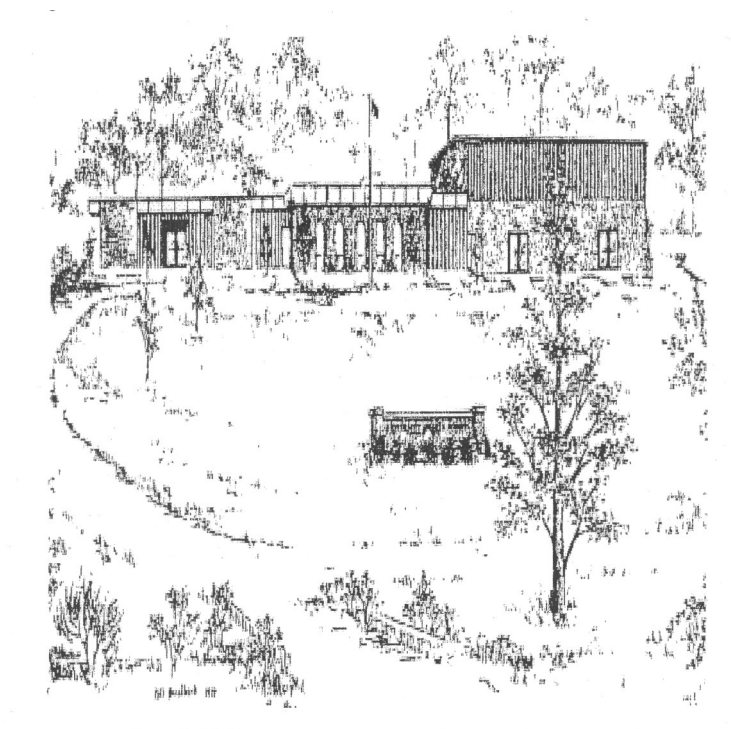


# **University Heights Academy**



**Parent/Student**

**Handbook**

**2018-2019**

Revised 8/6/18

**UNIVERSITY HEIGHTS ACADEMY**  
**1300 Academy Drive**

(off North Drive near Hopkinsville Community College)

[www.uha-ky.org](http://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 (NCPSA)

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.

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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.**

## **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 350 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. In 2018, a new technology enhanced building opened that became home to the upper school. This new building allowed additional space for the growing student population. 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**

University Heights Academy's Primary Goals are:

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 student through its programs and activities.

### **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

## **THE SCHOOL**

### **PRE-KINDERGARTEN**

Our Pre-Kindergarten serves children 3 years and older. The 3 year-old program operates Monday through Friday 7:50 – 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 7:50 – 12:00 p.m. for the 3 year old class followed by extended care. The 4 year old program operates Monday through Friday 7:50 – 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 7:50 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.

### **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 to challenge and develop the abilities and interests of each student. Small classes allow teachers to give attention to individual students. 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. Extra-curricular activities include dramatic arts, athletics, clubs, field trips, and homecoming activities.

Students are expected to complete the graduation requirements as outlined on **page 29**.

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**

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

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

## **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.

The dress code is designed to ensure the health, safety, and well-being of all children and to avoid distractions to the educational process. The following are guidelines to follow but this is not an all-inclusive list. School staff have the responsibility to address dress code issues if the educational process is interrupted.

- Shorts and skirts should be an appropriate length (mid-thigh or longer). Spandex or brief type shorts are not permitted.
- Clothes should not have reference to alcohol, tobacco, drugs, sex or sexual innuendos, inappropriate language, or violence.
- Leggings are permitted when worn with a top that is mid-thigh length with arm raised.
- Bare-midribs, see-through garments, undergarment type-shirts, halter tops, low-cut tops and pants, miniskirts, scrubs, and pajama bottoms are not permitted.
- Hats, caps, hoods, sunglasses, and distracting headwear are prohibited inside buildings during school hours.
- Sagging is not permitted.
- Boys shirts must have sleeves. Girls shirt straps should be the width of two fingers.
- Standard footwear is required. House shoes are not permitted.
- Clothes worn with holes above mid-thigh must have a garment worn beneath them (tops and bottoms).
- Sweatpants, yoga pants, exercise tights, and athletic shorts no shorter than mid-thigh length are acceptable on dress down days only. Yoga and exercise tights must follow the “leggings” guidelines for dress down days.
- Body piercings shall not distract from the instructional process.

If a child is involved in a sport, the coach/designee may assign one day a week during the 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.

