

University Heights Academy

Lower School Handbook 2018~2019



Please discuss the contents of this handbook with your child and return the outside cover to your child's teacher by Monday, August 20, 2018.

I have read and discussed the UHA Lower School Handbook with my child.

Parent's Signature

Date

Student's Name

Grade

UHA Lower School Bullying Policy

Kentucky General Assembly KRS 158.148 defines bullying as follows:

- (1) (a) As used in this section, "bullying" means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:
 - 1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
 - 2. That disrupts the education process.

University Heights Academy Lower School is committed to creating a safe, caring, respectful learning environment for all students. Bullying of students occurring in the school is strictly prohibited and will not be tolerated. Reported incidents of bullying will be investigated promptly and thoroughly by teachers and school administration. Simply stating "I was just teasing, kidding, or joking" is no excuse for bullying behavior.

Student/Parent Action

The school encourages students and parents who become aware of an act of bullying to immediately report the incident(s) to a teacher or school administrator for further investigation. Any student who retaliates against another for reporting bullying will also be subject to consequences.

Complaint/Investigative Procedure

School administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action.

Intervention/Consequences

Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student is found guilty of bullying behavior the consequences shall depend on both the results of the investigation and the severity of the incident. Consequences may include but are not limited to loss of privileges, mediation, a parent conference, or counseling.

I understand that bullying behavior is not tolerated and carries consequences.

Parent

Student

University Heights Academy

Lower School Handbook 2018-2019



ARRIVAL and DISMISSAL for 2018-2019

To ensure the security and safety of all our children, our two school buildings will have single unlocked entries during arrivals. The original school building will be open at the front door by the office. The new upper school building will be open at the doors facing the preschool playground area.

Arrival

1. Each loading and unloading zone is marked with a **BLUE X**. Lower School, please use main door and front corner for drop off.
2. The loop road around the building will be open both morning and afternoon for drop off and pick up. Traffic will flow one way around both buildings as it has previously.
3. Entrance doors are marked with a **RED X** below. All other doors will be locked.
4. The one lane road nearest the track will be entrance only at all times. To park in the north parking lot (student parking lot) turn right at the one lane access road and go directly into the student parking lot.
5. The access road leading to Sanderson Drive will be gated. The gate will be open from 2:45-3:15 daily for EXIT only.
6. ***Students arriving before 7:45 will either report directly to the multipurpose room (PK-3rd) or the gym (4th & 5th).***

Dismissal

1. All lower school students will dismiss at 2:45 and either exit through the 2 glass front doors or report to aftercare.
2. Parents may use either front **BLUE X** for pick up.
3. Parents with a middle/upper school students may pick up at 2:45 then circle around for middle/upper school pick up

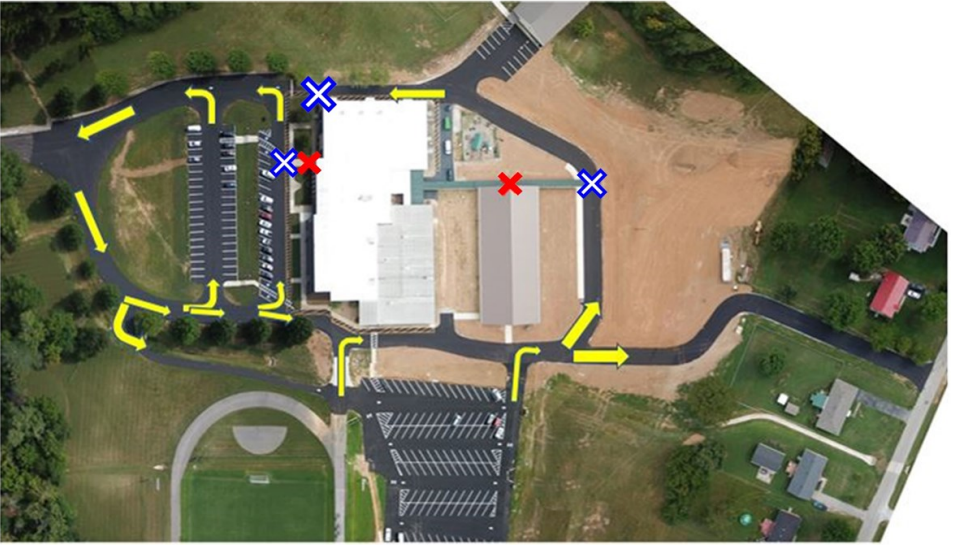
OR

Sibling can pick up lower school sibling in the multipurpose room after the 3:00 bell and escort him/her to the vehicle.

