



Union Pointe Christian Academy
at Potter's Ranch

Parent-Student Handbook

2025 - 2026 School Year

Mailing Address:

5194 Beaver Road, Union, Kentucky 41091

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Mission Statement

To be a school for all students by partnering with parents to educate children to the full extent of their God-given abilities and potential and see them grow into young adults who positively impact society and the lives of others.

At Union Pointe Christian Academy, we recognize that a vision is only successful if there is a mission with intentional steps to implement that vision. We believe there are very intentional dynamics set in motion that bring that vision to life and make UPCA such a unique school:

- Small teacher/student ratios
- A blended-learning approach that allows all students to work at their own pace and teachers to accommodate and differentiate instruction
- Every student has an Individual Learning Plan (ILP) formulated for his/her own interests and abilities.
- Additional resources and programs for dyslexia students, gifted students, and personalized learning styles.

Vision Statement

Union Pointe Christian Academy is a school where every student matters, every student can learn and be successful, and every moment counts.

Children sometimes just need a different soil to best grow and become all they were meant to be. Our passion is to provide that soil that will unleash the full potential in every student.

Our incredible faculty works purposefully as a family to create an environment where each student feels safe, accepted, and genuinely cared for on a daily basis. We believe that healthy, significant relationships are a key factor in any student loving their school experience and becoming the best version of themselves academically, emotionally, and relationally. In this environment, every teacher will know students personally, foster academic growth and work ethic, and strive to nurture and develop life-long learners.

We have a vision of "helping students discover what they were born to do" which is emphasized through the development of each student. Our faculty works tirelessly to see that vision becomes a reality by recognizing that every student learns differently and refuses to put all students in the same "category", expecting the same results. At Union Pointe Christian Academy, we will foster life skills with students in a way to ignite intellectual development, personal integrity, sense of community and wholesome relationships. Also, college and career readiness through strong academic programs, arts and electives. Finally, while we recognize the practical significance of test scores, we believe that they do not define the potential and brilliance that lies within every child.

Statement of Faith

UPCA stands firm on the following foundational truths: We believe the Bible is the inspired, infallible, authoritative Word of God written under the inspiration of the Holy Spirit. We believe there is one God eternally existent in three persons - God the Father, the Son and the Holy Spirit. We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His crucifixion, atoning death and glorious resurrection. We believe in His ascension to the right hand of the Father and His second coming. We believe that our salvation comes by God's grace alone when we put our faith and trust in Jesus Christ as Lord and Savior.

Parents

Throughout the Parent/Student Handbook, Student Code of Conduct and Discipline Policies, the term "parent" is used. At UPCA, we define "parent" as a biological or adoptive parent, step-parent, legal guardian or other person having lawful control of their child attending UPCA.

Accommodations for Students

In compliance with equal access laws, the UPCA administration is available to discuss appropriate academic accommodations that may be required for students with disabilities (learning, physical, behavioral). Requests for academic accommodations are to be made immediately upon registration at UPCA, so that appropriate arrangements may be made as soon as possible. As a private Christian school, we do not receive federal funding and are not required to provide a free appropriate education or an IEP. We reserve the right to not follow along with the IEP provided if we do not have equipped teachers. When students come from a public school, it is the parent's responsibility to see this through.

Accreditation

NAPS

We are **Accredited by the National Association of Private Schools**. The NAPS (National Association of Private Schools) will be the source for accreditation as it serves both as a service organization of member schools and as a network for the promotion of quality in independent schools. Their purpose is to encourage, develop, and support the highest possible standards in its member schools and to recognize by formal evaluation those schools in which these standards are achieved and maintained.

NCAA

UPCA is NCAA-Approved, meaning student athletes can fulfill NCAA initial eligibility requirements when taking our NCAA-approved courses to fulfill academic requirements.

Kentucky State Standards

UPCA will comply with all Kentucky State Standards by the Department of Education.

Admissions Policy

UPCA has established the following enrollment procedures:

1. Parent completes the Interest Form;
2. UPCA contacts parents to schedule meeting;
3. Information sharing meeting occurs (at this time please bring the most recent report card, and if applicable IEP, 504 and any outside testing); Students are required to complete an Entrance Assessment before the next step to insure placement.
4. Opportunity for students to complete a school/classroom shadowing visit;
5. UPCA contacts parents with approval to begin registration;
6. Upon receiving approval to register, enrollment forms should be completed and returned to the office along with registration fees;
7. Formal withdrawal by parents from previous school must be completed;
8. Student's records must be received from the previous school.

Upon completion of all of the above steps, the information will be reviewed; if approved, the student will be enrolled in UPCA and registered for classes.