### **DRESS CODE CONSEQUENCES**

- 1<sup>ST</sup> OFFENSE Send to office—Parents will be contacted  
2<sup>nd</sup> OFFENSE Student must change clothes, if change of clothes is unavailable, student will be assigned one day of before-school detention.  
3<sup>rd</sup> OFFENSE Student must change clothes, and one day of before-school detention will be assigned. If student does not change clothes, student will be assigned two days of detention.  
4<sup>th</sup> OFFENSE Assign one day of In-school suspension.  
5<sup>th</sup> 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 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. See page 27 for Discipline Hierarchy.

### **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 (including cigarettes, dip or chew, and electronic cigarettes) on campus and at school-related events will be confiscated and disposed of on the spot.

The Head of School will determine discipline for any students using/or abusing any tobacco products.

### **MEDICATION POLICY**

Whenever possible, medications should be given at home. However, if any medication, either prescription or non-prescription, is to be administered by school personnel, the following policies must be followed.

Medications to be administered at the school during school hours must be deposited with the child's teacher in grades PreK-5; medications in grades 6-12 must be left with the with the Safety Coordinator.

Medications must be labeled with the child's name and dosage and accompanied by the Medical Information & Authorization Form which contains the physician's and pharmacy's names and telephone numbers, prescription number, and effective dates. The medication must be in its original container with the prescription label attached.

All medications will be locked in a container specifically for medications. When a medication is administered by a school employee, the following information will be documented on a Medication Administration Record: Student name, time, dosage, and name of person observing or administering the medication.

Any meds that the student will handle himself require a self-medication authorization form signed by the parent/guardian and the doctor.

Any drug that is considered a "controlled substance" must be administered by and turned in to the lower school teacher or Safety Coordinator.

Students are not allowed to dispense medications to other students, including over-the-counter medicines.

### **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 safe and supportive environment that is conducive to learning and developing strong self-esteem. In order to foster and support an atmosphere that encourages and values the individual, acts of harassment, intimidation, or bullying are strictly prohibited. Students are expected to treat one another with civility and respect.

Bullying/harassment is repeated behavior involving deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, put-downs, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations; negative use of text messages/internet, and/or social isolation.

Cyber-bullying is defined as “the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others.” Cyber-harassment relates to a person’s “use of a laptop or networked device to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language, or make a suggestion or proposal of an obscene nature, or threaten any illegal or immoral act”.

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, bullying, and intimidation are in violation of school and board policy, and consequences range from warnings up to and including dismissal.

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

## **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 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.

## 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 twenty (20) 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. Medical appointment (Return to school form signed at doctor's office)
4. School sponsored activity
5. Junior/Senior college day
6. Court appearance
7. Religious observance
8. Wedding of a relative
9. Educational trips

The Head of School must approve any request for an excused absence other than the nine stated above in advance.

A student's parent is asked to call the office before 8:45 a.m. on the morning of an absence. If the parent has not called the school by 8:45a.m., the parents may be called. Students must bring a note signed by his/her parent the day following an absence. The note should be taken to the front office and a form will be issued to the student to have each class period teacher sign. The student will then leave the form with his/her 7<sup>th</sup> period teacher.

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.** The Head of School 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. If a student's absence is determined to be unexcused, that student will receive a zero (0) for the missed class(es) or for any graded item during the class missed.

Requests for a college day must follow the prescribed procedure on page 20. Arrangements for educational trips need to be made in advance, and parents must indicate the educational benefits of the trip (any exception must be approved by the Head of School).



After 5 days of absence in any one class during any nine weeks a teacher/Head of School/parent conference may be requested. After 15 days of absence during the school year, a conference between the Head of School, teachers, parents, and student must be held to determine whether or not future absences will be excused or unexcused. Seniors with Check-out Privilege may forfeit their privilege after they have reached 3 unexcused absences during any nine weeks or 10 unexcused absences in their year courses.

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 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.

During the week of semester and final exams, only participation in state level athletic competition or 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.

#### **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 must check in with the office and submit a note from the parent or driver of the carpool 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 to buy gas or breakfast, and waiting for friends or siblings are examples of unexcused tardies. If there is no note of explanation, the teacher will not excuse the student. A note must be provided the next day or tardy will remain unexcused. Valuable learning time is lost and classes are disrupted by tardiness.

A student who is late to Homeroom, Study Hall 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.

Check-out privilege for seniors may be revoked if they exceed three unexcused tardies to school or in any one class in a quarter (nine weeks).

