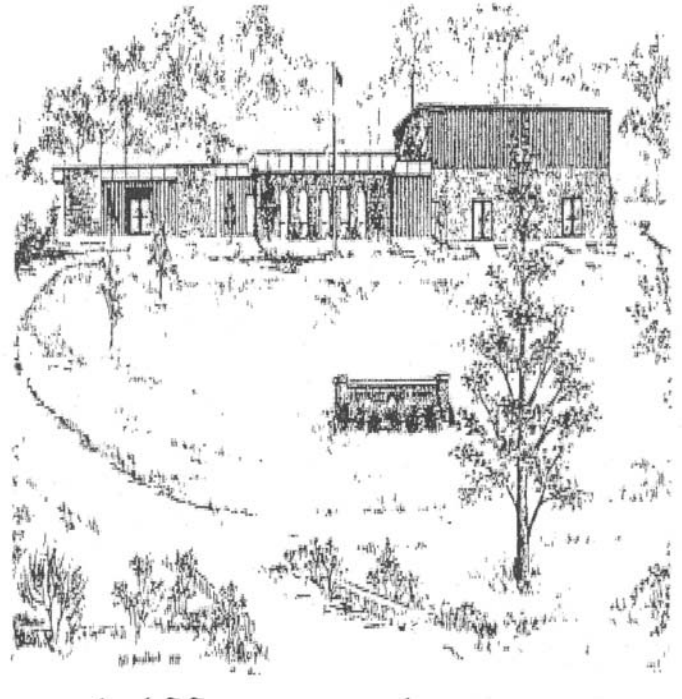


University Heights Academy



Parent/Student

Handbook

2011-2012

HISTORY AND PHILOSOPHY

BRIEF HISTORY

For a number of years, concerned residents of Western Kentucky had recognized an urgent need for an independent school to offer an added dimension in education to the youth of the Pennyriple. Parents, corporate heads, and civic leaders interested in the independent school spent countless hours discussing and planning the proposed facility. By early 1973, the idea became a reality when the Hopkinsville Independent School, Inc. was formed.

Shortly thereafter, the Board of Trustees was selected to refine the plans and oversee the construction of the caliber of school needed to fill an educational void that had existed in the community. Initially, the Board was able to lease space at the Convention Center at the local fairgrounds. And on September 6, 1973, University Heights Academy (UHA) opened with 67 students and 11 instructors. In the meantime, work was progressing on a permanent facility situated on 57 acres northwest of Hopkinsville on North Drive near UK's Hopkinsville Community College.

By November of 1973, the building was ready, and the school opened with grades 1 through 8. The decision to finalize plans for the total K - 12 programs was made in April of 1976. UHA graduated its first class in May of 1978. The school currently maintains an enrollment of over 280 in grades K-12. Our Preschool is fully state-licensed for 56. In 1998, an addition to the building created space for upper and middle school classrooms, a science lab, multipurpose room, and a concession stand. The computer lab was completely renovated at the same time. The campus includes an all-weather track, a soccer field, a baseball field, a softball field, walking trails, a pond and stream, astronomy pad, and an activity building/gymnasium.

During its past years of operation, UHA has accomplished the two paramount goals set forth in the original organizational meeting: (1) the establishment of an outstanding academic program, and (2) the construction of a physical plant to house UHA's academic and athletic programs.

GOALS

These are University Heights Academy's Primary Goals:

1. To provide the proper academic base for the student who wishes to pursue higher learning; and
2. To ensure physical and social growth and development for the stu-

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MISSION STATEMENT

The school seeks to provide educational opportunities that will allow every student to achieve to the best of his/her ability and to develop as a “whole person.”

DIVERSITY STATEMENT

The University Heights Academy community strives to find unity within its diverse population of students, faculty, staff and Board of Trustees. Inclusion is an educational imperative in the development of each child’s mind, body, and spirit. By appreciating our commonalities and celebrating our differences, we hope to produce contributing members of a global community.

SCHOOL PHILOSOPHY

The educational responsibilities of UHA are three-fold in nature. At University Heights academy, we strive to

1. enable each student to learn to read, write, listen, and speak effectively and to attain competence in fundamental algebraic, geometric, and technological concepts and techniques;
2. develop physical coordination and balance, to learn to follow directions, to develop an awareness of order and fair play; and
3. have varied experiences in the areas of music, art, foreign language, the social sciences, and literature.

With our small student-teacher ratio, we are able to encourage and applaud initiative and curiosity, to emphasize the individual, to take advantage of smallness to promote close student/teacher interaction, to foster intelligent citizenship, and to carry out our academic standard of excellence.

CORE VALUES

The core values of University Heights Academy set forth a standard of conduct that is the foundation of productive life. These values provide an ethical compass and give purpose to education.

Integrity: consistency in thought and adherence in action to principles of truth, honesty, trustworthiness, and sincerity

Kindness: acting with consideration, compassion, and empathy for others

Courage: internal strength enabling one to act, venture, or preserve in the face of difficulty

Scholarship: establishing a foundation of knowledge and skills that enable higher cognitive processes

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The school may request medical information regarding how the illness relates to the employee’s job or status as a student. The inquiry shall focus on the relationship of the illness to the job or enrollment and not on other aspects of the disease.

6. Reviewing Employee or Student Status. The school has an obligation to provide a safe educational and working environment. Hence, the school reserves the right to review the status of an employee or student with an infectious illness and make final decisions regarding the status of employment or enrollment. These decisions will be made in light of all relevant, nondiscriminatory factors, including, but not necessarily limited to those listed in this policy.

7. Reporting Suspected Child Abuse. Staff members are required by law to report suspected child abuse to the proper authorities.

8. Asbestos Management Plan. Kentucky and Federal law require that we notify you annually that we maintain an asbestos management plan for our buildings. We are happy to report that all of our facilities have been thoroughly inspected and that there are no asbestos-containing building materials in any of them. The plans are available in Mr. Denison’s office. You are welcome to inspect and copy these plans during regular school hours. If you have any questions about our asbestos program, please call Marvin Denison, Asbestos Designated person for UHA at 886-0254 ext. 101.

9. Implementation of this Policy. The school has an obligation to provide a safe educational environment and will therefore insure that this policy is effectively implemented by directing the Head of School to implement the policy.

10. Right to Modify. UHA reserves the right to modify these policies as needed in order to continue compliance with federal and state laws.

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University Heights Academy does not discriminate on the basis of sex, race, color, national origin, disability, religion, age or other factors protected by law.

THE SCHOOL

PRE-KINDERGARTEN

Our Pre-Kindergarten serves children 3 years and older. The 3 year-old program operates Monday through Friday 8:00 – 12:00 a.m., and exists to provide quality care as well as an early enrichment program. The Pre-Kindergarten for 3 and 4 year olds provides a quality early education program using Core Knowledge and Scott-Foresman. During the regular school year, classes are Monday through Friday from 8:00 – 12:00 p.m. for the 3 year old class followed by extended care. The 4 year old program operates Monday through Friday 8:00 – 2:45 p.m. followed by extended care. For more specific information, the Pre-K Handbook will be available in the preschool.

KINDERGARTEN

The UHA Kindergarten is an individualized educational program with emphasis on both the affective and cognitive development of the Kindergarten child. The Kindergarten curriculum includes instruction and participation in music, both in the classroom and in regularly scheduled music periods. Kindergarteners participate in varied art activities, plus rhythm and exercise sessions. Students receive group instruction periods with lessons in math, handwriting, reading readiness including phonics, letter and word recognition, science, language arts, and social studies. A time of indoor free choice activities including centers for art, blocks, playhouse, music corner, puppetry and dramatics, science, writing, educational games, and an outdoor play period comprise the daily kindergarten schedule. Kindergartners begin their study of Spanish and Spanish culture. Hours are from 7:55 a.m. until 2:45 p.m., Monday through Friday. For more specific information, the Kindergarten Handbook is available in the office.

LOWER SCHOOL (Grades 1 - 5)

The Lower School is a progressive program operating within a traditional framework. The curriculum is based on traditional, fundamental disciplines, and importance is placed on developing sound study/learning skills, habits, and attitudes. Reading and mathematics fundamentals are stressed in every grade; language arts, social studies, science, and health are very much a part of the regular academic program. In addition, Lower School students receive instruction in art, music, and physical education, Spanish, keyboarding and the use and appreciation of the library. Field trips and other activities are planned each year.