Tuition Payment Policy

When you enroll your child at UPCA and have paid the required fees, a place is secured for your student for the entire school year. Based on this enrollment, UPCA makes an annual financial commitment to hire faculty and staff, as well as to pay day-to-day operating expenses. Tuition may be paid in different ways (see below). **Tuition is non-refundable.**

Tuition may be paid in the following ways:

1. Payment in full - payment is due by September 1 of the current academic year. Anyone who chooses to pay in full will receive a \$200 discount for full-time students only.
2. Three payments - payment is due on the first tuition due date for each of the following months: September 1, December 1 and March 1. Anyone who chooses to pay this way will not be charged the monthly fee of \$25.
3. Monthly payments - payments are broken into nine (9) payments (September -May) and will automatically have a \$25 monthly fee added.

UPCA accepts tuition payments made through your online banking, online through our website by credit card, or by mailing a check to 7536 U.S. Hwy. 42, Suite 6, Florence, Ky 41042.

Any return payments will be subject to a return check/item fee of \$25.

Any late payments will be subject to a late fee of \$35.

Withdrawal/Refund

A thirty day notice of withdrawal is required. In order to withdraw in good standing, a parent/guardian must complete a “30 Day Withdrawal Notice” form. This can be obtained by contacting the UPCA office. The thirty days will begin on the date the office receives the signed document.

*Note: If you are on the monthly payment plan and you withdraw your student, you are responsible for three months of tuition (Sept-Nov, Dec -Feb, Mar-May) The tuition balance must be paid in full before any official transcripts or records will be released. If payment is not made, the account will be considered not in good standing and further legal action may occur.

All tuition and fees are non-refundable (i.e. registration, curriculum, etc).

Academics

Curriculum

Grades K/1 through 3 • My Father’s World Grades 4 through 8 • My Father’s World • Teaching Textbooks Grades 9 through 12 • My Father’s World	Grades K through 12 • Orton-Gillingham Program • Barton System Grades K through 12 • Equipping Minds
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Blended Learning

Blended learning is an approach to learning that incorporates hands-on, personal instruction with 21st Century tools and technology. UPCA uses My Father’s World as well as in-person, personalized

instruction. Combined, these methods allow for more personal investment in each student's success, as well as a level of sophistication within instructional materials, resources and opportunities.

TEACH...Teacher-led instruction of the skill or concept to be learned

PRACTICE...Offline practice and application of the skill

TEST... Evaluate the proficiency of learning

RETEACH...Review of missed skills through small and individual instruction

Grading Scale

For Kindergarten through 3rd grade:

They will receive Comments and one of the following letters:

- O - Outstanding
- M - Meeting Standards
- P - Progressing with help
- AC - Area of concern

For grades 4 through 12 the following grading scale has been implemented.

- A+ = 97-100
- A = 93-96
- A- = 90-92
- B+ = 87-89
- B = 83-86
- B- = 80-82
- C+ = 77-79
- C = 73-76
- C- = 70-72
- I/F = 69 and below

Please note: Below 70 is "I" for *incomplete* after the 9-week grading period ends. Students with an "I" will be provided up to one week's worth of support to reach a 70. The amount of support provided will be at the discretion of the school office and teacher. If criteria is not met for a passing grade, the incomplete will then become an "F".

Homework

Students will be provided a "Student Planner" to write all homework assignments down. Parents are encouraged to check this every night for assignments or notes from teachers. QuickSchools and your child's teachers' weekly communication can be checked for your child's progress. Google Classroom can also be checked for coursework status and progress. There may be occasions when assignments or projects require additional time outside of the school day. At no time should a student complete a quiz or test at home unless instructed by teachers.

Report Cards And Progress Reports

Parents are encouraged to monitor their student's academic progress through QuickSchools.
www.unionpointeacademy.quickschools.com.

Report cards are scheduled to be issued to the students at the end of each academic quarter. The end-of-quarter dates can be viewed on the school academic calendar contained in this handbook or on the school's website (<http://www.unionpointeacademy.org>).

Parent-Teacher Conferences

Parent-Teacher conferences will be scheduled and noted on the academic calendar and website. Additional information and details will be sent home in advance. At any time, parents may request to speak with a teacher by emailing the teacher and/or the office.

High School Graduation Academic Tracks/Requirements

• English	4.0
• Mathematics	
◦ Algebra I	1.0
◦ 3 Math Electives	3.0
• Science	
◦ Life Science (Biology, Biology Accelerated)	1.0
◦ Physical Science (Scientific Investigations, Chemistry, or Physics)	1.0
◦ Science Elective	1.0
• Social Studies	
◦ World History	1.0
◦ American History	1.0
◦ Government	0.5
◦ Economics	0.5
• Health/Physical Education	
◦ Health	0.5
◦ Physical Education	0.5
• Fine Arts	1.0
• Electives	6.0
Total Credits	22.0

*Students on a college preparatory track will be enrolled in required courses and electives to meet those standards.

