Parent Handbook includes information about our school policies and procedures that you can refer to during the school year. Please read it carefully and keep it on hand. If you have any questions, your school's staff will be happy to help you. Together we can make this a great school year full of new and innovative opportunities for our students to reach their full potential. It takes teachers, students and parents working as a team to make it happen.

Thank you for supporting our schools and our students.

Dear Urban Prep Academy Scholar,

Welcome to Urban Prep Academy! We are very excited you've chosen to attend our school. You have set a goal to one day go to college. Your family and teachers are very proud of your goal and they will help you every step of the way. You will work hard and learn SO much! We can't wait to help you read wonderful books, write exciting stories, ask lots questions, solve challenging problems, share different opinions, make positive choices, and serve your community.

There might be times you feel nervous or confused. Your parents and family love you very much and will help you to be successful. Don't forget that you can also talk to your teacher at school or call him/her on the phone if you have questions about your homework or something you're learning in class. Your principal is also always willing to help as well. You have many friends at Urban Prep Academy! We know you will have a wonderful year filled with learning adventures!

Sincerely,

A handwritten signature in black ink that reads "Apostle Wade Moore Jr." with a stylized flourish at the end.

Apostle Wade Moore Jr.
Founder, Urban Preparatory Academy of Wichita

**“Education is the most powerful weapon which you can use to
change the world.”**

– Nelson Mandela

Table of Contents

Mission Statement	7
The Urban Preparatory Academy Vision	8
Student Code of Conduct	8
Guidelines for Success	10
General Information	11
Arrival and Dismissal	12
Attendance/Absences	13
Building Security	14
Cafeteria Services	14
Cellular Phones/Electronic Devices	14
Change of Address/Telephone Number	14
Classroom Parties	15
Communicable Diseases	15
Complaints (Grievances) by Students/Parents	15
Computer and Internet Use	16
Electronic Mail	16
Curriculum	20
Discipline	20
Distribution of Non-School Materials	22
Dress Code	22
Drills: Fire, Tomado, and Other Emergency Drills	25
Drug Free Campus	27
Emergency Contact Information	27
Emergency Medical Treatment	27
Emergency School Closing	28
Evaluation Tools	28
Expulsion for Offenses committed on Campus or at a School-Related Event	28
Family Involvement	33
Fees	32
Field Trip Permits	33

Fund Raising	34
Grading Policy	34
Health Policy	35
Honor Roll	35
Homework Procedure	36
Immunization	36
Medication at School	37
Parental Rights and the Family Educational Rights and Privacy Act (FERPA)	37
Parent Involvement Team	38
Parent/Teacher Conferences	38
Personal Possessions	39
Religious Activity	39
Searches at School	39
Signing Student(s) Out for the Day/Early Release	39
Student Anti-Discrimination Policy	39
Student Insurance	40
Student Records and Privacy	40
Textbooks	40
Telephones	41
Tobacco Use	41
Visitors	41
Volunteer Staff	42
Withdrawal	43

Mission Statement

Academic Education – Urban Prep Academy students experience a curriculum designed to open children to the richness of their own intellect, as well as content area mastery. The academic rigor characteristic of Urban Prep Academy education requires that the student attain a considerable level of proficiency in these disciplines. All the academic structure of Urban Prep Academy assist the student in discovering himself as an individual of reason, education and culture.

Character Education – **every** subject area, **every** teaching method, **every** attitude, **every** action of student or teacher is a means of training character. Character training takes place throughout the day, no matter what else is being taught. Teachers maintain orderly, structured classrooms and expect the students to work hard to learn content, and in the process, teach them to: love wisdom, respect authority pay attention, and obey willingly and immediately. In addition, they are taught to be diligent workers, honest at all times, and orderly and organized.

Social Education – the development of the student's academic, character and social maturity is a task shared jointly by the family and Urban Prep Academy. The school provides both individual and collective opportunities where a student can grow as an individual and work as part of a group. Urban Prep Academy strives to promote an increase in acceptance of people of diverse cultures culminating in respectful attitudes toward all people. Personal responsibility and responsibilities toward the wider community is taught through unselfish public service and dedication to honoring one's commitments.

School Motto – Higher Learning Earlier

School Mascot - AVENGERS!

School Colors – Blue and Gold

The Urban Preparatory Academy Vision

Urban Prep (UP) Academy provides a learning environment where “Higher Learning Earlier” is expected and practiced in order to prepare students for upward mobility in a global society.

This Vision Will Become A Reality As We:

1. Build student’s intellectual character by motivating students to think critically, creatively, and reflectively through a rigorous and relevant curriculum.
2. Develop a sense of community through individual and collective public service opportunities.
3. Provide an environment that cultivates parental commitment, involvement and activities that promote family enrichment.
4. Infuse technology through a blended learning model and projects.
5. Develop character and social maturity through orderly, structured classrooms that amplify the expectations to work hard to learn content, respect authority, and embrace wisdom.
6. Cultivate cultural knowledge and awareness in relationship to a global society.
7. Provide a drug-free, violence-free, loving, encouraging, mutually respectful atmosphere in which teachers will feel safe to teach, student will feel safe and motivated to learn and parents will feel comfortable leaving their children.

Student Code of Conduct

The Student Code of Conduct, as adopted by Urban Prep Academy Board of Directors, articulates specific expectations regarding appropriate conduct to all students, parents, teachers, and school administrators of Urban Prep Academy.

The four key functions of the Student Code of Conduct are to:

- Describe behavior that builds a positive environment for learning
- Delineate specific example of student misconduct
- Define penalties that will be imposed for specific misconduct
- Provide consistency in the matter of student discipline

Disciplinary actions are designed not merely to correct misconduct but to encourage and motivate students to become responsible citizens of the school community. To that end, Urban Prep Academy will be responsible for exhausting all preventive and intervening measures accessible prior to taking punitive

action. These measures would include a range of programs and services of specialized personal as well as appropriate community resources that are available to students and their families. In all instances, disciplinary action will draw upon the professional judgment of teachers and administrators, a range of current discipline management techniques, and be correlated to the following:

- Seriousness of the offense
- Student's age
- Grade level
- Ability and functioning level
- Frequency of misbehavior
- Student's attitude
- Effect of the misconduct on the school environment, and
- Statutory requirements

Policies and procedures regarding student behavior refer to the actions of students while they are on school property including actions that occur before, during, and after regular school hours. These rules also apply to all school-sponsored/related activities or events such as field trips, sports, dances, assemblies, or evening school-related events. Students and parents should be aware that the commission of any felonious offense, whether at or away from school, will result in the student's placement in an Alternative Education Program (AEP) or in expulsion.

Standards of Student Conduct

Urban Prep Academy is committed to the rights of students as recognized and protected under state and federal laws. UP Academy has enumerated certain expectations (responsibilities) regarding student behavior that, when adopted by students, effect a positive influence on the school and community.

Five standards of student conduct are offered as guides to the development of a student responsibility plan. These standards assert that responsible students should be encouraged and taught to:

- Exercise self-control
- Demonstrate a positive attitude
- Respect the rights and feelings of others
- Take responsibility for school property, and
- Support the learning process

The Urban Prep Academy standards of conduct are designed to maintain order in the school, foster a climate of mutual respect for the rights of others and teach students that they are responsible for conducting themselves in a manner appropriate to their age and level of maturity.

Student Responsibility Campus/Classroom Plan

The Urban Prep Academy Campus/Classroom Plan is designed to establish a positive school climate in which every student can achieve his/her potential. The plan addresses the kinds of minor misbehaviors that impede the educational process in the classroom or school.

It should be noted that once an offense has gone beyond the designation of “minor” and has escalated to a Level I or is listed as a Level II or III offense, the regulations set forth in Urban Prep Academy Student Code of Conduct apply. Campus/classroom rules are no longer relevant or applicable. See (Urban Prep Academy Student Code of Conduct for Levels I-III.)