UHA BOARD POLICIES DEALING WITH COMPLIANCE WITH FEDERAL AND STATE LAW

1. Compliance with Pertinent Laws and Regulations. UHA will comply, as required, with all relevant federal and state laws governing employment, as applicable. Because the legal issues addressed by this Policy are rapidly changing, UHA will remain vigilant to the legal obligations and responsibilities involved.

2. AIDS and Other Serious Infectious Illnesses.

A. Education. University Heights Academy will offer educational programs for both employees and students aimed at providing them with an accurate and comprehensive understanding of serious infectious diseases, their methods of transmission, and safe practices for dealing with blood born pathogens exposure. The division directors will be in charge of this effort. Informational materials regarding serious infectious illness will be available.

B. Harassment. University Heights Academy will not tolerate the harassment of or discrimination against individuals with serious infectious illnesses.

C. Confidentiality. All records regarding a student or employee's illness shall be kept in a separate confidential file. Only individuals with a need to have access to this information shall be able to review these files.

3. Blood born Pathogens. UHA will observe universal precautions at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual. Hand washing facilities will be made available to the employees who incur exposure to blood or other potentially infectious materials. Personal protective equipment will also be made available to employees who may incur occupational exposure to blood or other potentially infectious materials.

4. Reasonable Accommodations. UHA will make reasonable accommodations for employees' or students' disabilities so long as the accommodations do not impose an undue hardship on the school's operation.

5. Conditions of Employment or Enrollment. UHA will allow employees or students with serious illnesses to work or remain enrolled so long as they can perform with the aid of the aforementioned accommodations the essential functions of their jobs and do not present health or safety risks to themselves or to other employees or students.

DECISIONS AND GOVERNANCE AT UHA

Those who may be unfamiliar with the structure of a private independent school sometimes have unrealistic expectations of the Board or administration, and they may feel frustrated as a result.

Because we want our community at UHA to be as participatory as possible, we have established committees and processes to facilitate involvement. However, legally the Board cannot relinquish governance of the school. The Board establishes policy and calls the Head to administer the school; he/she is the chief executive officer and is accountable to the Board for implementing policies and goals.

Even more important to understand is the role of the Head in the operation of the school. He/she hires, supervises (and if need be, fires) all staff members; he/she manages the property and finances; and leads the division heads and faculty in developing curriculum. He/she consults with the Chairman of the Board on sensitive matters, takes counsel with the Executive Committee of the Board as appropriate, and keeps the Board informed on all matters requiring their attention.

Individual members of the Board have no authority outside of board meetings to make decisions on behalf of the school, and it is inappropriate for them to make administrative decisions or to interfere with the role of the Head. At times concerned parents may be disappointed by placing unrealistic expectations on Board members. If asked to intervene in administrative or academic matters, their only appropriate response is to urge you to talk to the Head about your concerns.

The “chain of command” for problem solving is (in this order):

- 1) your child’s teacher
- 2) the head of your child’s division
- 3) the Head of school

If you still have not received satisfaction, you may appeal to the Executive Committee through its chairman, and the matter will be reviewed. Please understand that the chain of command must be followed in order for this committee to be approached.

Thank you for your continuing support of University Heights Academy. We hope this will help you to participate more fully in the decision-making process.

MIDDLE SCHOOL (Grades 6 - 8)

The Middle School is a three-year program designed to provide a smooth transition away from the self-contained Lower School to the Upper School. With the encouragement and understanding of the faculty, the Middle School student is able to gain the self-reliance needed for success in the Upper School. The Middle School concentrates on learning skills: analytical reading, clear writing, self-organization, listening, and study habits. This task-oriented approach develops the necessary skills and talents to tackle successfully the Upper School disciplines. Academic specialization, field trips, extra-curricular activities such as Junior Beta, Student Council, Academic Team, sports, and end-of-the-year trips provide opportunities for leadership, which help each student advance in self-awareness and self-confidence.

UPPER SCHOOL (Grades 9 - 12)

In Grades 9 through 12, UHA seeks to develop its students' self-confidence, integrity, and sensitivity to other people as well as to provide a foundation of knowledge and a respect for scholarship and creativity. The curriculum in these grades is designed to provide every student with a broad, liberal arts college preparation. Courses and activities are designed not to frustrate, but to challenge and develop the abilities and interests of each student. Small classes allow teachers to give attention to individual study. The entire Upper School participates in outdoor school, a week-long activity off campus. During this event, students and faculty bond and experience integrated learning activities based on the environment and culture of the area. Extracurricular activities include publication of the school's yearbook, newspaper, clubs, field trips, and homecoming activities

Students are expected to complete the graduation requirements as outlined on **page 28**.

Admittance to upper class standing will be based on successful completion of at least six (6) units in the freshman year. Eleven (11) units must be completed to receive junior class status. Seniors must have completed seventeen (17) units prior to admittance to the class.

BOARD OF TRUSTEES

Lori Harper, Chairman
Tim Flynn, Vice Chairman
Kelley Workman, Treasurer
Michelle Givens, Secretary

Mr. David Barbee	Dr. Harold Calvert	Dr. David Freeman
Mr. Scott Barlow	Mr. Foster Cotthoff	Mr. Chris Hamby
Mrs. Lauren Burman	Mr. Ben Cundiff	Mrs. Elizabeth Joyce
Mrs. Lisa Batts	Mrs. Tammy Curtis	Dr. Deepak Patel
Dr. Robert Bressler	Mr. David Daniel	Mrs. Mona Sheth
	Mrs. Ginger Waldron	

UHA Trustees serve 3-year terms and are eligible for re-election. A majority of the Board are parents of children who attend the Academy. The Board meets the 4th Thursday of each month at 6:00 p.m. and is responsible for establishing school policy.

ADMINISTRATION

Pam Nunn: Head of School

B.S. in English and M.A. in Administration and Supervision,
Austin Peay; Rank I, Murray State University

Marvin D. Denison: Upper School Director; Counselor; Teacher

B.S., M.A., Murray State University

Dick Weaver: Athletic Director

B.S., M.A., Austin Peay State University

Barbara B. Kissner: Middle School Director ; Teacher

B.A., University of Kentucky; M.A., G.T. Certified
Murray State University

Faith Watkins: Preschool Director

Dual Child Development Accreditation Credentials

Tamara S. Staley: Director of Admissions, Development; Director of Lower School

B.S., Lipscomb University; M.A., Austin Peay State University

have questions, please contact your teacher, room parent or any administrative personnel.

DISCIPLINE AND GOVERNANCE

BEHAVIOR VIOLATIONS

UHA students are expected to maintain high standards of gentlemanly and ladylike behavior while they are at school or involved in a school related activity. When a student enters UHA, he becomes identified with the school, and the school is judged by student conduct. Violations of standards do carry certain consequences. In most cases, this will be dealt with by the classroom teacher. These consequences may include:

- Parent/teacher/administration conferences
- Loss of privileges
- Elimination of extra-curricular activities
- Loss of leadership positions
- Detention
- Saturday School
- In-School Suspension
- Out-of-School Suspension

The administration reserves the right to take additional appropriate disciplinary action in the case of any student guilty of misconduct. In extreme circumstances a student may be placed on probation, suspended, or expelled. Flagrant disregard for the policies of the school may be grounds for either requiring that the student transfer or not re-enroll.

CAMP UHA – This “Camp” is run in the lower school by the teachers the last week of school. Each class picks different themes, e.g. “bugs” and participates in activities to learn more about their particular theme.

Many groups have fundraisers throughout the year. **A fundraiser request form is completed and submitted to the front office for approval prior to launching a fundraiser so that groups do not overlap.**

The PTO organizes various events mentioned above and serves as a way for families to get in touch with each other and raise money for the school as a whole. Memberships are available for a \$5 nominal fee.

BOOSTERS – The Booster organization is an umbrella group for all sports at UHA. Memberships are available for all families. The memberships allow free entrance to all regular season school sporting events, excluding any tournaments. The Boosters also publish an athletic program for fall, winter and spring sports. These programs solicit ads from area businesses and parents who want to recognize their student athlete. Our graphic design artist (another great parent volunteer!) designs this program. Each sport is required to submit budgets and raise their own funds to support their program. Parent volunteers coordinate many events and fundraising events through concessions, lunch sales or other common fundraising activities. Volunteers are a huge part of our success as they are the people that help organize not only fundraisers, but work to feed the players, get team photos, take up gate money and assist coaches as needed. Money raised by the Boosters from memberships and program ads pays for required fees, publishing the program, and any other general athletic costs. For example, in 2008, dues were used to purchase a new ice machine for the concessions stand. In 2009, the Boosters purchased a heavy duty grill that had been loaned to us by a proud UHA supporter in years past. The Booster organization is headed by a president with representative liaisons from each sport. All parents are encouraged to support and attend meetings.

