



PARENT-STUDENT HANDBOOK 2018-2019

Mission Statement

Union Preparatory Academy at Indian Trail's mission is to deliver a K-8 education that prepares students for success by equipping them with the academic skills and self-discipline necessary to compete on a global level. Union Preparatory Academy at Indian Trail offers a learning environment that is academically rigorous and enhanced with personalized learning plans. The academic program at the school will enable students to apply their knowledge of concepts and principles within a vibrant academic community.

Alison Simpson, Principal
Michael Leibowitz, Assistant Principal
Janell Adams, Dean of Students

www.indiantrailprep.org

SCHOOL HOURS –

7:45 a.m. – 2:45 p.m. Middle School
8:15 a.m. – 3:15 p.m. Elementary School

Before School Care: 6:30 a.m. – 7:25 a.m.

Breakfast: 7:15 a.m. – 8:05 a.m.

Campus and Hallway Supervision: 7:15 a.m.

Classrooms Open: 7:40 a.m. Middle School and 8:10 a.m. Elementary School

School Begins: 7:45 a.m. Middle School 8:15 p.m. Elementary School

After School Care: 3:15 p.m.

Student Dismissal

2:45 p.m. Middle School

3:00 p.m. Kindergarten

3:15 p.m. Elementary School

After School Care 3:15 – 6:00 p.m.



Letter from the Principal

Dear Parents and Students,

I am both honored and thrilled to be your Principal at Union Preparatory Academy at Indian Trail. There is no greater investment than the education of our children, and together we will create a powerful and unifying educational environment for everyone. It is OUR mission at Union Preparatory at Indian Trail to ensure that all students achieve their academic potential and become responsible and productive members of society.

As we begin this new and exciting opportunity, I want to share with you our primary goals as we accomplish our mission. It is our goal at Union Preparatory Academy at Indian Trail to sustain and create a powerful and cohesive commitment for each of you through these priorities, which include:

- Lead Union Preparatory Academy at Indian Trail in a way that places student and adult learning at the center of all decisions.
- Set high expectations with a commitment to high standards of academic performance for all students and staff.
- Create a culture of continuous learning for students and adults within a safe and secure learning environment.
- Use multiple sources of data as diagnostic tools to assess, identify and apply instructional strategies as needed for academic achievement.
- Actively engage all school staff, parents, students and community to create a shared vision for the school success.

Please know that serving as the Principal of Union Preparatory Academy at Indian Trail is a great honor, and I value the trust and responsibility that comes with this position. I invite you to join Charter Schools USA and me in making the future great for our students through support of your time and talents. Nothing motivates children more than when learning is valued and encouraged by our school, our families and our community.

Together we will ensure a quality education for each and every child, each and every day.

Sincerely,

Alison Simpson, Principal

Union Preparatory Academy at Indian Trail

A member of the Charter Schools USA Family of Schools

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2018-2019 School Calendar

August 6-10	New Teacher Induction (NTI)
August 13-17	Returning Teacher Orientation (RTO)
August 20	First Day of School
September 3	Labor Day Holiday – School closed
September 24	Progress Reports
September 28	Staff Planning (Family Conferences) – No school for Students
October 25	End Quarter 1 (47 days)
October 26	Teacher Workday – No school for Students
October 30	Report Cards
November 12	Veterans Day Observed – School closed
November 20	Early release
November 21-23	Thanksgiving Holiday – School closed
December 6	Progress Reports
December 21–January 1	Winter Break – School closed
January 2	Professional Development Day – No school for Students Inclement weather make up day
January 3	Students return to school
January 17	End Quarter 2 (45 days)
January 18	Teacher Workday – No school for Students Inclement weather make up day
January 21	MLK Jr. Holiday – School closed
January 24	Report Cards
February 18	Presidents Day – School closed
February 27	Progress Reports
March 21	End Quarter 3 (42 days)
March 22	Teacher Workday – No school for Students Inclement weather make up day
March 28	Report Cards
April 19 – 26	Spring Break – School closed
April 29	Progress Reports
May 17 – 31	MS/HS Testing/Exams**
May 27	Memorial Day – School closed

May 31	Last Day of School for Students and End Quarter 4 (43 days)
June 3-5	Teacher workdays
June 5	Last Day for Teachers
June 8	High School Graduation

178 student days in the 2018-2019 school calendar

***Schedules might need to be adjusted due to testing requirements*

Agenda Books

All students are required to use the school approved agenda book. The agenda book will be used on a daily basis by teachers for communication to parents. Agendas should be signed each night by a parent to ensure that all communication has been seen. Information regarding agendas will be available during Open House and in the front office.

After School Care and Before School Care

The After School Care (ASC) program is a service we provide for students in the lower school for a reasonable fee. The ASC program begins immediately after school and runs until 6:00 p.m. Students are provided a snack and a drink. During ASC, students will work on home learning and reading and then will have time for recess, games, and a variety of structured activities. Please see our ASC Director for payment procedures and policies.

Students may not be picked up from ASC during dismissal time (2:45 pm to 3:45pm). After School Care (ASC) students will not be dismissed until after 3:45 p.m.

Before School Care (BSC) is a service the school provides for all parents for an additional monthly fee. Please see our Before and After School Director for program policies and monthly payment due dates. Students who will be attending the BSC program are expected to report directly to the Multipurpose Room upon arrival, and parents should sign in their child on a daily basis. Breakfast will be available from 7:15 - 8:05 a.m. for an additional fee (please see payment schedule on the school web page).

No students will be permitted to enter the building prior to 6:30 a.m. for BSC. Students with negative balances from the previous semester will not be eligible to participate until the account has been paid in full.

Arrival

Before School Care	6:30 a.m. – 7:15 a.m.
Breakfast	7:15 a.m. - 8:05 a.m.
Campus and Hallway Supervision	7:15 a.m.
Classrooms Open	7:40 a.m. Middle School 8:10 Elementary School
After School Care	3:15 p.m.
Tardy Bell	7:45 a.m. Middle School 8:15 Elementary School

Students need to learn the importance of regular school attendance. In addition, **it is important that students report to school on time.** Supervision **before** 7:15 a.m. is intended for students who are enrolled in the BSC program or attending breakfast. Students should not be dropped off outside the school's gate prior to 7:15 a.m.

If students are dropped off early, they will be placed into the BSC program and the parents will be billed. Instruction begins promptly at 7:45 am for Middle School and 8:15am for Elementary School with bell work and morning routines. It is suggested that students arrive between 7:15-8:00 a.m. to avoid any tardy issues. The arrival loop will

be closed off at 8:10 a.m. Those arriving after 8:10 a.m. will need to park and escort their child (children) into the building. Please do not drop students off on the road in front of the building or in the parking lot; this is a safety hazard for your child.

Student Drop Off 7:15 a.m. – 8:10 a.m.

As a commuter school, it is essential that all parents follow the legally approved traffic flow pattern for Union Preparatory Academy at Indian Trail to ensure the safest and most efficient drop-off/pick-up for everyone.

All cars are to proceed around the back of the building using all lanes for morning drop-off. Once you have pulled as far forward as possible, please place your vehicle in park before students disembark. Please follow the staff member's directions for releasing students from the car and for pulling away when children have safely reached the walkway.

The safety of your children is our first priority. Please follow drop-off procedures very carefully to keep all of our children safe. Remember, we are a smoke free campus, no tobacco products are permitted on campus, including in the arrival and dismissal lanes. In addition, cell phone use is strictly forbidden, and stereos must be turned off while you are in the drop-off/pick-up line. For the safety of all staff and students, no aggressive dogs are permitted on campus, even within the vehicle.

Visitor Parking: The parking lot has designated signs for all visitors. Please remember that parking is limited for events and that it is illegal to park in undesignated spots. Vehicles that are illegally parked will be subject to towing at the owner's expense.

Attendance Policy

Absences

1. Your children should be in school every day as mandated by state law.
2. When you keep your child at home due to illness, please email kkrantz@indiantrailprep.org to report the absence.
3. Per NC law, after 3 unexcused absences the parent will be notified. After 6 unexcused absences parents will be warned that they are may be in violation of the state compulsory attendance law.
4. After 10 unexcused absences additional legal steps will be followed. The school and the staff will work with parents throughout this process to find ways to facilitate better attendance. Please note that the student is automatically removed from PowerSchool following the 10th consecutive unexcused absence.
5. A student must be present at least one-half of the school's instructional day in order to be recorded present for that day.
6. Students with excused absences will have 10 days to complete make up work.
7. If a student is picked up early, they will be marked absent for any classes they miss.

If a student has accrued ten (10) days of unexcused absences, he or she is subject to being withdrawn from the school roster. Under these circumstances, the student's seat at Union Preparatory Academy at Indian Trail will be held for five (5) days after which the student's name will be placed on the wait list and that seat will be considered open for the admission of another student.

Anytime a student returns to school after an absence, a note must be submitted from home.

An absence is excused when a parent or guardian sends a note offering a valid explanation of the absence. Per the North Carolina Department of Public Instruction, *School Attendance and Student Accounting Manual*, there are only 10 valid/lawful reasons for a student's absence; please review these in detail at <http://www.ncpublicschools.org/docs/fbs/accounting/manuals/sasa.pdf>

Absences not classified above will be considered unexcused.

If you need to take your child out of school before the end of the school day, come to the school office **before** 2:30 p.m. to sign him/her out and a school employee will send for your child.

Planned Extended Absences

Parents are urged to plan family trips during school vacations that do not to interfere with the learning process. Missing school for a family vacation is strongly discouraged and is considered to be an unexcused absence. However, if an extended student absence is unavoidable, the school should be notified in writing at least one week before the first day a student is out. Make- up work will be given to students either before or after the absence based on what the teacher deems as most beneficial for the student. **Students who have 20 or more absences exhibit a pattern of absences and risk the possibility of retention.**

Tardy Policy

A child is tardy when he/she is not in the classroom at 7:45 a.m. for Middle School and 8:15 a.m. A student that enters a classroom after the start of class is considered tardy. All tardy students must be signed in at the front desk by a parent or guardian. (Do not just drop your child off at the front door; you must sign your child in.) Excused tardies are given for doctor's appointments with notes from the doctor and in the event of extreme emergencies.

Birthday Celebrations

It is our goal to protect all instructional time. Therefore, classroom birthday celebrations are not permitted. Due to the high number of food allergies present, birthday treats of any type will not be permitted.