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 without check-out privilege 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

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

Students with check-out privilege are expected to honor the responsibility of this privilege by maintaining prompt attendance to school and classes. The following consequences will be enforced based on student's attendance for each nine weeks:

- Three unexcused tardies to school (which is the first class student has for the day if they do not have a first period class scheduled)— Student will forfeit privilege (minimum 1 week loss) and receive detention for every tardy exceeding their third. After loss of privilege, the senior will follow the rules stated for those without privilege.
- Three unexcused tardies to class (any class that is not their first of the day) Student will forfeit privilege (minimum 1 week loss) and

receive detention for every tardy exceeding their third. After loss of privilege, the senior will follow the rules stated for those without the privilege.

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.

**Students must present their completed (with parental signature) detention form upon arrival to detention. Notes from home will not be accepted.**

- 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. Students assigned in-school suspension will not be able to participate in any after school activity on the day of suspension.**

#### **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. Parents will need to email individual teachers for missed assignments; please do not call the front office for homework. 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 or email the Head of School prior to the planned trip for approval
2. The teacher will give the student any assignments that have been planned and are available prior to the trip. Tests that are to be given during the student's absence will be taken before the student leaves if the teacher has given adequate material and arrangements have been made. 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 any assignments and tests that were unavailable prior to the student's absence. The student is expected to complete this work within 3 days upon return and turn it in for a grade.

### **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 in advance when possible. The student is responsible for checking with his instructors for assignments and for seeing to it that his parents have given written notification to the Head of School.

### **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 must have a signed waiver on file at the school. See page 32 for senior sign-out privilege.

### **DANCE RULES**

Students may not leave the building and return once he/she enters for the dance. Other rules will be determined by the individual or group sponsoring the dance.

## **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 3:30 p.m. Students should not be dropped off prior to 7:30 a.m. unless they are participating in a supervised school activity. PK-3rd grade students arriving before school starts will report to the multi-purpose room while all other students will report to the gym. Parents unable to pick up their students in grades PK-8th must be registered for Aftercare or Base. Students should not remain after school beyond 3:00 p.m. unless participating in a supervised school activity.

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

- 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 2,4, & 5. Closings will also be announced on website, Facebook and Twitter. 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, parents will be notified via email, WHOP, Facebook and Twitter. 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.

Students leaving early must sign out at the front office. Parents please remember your students are not allowed to use their cell phones during class time (page 23) and limit your calls to the office.

## **TRAFFIC**

ALL DRIVERS should observe the following speed limits:

25 mph From North Drive to the bridge

15 mph from the bridge and in parking lots

## **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 north side 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**

**Arrival and Dismissals** - To ensure the security and safety of all our children, our two school buildings will have single unlocked entries during arrivals and pick-ups. 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. Parents will have three drop off and three pick up options in the morning and afternoons. One in the front of the original building. One on the backside of the upper school building, and one on the left side of the original building. A traffic map will be sent home with students and available in the front office.

Traffic will flow one way around both buildings. The access road leading to Sanderson Drive will be gated. The gate will be open from 2:45-3:15 daily for dismissal only.

During the school day, all visitors must enter the building (either Building) through the entrance by the front office in the lower/middle school building.

***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 parking lots. When in line to pick up or deliver students, never leave your car unattended. Encourage your students to be prompt in meeting you at the end of the day so that other cars behind you will not be detained. If your student is not waiting outside, it may be necessary to circle again.

### **STUDENT VISITORS**

Student visitors to our campus and building must report directly to the office for registration and approval. Visitors must also sign in/out before entering and leaving the building. 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. **We cannot accept checks for lunch.** 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, Rutland's BBQ, Subway, Chick-Fil-A, etc.. Food or drink is not to be taken into any classroom, 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 to school, it should be turned off and only used for emergencies. Cellular phones may be confiscated if used during the school day (with the exception of break, lunch, and between classes for upper school students only) and will have to be picked up by a parent. Other electronic devices (e.g., Headphone, earbuds, etc...) are unacceptable. Under special circumstances, teachers may choose to allow certain electronic devices after approval by the Head of School. Cell phones/electronic device use is a privilege and may be revoked if the privilege is abused.***

### **LOST AND FOUND POLICY**

Lost and found items may be claimed between 7:30-7:50 a.m. and 3:00-3:30 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 check out 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 USE of INFORMATION and COMMUNICATION TECHNOLOGY RESOURCES**

A signed copy of the Information and Communication Technology: Acceptable Use Policy must be on file with the Technology Director (Mr. Kendall) before students may access UHA's networks and devices. This policy informs students, their parents, and teachers of acceptable ways information and communication technology (ICT) may be accessed and used at University Heights Academy (UHA). Please see <http://uha-ky.org/ict/> for more 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 must not be left on the floor in the hallways. 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. Copies may be requested through the front office on an as-needed basis.