This concludes an overview of major activities and events here at UHA. The above is by far not an all inclusive list of all the various activities our families participate in. Our families are involved in many community and school related activities. Please take the time to get involved. Volunteer often in your beginning years so that you can get to know all aspects of this school. There is no one part that overshadows another; we all work hard to make UHA the best school for our children. Thank you and again, if you

ACADEMIC DEPARTMENT HEADS

English	Faye Hendricks
Mathematics	Amy Edmonson
Social Studies	Marvin D. Denison
Media Center	Kristen Roberts
Physical Education	Dianne Weaver
Science	Anne Noel
Technology	Kim Borneman

FACULTY

Lisa Allen: Fourth Grade

B.S., San Diego State University

Myriam Aponte: Spanish

Pat Armstrong: Spanish, History

B.A., University of Kentucky

Tracie Atwood: Science, Math

B.S., Western Kentucky University

Kimberly Borneman: Technology Director

Rebecca Bradley: Science, P.E.

B.S., University of North Alabama; M.S., Northern KY University

Jill Bressler: Chorus, Psychology, ACT College Prep, Life Skills

B.M.Ed., M.A., The Catholic University of America

Lisa Bruce: Second Grade

B.S., Austin Peay State University

Tasha Burnam: Third Grade

B.S., Southeast Missouri State University

Jessica Cannon: Teacher of Four Yr. Olds

B.S., Austin Peay State University

Verna Chlupsa: Art

B.S., Olivet Nazarene College

Tammy Cowan: Journalism

B.S., Austin Peay State University

Michelle Dill: Guidance Counselor

B.S., Murray State University; M.A., Tennessee State University

Amy Edmonson: Mathematics

B.S., M.A., Murray State University

Kay Frances: Fourth grade

B.S., Austin Peay State University; M.A., Murray State University

Faye Hendricks: English, Upper School Art

B.S., Union College

Kim Humphries: Science

B.S., Centre College; M.A., Vanderbilt University

Jessica Johnston: English

B.S., Austin Peay State University

Judy B. Keller: Mathematics
 B.S., M.A., Austin Peay State University

Tony Kirves: Photography/Videography
 B.A., Western Kentucky University

Michelle Lacefield: Kindergarten
 B.S., M.A., Western Kentucky University

Sandra K. Livingston: First Grade
 B.S., Austin Peay State University; M.A., Murray State University;
 Rank I, Murray State University

Randy McCoy: College Counselor
 B.S., Pikeville College; M.A., Morehead State University

Sherry McGowan: Fifth Grade
 B.A., University of Kentucky

Stephanie Meredith: Social Studies
 B.S., Murray State University

Anne Noel: Science
 B.S., University of North Carolina Chapel Hill

Brett Pritchett: English, Social Studies
 B.S., Western Kentucky University; M.A., Lexington Theological Sem.

LaWanda Reed: Third Grade
 B.S., The Pennsylvania State University

Kristen Roberts: Graphic Arts/Library
 B.S., Murray State University

Karen Rogers: Mathematics
 B.A., Western Kentucky University; M.A.-Admin., Austin Peay State
 University;
 M.A.-Mathematics, Walden University

Mike Smith: Economics, Technology
 B.A., M.S., Murray State University

Taylor Sparks: Physical Education, Economics
 B.S., Belmont University; M.A. Western Kentucky University

Marcy Thomas: Teacher of Three Yr. Olds
 Childhood Development Accreditation

Joy H. Tilley: English
 B.A., University of Tennessee; M.A., Austin Peay State University

Dianne Weaver: Physical Education
 B.S., M.A., Austin Peay State University; Rank I, Murray State University

Eileen White: English
 B.A., Austin Peay State University; M.A., Murray State University

Tracey Williams: Middle School Mathematics, Lower School Science
 B.S., M.A., Austin Peay State University

Rhea Wyatt: Second Grade
 B.S., Western Kentucky University; M.A., Murray State University

dinner and an entertaining “reverse drawing,” with the last ticket in the barrel winning \$10,000.00

SPRING

SPRING FLING – Spring Fling is the single largest fundraiser that UHA holds each year and has activities for all ages. There is a dinner and auction for the adults in the gymnasium. There are nicely decorated tables for the event, and a menu that includes a vegetarian entrée for those who so desire one. Both Live and Silent Auctions are held, and a Bakery/Boutique area is also available.

The items in the auctions range from gift certificates for local goods and services to jewelry and – sometimes – trips. Giftware and outdoor items are also in abundance! The Bakery has baked goods and frozen entrees available for purchase, while the Boutique has many varied items. While this is going on for the adults, there is a Middle School dance going on in, probably in the Library. The Lower School meets in the multi-purpose room to participate in a fun activity designed especially for them. Child-care for preschoolers is also available in the preschool area.

Spring Fling is a GREAT EVENT and a wonderful way to showcase our school to prospective parents, children, grandparents and other members of our community. There is truly something for everyone, and you have to experience Spring Fling to understand how fun and magical it is!

OPEN HOUSE FOR PROSPECTIVE FAMILIES – This is the time that many families in our community begin thinking about school options for their child. UHA offers this open house for them to come visit our campus and explore our classrooms and teachers. Our students use this opportunity to show off their work and let others know what we already know – UHA is our School of Choice!

MIDDLE SCHOOL TRIP – This is a special opportunity for middle school students to learn about the world outside UHA. Teachers and parent chaperones accompany 6th, 7th and 8th graders to Chicago, Atlanta, and St. Louis, all in rotating order.

SPRING SPORTS – Spring sports at UHA include tennis, softball and baseball. At the end of the year, most sports organize their own end-of-the-year Banquet, with parents volunteering to host and helping provide recognition to our student athletes.

SALLY FOSTER FUNDRAISER – Sally Foster offers quality gift wrap and other related materials for sale. The quality of their products is superior. Students receive their packet in the early fall to give them ample time to ask friends, families and business associates to get ready for the holiday season by ordering Sally Foster products. All proceeds go to UHA’s operating budget.

“MUFFINS WITH MOM” AND “DONUTS WITH DAD” – These events, held on separate days, are also hosted by the PTO. Lower school children invite their mom or dad to an early morning breakfast.

WINTER

WINTER SPORTS – Winter sports include Boys and Girls Basketball, Middle School and Varsity Cheerleading and Wrestling.

BLAZER NIGHT OUT – The evening is kicked off by a pre-ordered meal that is served in the multi-purpose room. UHA hosts its Open House for current families that night. It is a great way for parents to meet their child’s teacher again and get an idea of how things are going. Teachers and students show off all their hard school work by decorating the hallways with artwork, science experiments and class projects.

All are invited to the Gym to be introduced to our athletes involved in winter sports at UHA. Under the leadership of our head basketball coach, our various coaches organize this event. Participants in Basketball, Wrestling and our Varsity Cheerleaders are introduced. Lower school student volunteers along with a fifth grade feet stomping musical display perform to get the crowd going.

This night often serves as the official kick off for UHA’s Annual Fund Capital Campaign. Usually the varsity cheerleaders assist in selling raffle tickets for a “Split the Pot” prize. The winner of the night’s raffle will “Split” the money in the “Pot” with the School. The Annual Fund is an important fundraiser for the school. The Fund helps bridge the gap between tuition and operating costs the School incurs through the year.

The evening ends with our athletes showing off their skills.

DREAMSTAKES – This event is held at the James E. Bruce Convention Center. Tickets are historically sold for \$175.00, \$125 of which represents a tax-deductible donation. For this price, a couple is provided with a nice

STAFF

Laura Cherry: Business Manager
B.S., Austin Peay State University
Shannon L. Vowels: Office Manager
Imelda Gorman: Asst. Director of Development
Katie Bonning: Preschool Asst.
Amy Bullen: Instructional Asst.
Sylvia Hall: Instructional Asst.
Sherry Key: Instructional Asst.
Donna Williams: Business Manager Asst.