At Urban Prep Academy character education is as important as academic education. Our goal is to set consistently high expectations for students while providing the appropriate intervention to improve student's academics and character and to provide a safe and open learning environment for all. **ALL BEHAVIOR INCIDENTS WILL BE REPORTED ON THE STUDENT'S PERMANENT BEHAVIOR RECORD.** A student who commits an act of misconduct whenever the student's prohibited behavior is reasonably related to school or school activities, including, but not limited to, on/off school grounds, school sponsored activities, traveling to or from school or a school activity, in any form of electronic media, and the greater community, which is not listed in the UPA Code of Conduct, but which is nonetheless prejudicial to good order and discipline in the school or which tends to impair the morale or good conduct of students, will be subject to the consequences deemed necessary by the principal. (Note: Urban Prep Academy will follow the due process procedures set forth in the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and accompanying federal and state regulations where a student's conduct is found to be related to an existing disability)

Guidelines for Success

Ultimately, we will succeed academically, socially, emotionally and professionally by

Pursuing the goals that we set forth, as we

Willingly work hard to maintain a positive

Attitude at all times and

Respect ourselves, teachers, classmates, adults and environment because we are

Determined to Succeed.

Seven Habits of Highly Effective People

- Habit 1: Be proactive
- Habit 2: Begin with the end in mind
- Habit 3: Put first things first
- Habit 4: Think win/win
- Habit 5: Seek first to understand, then to be understood
- Habit 6: Synergize.
- Habit 7: Sharpen the saw

General Information

Age Requirements

Age requirement for eligible student entering kindergarten is five (5) years of age on or before the first day of September of any scholastic year. If the student is enrolling in first grade, the required age is six (6) on or before the first day of September of any scholastic year. All students entering UP Academy for the first time must present proof of immunizations as required by law.

Anti-Bullying Policy

Bullying will not be tolerated at UP Academy. We will ensure that bullying does not affect the educational environment by:

- Initiating awareness of the seriousness of bullying and its effects
- Facilitating the prevention of bullying on the UPA campus
- Protecting students and staff from the abuse of such behavior
- Creating a campus environment that will support Anti-Bullying policies

Our Goals include:

- Raising prevention through education and awareness of the effects and consequences of bullying
- Educating students, staff, and parents on the correct identification of bullying as opposed to children's horseplay
- Developing student strategies for dealing with and preventing bullying
- Providing an anti-bullying policy to include consequences for bullies
- Educating potential victims of bullying

We are aware bullying can take on many forms; however, we will give attention to four of the most common forms of bullying found within a school community:

Physical- intentional hitting, kicking, pinching, punching, scratching, spitting or any other form of physical attack

Verbal- Name calling, making insulting, racist, sexist jokes or remarks, or teasing

Indirect- spreading nasty stories about someone, exclusion from social groups, or being made the subject of malicious rumors

Cyber Bullying- any type of bullying that is carried out by electronic medium.

One way to stop bullying is to take steps to prevent it from starting. At the beginning of the school year, students (K-8) will be required to sign an Anti-Bullying student contract. We acknowledge bullying is harmful and every effort to eliminate it from our school community will be considered.

Arrival and Dismissal

Arrival

The doors will open at 7:30 am each morning. Students will not be supervised or allowed into the building before that time. At 7:30 am, staff will report for their respective morning duties and students will be escorted into the building from the car rider entrances. Staff will be at the car-riders entrance so that parents do not have to spend time parking and entering the building. The car rider entrance will close promptly at 8:00 a.m. All students arriving after 8:05 a.m. must be dropped off at the entrance in the front of the building and check-in at the main office. Students will receive a tardy slip, which must be given to their teacher upon entering the classroom.

Dismissal

Dismissal will begin at 3:15 p.m., Monday thru Fridays. Please arrive on time for dismissal.

Early Dismissal

Early dismissal is any time before 3:15 p.m., Monday thru Friday. Please try to refrain from picking your child up early unless there is a medical appointment. All early dismissals (for an appointment, family emergency, behavior early release, etc.) must be signed out in the main office. As with regular dismissals, students will not be released to anyone who is not on the parent-authorized pick-up list. The authorized adult picking up the student must come to the front office sign the child out for early dismissal. Staff will then get the student from the classroom.

Assemblies

During the school year, students will have several opportunities to hear speakers, celebrate school spirit, observe performances and attend a variety of presentations and ceremonies. Assembly decorum should be maintained at all times. **Please be advised that no food or drink is allowed in the multipurpose room during assemblies. Moreover, staff directions must be followed. Parents who engage in profane, defiant or rude behavior will be required to leave and will be permanently banned from the premises and all other school related events.**

Attendance/Absences

Urban Prep Academy Attendance Policy

The following guidelines have been established to minimize absenteeism. Up Academy allows for documented absences due to:

- Personal illness
- Death or serious illness in the family
- Recognized religious holidays
- Absences caused by order of government
- Inclement weather or dangerous conditions

It is the parent's responsibility to find a way for the child to get to school. Transportation problems are not considered excused absences.

In the event that a student is absent for the first part of the day, he or she is still encouraged to report to school. Students who report to school after 12:00 p.m., however, will be considered absent for the entire school day. In addition, students who report to school but leave before 10:30 a.m. will be considered absent for the entire school day.

When a student is absent, a parent or guardian must communicate in person or in writing with the school. This communication should clearly state the reason(s) for the absence. For extended absences (3 or more consecutive days), supporting documentation (i.e. doctor's note) is required. Furthermore, once a student has reached 10 absences for the year, official documentation must be provided for any additional absences to be excused.

Any absence that is not supported with written documentation and/or does not fall within the guidelines of excused absences will be considered unexcused.

Excessive absences will be considered in any retention decision. If a student is absent a total of more than ten days, formal inquiries will be made and reported to the appropriate law enforcement agency. In addition, students absent more than fifteen days will be considered for retention. Students are also

expected to arrive on time to school each day. School begins each day at 8:00 a.m. Students who arrive after 8:05 a.m. are considered tardy and will be marked as such on their attendance records. Every three tardies will count as an absence, which will be considered in all retention decisions.

Building Security

All exterior doors at Urban Prep Academy are locked at all times. All visitors should enter the building through the main entrance in the front of the school. Visitors will be required to ring the buzzer to get into the building. Upon entry, visitors should immediately report to the main office to sign in and present ID for verification. A badge will be printed and it must be worn at all times. Before leaving, all visitors must check out in the front office. Any visitors that are not in compliance with building security procedures will be asked to leave.

Cafeteria Services

At this time, we are requesting that all students are sent to school with a lunch from home on Tuesdays and Thursdays. Lunch will be provided on Mondays, Wednesdays, and Fridays. In the instance a student forgets their lunch, we will provide them with a light lunch. Please do not send your student to school with soda or sugary drinks. The administrative office will contact the parents/guardians of any student who repeatedly comes to school without their lunch.

Cellular Phones/Electronic Devices

Students may possess cellular phones/electronic devices, but they must be turned off and remain out of sight upon entering the building. Failure to keep these items off and in a backpack will result in its confiscation. **Once confiscated, the device will only be returned to a parent or guardian. Phones are available for pick-up between the hours of 4:00 p.m. and 4:30 p.m. in the main office. The school will not be responsible if a personal device is damaged, lost or stolen.**

Change of Address/Telephone Number

In order for the school to handle emergencies, maintain communication, and keep records current, parents should notify the school office immediately of address or telephone changes. The school office also needs to have the parents' or guardians' up-to-date work phone numbers and additional contact persons who may be notified if the parents are unavailable in an emergency. "Change of contact" forms are available in the school office.