*All full-time students will be enrolled in a Bible class.

UPCA has implemented a standard 4.0 grading scale.

- 4.0 and greater - 90% to 100% - "A"
- 3.0 to 3.9 - 80% to 89% - "B"

- 2.0 to 2.9 - 70% to 79% - "C"
- 1.0 to 1.9 - 60% to 69% - "F"

All Advanced Placement and Dual Enrollment classes will be weighted at the end of each semester by 1.04%

Repeated Course Policy

If a student does not receive high school credit due to failure to successfully complete a course, then that course must be repeated in full.

Homeschool Curriculum and Attendance

Homeschool students are welcome to attend UPCA for any classes of their choosing. Teachers will instruct students using the curriculum provided by UPCA. Attendance and tardiness will be tracked by the UPCA front office and provided to homeschool parents at the end of each quarter for reference only. When students are absent from classroom instruction, teachers will not be required to re-teach information that the student missed. Students are expected to complete the missing assignments and lessons on their own in order to remain on track with the pace of the classroom instruction.

Transportation

UPCA will provide transportation to and from school. A neutral pick up and drop off spot will be selected. There will be a monthly fee of \$30.00. This is a non-refundable fee.

The van will arrive at the pick-up location by 7:15 am. The van will leave that spot promptly at 7:30 in order to arrive at school on time. We cannot wait for late arrivals. In the event you are running late and miss the departure time, you will need to bring your kiddos to school. If you arrive at school after 8:05 it will be counted as a tardy.

The drop-off location will be the same as the pick-up location. Students will be released at 2:35 and taken to the van. Barring a late departure, we should return to the appointed destination by 3:10.

Rules for riding the school van:

- Respect the driver - no yelling or loud voices
- No eating or drinking on the van
- No opening of windows without permission from the driver
- Keep your hands and personal items to yourself
- Stay in your seat until you are told you can exit the van

Consequences for misbehaving:

- First Offense - The student will be given a warning - parent will be notified

- Second Offense - Parent/student will receive a written warning
- Third Offense - The student will not be allowed to ride the van for 1 - 3 days depending on the severity of the offense.
- More than three - student may no longer ride the van. Parents will be responsible for getting their child to school.

Attendance

Attendance will be taken each morning by office personnel and records are maintained by the office.

Be on time and ready for the day's activities. If you miss a class you miss an opportunity.

UPCA's school day begins at 8:00 am and ends at 2:35 pm. Students may arrive as early as 7:30 am.

Students must be in their designated meeting location by 8:00 am or they are considered tardy.

When it is known that a student will arrive late or will be absent for the entire day, notification to the school office is necessary before 8:30 am. Notification of absences should be emailed to absent@unionpointeacademy.org.

Tardy Procedure

Tardies will be recorded and maintained by the office. Excessive tardies will result in a call to parents. Three tardies will count as one unexcused absence.

Absence Procedure

Release from class - An absence which is initiated by the school and/or given prior approval by the office staff will be marked but not reported on the student's report card. These include college visits, work-study/co-op, and other school approved activities.

If a student is going to be absent:

1. **A parent should email absent@unionpointeacademy.org when a student is to be absent.**
Please include the reason for the absence and the approximate date the student will return.
2. After an absence, a parent should:
 - Submit an official doctor's statement in lieu of a parent note. The doctor's note should include the date and time of the visit and the doctor's signature.

Proper documentation of an excused absence must be given and make-up work is at the discretion of the teacher. The number of days provided to make up work will match the number of days of excused absence.

Students may work from home to avoid make-up work. Students are responsible to receive their assignments from their teachers.

Any significant tardy or early departure will be figured as a half day absence.

A full-time student missing up to 2 ½ hours of the school day will be counted ½ day absent. Part-time students will be counted half day if they miss more than 1 ½ hours of instruction.

A student will be granted ten parent-note absences per year. Three parent-note absences per nine-week period will result in a letter home to parents. Five parent-note absences in one quarter may result in a meeting between parents and the office staff.

Excused parent note absences include:

- personal illness without seeking medical attention
- illness or death in the immediate family
- unavoidable medical appointments
- unusual circumstances approved by the office staff

Regarding scheduled appointments, please note that school times are set and required. While it is not always avoidable, please work these appointments around school hours if possible.

A total of five parent-note absences in a nine-week period will require a doctor's note for subsequent absences.

A student will be allowed a total of ten parent-note absences in an academic year. An excess of ten parent-note absences may require parents to meet with the UPCA Executive Team. Please keep in mind, excessive absences can lead to dismissal from UPCA.