Book Bags/Folders/Personal Items

Book bags, backpacks, folders, or any other personal items should not display patches, entertainment insignias, drawings, obscene words, gang signs, or any other item that

would be deemed disruptive, inappropriate, offensive, or reflect negatively on our school. Failure to comply will constitute a uniform violation and be subject to detention and parental notification. No Lighted or wheeled backpacks are permitted.

Cafeteria

Preferred Meals System provides all breakfast and lunches for Union Preparatory Academy at Indian Trail. The menus will support the National School Lunch Program. Lunch menus are located on the school's website on the School Information Page under, "Lunch Information." Lunch will be served in the multi-purpose room for all students. Students who bring lunch from home are able to purchase milk. NO LUNCH CHARGES can be made since public funds do not allow schools to extend credit. Although we understand there may be times when lunches are forgotten, we ask that parents not make a habit of dropping off lunches. The office staff is always willing to assist, but please understand that it can cause a major disruption to the day if lunches are dropped off after the start of the school day. Because we are trying to promote healthy eating habits, fast food **may not** be brought to school when a child forgets his/her lunch. Students are not allowed to bring sodas to school. In addition, we discourage sugary foods, candy, cookies, gum, and foods heavy in red dye. There is no microwave access for students.

Cafeteria Behavior

Each student is required to show good manners, courtesy and consideration of other students and adults in the cafeteria. Students will enter and exit the cafeteria in an orderly fashion. Students will stand in a single file line while waiting for food, keep communication noise levels low, and stay seated unless they have been given permission to leave their seat. Containers are provided for the disposal of trash and each student is required to dispose of the trash from the top of his/her table and the area surrounding it before the lunch period is over (or immediately upon the request of the monitors). No student is allowed to leave the cafeteria during the lunch period without a written pass to some other area of the school. A student is not allowed to leave the school grounds during the lunch period. No food or beverage is to be taken out of the designated dining area at any time. The cafeteria expectations are posted and all students are expected to follow them at all times. Food or objects are not allowed to be thrown at any time while in the cafeteria as this poses a safety concern; such acts may result in disciplinary action.

Meal Purchases

Payment - The fees for school breakfast and lunch are as follows:

Breakfast	\$1.50	Reduced Breakfast	\$.30
Lunch	\$2.85	Reduced Lunch	\$.40

Payments may be made via check or money order (payable to Union Preparatory Academy at Indian Trail. Please note that there is a \$35.00 fee for returned checks and you may be required to pay in money order for the remainder of the school year. Days missed due to absences or fieldtrips are NOT credited. A special fieldtrip lunch will be

provided. Milk can be purchased for \$.50 cents every day.

Free/Reduced Price Lunches: Free and reduced lunch applications are available in the office. Students qualifying for free or reduced meals will receive free milk at breakfast and lunch. Parents are encouraged to apply for this benefit every year. If a free and reduced lunch application was submitted the previous school year, the same eligibility status will carry over for the first 30 operating days. In order to determine eligibility status for the current school year, applications should be completed and returned by October 6, 2018, for students starting school at the beginning of the school year. Students who enroll after the school year has begun should return their free/reduced lunch applications with their registration packets.

Care of School Property

Students are expected to respect the school buildings and property. Containers are provided throughout the buildings and grounds for proper disposal of waste. Marking or defacing school property is a serious offense leading to disciplinary action. Any student who damages/vandalizes school property will be required to make full restitution for damages. Chewing gum in the school building is forbidden. All food should be consumed in the cafeteria or area designated by the administration. Students arriving to school with coffee, breakfast drinks, and/or food will be sent to the cafeteria to finish consuming. If the student has not finished the food prior to the tardy bell, he or she will be marked as tardy. Any student who disregards expectations pertaining to care of school property may be subject to disciplinary action.

Cell Phone Policy

No student, unless authorized by the school Principal or his/her designee, shall use or operate any electronic telecommunication device, including cell phone, any facsimile system, radio paging service, mobile telephone system, intercom, electro-mechanical paging device, MP3, iPod, or gaming device in the school building, or on the grounds during the instructional day, or during a school-sponsored activity.

Failure to surrender items will result in a disciplinary consequence.

Character/Citizenship

Students are expected to demonstrate superior character and citizenship. We encourage students to always do the right thing and seek the assistance of staff members when a troublesome situation arises. Follow the golden rule: Do unto others, as you would have them do unto you. Lend a helping hand whenever possible, always make good choices and act responsibly. We follow a school-wide system in our school. These are based on building community through good relationships, social skills, and engagement in learning. Elementary grades will start the day with morning meetings and middle grades will use an advisory period to start the day.

Child Abuse

State law requires that any person who has cause to suspect child abuse or neglect has a duty to report to the County Director of Social Services 704-296-4300.

Communication Between Home and School

Communication is absolutely essential for success in any human endeavor. The administration and staff recognize this and will strive to facilitate open and frequent communication with parents at all times.

1. **Email:** Parents must keep updated email information with the school as many announcements are posted via technology from administration/teachers.
2. **Automated Phone Call or Email:** Parents must keep updated phone numbers with the school in the case of necessary telephone announcements.
3. **Newsletters:** Hard copies (front office) and electronic copies (emailed and posted on the website) are published periodically for the school. Grade level newsletters will generally be e-mailed weekly.
4. **Website:** Updates, calendars, forms, and school events are kept current on our website **www.indiantrailprep.org**
5. **Flyers:** When necessary, hard copies will be sent home for fundraisers, events, and announcements. You can look for these to generally go home on Thursdays.
6. **PTC** meetings are essential forums of information for parents. The monthly meetings are placed on the calendar and your participation will also count towards your volunteer hours.
7. **PowerSchool** is the computer system that gives all parents/students access to the school and teachers. The logins and passwords will be sent home at the beginning of the school year. You will have real time updates to all information.
8. **Phone Calls:** Every teacher has a phone, however if you call during instructional hours, you may leave a message with the front office staff, or may be asked to send an email to the teacher. Remember that teachers have two business days to respond to parent phone calls or emails.
9. **Personal Conferences:** It is the desire of the faculty and administrators to be of service to both parents and students, and every teacher welcomes a conference with any parent. We do require that such visits be made by appointment with the teacher at a convenient before-school or after-school time. **Parents are asked not to meet with a teacher before or after class unless a conference has been scheduled.** Teachers have been directed not to have impromptu conferences with parents at the classroom door before or after school. This distracts the teacher from supervision of the students during a crucial time of movement and compromises the confidentiality of your child's issues.

Discipline Policy

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behaviors; we desire to teach the student to do what is right. We do not discipline a student out of anger or for the sake of convenience, but with a true desire to help the student to do what is right. Though few students desire discipline, they often need it in order to reach their full potential.

Each teacher will establish appropriate procedures for discipline in his/her classroom based on these guidelines. **The following list is not all-inclusive:**

- Students are expected to respect the authority of school personnel which includes but is not limited to: administration, teachers, staff, and substitutes.
- Malicious destruction of school property results in the replacement, repair or payment for damages by either the student or his/her parents. The placement of stickers on school property is forbidden.
- Students shall help keep the school clean at all times. There is to be no gum chewing in the school building or on the school grounds.
- Items such as water pistols, matches, iPods, skateboards, hand held game devices, toys, weapons of any sort, etc. are not permitted at school.
- No items will be permitted that carry pictures or slogans referring to the drug culture or alcohol. No profane, abusive or slang language is to be used.
- There is zero tolerance for aggression, drugs and alcohol at school. Students that push, hit, bite, kick, harass, bully or use the internet in a negative way will be assigned an appropriate consequence, up to and including suspension or dismissal from the school, and/or referral to law enforcement.

Student Code of Conduct and Discipline Guidelines

Every teacher shall endeavor to hold each pupil to a strict accountability for any disorderly conduct in school, in school sponsored activities, on the playgrounds of the school, on the street, while going to or returning from school and during intermission or recess. To assist the teacher, the administrators of Union Preparatory Academy at Indian Trail have established regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness.

Positive Behavioral Interventions and Supports (PBIS)

Union Preparatory Academy at Indian Trail shall establish a school-wide system of discipline which utilizes positive behavioral supports. Union Preparatory Academy at Indian Trail shall establish, post, and provide direct instruction on school-wide behavioral expectations to each student at the beginning of each school year and reinforce expectations throughout the school year. School personnel shall provide yearly training to all school staff on positive behavioral supports and the school-wide discipline plan. Union Preparatory Academy at Indian Trail shall establish a school leadership team which meets regularly to review behavioral and related data and guide the positive behavior process.

Role of PBIS – A well-managed classroom and school is the most proactive approach to maintaining appropriate student behavior in any school. Clearly established rules must be taught to students, reinforced frequently, and enforced consistently by all administration, faculty, and staff. Consequences for violations of the rules should be assigned to students quickly, fairly, and consistently to have the greatest impact on changing the behavior of students. Positive reinforcement of correct behaviors exhibited

by students also serves to impact the behaviors of all students.

Authority of School Principals

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any pupil(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. Depending on the severity of the offense committed by the student, the principal retains the right and the responsibility to use any appropriate form of discipline available including suspension, recommending expulsion, and/or law enforcement. However, no pupil shall be disciplined in any manner by Union Preparatory Academy at Indian Trail principal, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force more probable than not was committed solely for the purpose of preventing a forcible offense against the pupil or a forcible offense provided that the force used must be reasonable and apparently necessary to prevent such offense. A pupil who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself.

Authority of School Teachers

A. Teaching Behavioral Expectations and Remediation of Deficits

Each teacher shall in the beginning of each school year and periodically throughout the school year provide his or her students with the rules of the school and how those apply in their particular classroom. The teacher should teach the behavioral expectation and provide a system to acknowledge appropriate behavior and remediate behavioral deficits.

B. In-School Alternatives and Preservation of Instructional Time

Since academic achievement is associated with the amount of instructional time received by a student, the use of alternatives to removal from class such as re-teaching, remediation, brief time-out in classroom, calls to parents, notes home, or behavior plans is encouraged. In addition, counseling alternatives (school counselors and/or other appropriate mental health professionals or a contracted outside agency) are encouraged.

C. Each teacher may take disciplinary action to correct a pupil who disrupts a normal classroom activity, who is disrespectful to a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another pupil, who violates school rules or who interferes with an orderly education process. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the school's Minor Infraction Policy and in accordance with Union Preparatory Academy at Indian Trail policy.