- 1.

Notes For Parking

1. The lower front parking lot is for staff and visitors
2. The upper front parking lot is for administration and quick drop offs or visitors to the front office (15 minutes or less)
3. During the school day, all visitors must enter school through the entrance by the front office in the Lower/middle school building to sign in.



Social Media

Social media is a popular means of communication; however, it has the potential to reflect negatively on our school. If you have specific concerns regarding your child's assignments or activities, private communication with your child's teacher is the best option. Please feel free to contact the school.

UNIVERSITY HEIGHTS ACADEMY

1300 Academy Drive

(off North Drive near Hopkinsville Community College)

www.uha-ky.org

General Office (270) 886-0254 ext. 100

Fax (502) 430-1048

Athletic Office (270) 886-0254 ext. 108

Preschool (270) 886-8873

Accreditation

Independent Schools Association of the Central States (ISACS)

Kentucky Department of Education (KDE)

Member of the Kentucky Association of Independent Schools (KAIS)

North Central Association of Colleges and Schools (NCA)

National Council for Private School Accreditation (NCPISA)

Member of the Education Records Bureau (ERB)

Member of Kentucky High School Athletic Association (KHSAA)

AdvancED

Administration

Head of School

Beth Unfried

Upper School Director and Guidance

Marvin Denison

Guidance Counselor/Diversity Coord.

Michelle Dill

Middle School Director

Barbara Kissner

Preschool/Lower School Director

Tamara S. Staley

Athletic Director

Grant Shouse

Director of Admissions, Development

Tamara S. Staley

Academic Affairs Coordinator

Brett Pritchett

Staff

Business Manager

Laura Cherry

Office Manager

Teresa Bailey

Alumni Coordinator

Meagan Conrad

Security Coordinator

Terry Parker

Enrollment: Pre-K through 12

Admission to University Heights Academy is determined by placement tests, previous school records, recommendations, and an interview of parent(s) and applicant with the Head of School and/or the Director of Admissions. UHA accepts qualified applicants regardless of gender, race, religion, national or ethnic origin. Responsibility for acceptance or rejection of a student lies solely with the Head of School.

BOARD OF TRUSTEES

Tim Flynn, Chairman
Foster Cotthoff, Vice Chairman
Kelley Workman, Treasurer
Michelle Givens, Secretary

Scott Barlow	Dr. Harold Calvert	Meagan Conrad
Tammy Curtis	Sarah Flynn	Chris Hamby
Hiren Shah	Mona Sheth	Lisa Sisk
Justin Williams		

UHA Trustees serve 3-year terms and are eligible for re-election. The Board meets the 4th Thursday of each month at 5:30 p.m. and is responsible for establishing school policy.

ADMINISTRATION

Beth Unfried: Head of School

B.S. in Elementary Education and
M.A. in Administration and Supervision,
Austin Peay State University

Marvin Denison: Upper School Director; Counselor; Teacher
B.S., M.A., Murray State University

Barbara Kissner: Middle School Director; Teacher
B.A., University of Kentucky; M.A., G.T. Certified
Murray State University

**Tamara Staley: Director of Admissions, Development;
Director of Lower School and Preschool**
B.S., Lipscomb University; M.A., Austin Peay State University

Laura Cherry: Business Manager
B.S., Austin Peay State University

Michelle Dill: Guidance Counselor/Diversity Coord.
B.S., Murray State University; M.A., Tennessee State University

Grant Shouse: Athletic Director
B.S., Murray State University

ACADEMIC DEPARTMENT HEADS

Language Arts	Faye Hendricks
Mathematics	Amy Edmonson
Social Studies	Brett Pritchett
Fine Arts	Jill Bressler
Science	Anne Noel
Technology	Jonah Kendall
Foreign Language	Myriam Aponte
Health/PE	Becky Bradley