Unexcused absences include, but are not limited to, the following events:

- Truancy (skipping or cutting one or more classes)
- Personal grooming appointments
- Leaving early, or missing due to employment.
- Travel that has not been pre-approved by the principal
- Personal business
- Oversleeping

The student is required to complete all assignments missed.

Sick Child Policy

We ask that you do not send children to school if they are sick. Any child who arrives or becomes sick at school will be sent home. Staying home when sick will allow your child to rest and allows you to monitor their health closely.

PLEASE Keep students home from school if

- They have a temperature of 100.4 or higher. Do not have them return until they are 24 hours fever-free, without using fever-reducing medicines (Motrin, Advil, Tylenol or generic versions).
- They have vomited or had diarrhea in the last 24 hours.

Any student demonstrating symptoms of a contagious illness or disease, body parasites, or other ailments which might be detrimental to the health of the student or the student body, will be excluded from school attendance until such time as the individual is free of symptoms, has been satisfactorily treated, and submits a signed physician's statement that the student is no longer contagious.

The office staff reserves the right to make certain judgment calls pertaining to a student's re-entry into class after treatment of a contagious illness or infection, even with a doctor's note. Examples of those symptoms (not necessarily all inclusive) are:

- Temperature of 100.4 degrees or more in the last 24 hours
- Pain and /or swelling at the angle of the jaw
- Undetermined rash over any part of the body
- Undiagnosed scaly patches on the body or scalp
- Small white nits on the shaft of hair
- Nausea, vomiting, or diarrhea
- Red, draining eyes
- Small raised red bumps or blisters on the skin with severe itching
- Open, draining lesions
- Signs of jaundice
- Open blisters on the skin that have become covered with a yellowish crust

Best practices in healthcare should be followed.

Educational Enhancement

An absence which is initiated by the school and/or given prior approval by the office staff will be marked but not reported on the student's report card. These include: field trips, college visits, work-study/co-op and other school approved activities and are considered educational enhancement.

If travel is planned for educational enhancement, parents should contact the office to obtain a copy of the Educational Enhancement Form at least one week prior to the trip. If the office staff approves the absence, the student's teachers will be notified, and make-up work will be allowed. It is the student's responsibility to get all make-up work/assignments before the trip, and have work turned in on or before the due date each teacher has set.

School Delays And Closings

In the event of inclement weather, notification of a school opening, delay or closing will be broadcast on: WLWT, WCPO, WKRC and Fox19. Families will also receive a text alert through Remind.

UPCA will follow the Boone County Schools regarding closings due to inclement weather. However, we may choose to have a Non-traditional Instruction (NTI day) to alleviate adding days to the closing date of the school year. This will be included in the tv announcement and Remind.

School Closings/Remote Learning

When school is closed for weather or other emergency reasons, students/parents should verify if the day is listed as an NTI day.

No quizzes/tests should be taken at home unless directed by the teachers.

On NTI days, students are to work virtually, from home, with the instruction of teachers in every subject area. These subjects include math, language arts, science, social studies, and any electives the student is enrolled in which can include, but are not limited to, Art, physical education, health, etc. Students will use Google Classroom to acquire their assignments and will have virtually-scheduled meetings with their teachers via Google Meet. There may be pre-arranged material for students to work on.

Dress Code

All students should practice modesty and good taste in dress. If a student arrives at school in violation of the school dress code, the school will contact the student's parents immediately.

While we applaud uniqueness, creativity, and individualism, a student's dress or hair should not draw undue attention to him/herself, and/or create a distraction. The following is what is expected for student dress during the school day.

Shirts--Boys and Girls

- As stated earlier, all clothing should be modest and in good taste. Any inappropriate messages or graphics will be considered a violation.

Slacks--Boys and Girls Skirts/Jumpers--Girls only

- Slacks/jeans: must be solid color, free of rips, holes and stains. Slacks/jeans must be worn at the waist and must have appropriate waist size.
- No roll up pants above the knee.

Shorts--Boys and Girls

- Weather appropriate knowing that temperatures above 32 we may be going outside.
First day of school - October 1 and April 1 through the last day of school
- Must be no higher than two inches above the knee - NO EXCEPTIONS

Leggings--Girls only

- Wearing them alone is permitted ONLY IF the shirt covers their bottom.

Sweatshirts/Sweaters--Boys and Girls

- Must wear an appropriate sweatshirt or sweater.
- Hoods must be kept down at all times

Shoes--Boys and Girls

- Weather appropriate shoes are required
- Strapless shoes and Crocs should be avoided for safety reasons
- Tennis shoes are required for physical education class

Hair/Hats – Boys and Girls

- No wigs or any form of fake hair
- No unnatural hair colors (such as blue, purple, pink, etc.)
- Hats are not permitted to be worn during the school day

Jewelry/Nails

- Jewelry should be minimal and non-distracting.
- Facial or tongue jewelry is not permitted for boys and girls
- No extreme nail polish, nail art, or length.
- Only girls may wear nail polish.