Teacher and Staff Interventions

A. Each teacher or staff member is required to have a documented Minor Infraction Policy in accordance with his or her School Wide Positive Behavior Support Implementation Plan.

B. The following classroom interventions may be utilized to correct student behavior.

- Restating of desired behavior and verbal reminder
- Re-teaching desired behavior; student-teacher conference
- Verbal warning
- Written warning, phone call/note home to parent
- Behavioral Contract
- Individual Behavior Management plan
- Referral to Student Services
- Denial of special privileges/work assignments
- Assignment of special extra duties
- Time Out
- Assignment of reasonable written or oral work
- Referral for a counseling session
- Peer mediation/conflict resolution
- Parent conference
- Detention

Minor Infractions

A record of minor infractions for violation of classroom or school rules will be kept by the classroom teacher. Consequences for minor infractions should adhere to the following guidelines:

1st Infraction - Conference with student, documentation of infraction, and parental contact made by teacher

2nd Infraction - Conference with student, documentation of infraction, and parental contact made by teacher

3rd Infraction - Conference with student, documentation of infraction, school specific intervention(s) and parental contact made by teacher

4th Infraction - Teacher completes major referral form for repeated rule violation.

Student Removal from the Classroom

A pupil may be immediately removed from a classroom by the teacher and placed in custody of the administrator or designee if the pupil's behavior prevents the orderly instruction of other pupils, poses an immediate threat to the safety of pupils or the teacher, or when a pupil exhibits disrespectful or threatening behavior toward a teacher. If removed, the student shall receive credit for school work missed when it is completed by the student based on its accuracy. Students who are not preventing instruction may be referred to the office but do not warrant immediate removal.

Upon the pupil being removed from class and sent to the principal's office, the principal or designee shall advise the student of the particular misconduct of which he is accused as well as the basis for such accusation, and the pupil shall be given an opportunity to explain his version of the facts. The principal shall conduct a counseling session with the pupil to discuss the particular misconduct and establish a course of action. If the principal determines that the removal of the student from class was warranted, the pupil shall not be readmitted to the classroom until the principal has implemented one of the following disciplinary measures:

- Detention – After school and/or Saturday
- Suspension- Requiring the completion of all assigned school and homework which would have been assigned and completed by the pupil during the period of suspension.
- Any other disciplinary measure authorized by the principal with the concurrence of the teacher.

When a pupil has been removed from a classroom, the teacher may require the parent, tutor, or legal guardian of the pupil to have a conference with the teacher in the presence of the principal or his or her designee before the pupil is readmitted. Upon the pupil's third removal from the same classroom, the teacher and principal shall discuss the pupil's disruptive behavior and contemplated disciplinary measures to be taken before the principal implements such measures. If appropriate, a referral of the matter may be made to the Student Services Team. In addition, a conference between the teacher or other appropriate school employee and the pupil's parent, tutor or legal guardian shall be required prior to the pupil being readmitted. If the disruptive behavior persists, the teacher may request that the principal transfer the pupil into another setting.

Whenever a teacher is struck by a pupil, the pupil, in addition to any other discipline given, may be permanently removed from the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the Student Services Team, finds the striking incident to be entirely inadvertent.

Students who are suspended and/or expelled from school may not be on any school campus, school bus, or school event during the term of the suspension and/or expulsion.

Discipline assignments take precedence over all school activities (athletic events, band practice, field trips, etc.) Students suspended and/or expelled may not attend, participate or represent the school in any school activity during the terms of that exclusion or removal. Students returned to campus after a recommended expulsion may continue to be prohibited from extracurricular activities.

If a student exits to another school or enters from another school discipline reports will be requested and reviewed.

Discipline of Students with Disabilities 34 CFR §§300.530 – 300.536 and NC 1504-2

To the extent that they also take such action for children without disabilities, school

personnel may, for not more than 10 school days in a row, remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension.

School personnel may also impose additional removals of the child of not more than 10 school days in a row in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement

Once a child with a disability has been removed from his or her current placement for a total of 10 school days in the same school year, the school must, during any subsequent days of removal in that school year, provide services to the extent required.

Additional Authority

If the behavior that violated the student code of conduct was not a manifestation of the child's disability and the disciplinary change of placement would exceed 10 school days in a row, school personnel may apply the disciplinary procedures to that child with a disability in the same manner and for the same duration as it would to children without disabilities, except that the school must provide services to that child. The child's IEP Team determines the interim alternative educational setting for such services.

Manifestation Determination

Students who have an IEP are provided the protections under that plan as outlined in State and Federal statute. Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct (except for a removal that is for 10 school days in a row or less and not a change of placement), the school, you, and other relevant members of the IEP Team must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by you to determine:

1. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
2. If the conduct in question was the direct result of the school's failure to implement the child's IEP.

If the school, you, and other relevant members of the child's IEP Team determine that either of those conditions was met, the conduct must be determined to be a manifestation of the child's disability.

If the school, you, and other relevant members of the child's IEP Team determine that the conduct in question was the direct result of the school's failure to implement the IEP, the school must take immediate action to remedy those deficiencies.

For additional information on procedural safeguards and due process please refer to: *Parent Rights and Responsibilities in Special Education Notice of Procedural Safeguards* at <http://ec.ncpublicschools.gov/parent-resources/ecparenthandbook.pdf>

Administrative Interventions and Definitions

The following chart provides a written description of the disciplinary interventions

(consequences) that may be assigned to a student that commits a behavior infraction.

After School and/or Saturday Detention: held at the school site. A staff member monitors the detention activities. The child does not miss class time.

Behavior Plan: a student specific plan that is aimed at improving problem behavior. Parents, students and school staff work together to develop and implement this plan.

Confiscation: of cell phones and electronics: (Refer to Policy) For all other items (i.e. toys, games): at the principal's discretion.

Loss of Privileges: revocation of the right to participate in social and/or extracurricular activities.

Suspension: Short and Long Term

- Short-Term Suspension is the exclusion of student from school attendance for disciplinary purposes for up to ten (10) days.
- Long-Term Suspension is the exclusion for more than ten (10) school days.

Parent Contact/Conference: phone calls, notes home, letters, meetings with parents, automated calls, emails.

Expulsion: The Board may expel any student 14 years of age or older whose continued presence in school constitutes a clear threat to the safety of other students or school staff. This may be a result of habitual violations of school rules, or for other serious one-time infractions (drugs, weapons, and other serious offenses).

Referral to Student Services or Mental Health Professional: school based counseling aimed at improving student behavior. Students will receive conflict management counseling, self-control tips, effective communication training, anger management counseling.

Restitution or Repair: payment or repair for damages to personal or school property.

School Specific Interventions: interventions that are used for certain behavior infractions.

Threat Assessment: multidisciplinary assessment used to validate a verbal, nonverbal or written threat by a student. Student and parent interviews are conducted if necessary.

Time out: a disciplinary action that allows the student time to reflect and refocus. The child is given time to sit quietly, to calm down and to refocus on the expected behaviors before returning to group instruction. It can be given in the classroom, in the office or in another classroom. Middle school students may be assigned a consequence that is more age-appropriate.

Due Process in Disciplinary Procedures

Levels of Disciplinary Action

Union Preparatory Academy at Indian Trail works diligently to provide an appropriate learning environment for all students. Nonetheless, at times students may become disruptive, talkative, disrespectful, etc. To better deal with these types of behaviors,

teachers and administrators will work collaboratively to implement a **Progressive Discipline Plan** and continue to implement the following alternatives to suspensions. The seriousness of the offense, academic placement, attitude, age, pattern of misconduct, and degree of cooperation of the student, and any other circumstances will be considered in determining which actions should be taken.

Please note that for any suspension, parents are required to attend a parent conference with administration prior to the return to school.

Level 1 Infractions are acts that disrupt the orderly operation of the school environment.

Infraction	Definition of Infraction	Consequences
Uses Profanity or Obscenities	Vulgar verbal messages, words or gestures that include swearing/cursing or name calling used to another. Including writing or drawing words or images that are considered obscene or profane.	Assign consequences appropriate for the type and number of infractions that can include: <i>Parent contact</i> <i>Detention</i> <i>Conference with student and/or parent</i> <i>Loss of privileges</i> <i>Reprimand</i> <i>Work Assignment</i> <i>Behavior plan</i> <i>Referral to Student Services</i> <i>Suspension</i> <i>Time Out</i> Note: Repeated violations of Level 1 infractions will be coded as Level 2- Repeated Rule Violation
Disturbs the school	Behavior causing major disruption of instruction or any school activity that includes, but is not limited to, sustained loud talking, yelling or screaming, noise with materials, and/or sustained out of seat behavior.	
Violates traffic and safety regulations	To break any rule or law that pertains to the obstruction and flow of traffic and/or safety regulations.	
Gambling	Wagering money or property	
Academic Dishonesty	Cheating that occurs in relation to a formal academic exercise may include plagiarism, fabrication, or deception	
Misusing the Internet or other forms of technology	Violating the Internet Use Policy	

Level 2 Offenses Level 2 Offenses which may seriously disrupt the learning environment

Infraction	Definition of Infraction	Consequences
Willful disobedience	Deliberate choice to break a rule or disobey a directive given by a person in authority	1st Step: (*Note: Step 1 may be repeated at the discretion of the administration; Level 1 consequences may be assigned as well.) <ul style="list-style-type: none"> • Assign Detention • Parent Contact • Conduct parent conference 2nd Step:
Treats an authority with disrespect	Talking back, mocking, gesturing, or any act which demonstrates a disregard or interference with authority or supervising personnel.	
Conduct injurious to others (no intent)	Any unintentional but not malicious act that causes injury, damage, or pain to another.	
Cuts, Defaces, or damages any	Damage, destruction, or	

Infraction	Definition of Infraction	Consequences
part of the building or equipment (Under \$100.00)	defacement of property belonging to the school valued under \$100.00.	<ul style="list-style-type: none"> • <i>1 Day Out of School Suspension</i> • <i>Parent Contact</i> • <i>Conduct a parent conference</i> <p>3rd Step:</p> <ul style="list-style-type: none"> • <i>Day Out of School Suspension</i> • <i>Parent Contact</i> • <i>Conduct a parent conference</i> <p>4th Step:</p> <ul style="list-style-type: none"> • <i>5 Day Out of School suspension</i> • <i>Parent Contact</i> • <i>Conduct parent conference</i>
Leaves classroom without permission – Skipping class	Exiting a classroom or instructional area without permission of the instructor. Student stays out of class without permission of a school staff more than 10 minutes.	
Is guilty of stealing (valued at less than \$100.00)	Taking or obtaining the property of another without permission or knowledge of the owner without violence	
Bullying/Harassment/Threatening	Unwanted and repeated written, verbal or physical behavior, including any threatening, insulting, or dehumanizing gesture. This includes any act above done through the use of technology (cyber bullying) which can occur on or off school property.	
Forgery	To use, make, or reproduce another's signature	
Possession of obscene/pornographic material	Possession of sexual images in any form (e.g., computer, book, magazine, phone, drawing, etc.)	