Classroom Parties

If a parent wishes to celebrate their child's birthday at school, the following protocol must be followed:

- Parent must give the school at least one week's notice
- Birthday treats will only be served in the final half hour of the school day.
- All birthday treats must be store-bought and sealed prior to being brought to school. No homemade birthday treats will be passed out to students.
- Parents are expected to help clean up after the celebration
- Parents must bring enough treats for the entire class.

All birthday party food/items may only be received by the classroom teacher and must be confined to the classroom.

Communicable Diseases

Children with certain communicable diseases are prohibited from attending school. Communicable diseases are those which may be passed directly or indirectly from one person to another. The Kansas Department of Health publishes a complete list of communicable diseases which may require a student to be excluded from attending school. A student may be re-admitted to school when one of the following occurs:

1. The school receives a medical clearance from the student's physician in writing
2. The school receives a re-admission permit from the local health department

Common communicable diseases include, but are not limited to, the common cold with fever, ringworm of the scalp, pink eye, scabies, hepatitis, impetigo, measles (initial outbreak) chickenpox (initial outbreak) and whooping cough. **Parents should be reminded that fever indicates contagion. Students will be re-admitted 24 hours after the fever breaks.**

Complaints (Grievances) by Students/Parents

Complaints by students or parents shall be handled as follows:

1. A student and/or parent should first discuss the problem with the appropriate teacher/staff member.
2. If the staff member's resolution is not satisfactory, the complainant may request a conference with the principal.
3. Finally, if the principal's resolution is not satisfactory, the complainant may request a meeting with the superintendent.

Computer and Internet Use

The use of computer technology may be revoked if abused. Users will follow a sequential, structured approach to gaining skills, which will allow them to become independent, responsible users of the Internet. This approach addresses Internet use from an age and topic appropriate standpoint.

Teachers will supervise and model appropriate use of computers, peripherals, and the Internet. Students will continue to have Internet access under direct teacher supervision; however, students will also experience guided practice leading toward gaining skills to become an independent, responsible user of the Internet. Teachers will model skills needed to search for information within an area of study, to filter information for credibility and worth, and to recognize areas of inappropriate information sources or access. Teachers will explore an Internet site before directing students to that site. Teachers will make every effort to ensure that students are directed only to sites with age- and topic-appropriate material and resources.

Electronic Mail

Visitors will not be issued individual electronic mail accounts. Select **staff** will be issued electronic e-mail accounts. **Students** and visitors who have electronic mail accounts from sources outside the school division may be granted permission to use school resources to access those accounts. At the discretion of the Technology Administrator or his/her designee, some email providers may be blocked. (Example Gmail, Yahoo)

Right to Privacy

The principal or his designee has the right to access information stored in **any user** directory, on the computer hard drive, school-issued disks/flash memory, or in electronic mail. Users are advised not to place confidential documents in their user directory or attempt to access folders that are not their own. Network management and monitoring software packages will be used for random access to individual accounts to review educational progress and for security purposes. Each computer keeps a history of Internet sites visited if that information is required.

Acceptable Uses

The following actions, which are not exhaustive, constitute acceptable use of the Internet, whether that use is initiated from a school or any other site:

- All Internet or computer equipment use shall be consistent with the purposes, goals, and policies of UP Academy.
- Use of computers, software, peripherals, and other information resources to support learning and to complete school assignments.
- Sending and receiving electronic files using e-mails for academic purposes.

Unacceptable Uses

The following actions (which are not exhaustive) constitute unacceptable use of the **UP Academy network**, whether that use is initiated from a school or any other site:

- Using impolite, abusive, or otherwise objectionable language in either public or private messages;
- Placing unlawful information on the UP Academy network;
- Using the UP Academy network illegally in ways that violate federal, state, or local laws or statutes;
- Using the UP Academy network at school for non-school related activities;
- Sending messages that are likely to result in the loss of the recipient's work or systems;
- Using the UP Academy network for commercial purposes;
- System users may not use the network for entering contests, advertising, political lobbying or personal commercial activities including online purchasing;
- Posting, sending or downloading copyrighted material without written permission from the owner;
- Accessing files or changing computer files that do not belong to the user;
- Using another person's password or knowingly giving one's password to others'
- Using UP Academy network access for sending or retrieving inappropriate, obscene, pornographic material;
- Posting inappropriate text files, storing personal images/photographs, or files dangerous to the integrity of any network;
- Circumventing security measures on school or remote computers or networks (hacking)
- Attempting to gain access to another's resources, programs, or data without written permission of the owner;
- Vandalizing, which is defined as any malicious attempt to harm or destroy data of another user on the UP Academy network, and includes the uploading or creation of computer viruses;
- Falsifying one's identity to others while using the UP Academy network;
- Using chat rooms and instant messenger is strictly forbidden when used for non-academic purposes;
- Using UP Academy system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use;
- Accessing personal email, bank accounts, or other personal accounts through the UP Academy network;
- Unauthorized exploration of the Network Operating System or changes to any District-installed software is strictly prohibited;
- Disclosing personal information, such as address, phone number, age, on the UP Academy network;
- System users will not be able to download, upload, or run any software, games, or shareware that are not installed and licensed by UP Academy;
- Tampering with or copying school-licensed installed software or loading personal software onto school-owned computers;
- Care should be taken when visiting and posting to social networking sites;
- Downloading any software from social network sites such as Facebook and Twitter is strictly prohibited;
- Printing non-school related materials on UP Academy printers;
- Disclosing, using or disseminating personal identification information regarding minors without authorization;

- Communicating any credit card number, bank account number, or any other financial information via the UP Academy network.

System Security

- System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
- Users should change passwords regularly and avoid easily guessed passwords.
- Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the system; or attempt to gain unauthorized access to any entity on the Up Academy Network.
- Only an authorized computer administrative personnel may install software.
- Users will adhere to the UP Academy virus protection procedures.
- Permission of authorized UP Academy computer administrative personnel is required for relocation, removal, or adjustment of any hardware and/or peripheral device.
- Food and/or drink will not be consumed in area where computers are located.

Internet Control Filtering and Monitoring

In accordance with federal, state, and local regulations, filtering software is used to control access to the Internet. This blocks or filters visual depictions that are obscene and other content that is harmful to minors. Parents are advised, however, that filtering technology is imperfect, and that the possibility exists of obtaining access to prohibited materials. Educational staff will, to the best of their ability, monitor students' use of the Internet and will take reasonable measures to prevent access to inappropriate materials.

From time to time the UP Academy will make a determination on whether specific uses of the network are consistent with the regulations stated above. For security and administrative purposes, the UP Academy reserves the right for authorized personnel to review network use and content. The UP Academy reserves the right to remove an individual's network access privileges to prevent further unauthorized activity.

Internet Usage Training

In accordance with the federal Children's Internet Protection Act (CIPA) regulations regarding internet safety training, the UP Academy Technology Administrator or designated representatives will provide age-appropriate training for students who use the UP Academy Internet facilities. The training provided will be designed to promote the UP Academy commitment to:

- The standards and acceptable use of Internet services as set for in the UP Academy Internet Safety Policy.
- Students safety with regards to:
 - Safety on the Internet
 - Appropriate behavior while on online, on social networking Web sites, and in chat rooms
 - Cyber bullying awareness and response

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of UP Academy's acceptable use policies.

Plagiarism and Copyrighted Infringement

- Any software that is protected under the copyright laws will not be loaded onto or transmitted via the network or other online servers without the written consent of the copyright holder.
- Users will honor all copyright rules and not plagiarize or use copyrighted information without permission. Plagiarism is the using of writings or ideas of others and presenting them as if they were original
- UP Academy will receive written permission from parents and /or guardians prior to publishing any student's work, pictures or name on the Internet or UP Academy web pages.