Please note: UPCA stands firm on the Holy Word of God and that God created man and woman in His image as two distinct but equal genders (Gen. 1:26–27). In addition, we believe that individual gender is assigned by God and determined at conception (Ps. 139:13–16).

UPCA requires boys to adhere to the boy dress code and girls to adhere to the girl dress code.

UPCA reserves the right to adjust the dress code if deemed necessary.

Recess

Recess will be held outside if the temperature is 32 degrees or above. Therefore, parents must be certain that students are dressed appropriately with coats and gloves. If the weather does not permit going outside, Recess will be held inside.

The UPCA Way: Respectful and Responsible

Our daily culture will be driven by a school-wide pursuit called "The UPCA Way: Respectful and Responsible." All students will be expected to strive for the following values and behavior that make up the UPCA Way:

- Respectful - With my words and actions, I will honor God, respect others, and be true to myself.
- Responsible - I will take responsibility for my work, my words, and my actions.

Student Conduct Policy

A high standard of acceptable behavior is essential at UPCA. Students will be expected to conduct themselves in a manner that will contribute to the learning environment. This culture is driven by "The UPCA Way: Respectful and Responsible."

We believe it is God-ordained that parents bear the primary responsibility for teaching their children correct behaviors and attitudes. UPCA provides an atmosphere of order that is essential in allowing a student to lead a Spirit-filled, Christ-like life.

Throughout UPCA, and in each individual classroom, policies and procedures are established that are consistent with Biblical principles, and aligned with developmental capability. In their classroom, each teacher will adhere to God's Word and teach them with established UPCA policy. Within each classroom, procedures may be unique to each subject.

Students are expected to represent UPCA in a positive manner not only in class, but on school grounds, when attending school functions, and on social media. This also includes abiding by UPCA policies on academic integrity. While each disciplinary action will be handled on a case-by-case basis, infractions and offenses, no matter what age or developmental level, can be avoided and prevented by being familiar with what UPCA expects in the ways of student accountability. Inappropriate behaviors will not be ignored, and will be handled in a consistent and prompt manner. Repeated disruptions and offenses may result in further action leading to possible suspension, with eventual dismissal from UPCA.

Below are examples of inappropriate behaviors, and the prompt management and measures that will occur when these offenses have caused distractions within the school/classroom climate.

The following is a non-comprehensive list of infractions that will not be allowed at UPCA:

1. Electronic devices, toys, games, etc., that cause distractions and avoidance of work, will be confiscated, and given to the office staff for pick-up at the end of the school day. Disciplinary actions may result from this event if need be.

2. Dress code violations will be dealt with on a case-by-case basis, but will immediately result in calling the student's parents, as a first course of action. Any missed class time will result in a zero for any missed work, due to it being an unexcused absence.
3. Failure to follow proper hallway and common area etiquette, and/or displaying behavior that prohibits learning in classroom situations is unacceptable, and will result in a meeting with the office staff. Disciplinary action will be taken if the student continues to disrupt learning which may result in parents being contacted to remove disruptive students.
4. Failure to follow the instructions of any and all faculty and staff as it pertains to safety issues - including, but not limited to, carpool procedures, field trips, and property management, will not be tolerated.
5. Abusive behaviors and/or profane language: Showing any form of disrespect, insolence, defiance, or hostility, toward teachers and/or classmates, will not be tolerated and will result in immediate disciplinary action.
6. Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting will not be tolerated on or near school grounds, on a field trip, or at any school-sponsored activity. Fighting will result in an immediate two-day suspension.
7. Bullying: Bullying is defined as
 - a. verbal intimidation
 - b. group exclusion or ganging-up
 - c. mockery or teasing
 - d. any form of physical or verbal cruelty to others.
 - e. Cyber-bullying - Reports of cyber-bullying of any student, faculty, or staff member, will be subject to investigation.

Bullying could result in disciplinary action, including suspension.