SCHOOL POLICIES

DRESS AND APPEARANCE

All students are expected to observe good personal hygiene and grooming. Neatness, cleanliness, and appropriateness are the primary guidelines for proper student dress.

Girls:

- The length of shorts and skirts for girls shall be no more than 3 inches above the knee (Bermuda and Capri length are suggested.)
- Shirts cannot be “spaghetti” straps, no straps, or one shouldered. If a young lady chooses to wear a shirt or covering over a questionable top, she may be sent home. Straps on tops should be the width of two adult fingers.
- Clothes should not have references to alcohol, tobacco, drugs, sex or sexual innuendos, inappropriate language, or violence.
- Fraying is acceptable if there is very little and no skin shows. Holes are unacceptable, even with leggings or tights underneath.
- Showing of cleavage is not acceptable.
- Stomachs should not be seen with arms lifted.
- Lounge wear bottoms are not acceptable. These items include the athletic wear and athletic-looking style bottoms. Also included in this category are: scrubs, pajama bottoms, sweat pants, yoga pants.
- House shoes are not acceptable.
- No head “gear”: hats, scarves, sweat bands, sunglasses, etc.

NEW STYLES WILL BE ADDRESSED AS NEEDED

Boys:

- Boys should be able to walk comfortably without pulling up their shorts and pants. Sagging will not be tolerated. A belt may be provided or student may be asked to change.
- All shirts must have sleeves.
- Clothes should not have references to alcohol, tobacco, drugs, sex or sexual innuendos, inappropriate language, or violence.
- Fraying is acceptable only if there is very little and no skin shows. Holes are unacceptable.
- Showing of underwear is not acceptable.
- Athletic bottoms are not to be worn except during the P.E. period. Also not to be worn are: scrubs, pajama bottoms, sweat pants. *If a child is involved in a sport and the coach (only) designates a day for the entire team to wear a school approved sweat suit, it will be allowed.
- No head “gear”: hats, scarves, sweat bands, sunglasses, etc.
- House shoes are not acceptable.

NEW STYLES WILL BE ADDRESSED AS NEEDED

***If a child is involved in a sport, the coach/designee may assign one day a week during season for the entire team to wear school-approved team apparel. The coach/designee will notify the front office before these days are designated and indicate the team apparel that will be worn.**

OUTDOOR SCHOOL FOR UPPER SCHOOL– This is a unique opportunity for our Upper School students to explore in a safe, secure environment of a teacher(s) led trip while exercising their independence and good judgment. Parents are not allowed to accompany the students unless a medical condition of a student warrants it. Outdoor school visits have included New Orleans, Charleston, Virginia Beach, Canada, etc. The “school” commences on Monday evening of the week immediately preceding Labor Day weekend and lasts four (4) full days. The chartered buses typically return to the school the early evening of the Friday of Labor Day weekend.

BACK TO SCHOOL PICNIC – This event is coordinated by Soccer families and is open to all families. It’s a great way to get to know many other families at UHA. Meals are pre-ordered and served from the Soccer concession building. Varsity girls and boys soccer games are held on this day.

FALL SPORTS – Fall sports at UHA include boys and girls soccer, volleyball and golf.

FALL FLING - The PTO organizes this large and important event for UHA. This year Fall Fling is scheduled for the last Saturday of September and includes lots of games, activities for all ages. (Some years this event is held during the last weekend of September; other years it is held during the first weekend of October, depending on soccer schedules. This event is referred to as Oktoberfest when held on the traditional date) Food booths are set up and include the “Gingham Gourmet”, which sells a variety of donated frozen casseroles, home-made breads and desserts as well as offerings from the concessions stand, which sells, hotdogs, hamburgers, popcorn, nachos, brats and related items. There is a raffle for a \$500 Wal-Mart gift card. Tickets are \$1 each and every child in the school is requested to sell at least 15 tickets. Each classroom/room parent is responsible for a gift basket that will be auctioned off at the event.. Baskets are themed and have included in the past, “Family Night Out”, “Bath and Body”, “Outdoor Fun” just to name a few. Proceeds raised from the Fall Fling/Oktoberfest go to the general fund of the school. Many Parents and students are needed to prepare for and operate this fun day, and room mother’s play a critical role.

100 CLUB – This lovely evening social gathering at the home of a volunteer host. Tickets are \$100 per couple. 100 Club is held in conjunction with Fall Fling and is a relaxing way to get to know other parents, administrative staff and teachers outside the school setting. All parents are strongly encouraged to support the 100 Club.

YEARLY ACTIVITIES AND EVENTS AT UHA

University Heights Academy would like to take this opportunity to welcome all of our new and returning families for another great year! The following is a brief guide/overview, organized by seasons, of major social, academic, sports and other school related activities and events here at UHA. All of these activities/events are run by parents and administrative volunteers through UHA's Parent/Teacher Organization (PTO), the Boosters or through Board of Trustee lead Committees. If you have any questions regarding any of the following activities/events, please feel free to contact your teacher, your room parent, or any UHA Board member. UHA encourages all of our parents to actively participate in as many of these activities and events as possible. It is a great way to get to know our school better and support it in a way that benefits the most important part of UHA – OUR STUDENTS!

FALL

LOWER SCHOOL OPEN HOUSE – Usually held Wednesday or Thursday before school begins. Families have the opportunity to meet their child's teacher(s) and get acquainted with other classmate families and the room parent. It's also an excellent time to learn about your child's classroom and collect new names and phone numbers. Teachers hand out important classroom information at this time, including, but not limited to, homework expectations, general behavior guidelines and contact information for themselves and UHA. Teachers or a Room parent may discuss the Classroom Fund that night. The Classroom Fund is a specific school controlled account to which money is deposited through donation or various fund raisers throughout the year. The Classroom Fund helps to pay for field trips, your child's class parties, and any special equipment that the teacher and parents agree upon.

MIDDLE SCHOOL/UPPER SCHOOL NEW STUDENT ORIENTATION – Held the same night as the Lower School Open House. It is an important introduction to UHA's middle/upper school teachers and staff. An overview of middle school academic and behavior expectations are discussed at this meeting.

ALUMNI SOCCER GAME – This event is held before school begins, usually on the first Saturday of August. Blazer and Alumni Lady Blazer Alumni "battle" it out with lots of fun and laughter.

DRESS CODE CONSEQUENCES

- 1ST OFFENSE Send to Ms. Key—Parents will be contacted
2nd OFFENSE Call parent to bring change of clothes; if parent cannot bring change of clothes, student will be assigned one day of before-school detention.
3rd OFFENSE Parent will be called to bring change of clothes and one day of before-school detention will be assigned. If parent cannot bring change of clothes, student will be assigned two days of detention.
4th OFFENSE Assign one day of In-school suspension.
5th OFFENSE Assign one day of Out-of-school suspension.
One day of Out-of-school suspension will be assigned for each subsequent dress code violations.

STUDENT CODE OF CONDUCT

The UHA Student Code of Conduct is designed to promote the development of self-discipline and independence while teaching how to deal with both freedom and responsibility. The school believes that all students need to be able to constructively interact with peers and those in authority.

BEHAVIOR VIOLATIONS

UHA students are expected to maintain high standards of gentlemanly and ladylike behavior while they are at school or involved in a school related activity. When a student enters UHA, he becomes identified with the school, and the school is judged by student's conduct. Violations of standards do carry certain consequences. In most cases, they will be dealt with by the classroom teacher. These consequences may include:

- Parent/teacher/administration conferences
- Loss of privileges
- Elimination of extra-curricular activities
- Detention

The administration reserves the right to take additional appropriate disciplinary action in the case of any student guilty of misconduct. In extreme circumstances a student may be placed on probation, suspended, or expelled. Flagrant disregard for the policies of the school may be grounds for either requiring that the student transfer or not allowing the student to re-enroll.

TOBACCO PRODUCTS DISCIPLINARY POLICY

Since UHA is a smoke-free/tobacco-free campus for students and faculty, the possession or display of tobacco products on school grounds is

prohibited. All tobacco products will be confiscated and disposed of on the spot. The code includes the use of cigarettes, dip or chew on campus or at school-related events. The Head of School will determine discipline for any students using/or abusing any tobacco products.