Level 3- Serious Offenses that compromise safety of the school community

Infraction	Definition of Infraction	Consequences
Makes an unfounded charge against Authority	Accusing a member of the school staff of an act that is unlawful and/or a violation of the school rules or policy not supported by evidence. False statement or representations about individuals or identifiable groups of individuals that harm the reputation of the individuals or group by demeaning them or deterring others from associating or dealing with them.	<p>1st Step: (*Note: Step 1 may be repeated at the discretion of the administration. Level 1 consequences may be assigned as well.)</p> <ul style="list-style-type: none"> • <i>Assign Detention</i> • <i>Parent Contact</i> • <i>Conduct parent conference</i> • <i>2 Day Out of School Suspension</i> <p>2nd Step:</p> <ul style="list-style-type: none"> • <i>3 Day Out of School Suspension</i> • <i>Parent Contact</i> • <i>Conduct parent conference</i> <p>3rd Step:</p> <ul style="list-style-type: none"> • <i>5 Day Out of School Suspension</i> • <i>Parent Contact</i> • <i>Conduct parent conference</i> <p>4th Step:</p> <ul style="list-style-type: none"> • <i>Parent Contact</i> • <i>Conduct parent conference</i> • <i>Long-term Suspension or Expulsion</i>
Using profane or obscene language to an adult	Vulgar verbal messages, words or gestures that include swearing or name calling	
Is guilty of immoral or vicious practices	Isolated incident that is an unwelcome act or comment that is hurtful, degrading, humiliating or offensive to another person with a sexual, physical or racial component. Act that is dangerous, aggressive or would be perceived as disturbing and not conforming to approved standard of social behavior.	
Is guilty of conduct or habit injurious to his Associates	Any intentional but not malicious act that causes injury, damage, or pain to another	
Uses or possesses tobacco products or lighter	The possession, use, purchase, intent to distribute, concealment or sale of tobacco products, e-cigarettes, or lighters	
Cut, defaces, or damages any part of public school building/Vandalism over \$100.00 (requires restitution)	Damage, destruction, or defacement of property belonging to the school or others valued at over \$100.00.	
Instigates or participates in fights	A hostile confrontation resulting in physical contact or an attempt at physical contact.	
Leaves classroom without permission.	Exiting a classroom or instructional area without explicit permission.	
Is guilty of stealing over \$100.00 (requires restitution)	Taking or gaining the property of another, valued over \$100.00.	
False Alarm	Initiating a warning of fire or other catastrophe without valid cause, misuse of 911 or discharging a fire extinguisher.	
Public indecency	Exposure of body parts in public view.	
Trespassing violation	Unauthorized entering onto school property by an individual	

Infraction	Definition of Infraction	Consequences
	who has been given prior legal notice that entry onto or use of property has been denied, or who remains on the property once notified or requested to leave.	
Failure to served assigned consequence	Failure to serve Detention, Out of School Suspension or other assigned consequence.	

Level 4 Infractions-Serious offenses which involve law enforcement intervention

Infraction	Definition of Infraction	Consequences
Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form	The possession, use cultivation, manufacturing, distribution, intent to distribute, concealment, sale, purchase or being under the influence of any drug, narcotic, synthetic drug, legally defined controlled substance or any paraphernalia linked to the above on school grounds, at school-sponsored events or on school transportation vehicles.	<i>Long-term Suspension or Expulsion</i> <i>Referral to Law Enforcement – NCGS 115C-390.10 requires a 365-day suspension for the possession of a firearm or destructive device</i>
Uses or possesses alcoholic beverages.	The possession , use, purchase, intent to distribute, concealment, distribution, sale or being under the influence of alcohol products on school grounds, at school-sponsored events, or on school transportation vehicles.	
Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code	Possessing weapon(s) designed to expel a projectile by action of an explosion.	
Possesses firearms (not permitted by federal law), knives or other implements which may be used to inflict harm or injury.	Possesses firearms, knives or blades, which may be used to inflict bodily injury or damage	
Throwing missiles liable to injure others	Throws any object toward a person that is either heavy, sharp, and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance.	
Leaves school premises without permission	Exiting school campus without explicit permission of the instructor or a member of the administration.	
Commits any other serious	Any other serious offense not	

Infraction	Definition of Infraction	Consequences
offense	covered by any other of these codes resulting in need for law enforcement intervention.	

Procedures for reporting suspected incidents of bullying:

Union Preparatory Academy at Indian Trail will comply with all North Carolina laws related to bullying. The definition of bullying and harassing behavior, as provided by the North Carolina Law on Bullying/NC Violence Prevention Act is:

Threatening communication that takes place on school property, at any school-sponsored function, or on a school bus, and that:

- (1) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- (2) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.
- (3) Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.
- (4) No student or school employee shall be subjected to bullying or harassing behavior by school employees or students.
- (5) No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior.
- (6) school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.
- (7) A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official.

The principal/designee is responsible for receiving complaints alleging violations of the bullying policy. All school employees and parents chaperoning or supervising school-sponsored functions and events are required to report alleged violations of this policy to the principal or the principal's designee. A verbal report must be reported to the principal/designee on the same day as the employee or parents witnessed or otherwise learned of the incident and a written report must be filed no later than two days thereafter. The written report must be obtained from the principal/designee. The

principal/designee will initiate an investigation into the bullying incident no later than the next business day that school is in session.

The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Suspension and Expulsion Procedures

A. Short-Term Suspension

1. A principal may impose a short-term suspension when a student willfully engages in conduct that violates a provision of the Code of Student Conduct authorizing short-term suspension.
2. The student will be provided an informal hearing: notice of the charges including the basis for the accusations and the opportunity to respond to the charges. Notice may be oral or written, and the hearing may be held immediately after notice is given.
3. The principal may impose a short-term suspension without providing the student a hearing if the presence of the student creates a direct and immediate threat to the safety of other students or staff, or substantially disrupts or interferes with the education of other students or the maintenance of discipline at the school. In such cases, the notice of the charges and informal hearing shall occur as soon as practicable.
4. The principal will provide notice to the student's parent of any short-term suspension, including the reason for the suspension and a description of the student conduct upon which the suspension is based. The notice shall be given in person, by telephone, facsimile, or e-mail and shall be given by the end of the day during which the suspension is imposed.
5. The notice shall be provided in English and in the parent's primary language, when appropriate foreign language resources are readily available, and both versions shall be in plain language and shall be easily understandable.
6. A student serving a short-term suspension shall be provided the opportunity to take textbooks home, to receive all missed assignments, and to take any examinations missed during the suspension period.
7. A student is not entitled to appeal the principal's decision to impose a short-term suspension.

B. Long-Term Suspension

1. A principal may recommend to the Board the long-term suspension of any student who willfully engages in conduct that violates a provision of the Code of Student Conduct that authorizes long-term suspension.
2. The Board will provide the student a hearing before imposing a long-term suspension. If the student declines the hearing, the Board shall review the circumstances of the recommendation and may: (i) impose the suspension if it is consistent with board policies and appropriate under the circumstances, (ii) impose another appropriate penalty authorized by board policy, or (iii) decline to impose any penalty.
3. The principal will provide notice to the student's parent of the long-term suspension

recommendation, including a description of the incident, the student's conduct and the provision of the Code of Conduct that was violated. The notice shall be given in person, by telephone, facsimile, or e-mail and shall be given by the end of the day during which the suspension is recommended.

4. The notice shall be provided in English and in the parent's primary language, when appropriate foreign language resources are readily available, and both versions shall be in plain language and shall be easily understandable. The notice will clearly identify the nature of the document (long-term suspension notice), the process by which the parent may request a hearing, hearing rights, and the name and telephone number of the school employee the parent may call for assistance.
5. If the student or parent desires a hearing, a request must be made in writing within five (5) days of receiving the notice. If the student or parent requests a postponement of the hearing or if the hearing is requested beyond the time set for such request, the hearing shall be scheduled, but the student shall not have the right to return to school pending the hearing. If neither the student nor parent appears for the hearing, the student and parent are deemed to have waived the right to a hearing and the Board shall conduct the review provided in Section B.2. above.
6. Long-term suspension hearings shall be conducted in accordance with state law and students will be provided procedural due process including, but not limited to, the following:
 - a. The right to be represented at the hearing by counsel or, in the discretion of the Board, a non-attorney advocate.
 - b. The right to be present at the hearing, accompanied by his or her parents.
 - c. The right to review before the hearing any audio or video recordings of the incident and, consistent with federal and State student records laws and regulations, the information supporting the suspension that may be presented as evidence at the hearing, including statements made by witnesses related to the charges consistent with subsection (h) of this section.
 - d. The right of the student, parent, or the student's representative to question witnesses appearing at the hearing.
 - e. The right to present evidence on his or her own behalf, which may include written statements or oral testimony, relating to the incident leading to the suspension.
 - f. The right to have a record made of the hearing.
 - g. The right to make his or her own audio recording of the hearing.
 - h. The right to a written decision, based on substantial evidence presented at the hearing, either upholding, modifying, or rejecting the principal's recommendation of suspension and containing at least the following information:
 - i. The basis for the decision, including a reference to any policy or rule that the student is determined to have violated.
 - ii. Notice of what information will be included in the student's official

record.

- iii. The student's right to appeal the decision and notice of the procedures for such appeal.
7. The principal shall implement the decision by authorizing the student's return to school or by imposing the suspension reflected in the decision. Students who are long-term suspended may be offered alternative education services consistent with state law.
8. School officials will not be compelled to release names or other information that could allow the student or his or her representative to identify witnesses when such identification could create a safety risk for the witness.
9. Decisions of the Board are final and are not subject to further review.