FACULTY

- Lisa Allen: Third Grade**
B.S., San Diego State University
- Louise Ashby: Library**
B.S., University of Kentucky
- Myriam Aponte: Spanish**
- Tracie Atwood: Science**
B.S., Western Kentucky University
- Kimberly Borneman: Fourth Grade**
B.S., Murray State University
- Rebecca Bradley: Science, Health**
B.S., University of North Alabama; M.S., Northern KY University
- Jill Bressler: Chorus, Psychology, ACT College Prep**
B.M.Ed., M.A., The Catholic University of America
- Liz Brown: Lower School Music**
B.A., Morehead State University, M.A., Murray State University
- Tasha Burnam: English**
B.S., Southeast Missouri State University, M.A., Murray State University
- Jessica Cannon: Teacher of Four Yr. Olds**
B.S., Austin Peay State University
- Sarah Cavanah: English**
B.A., Transylvania University
- Sally Coffeen: Third Grade**
B.S., Murray State University; B.A., University of Louisville;
Rank I, Indiana Wesleyan University
- Lauren Cotthoff: Kindergarten**
B.S., M.A., Murray State University
- Amy Craig: French**
B.A., Brigham Young University
- Marisol Eastman: Spanish, Technology**
B.A., Austin Peay State University
- Amy Edmonson: Mathematics**
B.S., M.A., Murray State University
- Vanessa Hancock: Teacher of Three Yr. Olds**
B.A., University of Kentucky

Faye Hendricks: English, Upper School Art
 B.S., Union College

Simon Hild: Mathematics
 B.S., Grand Valley State University

Kim Humphries: Science
 B.S., Centre College; M.S., Vanderbilt University

Jonah Kendall: Technology Director
 B.S., Kansas State University

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

Kelly Lile: Mathematics
 B.S., Austin Peay State University; M.A., Murray State University

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

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

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

Cindy Miles: Third Grade
 B.S., Austin Peay State University; M.S., Walden University;
 Rank I, Murray State University

Griffin Moore: Art
 B.S.A., Fashion Institute of Technology;
 M.A., Austin Peay State University

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

Brett Pritchett: Social Studies
 B.A., M.A., Western Kentucky University.

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

Grant Shouse: Business
 B.S., Murray State University

Mike Smith: Physical Education
 B.A., M.S., Murray State University

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

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

Tracey Williams: Fourth Grade
 B.S., M.A., Austin Peay State University

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

STAFF

Teresa Bailey: Office Manager/Aftercare Director
Laura Cherry: Business Manager
Imelda Gorman: Asst. Director of Development
Amy Bullen: Instructional Asst.
Whitley Carter: Instructional Asst.
Leslie Flick: Instructional Asst.
Debbie Milburn: Instructional Asst.
Martha Goodwin: Aftercare
Robin Davis: Instructional Asst.
Donna Williams: Business Manager Asst.
Meagan Conrad: Alumni/Fundraising Coordinator
Terry Parker: Security Coordinator
Paul Ray: Assistant Security Coordinator

University Heights Academy

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 promote close student/teacher interaction, to foster intelligent citizenship, and to carry out our academic standard of excellence.

CORE VALUES

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 persevere in the face of difficulty

Responsibility: acting in accordance with what is right in the absence of authority and being accountable for one’s behavior to one’s self and others

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

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 Pennyrile. 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 Pre K program 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 and soccer field, a baseball field, a softball field, walking trails, a pond and stream, astronomy pad, a wrestling facility, a music annex, 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.

UNIVERSITY HEIGHTS ACADEMY

PRE-KINDERGARTEN

Our Pre-Kindergarten serves children 3 years and older. The 3 year-old program operates Monday through Friday 7:45 – 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 Journeys Reading Series. During the regular school year, classes are Monday through Friday from 7:45 – 12:00 p.m. for the 3 year old class followed by extended care. The 4 year old program operates Monday through Friday 7:45 – 2:45 p.m. followed by extended care.

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. Kindergarteners begin their study of Spanish and Spanish culture. Hours are from 7:45 a.m. until 2:45 p.m., Monday through Friday.

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 complete the regular academic program. In addition, Lower School students receive instruction in art, music, physical education, Spanish, keyboarding and the use and appreciation of the library. Field trips and other activities are planned each year.



Entrance Requirements & Immunizations

The following documents are required for all kindergarten and transfer-in students. These documents should already be in all returning student's files.

Required documents include:

- Up-to-date Kentucky Immunization Certificate;
- Immunization for Hepatitis B and MMR for Kindergarten students;
- First time students in a Kentucky school must have a second MMR regardless of age;
- Physical examination on KY Certificate (no earlier than 6 months before enrollment);
- Certificate of eye exam by an ophthalmologist or an optometrist;
- A certified birth certificate from the Vital Statistics Office of the state where child was born;
- A copy of student's Social Security Card
- Dental Examination on Kentucky form

School Hours 7:45 – 2:45

Drop Off

The first bell rings at 7:45 a.m. welcoming students into their classrooms. Students arriving before this bell should report directly to “before care”--the multipurpose room (Grades K-3) or the gym (Grades 4-5) and wait until the bell rings. The late/last bell rings at 7:50 a.m.