DRUG, ALCOHOL, AND WEAPON POLICY

University Heights Academy has a no tolerance policy for the use/abuse or possession of alcohol, drugs, and/or anything that could be construed as a weapon. The Head of School will determine discipline including expulsion for infractions. The school reserves the right to request that a student who is suspected of using drugs on campus (or at any school sponsored activity) or comes to school under the influence be tested for the use of drugs at the expense of the parents. If a student (who is proven to be using illegal substances) is allowed to stay in school, he/she shall be required to undergo evaluation for chemical dependency and counseling at the parent's expense. The school reserves the right to implement random drug testing. This policy is in effect during the school day and during any school sponsored activity.

HARASSMENT POLICY

University Heights Academy strives to maintain a secure and supportive environment that is conducive to learning and developing strong self-esteem; therefore, any type of harassment will not be permitted. Harassment includes any behavior, explicit or implicit, which has the intention or effect of harming or intimidating others. Harassment may include offensive or derogatory remarks, jokes, writings or any other form of verbal, written, graphic, psychological, or physical conduct, which reflects adversely on an individual or makes the individual feel uncomfortable.

Any student who feels he or she has been harassed should deal with it in the following manner: let the offending person/s know the behavior is offensive to you and that you want it to stop, and/or speak to a faculty or staff member whom you trust. Harassment is considered to be a serious matter and, accordingly, serious disciplinary measures will be taken when dealing with persons who harass others.

Retaliation against any individual who complains of sexual harassment or who participates in an investigation of sexual harassment is strictly forbidden by the school. Anyone who practices such retaliation will be subject to immediate discipline, up to and including discharge or expulsion.

FCA

The Fellowship of Christian Athletes is an organization that challenges coaches and athletes (middle and upper school) to use the powerful medium of athletics to impact the world of Jesus Christ. FCA is the largest interdenominational, school-based, Christian sports organization in America. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ.

Key Club

The Key Club is a high school club affiliated with the local Kiwanis Club. The motto is "Caring – Our Way of Life". It is a student-led organization that teaches leadership through serving others. Key members can receive leadership development, vocational guidance, and possibilities of college scholarships, service learning, and personal enrichment. To join one must pay yearly dues and be willing to do numerous service projects. UHA's past Key Club projects have included Sanctuary House, habitat for Humanity, Salvation Army, UNICEF, Pennyrile Children's Advocacy Center, helping local people who are less fortunate, the local VFW, UHA's teachers and the school itself.

CLUBS

Student Council

Elections for UPPER SCHOOL STUDENT COUNCIL officers will be held during the first nine weeks of school. All 9th - 12th grade students vote for the officers (vice-president, secretary, and treasurer); while the members of the class they will represent choose the representatives. Any student running for an office must notify the student council advisor within the deadline set by the advisor. Elections for MIDDLE SCHOOL STUDENT COUNCIL will be held in the fall and will follow the same general format as that of the Upper School Student Council.

National Honor Society, Sheila Higgins Chapter,

Membership is open to all students in grades 10 – 12 who have a cumulative grade point average of at least a 3.30 on a 4.0-point system. Students must be enrolled in UHA for at least one semester prior to being inducted into the Society. Election is also based on contributions to school and community in the areas of service, leadership, and character. Members are elected by a two third's majority vote of the faculty. To remain in the Sheila Higgins Chapter of the National Honor Society, a student must maintain an average of 3.15 and to live up to the leadership, service, and character ideals of the National Honor Society.

Senior and Junior Beta Clubs

The National Beta Club “promotes character, develops leadership skills, encourages service involvement, recognizes achievement, and provides technological advantages” to students in grades 6 – 12. The University Heights Academy chapters of the Senior Beta Club, grades 9–12, and the Junior Beta Club, grades 6-8 are service-oriented clubs. The senior beta members take part in activities serving both the school and the community. The Junior Beta members practice being leaders within the school community.

A student may receive an invitation to join if he/she has established at least a 3.2 GPA at the end of the first nine weeks and has no serious disciplinary actions to his/her credit. To maintain membership the students must maintain a 3.0 GPA, be actively serving in the service projects set up by the club, and exhibit actions that support the betterment of the club, school, community, and country. The National Beta Club motto is “Let us lead by serving others”.

SOCIAL BEHAVIOR AND HARASSMENT

University Heights Academy is a Pre-Kindergarten through 12th grade school, a fact that dictates a high standard of behavior of the older students in the hallways, at school functions, and anywhere on campus. Although the type behavior the students practice outside the school is under the direction and supervision of the parents, when directly involved in school and school activities, the school reserves the right to instruct, remind, and, if necessary, discipline students on their behavior. Because of the nature of our family atmosphere, it is not unusual to see students giving a quick hug of friendship, jokingly sitting on a lap, or holding a hand to express an emotion. We relish this relationship among our students and do not wish for expressions of camaraderie to change. There is a distinction, however, between affection among friends and that of sexual behavior. It will be, therefore, often subjective on the adult’s part in determining whether the behavior has a sexual meaning or is done in friendship. Acceptable affectionate behavior will be determined by when, where, how, in what context, and age of the students.

DANCE RULES

1. Students may arrive up to 30 minutes after the official opening time for the dance and may sign out one hour before the dance ends.
2. No student may leave the building and return once he/she enters for the dance.
3. Approval for late arrival or an early sign-out must be approved by the dance chaperone upon written request by the parent for this privilege.
4. Unless the dance is specified as a blue jean dance, dress clothes are to be worn.

ATTENDANCE

ABSENCES

The scholastic achievement attained by any student is directly related to his pattern of attendance. Every UHA student is expected to attend class daily. Any student who misses more than thirty (30) minutes of a class is considered absent. Under certain circumstances the school will excuse a student's absence. There are nine (9) excused absences.

1. Student illness
2. Death in the family
3. Doctor's appointment
4. School sponsored activity
5. Junior/Senior college day
6. Court appearance
7. Religious observance
8. Wedding of a relative
9. Educational trips

Students must bring a note signed by his/her parent the day following an absence. If an absence is not followed by a note within two (2) days of the student's return to school, it will be considered unexcused. **Example: Student returns to school on Monday, note is due on Wednesday.** Requests for a college day must follow the prescribed procedure. The Head of School must approve any request for an excused absence other than those stated above in advance. Arrangements for educational trips need to be made at least one week in advance, and parents must indicate the educational benefits of the trip (any exception must be approved by the Head of School).

After 7 days of absence in any one nine weeks a teacher/Head of school/parent conference may be requested. After 20 days of absence during the school year, a doctor's excuse must accompany any absence. A student who misses more than 3 class periods in a school day will not be allowed to participate in extra-curricular activities for that day. Special circumstances must be approved by the Head of School .

A student's parent is asked to call the office before 9:00 a.m. on the morning of an absence. If the parent has not called the school by 9:00 a.m., the parents may be called. The parent should send a note when the student returns to school. The note should be taken to the front office and a form will be issued to the student to have each class period

VALEDICTORIAN AND SALUTATORIAN

Valedictorian is the student with the highest GPA for entire high school career. Salutatorian is the student with the second highest GPA for entire high school career.

HEAD OF SCHOOL'S HONOR ROLL

The Head of School's List (grades 6 - 12) comprises three divisions: Summa Cum Laude, Magna Cum Laude, and Cum Laude. For each grading period, Summa Cum Laude represents a GPA of 4.0. Magna Cum Laude represents a GPA of 3.5 and above. Cum Laude represents a GPA of 3.0 and above. The school year Head of School's List is made up of the 3 levels listed above based on a cumulative GPA.

EXTRACURRICULAR ACTIVITIES

ATHLETICS

Physical education is an essential part of the total school experience. There is daily P. E. in the Lower School with the prime emphasis on "movement education" and exercise. Students engage in exercises to improve eye-hand coordination and balance, learn to follow instructions, develop an awareness of rules and fair play, and later to participate in more highly organized, competitive games. Interscholastic sports at UHA include soccer, wrestling, basketball, tennis, golf, baseball, and softball. Any student who participates in a sport must provide proof of insurance and a record of a current physical exam to the Athletic Director.

ATHLETIC ELIGIBILITY (Academic Requirements)

"A contestant must have, for the current academic school year up to and including Friday of the week preceding the week in which the contest occurs, a passing grade in 5 out of 7 (or 70% of) classes. No special recitations or tests are to be given for the purpose of making a student eligible. Cheerleaders, student managers, and any other student having an official connection with the athletic program shall come under this scholarship rule."