8. Truancy: Missing school without parent or teacher permission will not be tolerated. "Skipping" class will result in an automatic zero on any missed assignments, and an unexcused absence for the class(es) missed.
9. Stealing: Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing, and is not acceptable for any reason. This matter will cause the student(s) to be immediately sent to the office, and appropriate penalties will be assessed.
10. Vandalism: Destruction or defacing of property belonging to the school, its host property, or the personal belongings of others – including textbooks, will result in disciplinary action. This will also include any and all compensatory damages, and full restitution, including labor and cost of repairs.
11. Tobacco Products: The possession, use, or distribution of tobacco products such as, but not limited to, electronic cigarettes, vaping, cigars, chewing tobacco, etc., is strictly prohibited. UPCA, and its host property, are a tobacco-free zone.
12. Gambling: Any and all forms of gambling (including online), are forbidden.
13. Drug Use/Substance Abuse: The possession, use, or distribution of illegal drugs, controlled substances, alcohol, and/or the misuse of over-the-counter drugs, is prohibited. UPCA, and its host property, are a drug-free zone, and will handle each situation appropriately..
14. Violation of Fire Safety Regulations: Violations of fire regulations, including tampering with fire alarms, using matches, lighters, or firecrackers, will result in an immediate suspension of no less than two days. This offense may result, depending on the severity, in legal action. Should said

event result in physical harm, property damage, or worse, the student will be expelled from UPCA. This will also include the payment of any and all compensatory damages, and full restitution, including labor and cost of repairs.

15. Possession of Weapons: The possession, use, threat of use, distribution, or attempted distribution (by sale, gift, trade, or otherwise), of any type of operable weapon such as, but not limited to, firearms, knives, switchblades, mace, tear gas, bullets, BBs, fireworks, or other explosives, is forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. This can include toys and/or replicas of weapons. Possession will result in an immediate suspension of no less than three days. This offense may result, depending on the severity, in legal action. Should said event result in physical harm, property damage, or worse, the student will be expelled from UPCA. This will also include the payment of any and all compensatory damages, and full restitution, including labor and cost of repairs.
16. Hacking: Unauthorized online access is unlawful and will be dealt with by immediate police involvement and will result in expulsion.
17. Threats: UPCA can and will take any necessary legal action to protect its employees and students in adherence to the Kentucky State Law on Terroristic Threatening (KRS 508.078) which includes, but limited to:

Making false statements by any means, including by electronic communication, for the purpose of:

1. Causing evacuation of a school building, school premises, or school-sanctioned activity;
2. Causing cancellation of school classes or school-sanctioned activity; or
3. Creating fear of serious bodily harm among students, parents or school employees.

Any person who makes threats, exhibits threatening behavior or engages in violent acts on school premises shall be removed from the premises as quickly as safety permits and shall remain off school premises pending the outcome of the investigation. Following investigation, UPCA will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or expulsion.

Statement of Academic Integrity

Students and parents must have signed the Responsible Use Policy regarding appropriate computer use in the classroom before beginning any and all online work.

Each student at UPCA is expected to abide by the UPCA Code of Academic Integrity. Any work submitted by a student for academic credit will be the student's own work, and/or original work of multiple students in the case of group assignment. Lying, plagiarism, and forgery claims will be taken very seriously. Examples of these offenses include, but are not limited to, copying and pasting answers from the internet, using AI to write academic work, turning in any work not completed by the student, or copying another student's work. Should copying occur between students, both the student who copied work from another student, and the student who gave material to be copied, will automatically receive a zero for the assignment. Any offenses will lead to failure of the assignment and/or disciplinary action.

During assessments, students must do their own work. Talking or discussion is not permitted during the assessments, nor may students compare papers, copy from others, or collaborate in any way. Should any collaborative behavior occur during the assessments, students will receive an “F” on the assessment, and it will lead to disciplinary action.

Technological devices (cell phones, calculators, cameras etc.) can only be used if directed by the teacher.

Search and Seizure Policy

To protect the safety and welfare of students and personnel at UPCA, the school reserves the right to inspect and search any place or item including, but not limited to, a student’s backpack, handbag, vehicle, or electronic devices on our campus or at a school-related event. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Inspections and searches shall be conducted only with the authority of the Principal, Director, or their designee. The school has the right to seize and permanently retain property disclosed from an inspection or search which is considered potentially dangerous, harmful, illegal, or inappropriate and is in violation of the school’s rules, community standards, and/or local, state, or federal law.

Discipline Method

The teacher is the first line of authority on addressing behavior that requires discipline. They will determine if the student will be reported to the office staff for further action.

- If behavior continues, and has caused the teacher to report the student to the office staff, the parents/legal guardian may be contacted (either by the teacher or office staff), and could result in a student serving “in-school detention” on Thursday of that week.. Two reported and recorded infractions within one quarter could result in a student being ineligible to attend off-campus field trips or After School Club for the duration of the quarter.
- Upon the third infraction, same issue or otherwise, the above discipline remains in order and a plan of action will then be created to resolve the situation and behavior. A student may be placed on a disciplinary probation agreement.
- Four reports, same issue or otherwise, a meeting will be held with the student, his/her parents, any teachers involved, and the Executive Team. The outcome will be a one to two day suspension from school, and disciplinary probation.