Pick Up

Please wait in your vehicle at the designated pick up areas for the students to exit the building. Form a single line. A student patrol will open the car door and help your child inside.

Any student not picked up by 3:00 p.m. shall report to the multipurpose room for after-care. A sibling in middle or upper school may pick up a lower school sibling and escort him/her to the vehicle after the 3:00 bell. In that event, you will need to park in back of the building and sign your child out of after-care. A fee of \$7.00/day will be charged.

Tardies

Please do not park in the fire lanes in the front or side of the building or wait with your child in the hallways. If you must speak with the teacher, please arrange a meeting after school hours or send a written message. Our goal is for teachers to focus on the children as they enter.

After the first week of school, students should be encouraged to enter the building by themselves and arrive early enough to prepare for the day before the tardy bell at 7:50. Punctuality is expected. Late arrivals are disruptive to the educational environment and detrimental for the child.

If you bring your child/ren in after 7:50 a.m., you must sign your child in at the office and bring a tardy slip to the teacher.

****Students arriving after lunch count has been taken will not be able to order school lunch.***

We appreciate your help and cooperation in following our drop-off and pick-up procedures. Basic guidelines:

- Safety is our #1 priority!!
- Please do not park against the curb/sidewalk.
- Please do not park in the fire lanes!
- Find a designated parking space in front or in the student parking lot.
- Sidewalks must be kept clear.

Snow Days/Inclement Weather

UHA encourages parents to use their discretion when driving during inclement weather. Safety is most important! For any school closure, please tune into WHOP 98.7 FM or WHOP 1230 AM or log onto www.uhaky.org.

If severe weather is predicted while school is in session and early dismissal is necessary, you will be notified at least 30 minutes prior to the designated time by email and the UHA twitter/text account. If you wish to pick your child up before the designated time, use the 15 minute parking places and come in the building to check out your child. **PLEASE DO NOT PARK IN THE FIRE LANE!**

Absences/Attendance

Scholastic achievement is directly related to a student's pattern of attendance. Every student is expected to attend class daily.

- Please call the office by 9:00 a.m. to report your child absent.
- Absences should be followed by a note within 2 days of the student's return to school. Make-up work will be assigned at the discretion of the teacher.
- Arrangements for educational trips need to be made at least 2 weeks in advance, and parents must indicate the educational benefits of the trip.
- Please do not remove students from class for hair appointments or other events which can be handled after school hours. Such absences will be unexcused without benefit of making up work.

Excused absences

student illness

religious observance

educational trips

death in the family

wedding of a relative

Checking In/Out

If your child is late or leaving during the school day, a parent must check in or out by signing the Check-In/Check-Out Book in the office. In order to minimize disruption to the class, students will be notified for dismissal by the office.

Cell Phone Policy

Students will not be allowed to have their phone out while at school without permission. If there is an emergency or you need to communicate with a student about a schedule change, please call the office. ***Do not rely on teacher emails or text messages for this type of communication.***

Assignment Policy

Any worksheet, workbook, assignment completed on notebook paper, or project with handwritten information must be done only in the student's handwriting. Any assignments that require typing must have an accompanying rough draft in the student's handwriting.

Students who do not follow these guidelines will not receive credit for the assignment. It will be recorded as a zero.

Students are expected to complete /turn in assignments by the designated deadline. Late assignments will be noted in the student's planner. Assignments turned in one day late will receive a maximum of 75% credit. Parents will receive email notification the second day late, and a maximum of 50% credit will be given. No credit will be given after the second day. This may be adjusted second semester.

Head of School's List and Honor Roll

Grades 3- 5 will receive Honor Roll recognition each quarter in the local newspaper. To qualify for the Head of School's List, a student must receive all A's for that grading period. A student receiving all A's and B's will be on the Honor Roll.

Grading Scale for grades 1-5

A	90-100
B	80-89
C	70-79
D	65-69
F	64 and Below

A report card is given each 9 weeks to students in First through Second Grades.

Medications/Allergies

All medications must be in the original prescription bottle and delivered by an adult to the classroom teacher.

Please be sure your child's teacher is aware of any medications or allergies that your child has. Also, please make every effort to keep your student's medical records and emergency contacts up-to-date.

There are students enrolled at UHA who have ***SERIOUS peanut allergies***. Please do not send foods that include peanuts or peanut oil.

Food Service

****Please remember that students arriving late are unable to order school lunch.***

Beverage, sandwich, snack machines, and microwave ovens are available in the lunchroom. Students may use this vending service, bring a lunch from home, or order from the menu. Orders are taken to Coach Shouse at 7:50. We will have a set menu for each month to include the following: pizza, Rutland's, etc.