-Kentucky High School Athletic Association, By-law 5, Sec. 1

COMMUNITY SERVICE

UHA students are encouraged to participate in volunteer activities and community service. The homeroom teacher will keep records of participation. Students are responsible for submitting information about volunteer hours to the homeroom teacher.

TRANSCRIPTS AND ACADEMIC RECORDS

Although parents and students receive regular grade reports, the most important record of a student's work is his/her transcript. At the end of each school year the permanent transcript is prepared. Other schools and colleges are interested only in the final grades of course work taken in a year's time. The letter grade equivalent appears on transcripts. Parents may have access to their students' transcripts through the front office. As a courtesy, UHA will prepare and mail up to three transcripts; beyond three, there may be a charge of \$2 per transcript made payable to UHA.

SENIOR SIGN-OUT PRIVILEGE

The senior privilege of checking out will be approved on an individual basis. Students who have a GPA of 3.0 or better at the end of the last 9-week grading period of their junior year will have the privilege of checking out during his/her study hall or lunch. Parents who desire their senior to have the option of checking out of school must sign a waiver. A signed statement of parental consent must be on file in the office before this privilege may be exercised. To retain the privilege, students must maintain the 3.0 and behave in accordance with the Blazer Code of Conduct. Failure to do either, results in loss of the privilege. The privilege may be reinstated at the end of the next grading period if the student meets the criteria. **Seniors exercising this privilege may not be accompanied by an underclassman or seniors without checkout privileges under any circumstances.** Seniors may not exercise this privilege the first day of school or the first day of any grading period.

COLLEGE ADMISSIONS

UHA students are strongly encouraged to take the ACT and SAT tests at the earliest possible dates in the spring of their junior year and/or the fall of their senior year. College representatives may visit the school during the first half of the year so that juniors and seniors may meet with them. Guidelines for student College visits are found in the Attendance section.

ACADEMIC AWARDS

A number of academic awards are presented each year to recognize merit, to stimulate a greater interest in school activities, and to promote scholarship. Awards may be presented at awards assemblies, banquets, and graduation exercises.

teacher sign. The student will then leave the note with his/her 7th period teacher.

Students are responsible for all work missed. If a student is absent for any other reason, he must clear his absence with a parental note of explanation through the office and the Head of School. Such a note is necessary before the absence will be considered approved or excused. If it is felt that excused absences are accumulating to a level that is detrimental to the student's academic work, the Head of School will call a parent conference.

If a student's absence is determined to be unexcused, that student will receive a zero (0) on all quizzes and/or tests missed the day of absence. The Head will determine whether to excuse an absence. Notes from parents must include a specific reason for absence or tardiness. Simply to say, "Please excuse Johnny today", is insufficient, and such an explanation will not excuse the tardy or absence.

During the week of semester and final exams, only medical or death in the family excuses will be accepted. Students will not be allowed to take make-up exams if absent for other reasons. A student should never expect to miss the school day in order to rest or otherwise prepare for any after-school event. The academic day must be the priority. If a student cannot come to class, he should not expect to participate in activities after school. The Head of School must approve any such participation.

TARDINESS

Be prompt in arriving at school. Students in K - 12 should be seated in their respective first period class each morning by 7:50 a.m. A tardy student should bring a note from the parent or driver of the car pool explaining the reason for tardiness. A student who is tardy and providing his/her own transportation must satisfactorily explain the reason for his tardiness. Oversleeping, stopping by to buy gas or breakfast, waiting for friends or siblings are examples of unexcused tardies. If there is no note of explanation, the teacher will not excuse the student. Valuable learning time is lost and classes are disrupted by tardiness.

A student who is late to homeroom or any class is considered tardy. Students have four (4) minutes to move between classes. A student who reports to class after the bell must obtain a written note from the previous teacher excusing the tardy; otherwise the student will be counted tardy.

Cumulative tardies will be reflected in yearly attendance totals. First period tardies (late to school) will be handled by the front office. The following consequences will be assigned for students receiving more than four (4) tardies to first period:

- Five (5) to ten (10) tardies—one day of a.m. detention for each tardy received.
- Eleven (11) to thirteen (13) tardies—one day of in-school suspension and parent conference.
- Fourteen (14) or more tardies—one day of out-of-school suspension.

Teachers will be responsible for and record tardies to class. Middle and upper school students will receive the following consequences for classroom tardies (not to include tardies to school):

- First tardy—warning
- Second tardy—teacher discipline
- Three (3) to six (6) tardies in a single class— a.m. detention and teacher will notify parent
- Seven (7) to ten (10) tardies in a single class—in-school suspension and parent conference
- Eleven (11) to fourteen (14) tardies—one day out-of-school suspension

All in-school and out-of-school suspensions will be assigned by the office manager and/or head of school after being notified by the teacher who recorded the tardies.

Cumulative tardies counted for disciplinary purposes begin at zero (0) after each semester.

Students must have their detention slip signed by a parent upon arrival to detention.

* Students who miss morning detention will be expected to report to after school detention from 3:05 – 4:00 on the day the detention is missed. **Students who miss both a.m. and p.m. detention will be assigned an in-school suspension.**

GRADE REPORTS/PARENT CONFERENCES

Grade reports are issued 4 times a year at the end of each 9-week grading period. Progress reports will be sent home at the mid-point of each nine weeks. All parents are welcome to schedule conferences at a mutually convenient time with the student's instructor(s). Call the school office to schedule a conference. For the dates of each grading period, check the school calendar.

EXAMINATIONS

At the end of each grading period, an examination or some other form of evaluation may be scheduled for each course. Such exams are considered a natural extension of classroom learning, not merely a means of determining a grade. End of grading period exams count at most 25% of a student's grade for that particular grading period. Semester exams are given in Middle and Upper School courses.

To reach a semester average:

1. Each grading period average will count 43%.
2. The semester test will count 14%.

Example:

1st grading period:	89	x 43%	=	38.27
2nd grading period:	84	x 43%	=	36.12
<u>Semester Exam:</u>	<u>80</u>	<u>x 14%</u>	<u>=</u>	<u>11.2</u>
Total			=	85.59

Semester Average = 86

In full year courses, the two semester averages will be added together and divided by 2. Rounding will go up from .5+. Exams will not exceed 90 minutes.

ACADEMIC PROBATION

Any student who has a 2.0 GPA or below for the preceding grading period will be placed on academic probation. Senior sign out privileges are lost while a student is on academic probation. The probation continues until the counselor's office

- (a) is notified of the grade change for an incomplete.
- (b) computes GPA's for the preceding grading period.

SENIOR PRIVILEGE TO TAKE CLASSES AT HCC

In order for a Senior to leave campus and enroll in classes at Hopkinsville Community College, he/she must be enrolled in a minimum of four classes at UHA, have a 3.0 GPA, and be on schedule to meet all requirements for graduation. Seniors may take for 0.5 credits any HCC course whose subject matter is not offered at UHA for that semester on a pass/fail basis. Final discretion on any student's ability to take HCC courses according to the above shall be determined by Head of School and Upper School Director.

GRADING

UHA instructors use letter grades and percentage scores, as well as written comments to describe how students have learned and to identify areas of weakness and deficiency. UHA's concern is that students master the knowledge and skills that are the objectives of each course. A "C" grade at UHA means completion of the basic requirements of a course at a satisfactory level of achievement. "A's" at UHA have to be truly earned, "B's" are quite good grades, "C's" should be considered by parents as genuinely acceptable, especially if they represent good effort, and "D's", although passing, reflect that the student has not "lived long enough with the material", and upon recommendation of the instructor, should consider repeating that course.

Letter	Numerical Equivalent	AP Course	Scale
A+	99 – 100	A	90-100
A	96 – 98		
A-	93 – 95	B	80-89
B+	91 - 92		
B	88 – 90	C	70-79
B-	85 – 87		
C+	83 – 84	D	60-69
C	77 - 82		
C-	75 – 76	F	0-59
D+	73 - 74		
D	70 - 72		
D-	68 - 69		
F	67 - 0		

Any upper school student who fails a core/required class must repeat the class during the summer at the parent's expense or during the next school year.

Any middle school student who fails two or more core classes (GVC, Literature, or Math) will be retained or shall attend summer school at the parent's expense. A school-approved tutor (also at parent's expense) may take the place of summer school as long as grades are passing before entering the next school year.

MAKE-UP WORK

Students are responsible for all work missed during absences. However, only assignments and tests missed during excused absences may be made up for credit. If a student wishes to have homework assignments picked up from school the day of an absence, please call the school office by 9:00 a.m. so that homework will be available for pick-up by the end of the day. It is the students' responsibility to check with their instructors concerning schedules for completing missed work.