C. Expulsion

1. Upon recommendation of the principal, the Board may expel any student 14 years of age or older whose continued presence in school constitutes a clear threat to the safety of other students or school staff. Prior to the expulsion of any student, the Board shall conduct a hearing. The student shall be given reasonable notice of the recommendation in accordance with the provisions for long-term suspensions as well as reasonable notice of the time and place of the scheduled hearing.
2. The procedures described in Section B. above for long-term suspensions apply to students facing expulsion, except that the decision to expel a student shall be based on clear and convincing evidence that the student's continued presence in school constitutes a clear threat to the safety of other students and school staff.

D. Request for Readmission

1. All students suspended for 365 days or expelled may, after 180 calendar days from the date of the beginning of the student's suspension or expulsion, request in writing readmission to the school. The Board shall consider such requests using the following process:
 - a. The Board shall review petitions for readmission together with the recommendation of the principal and shall rule on the request within 30 days of the petition being filed. The Board shall allow the parties to be heard in the same manner as provided above for long-term suspensions.
 - b. The student shall be readmitted if the student demonstrates that his or her presence in the school no longer constitutes a clear threat to the safety of other students or staff.
 - c. A decision by the Board to deny readmission of an expelled student is final and not subject to further review.
 - d. An expelled student may subsequently request readmission not more often than every six months.
2. If a student is readmitted under this section, the Board and the principal have the right to place reasonable conditions on the readmission.
3. If a teacher was assaulted or injured by a student, and as a result the student was expelled, the student shall not be returned to that teacher's classroom following readmission unless the teacher consents.

Dismissal Procedure

Please avoid calling the front office during dismissal 2:45-3:45 p.m. Parents must pick up their child at the designated dismissal time for each grade level. Please refer to the parent contract, operating hours and arrival procedures for additional information. If your student is enrolled in the After Care Program or your student is involved in an after school activity (Tutoring/Sport/Club) supervised by a staff member, please follow the dismissal procedures related to that activity.

Only individuals listed on the PowerSchool pickup rights and EMERGENCY CONTACT CARD will be allowed to pick-up students from the school. Valid photo identification will be required of all individuals picking-up students. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card or the person does not have valid photo identification, the student will not be released.

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents, which indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, **school officials will provide access only to those individuals whose names appear on the student's emergency contact card and custodial parents.** Friends and strangers will be denied access to a student in the absence of verified parental consent.

All students not picked up by 3:45 pm will be sent to After Care by school personnel and the parent will be assessed the daily After Care fees. Students designated as walkers must have a signed form on file in the main office.

All parents must remain outside the school at dismissal time. Students will be sent to the designated pick up area.

PLEASE OBSERVE THE PICK UP PROCEDURES:

Students will be dismissed from school by one of the following ways:

1. Car Rider/Off-Site After Care Program
2. Union Preparatory Academy at Indian Care Aftercare/Afterschool Program
3. Student Walker - Middle School 2:45 p.m. and Elementary 3:15 p.m.

1. Car Rider/Off-Site After Care Program

- Middle School students who have an elementary aged sibling will wait in their classroom until the 3:15 dismissal time. Parents of multiple grade level students are asked to come at the youngest (excluding kinder) child's dismissal time as we will only dismiss as a family.
- If your child will be attending an off-site provider, you must notify the school in writing and provide the specific information. You must contact the provider and give them our dismissal information. Students on buses/vans will meet in one designated area, supervised, and dismissed as a group when the vehicle arrives.

- Please notify the school, in writing, if there is a change in dismissal routine for an off-site provider.

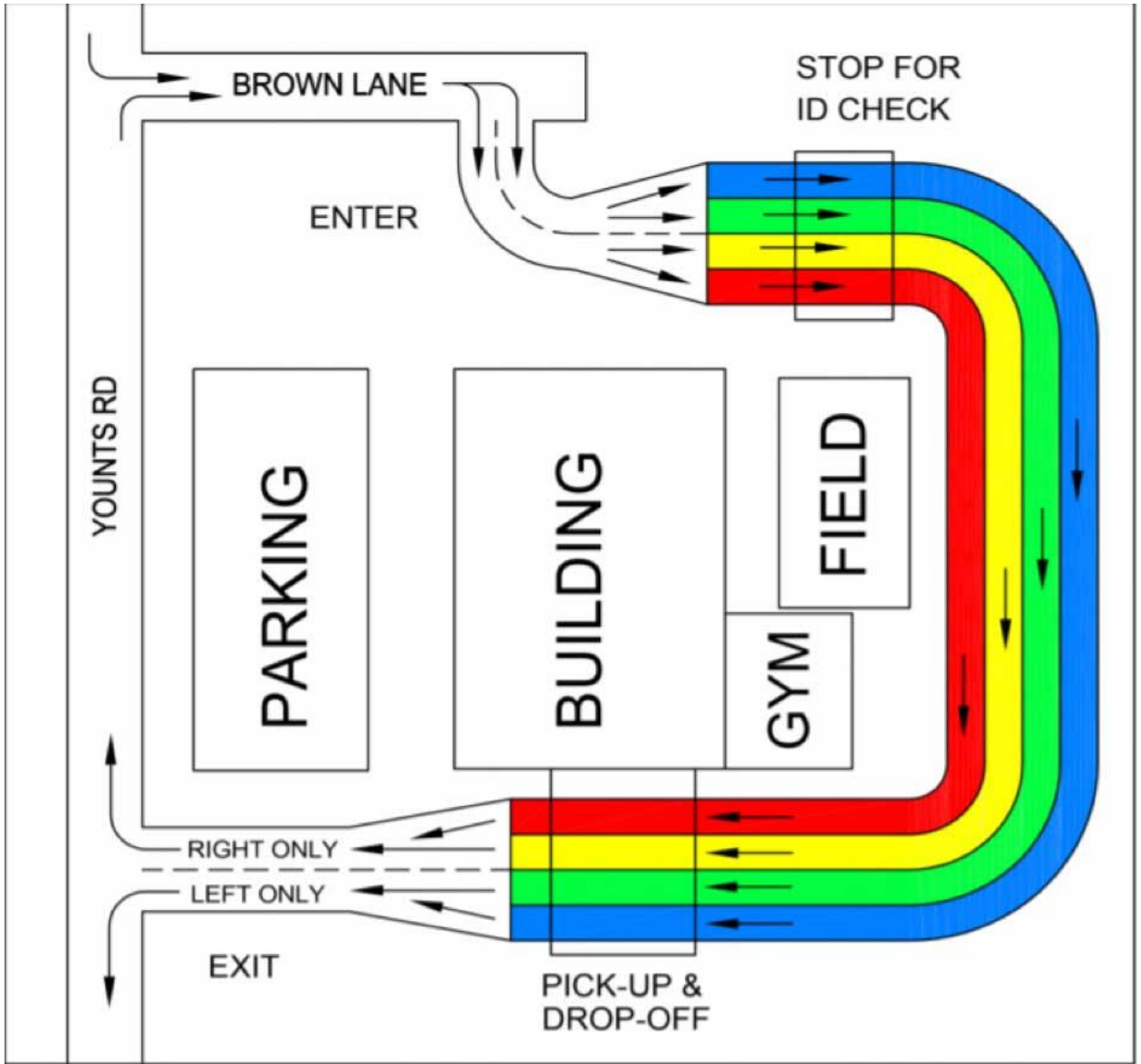
Parents, Car Pool Cars and Vans will be provided a numbered placard by the school with the child's/children's names, teacher and grade level(s) written in clear print, last name included. Placards should be placed on the driver's side window so that staff can clearly read the number.

As many parents drive their students to school, it is essential that all parents follow the legally approved traffic flow pattern for Union Preparatory Academy at Indian Trail (see diagram below) to ensure the safest and most efficient pick-up for everyone.

The safety of your children is our first priority. Please follow pick up procedures very carefully to keep all of our children safe. *Remember, cell phone use is strictly forbidden and radios and cd players must be turned off while you are in the drop-off/pick-up line.*

Visitor Parking: Short-Term Parking is designated for all visitors. Please remember that parking is limited for events and that it is illegal to park in undesignated spots. Vehicles that are illegally parked will be subject to towing at the owner's expense.

As a commuter school, it is essential that all parents follow the legally approved traffic flow pattern for Union Preparatory Academy at Indian Trail (see diagram below) to ensure the safest and most efficient pick-up for everyone. The safety of your children is our first priority. Please follow pick up procedures very carefully to keep all of our children safe. Remember, cell phone use is strictly forbidden and radios and cd players must be turned off while you are in the drop-off/pick-up line.



AGAIN, PLEASE DO NOT USE ELECTRONIC DEVICES INCLUDING TALKING AND TEXTING WHILE IN THE PICK UP LINES! IT ENDANGERS THE STAFF AND STUDENTS.

Late Fee Schedule

Unless they attend Aftercare, all children are expected to be picked up NO LATER than 4:00 p.m. Once the car loop is clear, we will dismiss late pick-up students. If you are late picking up your child more than once in a quarter, your child will be sent to Aftercare. Upon receipt of your child, you will be required to pay the Aftercare Late Pickup fee of five dollars per child, per every five minutes (\$1.00 per minute) will be charged to parents picking up children after 4:00 p.m. (and the registration fee if it is your first time).

*Any child in After Care, or placed into after care as a result of not being picked up on time, who is picked up after 6:00 p.m. will incur the above fees and will be assessed the additional late fee of \$15.00 per child.

** In the event that any lower school student is not picked up by 7:00 p.m., the authorities will be notified.

2. Union Preparatory Academy at Indian Trail Aftercare/Union Preparatory at Indian Trail Afterschool Program

Parents must pay separately for this program which is run on-campus with Union Preparatory Academy at Indian Trail staff. Activities include snack/drink, homework assistance, recess, arts/crafts, and various pre-planned specials. Please contact our Before and After-care Director for additional information.

3. Student Walker

If a parent wants a child to walk home on a daily basis, the parent must complete and return the Walker Permission Form. No students under Grade 2 are permitted to walk off-property unless accompanied by an adult and/or with permission to walk with an older sibling. We ask that parents do not park in front of the school in the car loop.

Early Dismissal

Any student leaving school prior to dismissal will have an early dismissal logged to his/her record. Excused early dismissals are given for doctor's appointments with notes from the doctor. To receive an excused early dismissal, a doctor's note should be brought to school the next day. No doctor's notes will be accepted late.