Teachers of lower school students may have specific guidelines for lunch and snacks. If condiments, eating utensils, paper plates or cups are desired, please send these items with your child. ***Please do not send large bills or checks with your child to school.*** The office is not able to keep enough change on hand. There is a money-changing machine for \$1 and \$5 bills in the vending room.

Dress Code

All students are expected to be neat, clean and dressed appropriately for school activities.

- **Appropriate clothing for school shall include khakis, blue jeans (without fringes), dress and casual slacks, shorts, skirts, dresses, shirts and blouses. Please be mindful of skirt and shorts length.**
- **K-1st grade students should wear shorts under dresses since a considerable amount of time is spent on the floor.**
- ***It is required that all students wear either closed heel or back strap shoes. NO FLIP FLOPS .***
- All students are required to own one Blazer/UHA Tee shirt for special events such as field trips, musical performances, etc.
- Clothing may not be worn excessively tight and should have no holes, patches, or frayed edges (cutoffs).
- Materials that cling (such as gymnastic clothing), sagging pants, or T-shirts with questionable messages may not be worn at any time on school grounds.
- Shirts and tops must be long enough to cover the midriff. No string/spaghetti strap tops.
- Hats, hoods or any other type of head covering may not be worn inside the building at any time.
- Assume that there will be outdoor recess every day. Please send a ***jacket, sweater, coat, etc.*** with your child appropriate for whatever the temperature may be. Temperatures for recess times can be cold and windy.

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.

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's 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. 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. 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.

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

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 – 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.

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.

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.

OKTOBERFEST/FALL FLING - The PTO organizes this large and important event for UHA. This year Fall Fling is scheduled for the third Saturday of September and includes games and 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 mothers play a critical role.

100 CLUB – This lovely evening is a 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.

GIFT WRAP FUNDRAISER – This fundraiser 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 to 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

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. 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 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 fun activities designed especially for them. Childcare 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!

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. 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 concession 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.

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

**2018-2019 Room Mother List
LOWER SCHOOL**

PRE K3 – Vanessa Hancock

Erin Namie	erin.namie@gmail.com	270.881.8546
Kara Smith	ksmith@uha-ky.org	518.669.2749
Lisa Hussey	lhussy21@gmail.com	757.617.2102

PRE K4 – Jessica Cannon

Meagan Conrad	meagan.conrad@hotmail.com	270.719.9566
Yasamin Ausenbaugh	yasaminausenbaugh@gmail.com	270.303.7713

KINDERGARTEN – Lauren Cotthoff

Ashley Chesnut	ashleychesnut@gmail.com	270.350.2870
Jessica Hayes	jlhayes82@gmail.com	270.719.2100
Chelsea Lambert	chelsea.lambert01@gmail.com	502.572.0112

1st GRADE - Sandra Livingston

Maria Bolinger	maria@thesiloevents.com	270.889.8829
Meagen Garnett	meagengarnett@hotmail.com	270.348.6655
Shea Godwin	sgodwinmd@yahoo.com	270.350.0703
Sarah Flynn	sarahlynn30@hotmail.com	270.348.3806
Wendy Straub		214.543.8746

2nd GRADE – Rhea Ann Wyatt

Andrea Flynn	andreamflynn@hotmail.com	270.881.3394
Jenn Bastin	jennbastin@gmail.com	270.300.8960
Allison Sandifer	allisonsandifer@hotmail.com	270.881.2003

3rd GRADE – Sally Coffeen and Cindy Miles

Meagan Conrad	meagan.conrad@hotmail.com	270.719.9566
Allison Sandifer	allisonsandifer@hotmail.com	270.881.2003
Sarah Flynn	sarahlynn30@hotmail.com	270.348.3806
Ashley Chesnut	ashleychesnut@gmail.com	270.350.2870
Ashlea Bruce	ashleabruce@yahoo.com	270.348.2001

4th GRADE – Lisa Allen and Kimberly Borneman

Sarah Cayce	sarahcayce@msn.com	270.348.3843
Shea Mohon	sheamohon@yahoo.com	270.889.1918
Alison Sisk Anderson	Alison@siskautomall.com	270.498.4938
Yasamin Ausenbaugh	yasaminausenbaugh@gmail.com	270.303.7713

5th GRADE – Sherry McGowan and Tracey Williams

Andrea Flynn	andreamflynn@hotmail.com	270.881.3394
Ginnie Pruitt	geegpruitt@gmail.com	270.839.2232