PROCEDURES FOR OBTAINING WORK MISSED BY STUDENTS WHO REQUEST AN EXCUSED ABSENCE FOR A TRIP

1. Bring a note to school at least **1** week prior to the planned trip for approval by the Head of School.
2. The teacher will give the student any reading assignments that have been planned and any worksheets that are available prior to the trip. However, because plans can change in any classroom, the teacher will not make special plans for a student who will be absent.
3. The student is responsible for reading assignments and obtaining copies of worksheets that were completed during his/her absence. The teacher will collect them daily in a file and have them available for the student on the first day he/she returns to school. The student may complete this work within 3 days and turn it in for a grade. If the student chooses not to complete the work and turn it in, no grade will be given, but at the end of the 9 weeks, the student will have fewer grades than other students for averaging. The student is responsible for tests that he/she missed while he/she was gone and is responsible for scheduling a time with the teachers to make up these tests. If a test is scheduled for the day the student returns and he/she was not aware that a test was assigned, the student will not have to take the test that day. However, if the student knew prior to the trip, the student will be responsible for the test on the day of his/her return and is responsible for any tests scheduled during the remainder of the week of his/her return to school.
4. Teachers will arrange a time (at the rate of \$15.00 per hour) before or after school to work with a student who needs and requests special instruction in material that was covered during the absence.

JUNIOR AND SENIOR COLLEGE DAYS

Juniors and seniors are permitted opportunities during each of their junior and senior years to visit colleges. Parents are required to provide the Head of School written permission for their student to take a college day five school days in advance of each of the dates. The student is responsible for checking five days in advance with his instructors for assignments and for seeing to it that his parents have given written notification to the Head. The trips will be reviewed and permitted at the Head's discretion.

STUDENT ILLNESS DURING THE SCHOOL DAY

If a student becomes ill during the school day, he should inform his instructor first and with instructor's permission report directly to the office. A decision will be made in the office whether or not the illness is serious enough to warrant leaving school. If it is recommended the student go home for the remainder of the day, the parent will be contacted immediately. **STUDENTS MAY NOT CONTACT PARENTS OR LEAVE THE BUILDING OR SCHOOL GROUNDS WITHOUT FOLLOWING THIS PROCEDURE AND GETTING THE APPROPRIATE PERMISSION.**

PROCEDURES FOR CHECKING IN AND OUT

The school must know where students are at all times during the school day. When coming into the building late or leaving during the day, students must check in or out by signing the CHECK-IN/CHECK-OUT BOOK in the office. Sign your name, give the correct time, and write a specific reason for checking in or out. The same 9 reasons utilized for excused/unexcused absences will be used in this procedure. Example - students will not be excused for haircut appointments. A precise destination must be listed. When a student must be checked out of school, the student will remain in the classroom until the parent arrives. The office will notify the teacher to send the student to the office. Telephone calls from parents are only acceptable in emergency situations. Any students driving during school hours unaccompanied by an adult must have parental permission on a signed waiver on file at the school.

DIPLOMA REQUIREMENTS

- 4 English**
- 4 Math** (must include Algebra I, Algebra II, and Geometry)
- 4 Science** (incl Biology, Chemistry, and Physics)
- 4 Social Studies** (incl World Civ., U.S. History, and U.S. Gov.)
- 2 Foreign Language**
- 1/2 Health**
- 1/2 P.E.**
- 1 Humanities**
- 4 Electives** (Trigonometry/Analysis and Calculus recommended)
- 24 Total (minimum units)**

(These courses exceed the requirements of the Kentucky Pre-College Curriculum.)

Beginning with the class of 2012, all students are to complete four (4) math classes while in grades 9 – 12. Each student must enroll in a math class in each of the 4 academic years.

Seniors who are short one credit may participate in graduation activities with the provision that they complete their course work during the summer, after which time they will be given their UHA diploma. Seniors who are short more than one credit may not participate in graduation activities.

Admittance to upper class standing will be based on successful completion of at least six (6) units in the freshman year. Eleven (11) units must be completed to receive junior class status. Seniors must have completed seventeen (17) units prior to admittance to the class.

Middle school students who take upper school classes may be given upper school credit if they attain a grade of B or better.

All upper school students must take 5 classes per year. (Exceptions may be made for seniors who are taking 4 AP classes or are enrolled at Hopkinsville Community College).

DROP/ADD DEADLINE

Students in Upper School who want to drop or add a class must do so by the mid-point of the first grading period. Single semester courses must be dropped within the first two weeks of class. A drop/add form must be completed before schedules can be changed.

ACADEMIC INTEGRITY

Academic Integrity is extremely important and requires that students make sure all work they do for their classes is their own. Cheating is a serious offense, which serves only to undermine a student's education and moral character, and will not be tolerated at University Heights Academy. Consequences will include, but are not limited to receiving a zero on the assignment.

Cheating takes many forms including but not limited to the following:

1. The use of cheat sheets in any form at any time. This includes using calculators or phones to store and use improper information during a test.
2. Any form of communication between students during a test or quiz.
3. Providing answers or questions to a test or quiz to a student who has not yet taken the test or quiz.
4. Copying material (assignments, homework, tests, or quizzes) from another student even if the words are altered slightly.
5. Any type of plagiarism. See information on the forms of plagiarism below.
6. Including an individual's name on a group project when the student did not contribute significantly to the creation of the project.
7. Taking course material from a teacher's desk, computer files, etc.
8. Assisting another student to cheat in any way.
9. Tampering with a teacher's computer system to steal material, alter grades, etc.

PLAGIARISM

It is "intellectual theft" (Gibaldi 151).

According to the Council of Writing Program Administrators, Plagiarism "occurs when a writer uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source" (www.wpacouncil.org).

COMMON FORMS OF PLAGIARISM

- Cutting and pasting from electronic sources without using quotations or citing source.
- Copying another student's paper with or without their knowledge.
- Paraphrasing ideas without giving credit to original author.
- Failing to cite sources for picture, graphs, etc.
- Taking an essay off the internet.

GROUNDS AND FACILITIES

SCHOOL HOURS

The school will be open for grades PK - 12 on normal school days from 7:30 a.m. until 3:00 p.m. The office will close daily at 4:00 p.m. Should it be necessary for parents to drop their K - 5 children off prior to 7:30 a.m. or pick them up after 3:00 p.m., they must be registered for UHA After Care. PK-3rd grade students who must arrive before 7:30 a.m. are to report to the multi-purpose room. All other early arriving students should report to the gym. Students in grades 6 - 12 must not come to school prior to 7:30 a.m. nor remain after school beyond 3:00 p.m. unless they are under the direct, pre-arranged supervision of a faculty member or participating in a supervised school activity.

During school hours, students are not permitted in the following areas without permission:

- Parking lots
- Faculty workroom or lounge
- Gymnasium
- Behind the front counter in the office

EMERGENCY CLOSING OF SCHOOL

The Head of School will announce emergency closings of school. The announcement will be given to local radio stations (WHOP 98.7, WBVR 100.3, WHVO 1480AM) and T.V. channels 2,3,4,& 5. The safety of the children certainly takes priority over school schedules. Any parent should feel free to pick up students early or bring them to school late when conditions make driving extremely hazardous. If severe weather hits while school is in session, it is difficult to dismiss early because many families have no alternate childcare arrangements. Therefore, we feel it is often better to hold classes and operate a normal day. Any parent who feels there is serious danger because of bad weather is urged to call the school office and explain any special arrangements he/she has made. Please do not call and ask your child to come to the phone to discuss the weather, trying to make a decision at that time. Make your decision and then inform the school. When picking up your child or children in your carpool, be sure that each has signed out (name, car pool, and time of departure) in the event another parent calls inquiring about his child who may have already left with you.

TRAFFIC

ALL DRIVERS should observe the following speed limits:

- 25 mph From North Drive to the gate
- 25 mph from the gate to the bridge
- 15 mph from the bridge, around the building, and in parking areas

STUDENT DRIVERS AND VEHICLES ON CAMPUS

Students who desire to drive and park a vehicle on campus are required to complete a form that must be signed by the parent. Each student driver will be assigned a parking space and a parking permit that must be displayed at all times the vehicle is on campus. The first parking permit will be issued for a \$25.00 fee. If the student loses the permit, replacement cost will be \$5.00.