## **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.

All students enrolling for the 2018-2019 school year are required to have ONE of the Hepatitis A series with a SECOND dose no less than six months after. Students entering middle school (age 11) must also have ONE dose of Meningococcal ACWY vaccine (TWO if 16 or older) along with the required boosters.

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 and have 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, backpacks, and materials in proper storage areas and use wastebaskets for litter.

### **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. 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.

### **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.

## **DISCIPLINE AND GOVERNANCE**

### **BEHAVIOR VIOLATIONS**

UHA students are expected to maintain high standards of 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 the 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 conference
- Loss of privileges
- Elimination of extra-curricular activities
- Loss of leadership positions
- Detention
- 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.

#### **DISCIPLINE HIERARCHY**

**1. Classroom Detention:** Morning 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 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 any work assigned on the day(s) of 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.

## 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](http://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.

## 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** (Both credits in same 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.

Upper school students are expected to be enrolled for the equivalent of 5 class periods per semester.

### **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.

## COLLEGE COURSEWORK

Dual credit college courses must be approved by the Upper School Director and Head of School. Dual credit approvals will only be granted for courses that fit into a student's open periods of the daily schedule and only for courses taken during the calendar school year. Dual Credit courses will be recorded on UHA's transcript with credit and grade point calculations based on a 4.0 grading scale ( 1 credit earned per 3-hour course).

## GRADING

Effective for the 2016-17 school year, the Board of Trustees approved a new grading scale. The scale was adjusted to be more in line with other public and private schools in the area and throughout the state. The new scale allows our students more opportunity to increase KEES Scholarship dollars and stay competitive with neighboring schools and districts. This change does not affect instructional rigor and high expectations in the classroom. The lower school grading scale will remain the same that it has been in the past.

<b>Letter</b>	<b>Numerical Equivalent</b>	<b>AP Course Scale</b>
A+	98 - 100	A+ 98 - 100
A	93 - 97	A 93 - 97
A-	90 - 92	A- 90 - 92
B+	88 - 89	B+ 88 - 89
B	83 - 87	B 83 - 87
B-	80 - 82	B- 80 - 82
C+	78 - 79	C+ 78 - 79
C	73 - 77	C 73 - 77
C-	70 - 72	C- 70 - 72
D	65 - 69	D+ 68- -69
F	64 and Below	D 63 - 67
		D- 60 - 62
		F 59 and Below

GPA is calculated on a 4.0 scale. AP Courses are calculated on a 5.0 scale.

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 6<sup>th</sup> or 7<sup>th</sup> grader who fails two or more core classes (GVC, Literature, or Math) or any 8<sup>th</sup> grade student who fails English 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.

### **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. Daily grades are available on Powerschool throughout the academic year. 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 on the exam day.

## **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 Guidance office.

## **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, behave in accordance with the Blazer Code of Conduct, and maintain prompt attendance (as described in the Attendance and Tardiness sections of this handbook). Failure meeting any of these criteria may result in the loss of the privilege. The privilege may be reinstated at the beginning of the next grading period if the student meets the GPA criteria; however, students with excessive absences or tardies may not receive the privilege of being off campus in their free hours. **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.



### **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.

### **SPECIAL ACADEMY STUDENTS**

Students attending any special upper school Academy (boarding school type) in the Commonwealth of Kentucky will be considered enrolled at UHA as long as enrollment and graduation fees are submitted at the beginning of the school year. They will be allowed to participate in approved school activities. Students who participate in commencement activities will receive any eligible recognitions that were awarded to them while attending UHA. These students will be recognized as graduates from their Academy in the commencement program. Such students are not eligible for Valedictorian or Salutatorian recognitions.

### **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. P.E. in the Lower School emphasizes "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, softball, cross country, track and volleyball. 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)**

Students are required to be enrolled as full-time students and be passing 240 minutes per day, earning credits toward graduation, according to the rules and regulations of the Kentucky Department of Education (KDE). At UHA, this requires passing 5 classes or their equivalent. Grade checks are conducted each Monday and cover the entire week until the next grade check.