Access to Inappropriate Material

Users will not utilize the UP Academy network to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature).

- For students, a special exception may be made for hate literature if the purpose of such access is to conduct research and both the teacher and parent approve the access.
- UP Academy employees and visitors to the UP Academy may access the above material only in the context of legitimate research.

Users should immediately disclose any inadvertent access in a manner specified by their school. This will protect them against an allegation that they have intentionally violated the Acceptable Use Policy (AUP).

Consequences

Use of the UP Academy's electronic resources by staff, students, and/or visitors to UP Academy in an illegal or unethical manner may result in disciplinary action, including loss of privileges to use the system, school or District sanctions, and referral to appropriate law enforcement authorities. Users may be required to make full financial restitution.

UP Academy Limitation of Liability

UP Academy makes no warranties of any kind, express or implied, that the functions or the services provided by or through the UP Academy network will be error-free or without defect. UP Academy will not be responsible for any damages users may suffer including, but not limited to, loss of data or interruption of service. UP Academy is not responsible for financial obligations arising through the unauthorized use of the system.

UP Academy website is intended to be used for educational purposes only. It contains links to and frames of other sites that may be of educational interest to staff and students. UP Academy is not the author of or otherwise associated with these linked or framed sites and is not responsible for the material contained in or obtained from these linked or searched sites. Information on school events is posted on UP Academy web page for the convenience of users and is subject to change at UP Academy's sole discretion.

UP Academy respects student/staff and values their privacy. In order, however, to maintain system integrity and ensure responsible use of the system, UP Academy has the right to examine the contents of the file server, individual computers, and any e-mail. Files will only be examined when there is reason to suspect an activity or material that violates any of our school's codes of conduct or the law. Use of UP Academy's electronic resources by staff, students and/or visitors to UP Academy in an illegal or unethical manner may result in disciplinary action, including loss of privileges to use the system, school or District sanctions, and referral to appropriate law enforcement authorities. Users may be required to make full financial restitution. The signature(s) at the end of this document are legally binding and indicate that the parties who signed have read the terms and condition carefully and understand their significance.

Indemnification

The user agrees to indemnify UP Academy for any losses, costs, or damages, including reasonable attorney fees, incurred by UP Academy relating to any breach of this Acceptable Use Policy.

Curriculum

The academic program of Urban Prep Academy is designed to challenge every student to achieve on or above grade level performance in all academic subjects. While students may enter the school below grade level in many areas, the school is prepared for the challenge of equipping students with the knowledge, skills, and scholarly habits necessary for success in an academically rigorous college preparatory high school. The school's curriculum is based upon the Common Core State Standards, but is accelerated and taught rigorously.

To this end, the academic program of Urban Prep Academy is geared towards immediately assessing and addressing the deficiencies with which students may be entering the school. Throughout their time at Urban Prep Academy, students spend more time in all core academic subjects, providing them with sufficient time to "fill in any holes" that may exist in their academic skills or knowledge through an "accelerated spiraling" instructional approach. This means that while teachers may be moving at a quicker pace, thereby teaching more content and skills than is typical in a given year, they are constantly reviewing and relating new material to prior knowledge and skills.

UP Academy provides the basic age-appropriate curriculum for reading, language arts, math, science, and social studies at each grade level. The school's Fine Arts, Financial Literacy, and Intervention/Enrichment Program supplement these courses. An Urban Prep Academy Staff Member will also teach a Character Education course, which consists of instruction in the school's values, life skills, and habits of a scholar.

The core curriculum areas include those subjects that are taught daily.

Discipline

Students shall be subject to all disciplinary rules of the school. At Urban Prep Academy character education is as important as academic education. Our goal is to set consistently high expectations for students while

providing the appropriate interventions to improve student's academics and character and to provide a safe and open learning environment for all.

Conduct Warranting Discipline (Other Than Expulsion)

The following is a non-comprehensive list of student conduct that is prohibited at school or school-related activities, regardless of location, and shall result in disciplinary consequences:

1. Leaving school grounds during the academic day without permission
2. Leaving the classroom during instructional time without the teacher's permission
3. Cheating or copying the work of another student
4. Disobeying classroom rules established by the classroom teacher
5. Talking too loudly in the cafeteria or in the hallways
6. Engaging in profane or offensive language or gestures
7. Possession or use of tobacco or tobacco-related products
8. Possession of matches or lighters
9. Possession or use of a laser pointer
10. Possession of a toy gun, cap gun or any other instrument which may be perceived by a third party as a firearm
11. Violating dress and grooming standards
12. Engaging in any conduct that disrupts the teacher's ability to continue classroom instruction or that disrupts the school environment generally (first offense)
13. Throwing objects that disrupt the classroom environment or that can cause bodily injury or property damage
14. Scuffling or fighting which does not result in physical injury
15. Stealing from students, faculty or the school (first offense)
16. Engaging in any of the prohibited offenses listed in the school's policy on computer and internet use
17. Damaging or vandalizing property owned by others not considered criminal mischief
18. Failing to comply with requests given by faculty
19. Violating safety rules of the school

Disciplinary Consequences

The following disciplinary consequences may be used by the staff for conduct warranting discipline:

- Parent/teacher conferences
- Seating changes
- Verbal corrections
- Withdrawal of privileges
- Confiscation of disruptive items

- Time out or cooling off period
- Suspension up to five (5) days
- In-School suspension
- Detention
- Assignment of extra duties by the classroom teacher or the principal
- Prohibition participation in extra-curricular activities

Distribution of Non-School Materials

Parents and vendors are prohibited from soliciting funds, merchandise, or taking orders on school property.

Dress Code

The student dress code policy at Urban Prep Academy is that ALL students are expected to wear the required uniform every day, unless otherwise indicated.

Below is the rationale behind the school's uniform policy:

The mission of Urban Prep Academy is to develop well-disciplined students who will be prepared for a college preparatory high school when they leave our school. In light of this, all students will be taught the habits necessary for success at a college preparatory school, including how to present themselves effectively through their behavior, language and appearance. The school believes that students appear more scholarly when they are wearing an attractive uniform, and it also believes that students will act more scholarly because they will feel good about their appearance.

The Urban Prep Academy requires students to wear uniforms. Student uniforms make a statement of belonging to a unique school community committed to educational excellence. **School Belles Uniforms** (650 N Carriage Pkwy) & **French Toast** (online) are the Urban Prep designated uniform vendors. Please visit or contact them School Belles: (1-888-637-3037) French Toast: (1-800-373-6248) if you have any questions regarding the approved uniform. The uniform will consist of the following:

GIRLS

Casual Uniform

Purple or Black Polo with Urban Prep Logo

Khaki Shorts or Pants (with belt)

Solid colored socks

Dress Uniform

White dress shirt (long or short sleeved)
Grades K-3 – Urban Prep Plaid jumper
Grades 4-6 – Urban Prep Plaid skirt
Solid colored socks
Only white or black leggings

BOYS

Casual Uniform

Purple or Black Polo with Urban Prep Logo
Khaki Shorts or Pants (with belt)
Solid colored socks

Dress Uniform

White dress shirt (short or long sleeved)
Urban Prep Plaid tie
Khaki Pants (with belt)
Solid colored socks

Sweaters/Blazers

School Belles and French Toast carry approved boys and girls Urban Prep sweaters, cardigans, & blazers.

Shoes

All grades need to wear non-marking shoes to protect the gym floor. Tennis shoes are acceptable. During PE, all students are expected to wear non-marking athletic shoes. Shoes need to have a full heel or strap around the back of foot, covered toe and be kept clean and in good condition. Students must wear socks. No flip-flops, sandals, bedroom slippers or roller-skate shoes. Shoes must remain on your feet at all times.