Certain behaviors could require immediate suspension and will be at the discretion of the Executive Team

Suspension

If a student is suspended from school, the parent will be contacted by the office staff. The parent will be required to pick up the student from the school ASAP and will be required to sign a

Discipline/Suspension Report. A copy of the report will be provided to the parent for their records, with the original being placed in the student's file.

If a student is suspended from school, the student and parent may be required to sign a contingency form in order to adhere to specific changes in attitudes/actions/behaviors in order for the student to return to UPCA. If a contingency form is required, then a readmission conference will be held, and the student will be placed on disciplinary probation.

The student is required to complete all assignments missed; however, they will receive a grade of "0" due to these days being unexcused absences.

The UPCA Executive Team will determine the length of suspensions.

Disciplinary Probation

Disciplinary Probation is an action plan that closely monitors the student's behavior in order to see a change in the student and the reasons the plan was put into place.

This probation may include denial of privileges and participation in certain school activities. The UPCA Executive Team will determine the length of suspensions. .

A meeting will be held with the parents before the probation goes into effect in order for outcomes to be determined, and an action plan to be enacted.

Expulsion

Any student whose conduct in, and/or, in extreme cases, out of school, showing him/her to be in opposition to the basic principles and purposes of UPCA, will be faced with an immediate expulsion.

Expulsion may also result from unresolved academic or disciplinary probation.

Before an expulsion can be enacted, a meeting with the student, his/her parents, the office staff, and any teachers who were/are part of the discipline charge will be organized in order to align action steps.

Diversity and Inclusion

We understand that the UPCA student body represents a rich variety of backgrounds and perspectives. We are committed to providing an atmosphere for learning that respects diversity. While working together to build this community we ask all members to:

- share their unique experiences, values, and beliefs;
- be open to the views of others;
- honor the uniqueness of their classmates;
- appreciate the opportunity that we have to learn from each other in this community;
- value each other's opinions and communicate in a respectful manner;
- use this opportunity together to discuss ways in which we can create an environment and community that glorifies God, His word, and His love.

Food And Lunch Policy

- Students are to bring a sack lunch and drink. No energy drinks or soft drinks are permitted.
- Water bottles used in the classroom throughout the day must be made of hard plastic or metal containers. Drink containers must be cleaned and sanitized daily. ONLY water is allowed in the classroom during the school day. NO drink of color is permitted. Bottles are allowed out only if the teacher approves.
- Lunches will not be able to be placed in refrigerators - food must be appropriate for consumption at room temp or chilled by ice packs.
- There will be microwaves for students to use. However, please limit reheating times to no more than two minutes.

Telephone And Electronic Device Use Policy

Elementary Policy (K-4 grades)

No student has permission to have their phone out during regular school hours unless directed by the teacher for instructional use. Phones are to be placed in the student backpack for the duration of the school day. Cell phones that are heard or observed during regular school hours will be removed from the student's possession and appropriate discipline will result. The student's parents will be called to pick up the cell phone at the end of the school day. Cell phones will not be released back to the student.

Middle/High School Policy (5-12 grades)

No student has permission to have their phone out during regular school hours unless directed by the teacher for instructional use. Phones are to be placed in the student backpack for the duration of the school day. Cell phones that are heard or observed during regular school hours will be removed from the student's possession and appropriate discipline will result. The student's parents will be called to pick up the cell phone at the end of the school day. Cell phones will not be released back to the student.

All electronic devices (phones, iPads, iPods, Kindles, etc.) must be kept in backpacks from 7:30 am - 2:35 pm, unless given permission by a teacher in their classroom.

If it is found that a search and seizure is needed to examine postings, messages, pictures, graphics, and/or possible offensive material, the student's parents will be called immediately for a meeting with the office staff, and the possible loss of electronic privileges will be discussed. This will also include any and all further action that will need to be taken.

Loss of cell phone privilege:

- If a student demonstrates repeated or chronic misuse of a cell phone or other electronic devices, or if the use of the device is of an egregiously inappropriate nature (as determined by the Executive Team), a student may lose his/her privilege of having a cell phone on campus.
- If a student who has lost his/her cell phone privilege brings a phone to school, it will be taken and held until the parent picks it up from the office.

Background Check Policy

A person wishing to serve in any capacity with students of UPCA will be required to submit a background check issued by the state of Kentucky. Background check forms can be found in PDF form on the website. Background checks require a \$10 fee to be paid by the parents and are good for two years.

Security

UPCA is a closed campus, which is defined as allowing entry onto the campus and building of only enrolled students and UPCA staff. Students are not to leave the school grounds and building during the school day, except in the case of early dismissal or by pre-arrangement.

The building is locked at all times. Access to the building during the school arrival time period and dismissal is restricted to the gymnasium entrance at the front of the building. There is a security camera and buzzer at the school entrance which allows visitors to notify the office of their arrival.