If you need to take your child out of school before the end of the school day, come to the school office and sign him/her out and a school employee will send for your child. Due to the nature of our dismissal process, no early dismissals are permitted after 2:30 p.m.

Students will not be dismissed from the classroom to a parent. Parents need to sign their child out on the sign-out log and wait for their child to come to the main office.

Dress Code

The dress code serves to maintain a safe and orderly school environment conducive to learning. Wearing the Iredell uniform helps a student feel a sense of belonging and school pride. A higher standard of dress encourages greater respect for individual

students and others and results in a higher standard of behavior. It also prepares students for the dress code requirements of the workforce. Our dress code guidelines indicate appropriate school dress for normal school days. Union Preparatory Academy at Indian Trail reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. Every student in attendance will wear a school uniform. Failure to wear any part of the school uniform will result in a disciplinary action.

Students in grades K-5

UNION **Navy Blue** or **White** polo, short or long sleeved

Khaki or **Navy** (shorts, slacks, skorts) no skirts or leggings worn as pants

Belt

Socks – white, navy blue, gray or black solid colors only. Closed toe and heel shoes

UNION **Grey** PE T-Shirt (optional — can be worn on PE days only)

UNION **Navy** PE shorts (required if taking PE)

Hair: Hair must be neat and clean with only one natural born color (no "unnatural" colors, i.e. bright colors). Mohawk cuts, spiked looks or any other unnatural cuts (i.e., designs in scalp) or excessive attachments will not be permitted. No hats, bandanas, or headbands may be worn.

Socks: solid color socks must be worn (white, navy blue, gray or black). Fishnet stockings, knee high socks, or other inappropriate leg wear is not acceptable.

Shirts: All shirts must be uniform shirts purchased from All Uniform Wear. Shirts cannot exceed mid-thigh length. Only one solid white (long or short sleeve) T-shirt can be worn underneath polo shirts. T-shirts should not be visible below the hem of the shirt.

Zippered Jackets, if worn, must be purchased through the uniform store. All Union Preparatory Academy at Indian Trail zippered jackets must be worn with a Union Preparatory Academy at Indian Trail collared school shirt underneath. **ABSOLUTELY NO** hooded shirts, jackets, or sweatshirts are permitted unless it is Union Preparatory Academy at Indian Trail spirit wear.

Slacks/Shorts: All uniform slacks & shorts must be worn with a belt through the belt loops, worn at the natural waist, be in good repair, and be the appropriate size. Pants may be purchased from any uniform provider or store, but must meet the expectations of the Charter Schools USA dress code in style and fit. **NO** cargo pants, capris, leggings, jeans, zip off style pants, skirts, or rolled up shorts are permitted.

Belts: Students are required to wear belts. Belts/belt buckles displaying offensive symbols, as deemed inappropriate by Union Preparatory Academy at Indian Trail faculty or administration, are not to be worn. Additional adornments, such as chains, are not permitted.

In General: Earrings are permitted. No other body piercing (including lip, tongue or eyebrow piercing) or cartilage piercing is allowed. At no time are students to wear anything offensive, immodest, or deemed inappropriate by the faculty or administration. **No "Gothic" looks, dog collars, spiked jewelry, etc. or any other accessories deemed**

inappropriate by the faculty and administration.

Uniform Violations

Level I – Verbal warning. Student will receive up to 2 warnings.

Level II – School notifies parents and student is assigned an after school detention.

Level III – School notifies parents and student is assigned a Saturday detention.

Furthermore, reasonable accommodations will be provided based on a student's religion, disability, or medical condition. Although we tried to be specific to all dress code issues, there may be issues not included in this policy that are left to the discretion of the faculty and administration of the school.

Emergencies

Illness: The importance of regular attendance cannot be over-emphasized, but students should not be sent to school when they are ill. Students will be sent home if they have a temperature of 100.4 degrees or above. In order for a child to return to school, he/she will need to be fever-free, diarrhea-free, and vomit-free for a minimum of 24 hours. If a student becomes ill during the school day and it appears that they would be best cared for at home, the parent will be contacted. There are very limited facilities in the school, making it impossible to keep sick students for long periods of time. School personnel need to be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures) or head injuries within the last 12 months. This heightens awareness in case of an emergency. Please update Emergency Contact Information whenever changes occur.

Students will not be permitted to take calls from parents to see how they are feeling. The school will contact you if your child is not feeling well.

PLEASE KEEP YOUR CHILD'S EMERGENCY CARD & POWERSCHOOL CONTACT INFO UPDATED.

Family Educational Rights and Privacy Act:

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents should submit a written request to the principal that identifies the records they wish to inspect. A school official will make arrangements for access and notify the parent of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record, the school will notify the parent of the decision and of their right to a hearing regarding the

request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school may disclose information without obtaining prior written consent pursuant to 34 C.F.R. Part 99.31 and in the following circumstances:
 - a. To other school officials, including teachers, staff, Charter Schools USA officials and others whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced services or functions.
 - b. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment.
 - c. To authorized federal and state officials in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.
 - d. In connection with financial aid for which the student has applied or which the student has received.
 - e. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve the student.
 - f. To organizations conducting studies for, or on behalf of, the school or Charter Schools USA, in order to develop, validate, or administer predictive tests; administer student aid programs; or, improve instruction.
 - g. To accrediting organizations to carry out their accrediting functions.
 - h. To comply with a judicial order or lawfully issued subpoena.
 - i. To appropriate officials in connection with a health or safety emergency.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Field Trips:

As a learning experience, teachers may plan field trips. Parents may be asked to assist

the teacher as chaperones. Chaperones must be at least 21 years of age. Parents serving in this capacity may not have other children accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours. Parents accompanying students on overnight field trips must be fingerprinted and have a background check.

1. Students may be excluded from participation in any trip for reasons relating to behavior or conduct.
2. Students may also be excluded from attending a trip or activity if they are currently serving a term of suspension.

Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip 2-4 weeks prior to each fieldtrip. Money and permission slips must be turned in according to the teacher's instructions, prior to the field trip or the *student will not be permitted to take part in the field trip without a completed signed permission slip*. Students are to be dressed in the appropriate designated uniform/outfit as communicated by **Union Preparatory Academy at Indian Trail**.

Students participating on the field trip are required to ride on the charter bus. Parents attending the field trip may not sign their own child (children) out from the site at the end of the scheduled field trip; however, if a student does not ride the bus to the field trip they will be marked absent from school for that day. **Early dismissal from a field trip site is not permitted.**

Grading:

Academic grades are a reflection of student mastery of the standards being taught. Students' academic work is not graded based on behavior. For example, students will not be academically penalized for turning in a late assignment. However, they will receive a behavioral consequence for not following the teacher's directions. The same principle will apply for cheating. Students will receive a behavioral consequence if caught cheating, and will be required to take a new, different assessment to measure mastery.

Grading a student's work solely on the standard taught allows teachers to have a true indicator of the proficiency level of the student since grades are not skewed by non-academically related aspects. Students are given ample opportunity to practice what is taught in order to demonstrate what they have learned both in class and through home learning assignments, which are reflective of student practice grades. Parents will have real-time access to grades in the electronic grade book, and teachers will frequently communicate with families before a report card with final grades is issued to address any concerns about students who are failing their assignments

Grading Scale

Grades K-1	Grades 2-8
E – Excellent	90 – 100% A – Outstanding Performance
S – Satisfactory	80 – 89% B – Above Average Progress

Grades K-1	Grades 2-8
N – Needs Improvement	70 – 79% C – Average Progress
U – Unsatisfactory	60 - 69% D – Unsatisfactory Progress
	0 – 59% F - Failure

*E, S, N, and U are used on the Kindergarten and Grade 1 report cards for Reading and Math. S and N are used for all other subject areas.

Union County Charter Education Association, Inc. Grievance Process (Parents/Students)

Students or parents may invoke the grievance process by requesting a conference with the principal to appeal any final decision of school personnel. Requests for conferences must be made in writing within twenty-one (21) calendar days of the event giving rise to the grievance. The School’s policy holds that academic concerns are first discussed with the teacher. If the parent determines that the academic concern has not been adequately addressed, then the parent may request a conference with the principal. The principal or assistant principal will hold the conference within five (5) school days of receiving the request. The principal or assistant principal will provide the student or parent a written decision on the grievance within five (5) days of holding the conference.

Within five (5) school days following receipt of the principal or assistant principal’s decision, the student or parent may appeal the decision to Charter Schools USA. Charter Schools USA will review the decision including any additional written documentation provided from the student, parent or administrator. Charter Schools USA will provide the student, parent and administration a written response within ten (10) school days of receiving the appeal.

If the grievance is not resolved through the school administration or Charter Schools USA, the student or parent may appeal to the Board of Directors within five (5) school days following receipt of the response from Charter Schools USA. The Board will review the written documentation and decisions from the administration and Charter Schools USA and will allow the grievant and the administration to make a brief oral or written presentation to the Board. The Board will issue a final written decision within thirty (30) calendar days of receiving the appeal.

It is the desire of the school, the North Carolina Charter Educational Foundation, Inc. and Charter Schools USA to create the best learning environment for each student, including working to resolve concerns parents have regarding child’s academic environment.

Hallway Behavior:

Students should travel through the hallways quietly to avoid interrupting ongoing classes. Students should always arrive to class on time. For safety reasons students should walk on the right side of the hallway and keep their hands, feet and other objects off the corridor walls. All students should be at a voice level zero in the hallways.

Home Learning Policy:

The purpose of home learning is to develop study habits in children early on in their

academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. If a child does not understand his/her assignment after trying to do it at home, please send a note to the teacher indicating the problem.

Teachers use the following time schedule as a guide when assigning home learning:

	Home Learning	Reading and Log
Grade K	10 minutes	10 minutes
Grade 1	20 minutes	10 minutes
Grade 2	20 minutes	20 minutes
Grade 3	30 minutes	30 minutes
Grade 4	45 minutes	30 minutes
Grade 5	45 minutes	30 minutes
Grades 6-8	45 - 60 minutes	30 minutes

These times are a guide and are based on the average child's ability and on concentrated, undistracted time for doing home learning. On some days, home learning assignment may take less time or may take slightly more time than on any other given day. A child who does not complete class work in class may have to complete class work in addition to home learning. Reading Log requirements will be sent home by the teacher.