Hair

Students are to be conservative with hair styles and avoid wearing unnatural hair colors such as, but are not limited to: shades of pinks, purples, blues, greens, ect.

Shorts: Students may wear uniform khaki shorts until Oct. 15th and after April 14th.

Miscellaneous

Earrings are permissible for girls only. Neck chains, pendants, rings, and wrist bracelets may be worn as long as they do not distract from the learning environment, and do not contradict honorable standards/values. Head coverings (hats/caps, sweatbands, bandanas, etc.) may not be worn in the building at any time. Sunglasses may not be worn in the building during school hours.

School Spirit Wear! Every Friday is "School Spirit Wear" Day. This is not a casual dress day! Students must wear either school spirit attire and jeans, uniform sweatshirt and jeans, or remain in accordance with the weekly standard uniform policy. (NO TEARS, HOLES OR FRAYS.)

School Spirit Wear is defined as: Shirt MUST have the name of the school and be in (school colors) to be acceptable spirit wear attire on Fridays.

Casual Dress: On special occasions, students are allowed to forego the school uniform for casual dress. On these days, modesty is the overwhelming priority. Clothing must not be revealing. Students may not wear yoga pants or clothing with writing across the backside. Normal dress code guidelines remain in effect in matters of hair, shoes, jewelry, head covering, clothing without tears, holes or frays, etc. Knee length denim shorts/capris may be worn on casual dress days.

Guidelines for Wearing the Uniform

The designated uniforms for both boys and girls will be worn daily between 7:30 a.m. and 3:15 p.m. Shirts will be tucked into pants/shorts. A belt will be worn at all times. Girls' blouses will be tucked into skirts, straight, and buttoned completely at all times during the day.

All students are expected to exemplify proper dress and grooming standards in a manner, which portrays an appropriate image for the student and the school. **Students shall not wear any clothing or accessories that distract from, or interfere with, their education or that of others, or is in any way disruptive to the learning environment. Socks and/or hosiery are a requirement.**

Enforcing Uniform Guidelines

Classroom teachers will perform daily uniform checks in the class immediately following Morning Motivation.

- Teacher will note if a student in their classroom is wearing a non-compliant uniform, & provide that information to the office staff immediately following the uniform check.

Uniform non-compliance will be defined as

1. Not wearing a tie on dress uniform days for boys
2. Wearing a polo with no UPA logo on casual uniform days
3. Not wearing plain white dress uniform shirt on dress uniform days
4. No belt with Khaki pants or shorts (worn seasonally)

- Office staff will keep a log of uniform non-compliance issues. The following actions will occur to address the issue:

1st Offense: Talk to student to understand why they're out of uniform. Remind student of the uniform expectation for the next day and that their parents will be contacted the next time they're out of uniform.

2nd Offense: Office staff will communicate with parent that student is out of uniform. Inform parent & student that the student will receive a lunch detention the next time they are out of uniform. (Log communication).

3rd Offense: Student will receive lunch detention and a note will be sent home to parents communicating that they served a lunch detention and will continue to serve lunch detention each day they're not compliant with the uniform guidelines.

Blatant uniform violations (no uniform shirt, khaki pants, missing belt, or inappropriate shoes) or consistent violations (no belt for several days) will result in the parent being contacted immediately to bring the appropriate item to school. In addition, parent notices regarding blatant or consistent dress code violations will be sent home for parents to sign and return to school.

If a family is experiencing an economic hardship that could prevent them from purchasing uniforms, they are encouraged to seek assistance from our Administrative Office. We will work with families who need assistance to ensure that their children have a sufficient number of school uniforms. For example, parents can volunteered at the school as a way to earn school uniforms.

Drills: Fire, Tornado, and Other Emergency Drills

From time to time students, teachers, and other school employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow directions quickly, quietly, and in an orderly manner.

Fire Drills /Tornado Drills

Urban Prep Academy will conduct monthly fire drills; two (2) intruder drills; and two (2) tornado drills each school year. Anyone in the building at the time of the drill is required to participate.

Posted in every room is a map detailing the required evacuation protocol. Students are to follow their teacher outside in the event of a fire drill, fire, or natural disaster and to stay with their class. Students must proceed directly to the designated area and wait for instructions.

The instructions will be as follows:

- Students should walk, not run, when proceeding to the exits.
- Students are not allowed to talk during fire drills so that they may hear instructions that might be given in the event of a real emergency.

- If a fire alarm sounds while a child is not in the regular classroom, he or she should exit the building by the quickest route and proceed to the designated meeting place.
- Students are not allowed to secure or recover clothing or other personal property after the fire alarm has sounded.
- In addition, students should familiarize themselves with the location of the interior fire alarm striking stations and should be familiar with how to pull these alarms in the event of an emergency.

Any student violating this procedure is jeopardizing the safety of our school and will face consequences including possible suspension. Any student found guilty of pulling the school's fire alarm without cause will be subject to strict consequences, including expulsion.

In the event of a tornado warning, students will be required to take the necessary precautions to protect themselves. When a tornado warning has been announced by the National Weather Service, the principal or his or her designee will be responsible for communicating directly with students and teachers about the impending danger via an "all-call" or another appropriate means of communication.

When the tornado warning signal has been given by the principal or his or her designee, students should move quickly and quietly to the designated area of the school that has been assigned to their classroom. Teachers will be asked to follow the same procedures as above for Fire Drills, except to bring students to the designated area inside the building. Once they have reached their assigned area (in the hallway), students will crouch on the floor against the wall and cover their heads with their hands. Talking will not be allowed during tornado drills or tornados.

Lockdown Procedures

These procedures are used when police have given notification that protective measures are required until future notice:

1. All school personnel have been trained in lockdown procedures. They will be doing their best to ensure that all students are being held in a safe location on campus.
2. In a lockdown we will not be able to answer incoming calls or make outside phone calls. **DO NOT CALL YOUR CHILD'S CELL PHONE.** Within minutes the police, who will secure the neighboring streets and the building perimeter, will assist us. Parents will not be allowed near the school during a lockdown.
3. All students and faculty/staff will remain in the lockdown mode until the police department lifts the lockdown.
4. If a lockdown occurs, **Progressive Baptist Church, 2727 E 25th St N**, will be the location where the families of students may gather and be kept informed while waiting for the lockdown to end.
5. Parents may come to school to pick up their student(s) when the lockdown is lifted.

Drug Free Campus

The UP Academy supports a zero-tolerance drug policy. If your child is on medication, that information should be provided to the school. For additional information, see the section on Medicine.

Emergency Contact Information

It is very important for the safety of your child that the emergency information you've provided on the enrollment form is kept current. It is your responsibility to call the front office and update any changes in your address, telephone number(s), physician, or name of any other person(s) authorized to pick up your child if ill or injured.

Emergency Medical Treatment

Parents or guardians or students are required to complete an emergency medical authorization form for each student each year. This form provides space for a telephone number where parents or guardians may be reached during school hours in the event of a severe accident or illness. By law, preference of health care provider, permission for school officials to act on the student's behalf when the parents cannot be reached, and consent for the student to receive medical treatment must be accompanied by written parental or guardian consent.

In case of a serious student accident at school, the student's parent is called immediately to transport the student for medical care. If the parent cannot be reached, the specific parent instructions for taking a student to receive medical technician (EMT). In this instance, the student is transported by the EMT to the nearest appropriate medical facility.

Procedures for emergency medical care of the seriously ill or critically injured student are as follows:

1. A staff member of UP Academy will remain with the sick or injured student until a parent or guardian arrives.
2. The parents will be notified by the office. When parents cannot be contacted in a reasonable amount of time, the office will attempt to locate a reasonable amount of time, the office will attempt to locate a responsible family member.
3. In the event 911 must be called and the parent or designated family member cannot be located, the office will defer to the emergency medical authorization form for the name of the health care provider and consent for transfer or student to receive medical attention.