If a student enters or leaves the school for any reason outside of the normal 8:00 am - 2:35 pm school hours, the student must sign in or out.

Visitor Policy

UPCA's Visitor Policy will be by appointment only. Visitors must register with the school's main office. The office staff reserves the right to supervise any parent visitation.

Medication Handling Policy

If it becomes necessary that a student needs medications during school hours, medications must be brought directly to the school office immediately upon entering the school. All medication, including over-the-counter, must be in the original bottle/package, labeled with the student's name, name of medication, dosage required, and directions for administering. No loose medication will be accepted.

This is where medicine will be stored throughout the day, and can be picked up as the student is leaving.

Parents/guardians must submit a Medication Authorization Form with each medicine including over the counter medications. Without this document, school personnel can-not administer the medicine to the student.

With proper written permission, students with asthma and/or injectable epinephrine products (EpiPens) will be allowed to carry and self-administer. Whether self-carried, or left in the office, both devices need to have an accompanying physician's order and Medication Authorization Form on file in the school office.

Service Dogs and Emotional Support Dogs

Restrictions apply. A medical letter of documentation is required.

Communication with Faculty and Staff

UPCA faculty and staff welcome helpful, resourceful, communication from parents. Listed below are ways in which to reach a teacher or staff member. You should expect a reply in 24-36 hours. Please note however, that faculty and staff are not required to return communications earlier than 8:00am, nor after 8:00 pm, unless it is an emergency.

Private phone numbers and email addresses of UPCA faculty and staff are kept confidential. Please contact them through their UPCA email or by calling the school.

If you would like to arrange a meeting with a teacher, please make your request in the form of a written note, email, or by leaving a voicemail message, so that a time may be scheduled. Unless it is an extreme emergency, UPCA faculty will not be addressing these requests during the school day except what has been pre-planned for their planning hour, or before or after school hours. In seeking to solve any problem or misunderstanding originating in class, students and parents should work with the teacher first, and then office staff if needed.

Field Trips

Field trips may be taken during the school year. These are informative learning experiences designed to enrich the curriculum of UPCA. In order for a student to join in the experience, the following legal action must be adhered to:

- Permission Slips, specific to the event, are to be signed, dated and returned to school.
- Any fee needed must be paid in full, and by the deadline.
- UPCA trips and activities are for current UPCA students only. If you are a chaperone, please be sure to make arrangements for any younger siblings, as they will not be allowed to attend.
- Students on disciplinary-probation will be excluded from the field trip.
- The sponsoring teacher will communicate the dress code specific to the trip.

- Parent chaperones are secured in advance for all field trips. For this reason, last minute requests to chaperone may not be approved. Parents requesting to attend an event must have a completed Background Check through UPCA. Parents deciding to attend a field trip at the last minute must be approved by the office.

Expectations of Parent Chaperones:

- Parents should leave other children at home. The students assigned to your group will need your full attention during the entire field trip.
- Familiarize yourself with the general instructions given to the students prior to the field trip and enforce these instructions throughout the trip.
- Be on time for designated meeting places and departure.
- School policies apply to school sponsored, off-site activities. As a volunteer chaperone you:
 - May not smoke, or use tobacco or controlled substances including electronic cigarettes or look-alikes in any form
 - May not possess articles that can be used as weapons
 - May not administer medications to students
 - Keep your assigned group of students with you throughout the field trip, including during travel time.
- To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies only.
- Please be aware that some students have photo restrictions; this means their parents have formally requested they not be photographed at school or school activities. If you take photos, verify that students you photograph do not have photo restrictions; teachers have this information. Do not post photos of students on your personal social media.
- Please do not purchase items or provide opportunities that are not offered to all students in the class or pre-approved by the teacher.
- Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.

Safety while on the trip:

- The students in your group, assigned by teachers, are your responsibility. Know exactly how many students are in your group and learn their names and faces. Be sure that all are present before moving from one place to another.
- Always be safety conscious. You are responsible for the continuous monitoring of your group's activities.
- For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.
- Never allow individuals to leave the group, except in emergencies and then only with a partner.

Student Conduct

- You have the authority to enforce the rules and appropriate behavior. The responsibilities for assigning consequences rest with the school staff. Report any major and/or continued infractions to the teacher as soon as possible. Please refrain from speaking about the student in a negative manner to other students or parent chaperones.

Physical Restraint

Within the scope of an employee's duties, a school employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

- Protect a person, including the person using physical restraint, from physical injury - especially in a medical emergency.
- Obtain possession of a weapon or other dangerous object.
- Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order and/or impose safety measures.
- Control an irrational student.

Handbook Amendments

At any time, UPCA administrators and Board have the right to amend and/or add to the Parent-Student Handbook. If any changes are made, parents will be notified in a timely manner.