The student parking lot is located to the right of the school building and adjacent to the track. **PARK ONLY IN THE MARKED SPACES.** Students may park only in the student lot and in their assigned space. Once parked, students may return to vehicles **ONLY** for the purpose of leaving the campus.

PICK-UP AND DELIVERY OF STUDENTS

- Vehicles transporting students in grades K - 12 will deliver and pick up in front of the building/flagpole walk.
- Preschool students are to enter at the back of the building.
- Upper School student drivers are to exit the student lot by using the lower driveway, using caution upon entering the main driveway.
- **Parents: Please do not park your vehicles at the front door during pick-up and delivery times.** It slows down the entire process. Park only in the designated spaces in the front of the building. When in line to pick up or deliver students, never leave your car unattended. Encourage your children to be prompt in meeting you at the end of the day so that other cars behind you will not be detained. If your child is not in front of the building, it may be necessary to circle again. Grades K - 5 dismiss at 2:45; all others at 3:00. Thanks for your cooperation!

DISCIPLINE HEIRARCHY

1. Classroom Detention: Teachers will supervise morning detention on a rotating basis beginning in September of each school year. A.M. detention will be assigned for minor infractions of classroom policies/rules such as tardiness to class and excessive talking (or any other infraction of classroom rules). Detention assigned by a teacher will be served the Tuesday following the infraction. Missing a ride, having practice, or having a meeting are not legitimate excuses for missing a detention. Two skipped detentions will result in In-School suspension. **A student who receives a third detention for disciplinary reasons from the same teacher will automatically be assigned an In-School Suspension on the third offense.**

2. In-School Suspension: Students in In-School Suspension will not be allowed contact with other students at school. Students will work on class work which their classmates are doing the same day. Parents may opt for Out-of-School Suspension. The number of days the student will spend in In-School Suspension will be at the discretion of the Head of school.

3. Out-of-School Suspension: Suspended students should see their teachers upon return to gather the assignments they missed in order to catch up with the class; however, no credit will be given for assignments missed due to suspension. The number of days a student will spend in Out-of-School Suspension will be at the discretion of the Head of school.

4. Expulsion The details of expulsion will be handled strictly by the Head of school and the Board.

STUDY HALLS

Students must be seated as soon as they enter the study hall. Student should come properly equipped with pens, pencils, paper, and all necessary texts to be used during this period. **STUDENTS ARE NOT TO CONVERSE DURING STUDY HALL SESSIONS.** Snacks are not to be taken into Study Hall.

SUMMER READING

The Summer Reading Program has been designed for a student's individual reading development, enrichment, and personal enjoyment. Students in grades 6 - 12 are given a list of books during the month of May; these books should be completed over the summer before the first day of school. Please refer to the reading list for specific title information. Students will be evaluated during the first week of school.

FIELD TRIPS

Field trips are an extension of classroom activities and are therefore required. Students who do not participate in the field trip shall attend school and complete required assignment. Field trip expenses are due prior to the event. Emergency medical forms must be completed before any trips. Discipline records may prevent a student from attending a trip or participating in out of school activities.

ASSEMBLY PROGRAMS

Assemblies begin with a pledge of allegiance to the flag and may include a brief devotional or inspirational message presented by students, faculty, and/or special guests. Lower School students may have daily devotional and pledge in their respective classrooms.

HOMEWORK

In order to achieve the goals of a course, some work needs to be done outside of class, either at school during study hall periods or at home. This homework will vary from day to day, from course to course, and increases as a student moves through school. Students may work cooperatively on assignments, but it is not acceptable for a student to turn in a copy of another student's work. If a student reports to class without homework in an acceptable form, it is his/her responsibility to notify his/her parents of the obligation to complete the assignment that afternoon.

STUDENT VISITORS

Student visitors to our campus and building must report directly to the office for registration and approval. Visitors must also sign out before leaving UHA. Abuse of our rules may result in denial of approval to visit in the future.

FOOD SERVICES

Beverage, sandwich, snack machines, and microwave ovens are available in the lunchroom. There is also a money-changing machine for \$1 and \$5 bills. Students may use this vending service, bring a lunch from home, or order from the menu. We will have a set menu for each month to include the following: pizza, Subway, Quizno's, Rutland's BBQ, etc.. Food or drink is not to be taken into any classroom, the ziggurat, the gym, school buses, or any other vehicle used by the school without specific permission from the instructor.

TELEPHONES/ELECTRONIC DEVICES

If there is an emergency, students may ask to call parents on the school phone. Otherwise, students are not to use office phones. *If a student brings a cellular phone or beeper to school, it should be turned off and only used for emergencies. Cellular phones will be confiscated if used during the school day (with the exception of break and lunch for upper school students only) and will have to be picked up by a parent. Other electronic devices (e.g., MP3, IPOD, hand-held games, CD players, etc...) are not allowed during school days. Under special circumstances, teachers may choose to allow certain electronic devices on special occasions after approval by the Head of School. Cellular phones/electronic devices will be confiscated and will have to be picked up by a parent. After the second time a cellular phone/electronic device has to be picked up by a parent, the student may not have the device on school property. If taken a third time, parent cannot pick it up until the end of the school year.*

LOST AND FOUND POLICY

Lost and found items may be claimed between 7:30-7:50 a.m. and 3:00-4:00 p.m. each day in the multi-purpose room. At the end of each month, any item remaining unclaimed will be taken to Goodwill. Please understand that we do not have the space in the building to stockpile these items.

LIBRARY POLICIES

Lower School students may checkout books during library classes. Other students may check out a book as long as the librarian or an assistant is present. The checkout time is for one week. The librarian will inform the student if there is a book overdue. If the student does not return the book, parents will be notified and must assume responsibility for the replacement cost if the book is not found and returned. If the book is returned damaged, parents will be assessed a fine. Grade cards and final reports may be withheld until library materials are paid for or returned.

COMPUTER LAB

Students may use a computer in the lab when given permission by the teacher and Mrs. Borneman. A signed copy of the UHA Computer Lab Policy must be on file before a student will be allowed access. (See Technology Brochure and computer lab policy for additional information).

LOCKERS (MIDDLE & UPPER SCHOOLS)

Individual lockers are provided for all students in grades 6 - 12. If a student chooses to use a lock, it must be a combination lock; and the combination must be verified and recorded in the office. All materials should be kept inside the lockers. Backpacks that will not fit inside lockers should be placed in a classroom and not left in the hallway. Students are expected to take responsibility for keeping the locker area neat and clean. Any damage to the lockers will be assessed to the student assigned to that locker.

INSTRUCTIONAL MATERIALS

The instructional materials fee, which parents pay, covers the use of academic classroom supplies, THE BLAZER BUZZ, ACADEMY ACTION, and all communications to parents from the Academy. Instructional materials are the property of the school, and the students are responsible for proper care. Students will be charged for any materials which are lost or willfully damaged.

STUDENT-PARENT DIRECTORY

Copies of the Student/Parent directory should be available by mid-September. This allows the inclusion of students who enroll late. When these directories are ready, copies will be placed on the counter in the office. Please come by and pick one up.

ENTRANCE AND IMMUNIZATION REQUIREMENTS FOR NEW STUDENTS

Required documents include: Up-to-date Kentucky Immunization Certificate; Physical examination on KY Certificate (no earlier than 6 months before enrollment) Immunization for Hepatitis B and MMR for Kindergarten students; first time students at a Kentucky school must have second MMR regardless of age; all entering 6th grade students must have a physical on a Kentucky form, dated within one year of entry into sixth grade and have a second MMR.

In addition, an official birth certificate from the Vital Statistics Office of the state where the child was born and a Social Security Number must be submitted.

ACADEMIC LIFE

CLASSROOM/CAMPUS EXPECTATIONS

1. Upon entering the classroom, take your seat promptly and quietly.
2. Speaking out or expressing disapproval when another has the floor is both rude and unacceptable.
3. Bring proper supplies to class ready to begin immediately.
4. Class will be dismissed by the instructor, not the bell. Do not be discourteous by rising before you are dismissed.
5. Students should knock before interrupting a class. Wait to be recognized by the teacher before making a request.
6. Be quiet in the hallways and bathrooms.
7. Be respectful and courteous to all teachers, staff members, and visitors.
8. Keep campus neat by putting books and materials in proper storage areas and use wastebaskets for litter.