4. The parent or designated family member will accompany the student to the hospital if emergency transportation is needed. If a relative cannot be located, a school faculty member will accompany the student and remain at the hospital with the student until a responsible family member arrives.

Emergency School Closing

In the event of weather or other conditions that make it necessary to close the school, students and parents will be notified through announcements made via email and on local television channels.

Evaluation Tools

Urban Prep Academy believes that there needs to be a wide array of assessments including school-developed assessments to track specific skills and learning, state exams to ensure that students are meeting all state standards, and national exams to help Urban Prep Academy faculty see the strengths and weaknesses of its methods measured against national norms. Urban Prep Academy measures the impact and success of its academic programs utilizing several forms of evaluation and assessment. Evaluation and assessment are conducted on an annual, quarterly, weekly, and daily basis in all curriculum areas.

Expulsion for Offenses committed on Campus or at a School-Related Event

A student may be expelled when he/she engages in any of the following conduct if that conduct is committed at the school or at a school-related or school-sponsored event:

- A federal firearm violation under the Gun Free Schools Act
- Use, exhibition or possession of the following:
 - Firearm or portions of a firearm (i.e. gun clip, etc.)
 - Live ammunition
 - Illegal knife (blades over 5-1/2 inches)
 - Club
 - A prohibited weapon (ex. Explosive weapon, switchblade knife, knuckles, armor-piercing ammunition, chemical dispensing device)
- Fighting, assaulting, or otherwise causing physical injury to another student, staff member or campus visitor
- Arson and attempted arson
- Inappropriate sexual conduct

- Public lewdness or indecent exposure
- Terroristic threat
- Hazing
- Being a member, or pledging to become a member, or soliciting others to become members in a secret society, school fraternity, sorority, or gang.
- Selling, giving, delivering, possessing, using or being under the influence of ANY amount of marijuana or controlled substance, dangerous drug or alcoholic beverage.
- Engaging in offenses involving inhalants (i.e. glue, aerosols, and paints) or volatile chemicals.
- Engaging in gang activity (i.e. throwing gang signs, participating in a gang, or soliciting others to become members)
- Criminal mischief or other conducts those results in substantial damage to real or personal property.
- Any threat or act of retaliation against any staff member when a staff member informs administration that a student has committed an offense listed in this section.
- Repeated stealing from staff, students, campus visitors or the school
- Engaging in verbal abuse such as name-calling, racial or ethnic slurs, or derogatory statements.
- Showing disrespect or directing profanity, vulgar language or obscene gestures towards teachers or other school employees
- Falsification of records, passes or other school-related documents
- Possession or distribution of pornographic materials
- Placing a prohibited substance in another person's drink, food, and/or other possessions
- Parental failure to contact school administrators prior to contacting outside authorities
- Verbal and/or physical assault by parent, parental representative or student
- Three or more potty-related instances
- Verbally and/or physical assault by parent, parental representatives or student
- Verbally and/or physically confronting anyone else's children on school premises or at school-related events rather than reporting a problem to school authorities
- Use of profane or obscene language on school property or at school-related events
- Threatening other students or school personnel
- Countermanding school policy/procedure or instructing your child to do so
- Violating any rule pertaining to the use of computers or the internet at school
- Possessing or using fireworks (i.e. smoke bombs, cherry bombs, poppers, etc.), combustibles or other incendiary devices of any kind
- Refusal to accept discipline management techniques proposed by a teacher or the principal
- Repeatedly engaging in conduct that disrupts classroom instruction, the school environment, or educational process

Expulsion for Conduct Occurring Off Campus

When the principal has a reasonable belief that a student has engaged in conduct off campus which constitutes a felony and he/she finds that the student's continued presence at the school threatens the safety of staff or students, the student may be expelled.

Duration of Expulsion

The duration of any expulsion shall be a decision left up to the principal. An expulsion may be for any length of time that he/she determines is appropriate under the circumstances, and in some cases, the expulsion may be permanent. Students who are expelled for bringing a firearm to school shall be expelled for one (1) calendar year. The principal or an administrator may modify the duration of the expulsion on a case-by-case basis.

Expulsion Hearing

Prior to an expulsion, the school shall ensure that the student has an opportunity for a hearing at which the student is afforded due process, including:

- Prior notice of the charges and the proposed consequences so as to afford a reasonable opportunity for preparation
- Right to a full and fair hearing before the principal or his/her designee
- Right to an adult representative or legal counsel
- Opportunity to testify and present evidence and witnesses in the student's defense
- Opportunity to examine the evidence presented by the school's administration and question the administration's witnesses

The school shall use reasonable effort to inform the student and the student's parent or guardian of the time and place of the hearing. The school may, however, conduct the hearing, regardless of whether the student or the student's parent or guardian, or another adult representing the student attends.

The student's and his/her parent or legal guardian shall be notified in writing of the date, time, and place of the expulsion hearing at least 72 hours before the hearing.

The hearing shall be held within ten (10) school days from the date of the offense. The date of the hearing may be postponed beyond the ten (10) days only by mutual agreement between the student's parent or legal guardian and the school. The decision of the principal or his/her designee is effective at the time of announcement and shall also be prepared in writing.

Presence on Campus/participation in School –Sponsored Activities during the Expulsion Period

Once a student has been expelled, that student is prohibited from coming onto school property for any reason during the period of expulsion. Additionally, expelled students may not participate in extra-curricular or school-sponsored activities of any kind.

Family Involvement

In addition to the duties listed in the signed Parent Commitment Form, parents are expected to model Urban Prep Academy behavior, follow all rules, policies, procedures, and participate in their children's learning in the following ways:

- Regular School Visits - All parents are encouraged to visit the school regularly throughout the school year to volunteer, participate in a classroom visit, or conduct a parent/teacher/student conference. To ensure the safety of our students as well as consistency, the following protocol is required when visiting the school:
 - All visitors must sign-in in the office and put on a visitor sticker or a volunteer sticker.
 - The office staff will verbally direct visitors to the proper class to conduct classroom visits.
 - The office administrator will provide assignments for volunteers.
 - While in the classrooms, visitors are not permitted in the personal teacher work area.
 - All visitors are expected to treat students and staff with kindness and respect. In the event that a visitor becomes disrespectful or interferes with the normal operation of the school, s/he will be asked to leave the school premises. The principal may also, at his or her discretion, prohibit someone from entering the school building or coming onto the school grounds.

Parent/Teacher Conferences –At least twice per year, we will hold parent/teacher/student conferences. When a child earns a grade of “I” or an “F” in any subject, we expect the child’s parent to call the teacher of that class to schedule a conference. The parent and the student should attend the conference in order to discuss how all parties can contribute to the student’s success. Parents are asked to contact teachers directly to set up conferences.

Weekly Memo - The school sends home a weekly newsletter every Monday. The purpose of the newsletter is to inform community members about what is happening at the school, including policy changes, upcoming events, special programs and volunteer opportunities. We ask all parents to ask their children for the weekly memo every Monday, and to read it carefully.

Fees

Private schools receive little or no tax revenue; therefore, they are financed by tuition, fees, charitable contributions and church funds. Below is the tuition and fee schedule for the 2021-2022 school year:

Tuition: Grades K- 8th

If paid in full by August 22nd (10% Discount).....\$4,050/year

If paid for the semester by 8/22 & 1/6 (5% Discount)\$2,135/semester

If paid monthly (10 months, beginning 9/1).\$450/month

Registration Fee (Due upon enrollment).....\$100 for first child
+ \$25 for each additional child

Snack Fee: (One-time fee due at enrollment)..... \$50/student

Technology Fee: (One-time fee due at enrollment)..... \$50/student

Transportation Fee: (per household)..... \$50/month

Registration Fees are non-refundable, non-transferable, and do not apply to tuition.)