Assignments should be completed on time and properly written. The only acceptable excuse for not completing home learning is the student's illness or a written note stating an emergency, which prevented home learning from being completed. If a student fails to bring in home learning, he/she should complete it for the following day. If a child consistently fails to complete home learning, there may be consequences in the classroom. It is important to note that home learning is the student's responsibility.

All students will be required to write their assignments in their school agenda. Parents are asked to sign the agenda each night to ensure effective communication. Parents not signing the agenda may result in student receiving a disciplinary warning or corrective action.

The parent's responsibility is to provide a quiet environment and assistance when needed. In addition, parents may help in the following ways:

- Show an interest in your child's work.
- Provide a place and time for quiet study.
- Assist in practicing with spelling words and number combinations.
- Encourage home reading and listen to your child read.
- Review the homework for neatness and completeness.
- Refrain from doing the work for your child.
- Discuss problems related to home study with your child's teacher.

Students will not be permitted to return to a classroom after dismissal to get home learning assignments and projects. This also includes the students participating in the aftercare program. Assignments will not be accepted at the office from parents.

Missed Homework

On the third homework assignment not turned in on time, the teacher will assign a detention. For each occurrence after the third missed assignment, the child will receive an additional

detention or Saturday School. Children with chronic homework infractions are referred to the school administration for possible disciplinary action.

Honor Roll Requirement

Quarterly Awards

High Honor Roll - All A's or equivalent in academic subjects

Honor Roll - All A's and B's or equivalent in academic subjects

End of Year Awards

A variety of awards will be given covering numerous academic and nonacademic areas at the end of the school year.

Injury: An accident report will be completed and filed for accidents. The procedures listed below will be followed for an injured student:

- Teachers will send the student to the office if the injury is minor.
- Teachers will notify if the student is unable to be moved.
- The personnel will administer basic first aid.
- The parent(s) will be called and the injury described. For minor injury, the parent will make the decision about retrieving the student from the school. Emergency contact persons will be called if parent cannot be reached.
- The Emergency Services will be called for critical injuries that require the type of care that school personnel cannot offer, and the parent or emergency contact will be notified.

Instructional Books, Equipment, Materials, and Supplies

All textbooks needed by students for school and homework assignments are furnished by the school. The school is also able to provide the materials and equipment requested by teachers for classroom instruction.

Students need to realize that books and materials are expensive and that they should be cared for properly. Students are required to cover all books that are issued to them. A brown grocery bag makes an excellent book cover. At the beginning of the school year, some businesses offer free book covers to the students. Students should print their names and room number on the front of each removable book cover. Books should not be written in or on. Charges will be made for damaged or lost books and/or materials. Students should learn to be responsible for the care of personal and school materials.

Students will be expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. Any additional supply needs will be requested in writing by the classroom teacher. Please help your child come prepared for school by packing his/her homework and supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything

needed for the next day has been packed.

Labels

Please have your child's name (First and Last) on all personal property such as: lunch boxes, sweaters, raincoats, etc. It is particularly important on attire with logo.

Lost and Found

Please label all clothing as it makes it easier to return lost items to their owner. Anytime a student loses an item, he/she may go to the "Lost and Found" in the multi-purpose room to claim it. There are many items lost and never claimed each year. These items are donated monthly to various charitable institutions.

Medication

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of the school without specific written authorization by the physician & parents of the student is forbidden. If it is absolutely necessary that the child take any medication while he/she is in school, and a physician's form is not signed, the parent may come to the school to administer medication personally. A Physician's Form may be obtained from the school office.

The medication will be kept in the office and will be administered by office personnel. Students are not allowed to have any medication (not even over the counter medication) in their possession. Parents should pick up and drop off medicine in the office. Students are responsible to come to the office at the appropriate time to ask for their medication. It is not the responsibility of the office staff to remind the student. Please inform your child's teacher of any medication procedures.

Money Collection

Although UPA is moving to a cashless system, at this time, all money that is sent in to the school for Cafeteria Balances, Aftercare, ID Badges, School T-Shirts, Fundraisers, etc., **MUST BE Cash, MONEY ORDER, or checks drawn on local banks ONLY.**

Parent Teacher Committees (PTCs)

Union Preparatory Academy at Indian Trail truly believes that the involvement of parents in the education of a child is essential. Not only is academic communication important, the volunteer involvement of parents is important to benefit the programs of the school. The Union Preparatory Academy at Indian Trail PTC is structured in a manner that respects the importance of time with family, engagement in the school community, and the opportunity to enrich the programs of the school for students.

A major component of the Union Preparatory Academy at Indian Trail PTC is the team structure for events, fundraisers, and identified needs of the school. A parent can focus their talents and areas of personal enjoyment with the events and opportunities of the school. Volunteer organizations have always known that putting the right volunteers in the right places always increases retention of volunteers and the success of the organizational efforts. Union Preparatory Academy at Indian Trail intends to put these

lessons into practice and harness the immense abilities within our school.

Your close involvement with your child's class and homeroom teacher will also help our school raise funds to enhance the programs of the school. Again, your homeroom teacher will always be the point of contact to volunteer in the campaigns and help the school efforts. The room parent(s) will be a great help in organizing and coordinating the efforts with the teacher to keep everyone informed and engaged.

The primary mode of volunteering will always be with your child's classroom and grade level.

Each grade level will facilitate major events for their students. This will require close cooperation between the parents and teachers. Teachers will share the major events they are planning and coordinate with parents to form teams to make the event a success. Most grade levels will host one major and one minor event each year. Teachers will coordinate with parents to organize small groups and teams to host a successful event. These events will also facilitate a parent's ability to completely fulfill their volunteer hours. Parents with multiple children in the school will always be able to find opportunities to work with multiple grade level events and fulfill their hours.

Your teacher will be in touch consistently to recruit for parent-teacher teams for events, causes, fundraisers, and school tasks. They can include, but are not limited to lunch monitor duties, fund raising, field trips, class presentations, etc. Union Preparatory Academy at Indian Trail intends to reach out and tap in to your talents and gifts to bring learning to life in our school.

Pediculosis (HEAD LICE) and Eye Infections

Students will be checked periodically for head lice. Students will be sent home immediately if school personnel suspect lice in his/her hair. The students may not return to school until treatment has been administered and all nits have been removed from the hair. Upon returning to school, the student will be checked to determine if any nits are still present before admission to class. To prevent an outbreak of head lice, parents are asked to examine the hair of their children weekly, and shampoo frequently.

Any eye conditions that do appear to be infectious need to be cleared by a doctor in order for the student to return to school. This is for the protection of the student and their classmates.

Pupil Progression

Union Preparatory Academy at Indian Trail will follow the Union Preparatory Academy at Indian Trail Pupil Progression Plan posted on the website and available in the office.

Report Card Distribution

Report cards will be sent home with the student at the end of each quarter.

Returned Checks

Returned checks to the school are charged a \$35.00 returned check fee. Although banks notify their checking customers first, a courtesy letter may be sent home as a

reminder from the school. Payment for the returned check should be made in cash or money order. The returned check and \$35.00 fee should be made within 7 days of notification from the school. After two returned checks to the school, a family may not pay by check for anything else at school.

School Hours

Before School Care – 6:30 p.m. – 7:15 a.m.

Breakfast –7:15 – 8:05 a.m.

Campus and Hallway Supervision – 7:15

Classrooms Open – 7:40 a.m. MS and 8:10 ES

School Begins 7:45 Middle School 8:15 Elementary

After School Care 3:15 p.m.

Screenings

All Kindergarten students may be screened for vision to rule out any difficulties in these areas.

Severe Weather Information

Union Preparatory Academy at Indian Trail **will** make every effort to make inclement weather decisions by 5:30AM. Please note that we serve students from several local districts and therefore we will make our own decisions related to school closings or delays. Parents should watch the local news for information about school closings.

Delay, Closing or Early Dismissal of Schools Due to Inclement Weather

In the event of bad weather causing poor road conditions, the Principal, or designee, will determine whether or not schools will have a late opening or postponement. The television and radio stations listed below will be notified at the earliest possible time. Students, parents, and school personnel should listen for the announcement. When making a decision on opening or closing the schools, school officials are primarily concerned with the safety and welfare of all pupils and employees as well as those parents who transport their children to school. An attempt will be made to make a decision to close schools or consider a delayed schedule by 5:30 a.m. In order to efficiently notify everyone impacted by a closure or delay decision, school officials are asking all pupils and parents to cooperate by following these suggestions:

- Make sure your phone number(s) and contact information are updated in our school information systems, ACE and PowerSchool as we will send a message via automated call soon after the decision has been made.
- Listen to one of the television or radio stations listed, or check listed web sites. Media outlets will post announcements at their earliest convenience.
- **DO NOT** call the weather bureau, television or radio stations, newspaper offices, school officials or cablevision.

In the case of severe weather, the following radio and TV stations are notified:

Television: WSOC 9, WCNC 6, NEWS 14, WCCB TV, WBTV 3, WJZY FOX, WIXE

Radio: Local

Websites: wncn.com – <http://wncn.com> wbtv.com <http://wbtv.com>

The absence of any announcement means that the schools will open as usual.

Inclement Weather Make-Up Days

The status of any day in the school calendar can be changed at any time during the school year if days are missed due to inclement weather. All days (excepts Sundays) between August and June, no matter how they are designated on the school calendar (holidays, workdays, annual leave days, Saturdays, etc.), may become a make-up school day or teacher workday.

The make-up schedule will be announced as soon as possible after an inclement weather event has ended. If a Saturday is used as a make-up day, it shall occur as soon as possible following the missed instructional day. In the event that inclement weather forces the closure of school for students and staff and the make-up day is on a Saturday, a schedule for the day will be sent home in ahead of time.

Student Information System

All parents will have access to the parent/student information system. During enrollment and registration this is our ACE system. Once enrolled, we utilize PowerSchool, a tool to assist in your daily interaction with your child's school life. Within this system, parents can get up-to-date grades, attendance, and tardy records while also having access to email teachers, view school calendar, and see how your student is faring with the State Standards in each class and benchmark test. This tool can be accessed from any computer with Internet access. All that is required is that you have the correct web site address and a valid username and password. User names and passwords are available through the front office. It is very important that you keep your phone number(s), address, and contact information up to date.