Additionally, continuous progress must be maintained year to year. UHA requires 24 units for graduation. Freshmen must pass 5 credits; Sophomores must reach 11, and Juniors must reach 17. These minimums are required to play in the next grade level.

### **COMMUNITY SERVICE**

UHA students are encouraged to participate in volunteer activities and community service. Students are responsible for submitting information about volunteer hours to the Guidance Counselor and Club Sponsor.

## **CLUBS**

**In order to participate in a club students will be required to have a permission form signed by their guardian.**

### **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 3.5 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. To remain in the Sheila Higgins Chapter of the National Honor Society, a student must maintain an average of 3.20 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 middle and upper school. The University Heights Academy chapters of Junior and Senior Beta 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 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”.

### **FCS**

FCS is an organization which gives middle and upper school students the opportunity to focus on ways to serve the community by equipping, empowering, and make a difference through Christian Fellowship

### **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, Christian County Animal Shelter, Festival of Trees, UNICEF, Pennyrile Children’s Advocacy Center, helping local people who are less fortunate, the local VFW, UHA’s teachers, and the school itself.

### **Engineering Club**

The Engineering Club is a way to inspire and encourage students to pursue careers in STEM (science, technology, engineering and mathematics). During our club meetings, the students work in teams to solve real world challenges using math and science skills. An annual one-day competition with area schools is held each year in which students can test their skills and aptitudes at solving complex problems related to engineering.

### **Art & Literature Club**

The Art & Literature Club showcases some of the wonderful artistic and creative abilities of the students at University Heights. All sorts of artwork, including but not limited to poetry, drawings, paintings, short stories and projects, are submitted by our students. The student-driven club requires members to organize contributions in a digital layout that can be accessed via the web. The very best entries will be compiled and presented to various literary agencies for possible publication.

### **Robotics Team**

The BlazerBots, UHA's middle school robotics team, is comprised of up to ten 7th and 8th grade students. They compete in the fall through First Lego League. Their mission is to develop and present a solution addressing a real world problem, display team cooperation during competition, and earn as many points as possible in the robot games. The team is coached by Tracie Atwood and Barbara Kissner.

### **Tri-M Music**

The Tri-M Music Honor Society is a junior and upper school program of the National Association for Music Education (NAfME), which focuses on creating future leaders in music education and music advocacy. It recognizes students that have gone above and beyond both academically and musically and provides students leadership opportunities to make a difference in their community through music-based service projects.

### **The "Y" Club**

The Y club consist of students who wish to attend the Kentucky United Nations Assembly. The club is offered at both the middle and upper school level. The Kentucky Youth Assembly (KYA) is a 3-day experimental learning program in which students serve as part of a model state government. KYA offers students the opportunity to learn about a wide variety of issues, develop critical thinking skills, and articulate their beliefs while engaging constructively with their peers from around the Commonwealth. The Kentucky United Nations Assembly (KUNA) is a 3-day experiential learning conference in which students participate

directly in simulated international diplomacy. KUNA offers students the opportunity to experience the richness of cultures from around the world, develop empathy, and hone their critical thinking skills while engaging with a wide variety of perspective and global issues.

Both the KYA and KUNA are sponsored by the YMCA and thus the “Y” club term.

### **Green Dot Club**

Green Dot is a primary prevention bystander education program for high school students. It is a multi session cultural change initiative that has been shown to reduce violence. It focuses on sexual violence, dating violence, and bullying. It is implemented at UHA in conjunction with Sanctuary and KASAP through funding from the CDC.

## **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

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 ensure that this policy is effectively implemented.

**10. 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**

### **FALL**

Lower School Open House  
Middle School/Upper School Orientation  
Alumni Soccer Game  
Outdoor School for Upper School  
Back to School Picnic  
New Family Orientation and Returning Family Refresher  
Fall Sports—Soccer, Volleyball, Cross Country, and Golf  
Oktoberfest/Fall Fling  
100 Club

### **Winter**

Fun Run  
Winter Sports—Basketball, Cheerleading, and Wrestling  
Blazers Night Out  
Dreamstakes

### **SPRING**

Spring Fling  
Open House for Prospective Families  
Middle School Trip  
Spring Sports—Baseball, Softball, Track, and Tennis

This is an overview of major activities and events. It is not an all-inclusive list. Our students and families participate in many community and school related events and activities throughout the school year.



## **DECISIONS AND GOVERNANCE AT UHA**

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. If asked to intervene in administrative or academic matters, their only appropriate response is to urge you to talk to the Head of School 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.

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