Discounts: ALL discounts are for Full-time/Full-day students only.

Each additional child within the household, after the first child's tuition is paid at the regular rate, will receive a 5% discount.

Example:

First Student within the household.....\$450/month

Second Student within the household.....\$425/month

Late Payments

Tuition is due on the 1st of every month. Each family has until the tenth (10th) of the month before there is a late fee assessed. After the 10th day, a 10% late fee is charged to the account. If the account is not paid on or before the 1st of the following month (30 days past due), you will be contacted to schedule a meeting with the Dean & Finance Director to discuss your tuition agreement.

Tuition Policies and Reimbursement

This policy applies to any enrolled student who has attended at least one (1) day at UP Academy Schools.

- If a student withdraws before the end of the month, the responsible party will be charged and not be reimbursed for the remainder of the month.
- If tuition was prepaid, the credit balance, after the tuition adjustment, will be refunded.
- If a student enrolls after the first day of school, tuition will be pro-rated based upon the month- entered and will be placed into the payment plan based upon that enrollment date.
- All tuition should be paid in the administrative offices and, please retain all receipts for your records.
- Parents/Guardians are responsible for any returned payments and all associated fees.

Field Trip Permits

Field trips serve the instructional program by utilizing educational resources of the community. **Permission slips provided in the enrollment packets must be signed and returned by a parent or guardian in order for a student to be eligible for participation. For security reasons, verbal permission will not be accepted**

Teachers will notify parents prior to all field trips. **A parent may be required to accompany a student who has continuing and ongoing instances of misbehavior.** Moreover, students will be prohibited from attending reward field trips for repetitive and ongoing-misbehavior.

From time to time, the school may select volunteers to assist the staff and students. **Volunteers must follow all of the rules and regulations of the school to the same extent as employees of the school and any additional rules or directives required.** Volunteers must sign in at the main office each day before beginning their assignments. **Please be advised that both federal and state law requires criminal history background checks for anyone accompanying students on a field trip.**

While their services are appreciated, volunteers must meet and adhere to the following guidelines:

- Chaperones must be 21 years of age or older.
- Chaperones should accompany students on school provided transportation whenever space permits
- Parents may attend field trips or school activities with underage children, however, not in the role of chaperone or active volunteer; thus, not on school-provided transportation. Children over the age of the grade-level cannot attend.
- All conversations must be positive in nature and in tone.
- Discipline management should be limited to positive reinforcement. Physical punishment is never allowed.

- Severe disciplinary concerns should be referred to the teacher

Fund Raising

Fund-raising activities by student groups and/or for school-sponsored projects shall be allowed with prior administrative approval and under the supervision of the project sponsor. All fund-raising projects shall be subject to the approval of the principal. Student participation in approved fund-raising activities shall not interfere with the regular instructional program. No outside organizations of any sort may solicit contributions of any type from student within the school.

All student-sponsored fund raisers must include the following disclaimer:

“This is a privately sponsored effort to support the Urban Preparatory Academy. Our individual fund-raising event is not governed, insured, nor endorsed by the school.”

Grading Policy

The school year is broken into four (4) grading periods. The marking periods are long enough (approximately 9 to 10 weeks) to allow students several opportunities to demonstrate mastery of specific skills. In addition, multiple means are used to determine students' grades and assess their skill levels. At the end of each marking period, students will receive grades in all core academic classes.

The grading scale is as follows:

A 97 or Higher; A = 96 – 93; A- = 92 - 90 Excellent achievement at the assigned performance level.
B+ = 89 – 87; B = 86 – 83; B- = 82 - 80 Above Average achievement at the assigned performance level.
C+ = 79 – 77; C = 76 – 73; C - = 72-70 Average achievement at the assigned performance level.
D+ = 69-67; D = 66 - 63; D- = 62-60 Below average achievement at the assigned performance level.
F = 59 or Below Failure to achieve at the assigned performance level.

Absences/Make-Up Work

- Make up work is available to students whose absences are excused.
- Work assigned prior to the student's absence will be considered late if it is not turned in at the beginning of class on the day the student returns to school.
- A student returning from an absence will have one (1) to three (3) school days (depending on the assignment) to make up his/her work.

Health Policy

Absence Due to Illness

If a child is sick in the morning, the school expects him/her to stay home for the day. Parents are expected to call in the morning to inform the school of the child's absence and to arrange a way to pick up or receive the child's makeup work. After more than three consecutive absences for illness, students will need to bring a doctor's re-admittance form to school on their first day back to school to receive an excused absence for missed days. The student will be responsible for all missed assignments. Please see procedures for make-up work under academic policies.

Illness During School Hours

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up. The school does not have the capacity to watch over and care for ill children. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home.

Urban Prep Academy will only administer medicine to a student who has an official note from his or her doctor on file, describing the prescribed medicine, the required dosage, and the required frequency. Such notes must be brought to the school by the parent along with the medication required. Medicine will be kept at the main office and administered by the school's designated individual.

Students are responsible for ensuring that they receive their medicine at the regularly scheduled time. It is the parent's responsibility to ensure that the school has up-to-date contact and health information. If a child has needs we do not know about, we cannot provide for those needs, and if a child has an emergency, we must be able to reach the parent.

Honor Roll

One of the many ways students are recognized for academic achievement is through an honor roll posted in the school. Students who receive a "90" or above in each subject area will be recognized on the "A" Honor Roll. Students who receive "80" or above in each subject area will be recognized on the "B" Honor Roll.

Homework Procedure

Urban Prep Academy takes homework very seriously. It is the school's policy to assign homework every night, including most weekends and breaks. The purpose of this homework is to reinforce the skills taught in class. Generally, new skills will not be introduced as homework.

Homework will be checked each morning. Children are responsible for returning all assignments promptly and completely. Homework that has been done with little effort (i.e. the student rushes through just to get done, does not show math work, answers questions in incomplete sentences, or does not follow instructions) is considered incomplete. At Urban Prep Academy, there are NO EXCUSES for incomplete or missing homework. Students who have questions about their assignments are expected to contact their teachers.

Teachers may institute consequences at their own discretion for missing or late homework assignments. These consequences may include additional assignments, homework contracts, or any other reasonable consequence deemed appropriate by the teacher.

Make-Up Work Procedure

When a student is absent, all missed work must be completed. It is the student's responsibility to consult with each of his or her teachers to make sure he or she is aware of all assignments. The time generally allowed to complete this work without a penalty will be the number of days the student was absent. For example, if a student was absent for one day, then he or she will have one day to make up any missed work.

Immunization

Students enrolling in Urban Preparatory Academy for the first time must provide evidence of required immunizations. In compliance with state law, each student shall be fully immunized against the following diseases:

- Diphtheria
- Rubeola
- Rubella
- Mumps
- Tetanus
- Poliomyelitis

Each student shall be required to provide proof of immunization upon enrollment. The Urban Preparatory Academy shall recognize the following exceptions to the immunization requirement:

- The student's parent or guardian has submitted to the school a signed affidavit stating that the immunizations conflict with the tenants and practice of a recognized church or religion of which the student is a member. **This exception, however, does not apply in time of epidemic or emergency as declared by the Commissioner of Public Health.**
- Student submits an affidavit signed by a licensed physician stating that, in the physician's opinion, the immunizations(s) would be injurious to the health of the student or the student's family or household.

Students may be provisionally admitted to the school if the student has begun the required immunizations and continues to receive the necessary immunizations as soon as is medically possible.

The school shall keep an individual immunization record for each student during his/her term of attendance. These records shall be kept in compliance with all laws and regulations governing inspection of such records. They may be transferred to other schools with or without parental or student consent as required by law.

Medication at School

A student who must take prescription medicine during the school day must bring a written request from his or her physician and the medicine in its **original**, properly labeled container to the front office. The note should include the medicine to be given, the dosage, and the time of day. The front office designee will give the medicine at the proper time(s). It is the child's or parent's responsibility to pick up the medicine in the afternoon. In some cases, the parent may request a duplicate bottle of medication from the pharmacist—one container for school dosages and one container for medication given at home.

Parental Rights and the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are: (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Leader a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. To amend a record the parent or eligible student should write the School Leader, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of

the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. (3) Students have the right to privacy of personally identifiable information in his or her education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, transportation contractor, food service contractor or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Parent Involvement Team

Parental involvement and participation is vital to the success of our school. All parents are encouraged to join the Parent Involvement Team. Notices will be sent home with students prior to meetings.

Parent/Teacher Conferences

Conferences shall be held with parents of all students. Conference will be held in the Fall and in the Spring.

A parent conference may be scheduled to discuss the student progress reports, which are mandatory for students who are in danger of failing. Corrective action plans must be developed during the conference.

A teacher shall schedule (1) or more conference(s) with the parent(s) of a student if that student is not maintaining passing grades or achieving the expected level of performance, presents some other problem

to the teacher, or for any other reason the teacher considers necessary. A parent may request a conference at any time. Parents may schedule appointments through the office.

Personal Possessions

Parents and guardians are strongly encouraged to label all of their children's belongings. Many items are lost each year and labels help us return them to the owners. We strongly recommend that you do not allow your child to bring toys, video games or other expensive items to school. **Urban Preparatory Academy shall NOT be responsible for personal items that are lost, damaged or stolen at school or at school-related activities.**

Religious Activity

Students may collectively or individually, voluntarily and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school.

Searches at School

School officials have the right to search a student's outer clothing, pockets, or personal belongings (backpacks, book bags, school supply boxes, etc.) if they have a reasonable suspicion that the search will reveal that the student is in possession of contraband or has otherwise violated a rule of the school. Additionally, a student's desk is considered property of the school and therefore, school administrators reserve the right to search a student's desk provided reasonable suspicion exists.

Signing Student(s) Out for the Day/Early Release

A student will not be released from school at times other than regular dismissal hours without being checked out from the school office. Every parent/guardian must show picture identification to school personnel when signing out his or her child for any reason.

Student Anti-Discrimination Policy

All persons shall recognize and respect the right of students as established by federal and state law and school policy, including but not limited to adherence to Title IX prohibitions against gender discrimination in

education programs that receive federal financial assistance. The educational program of the school shall be nonsectarian and shall not discriminate against any student on the basis of race, ethnicity, sex, national origin, or religion.

Student Insurance

Parents/Guardians are responsible for providing insurance coverage for a student; not the school. Urban Preparatory Academy does not provide insurance coverage for the students.

Student Records and Privacy

Accurate and complete student academic and discipline records shall be maintained electronically and in paper format for each student enrolled in Urban Prep Academy. Confidentiality of student records shall be preserved in compliance with the Family Educational Rights and Privacy Act. Access to education records is provided to parents, eligible students (those eighteen years of age or older, or those enrolled in postsecondary educational institutions); to professional educators with legitimate educational interests.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if Urban Prep is given a copy of the court order terminating those rights.

Copies of a student's records may be requested from² the school office within 48 hour advance notice. Parent may be denied copies of a student's reports (1) if the parent fails to follow proper procedures and pay the copying fee, or (2) when the school is given a copy of the court order terminating the parent rights.

Textbooks

All textbooks are, and shall remain the property of Urban Prep Academy and must be returned to the teacher at the close of the semester, school year, or when the student withdraws from school.

The School may assess fines for books damaged to the extent that they must be repaired before being issued to another student. Each student, or his/her parent or guardian, shall be responsible to the teacher for all books not returned by the student, and any student failing to return all books shall forfeit his/her right to be issued textbooks until the books previously issued but not returned are paid for by the parent or guardian. However, a student will be provided textbooks for use at school.

Telephones

Students will be permitted to use the campus phone in emergencies only. If there is an emergency, an administrator will determine which actions should be taken.

Tobacco Use

The Urban Preparatory Academy Wichita prohibits all students from possessing, smoking or using tobacco products at school and school-related or school-sanctioned activities on or off school property.

Visitors

Visitors to the school are required to obtain a visitor's tag and permit from the school's administration office. This permit and tag must be obtained prior to visiting classes or other school activities. Visitors shall wear a visitor's pass at all times while on school property. Parents seeking information from a teacher shall make an appointment to see him or her during the teacher's planning period.

Visitors under the age of 21 shall be accompanied by a parent/guardian or other responsible adult.

An unauthorized person on school grounds may be asked to leave. Unauthorized persons who refuse to leave shall be subject to removal by law enforcement authorities.

Parents and other visitors are always welcome to visit Urban Prep Academy and we encourage you to do so. However, to ensure safety for all, visitors must first report to the school office. **Visits to individual classrooms during instructional times are permitted only with administrative approval; however, such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.**

An unauthorized person on school grounds will be asked to leave. Unauthorized persons who refuse to leave shall be subject to removal by law enforcement authorities. The following are not allowed on the premises of Urban Prep Academy:

- Pajamas or gown
- House slippers
- Hair rollers/do rags
- Short shorts
- Clothes without undergarments
- Exposed undergarments

- Overly exposed cleavage
- Bare feet
- Clothing with profane or obscene words and imagery
- Sagging pants

Volunteer Staff

Volunteers are integral to the success of Urban Prep Academy. We encourage and promote the use of school volunteers who are willing to assist our staff and students. Urban Prep Academy utilizes volunteers to expand and enhance parental and community involvement within our school while maintaining safety and security for students and staff.

A “School Volunteer” is defined as an individual who performs a service functioning within Urban Prep Academy without compensation, remuneration or other consideration, and who shall serve under immediate supervision and direction of the professional staff in the school to which he/she is assigned.

Volunteer opportunities include but are not limited to field trip chaperones (day or overnight); mentoring; tutoring; assisting in the classroom, library, computer lab, office, cafeteria, extracurricular activities, Parent University, etc. A “School Volunteer” is not always a parent of a student enrolled in the school.

All volunteers must have a criminal background check, complete a school volunteer form, and adhere to the following:

- Volunteers must sign in and out at the designated location (school main office) in school before proceeding to volunteer site
- Volunteers must wear identifying badge (Name Tag)
- Volunteer will always use appropriate language, discuss age-appropriate topics, refrain from inappropriately touching students, and refrain from disciplining students (behaviors needing discipline should be directed to the appropriate teacher or staff member)
- Volunteers must first get permission from appropriate staff and parents before giving gifts, rewards, food or treats to students in order to ensure fairness and lessen the risk of food sensitivities or allergies
- Volunteers will serve as positive role models in the school
- Volunteers should be prompt and dependable
- Volunteers will abide by a business casual dress code (unless a prior exception is made due to the nature of the volunteer activity)
- Volunteers must keep confidential any information about student or school related incidents (especially student files/records)

- Volunteers will not be asked to assume responsibility for an entire class in the absence of supervising staff, give medications to students (unless a licensed medical professional), or use their private vehicle for student transportation.
- School volunteers are not covered by workers compensation insurance/medical insurance.
- Urban Prep Academy is not responsible for property loss/damage on the school campus.

Withdrawal

If, at any time, a parent would like to withdraw his or her child from Urban Prep Academy, he or she must complete a withdrawal form in the main office. Parents should notify the office at least one (1) day in advance whenever a child will be moving or changing to another school. The date of withdrawal is shown on the permanent record. If a student transfers to another school, the grade to date of withdrawal is also sent with other records to the new school. Unless required by law, the school will not release a student's records to another school until a withdrawal form has been completed.