Student Placement

All student placements in classes will be determined by the administrative team in collaboration with the instructional staff after careful review of the academic performance and educational needs of the student. A review of assessment data, including, but not limited to standardized and formative assessments will be considered. In the case of birth multiples, placement will be determined by the academic needs of each individual student and as otherwise provided by law.

Teacher Conferences

All parents will meet with their child's teacher at least twice during the academic year. We encourage you to have conferences more often if needed, as effective communication is one of the cornerstones of education. Conferences are scheduled after first and third quarters.

Telephone

The school has a business telephone to help transact the business of the school and the lines are kept open. Students may not use the telephone without permission and then only for emergencies. It is difficult to deliver a personal message to an individual student without interrupting the instructional program. Only emergency messages will be delivered to the student in the classroom.

All phone calls made to family members during school hours must be made from a school telephone with a staff member present. Failure of any child to follow this policy will result in consequences from the school administration.

Transportation

Union Preparatory Academy at Indian Trail believes that transportation should not be a barrier to school attendance. Therefore, parents are encouraged to car pool and make sure that students are dropped-off and picked-up during the posted school hours. Please see a member of the school administration if you experience a hardship with transportation.

Visitors

Visitors, including parents, are *not* permitted to go to their child's classroom unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must present a valid Driver's License (each and every time they visit/volunteer) which will be processed through the *Raptor Screening System*. Parents will also sign in and out, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

Volunteers

Parents have many opportunities to volunteer their time both at school and at home. Volunteer sign-ups will be available when events and other opportunities are announced throughout the school year.

Parents are encouraged to volunteer a minimum of 20 service hours per family each school year (or prorated to two hours a month for students enrolling after the school year has begun). Parents should try to have ten service hours completed each semester.

Parents who wish to volunteer during the school day may be asked to use the volunteer room to assist the teacher but depending on circumstances, may be asked not to volunteer in the classroom during instructional time due to privacy issues. Teachers who desire volunteer assistance in their classroom during instructional hours will reach out to parents for assistance. Otherwise, parent volunteers will need to remain in the volunteer room or the cafeteria during the instructional school day.

It is suggested that a minimum of 2 hours of volunteer service be spent working on school fundraisers and special activities. Parents will also receive volunteer time for

attending workshops and general parent meetings conducted in the school. No volunteer may grade a child's work nor file any students work.

Siblings who do not attend Union Preparatory Academy at Indian Trail will not be permitted into the building, with the exception of arrival or dismissal, awards ceremonies, or special evening events.

Please be sure to log in your own volunteer hours by submitting the volunteer form to the front office so that your hours can be accounted for each quarter.

Volunteer Dress code

As we are protecting an educational environment we ask that volunteers dress in business casual attire. Yoga pants, running shorts, tank tops, halter tops and blue jeans do not convey the professional look that we expect. In addition, sandals and flip flops are not permitted as they increase the risk of trips, slips and falls.

Volunteer Guidelines

- The safety and education of students must be the main concern of volunteers while engaged in school activities.
- Individual student's grade records and abilities are personal and confidential information.
- Students have the right to confidentiality under the Family Educational Rights and Privacy Act (FERPA) and the North Carolina General Statute 115C-402. Included, but not limited to this right are: academic work completed, standardized test scores, health data, interest inventory reports, reports of serious or recurrent behavior patterns, family background information, attendance records, grades and teacher or counselor rating and observations.
- Students may not be given medication by volunteers.
- Volunteers will not contact parents regarding student performance or behavior.
- Classroom supervision and student discipline are the responsibilities of the teacher and school.
- Permission for a student to leave the classroom must always be given by the teacher.
- Volunteers are required to sign in and out. The office will determine where and when a volunteer is needed within the school.
- For identification, volunteers are required to wear a name badge when helping with school activities.
- Volunteers will be **assigned only** to staff members requesting assistance.
- Punctuality and reliability are expected since teachers plan for volunteer assistance.
- Comparing and criticizing teachers and students is **not acceptable** volunteer

behavior.

- Volunteers should be in good physical and mental health.
- Volunteers are expected to be well groomed and dressed appropriately.
- Volunteers should set a good example for students by their manner, appearance, and behavior.

Volunteers will be allowed in the classrooms during instructional time ONLY when scheduled by the teacher.

Withdrawal Procedures

Parents/Guardians must complete a withdrawal form with the registrar when a child leaves the school during the school year. Be sure that the child has turned in all school property before he/she leaves the school.

Appendix

Union County Charter Education Association Governing Board

Michael Alvarez, President
Tricia Green, Vice President
Nicole Blevins, Secretary
Heather Whillier, Director
Chipper Long, Director
Stephanie Gossert, Director



PARENT OBLIGATION 2018-2019

I (We) the parent(s)/guardian(s) of _____ have **read and agree to abide by the Code of Conduct** and the Dress Code of Union Preparatory Academy at Indian Trail.

WHEREAS, in order to provide my (our) child with a unique educational opportunity;

WHEREAS, by choosing to enroll my (our) child at Union Preparatory Academy at Indian Trail is a decision of my (our) personal choice;

WHEREAS, my (our) desire to enroll my (our) child at Union Preparatory Academy at Indian Trail is premised upon my (our) desire to become an active partner in the education of my (our) child;

NOW, THEREFORE, in consideration of the foregoing:

(1) As a parent of a student at Union Preparatory Academy at Indian Trail, my (our) commitment is to abide by the following resolutions:

- A. To recognize and embrace my role as the primary educator of my child.
- B. To participate in the parenting workshops as provided by the school.
- C. To attend all conferences scheduled with any member of the Union Preparatory Academy at Indian Trail staff.
- D. To participate in the Parent Volunteer Program for 20 hours for the first child and 10 hours for each additional child. Recording of volunteer hours will be done on PowerSchool by the parent for credit. $\frac{1}{2}$ of the hours must be completed before Winter Break and the second $\frac{1}{2}$ by May 1st.
- E. To purchase uniforms for my child from the Union Preparatory Academy at Indian Trail approved supplier and ensure that my child is wearing the approved uniform daily.
- F. To supply a lunch, either brown bagged or purchased from the Union Preparatory Academy at Indian Trail approved vendor, each school day for my child.
- G. To be responsible for timely payment of any fees accrued to my account at the school.
- H. To participate in at least one of the many parent groups i.e. PTC, School's Improvement Committee, Fundraising Committee, etc.
- I. To purchase an Agenda Book and Weekly Folder from the approved

supplier and sign book nightly.

(2) To do the following things to enhance my (our) child's academic growth, I (we) agree to do the following:

- A. To read and use the information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom.
- B. To provide a suitable time and place within the home for homework.
- C. To assist my child in obtaining and regularly using a library card at the Public Library and allow for at least 60 minutes of homework daily.
- D. To limit television and video games and phone usage during the week and allow more time for reading, studying and family time.
- E. To check my child's homework nightly.

I (we) understand that participation in the school, as defined above, fulfills the mission of the school by enhancing my child's education and the school community as a whole

Signature of Parent/Guardian: _____

Date: _____

Acknowledged by: _____

Date _____



Handbook Acknowledgement

Dear Parent,

Please complete the bottom portion of this page and return it to your child's homeroom teacher by August 31, 2018.

Thank you,

Alison Simpson,

Principal

Student: _____

Teacher: _____

I acknowledge that I have read the parent handbook. I agree to comply with the policies set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____



Acceptable Internet Use Policy

Student's Last Name _____ Student's First Name _____

Grade: _____ Home Phone Number _____

Introduction

The Internet links thousands of computer networks around the world, giving Union Preparatory Academy at Indian Trail students access to a wide variety of computer and information resources.

Union Preparatory Academy at Indian Trail does not have control of the information on the internet. Some sites accessible via the internet may contain material that is inappropriate for educational use in a K-8 setting. Union Preparatory Academy at Indian Trail and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. There are security systems and filters in place to prevent students from getting to unauthorized sites. If a student does access an unauthorized site, it is a conscious selection and act and may result in the loss of Internet privileges.

Union Preparatory Academy at Indian Trail specifically denies any responsibility for the accuracy or quality of information obtained through its internet accounts.

Your child will learn internet communication skills including the following; email safety, downloading, files, www, keyword searches, etc.

Student Guidelines

Students are expected to follow all guidelines stated below as well as those given orally by the staff and to demonstrate ethical behavior in using the network. Care of Union Preparatory Academy at Indian Trail facilities go hand in hand with using computer hardware, software and the internet in a responsible manner. Any actions that might harm the computer equipment or software, or impair its effective use, or showing disregard for the proper procedures set up for network access will not be tolerated.

1. Before use, all students will receive an overview of the aspects of security and ethics involved in using the Union Preparatory Academy at Indian Trail network.
2. Students may not allow others to use their account name and or their password. To do so is a violation of the Acceptable Use Policy.
3. Any action by a student that is determined by his classroom teacher or a system administrator to constitute an inappropriate use Internet at Union Preparatory Academy or to improperly restrict or inhibit others from using and enjoying the

internet is a violation of the Acceptable Use Policy.

4. Transmission of material, information or software in violation of any school district policy, or local, state or federal law is prohibited and is a breach of the Acceptable Use Policy.
5. Any use of the internet proxy services to circumvent the network filters will result in suspension and loss of internet privileges.

Violating the Acceptance Use Policy may result in:

- Restricted network access
- Loss of Network access
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

In order to ensure smooth system operations, the Systems Administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

Student Access Contract

I understand that when I am using the internet or any other telecommunications environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State or Local law, Union Preparatory Academy at Indian Trail and Charter Schools USA.

My signature below, and that of my parents, means that I agree to follow the guidelines of the Acceptable Use Policy for the internet at Union Preparatory Academy at Indian Trail.

Student Name

Student Signature

Date



Acceptable Internet Use Policy: Parent Agreement

A parent must also read and sign this agreement.

We ask you to review this policy with your child and to sign the consent form. Your child's teacher has already discussed this policy with your son/daughter.

If you would like more information about Union Preparatory Academy at Indian Trail Internet accounts, please phone_____.

As the parent of this student I have read the Acceptable Use Policy for the Internet for Union Preparatory Academy at Indian Trail, I hereby give my permission for my child to use the Internet through classroom curriculum projects.

Parent Name

Parent Signature

Date

Parent Work Phone Number

POLICY AND PROCEDURES PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT

- I. Policy against Discrimination
 - A. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School, except as provided by law.
 - B. The School shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
 - C. The School shall admit students to programs and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap.
- II. Policy against Sexual Harassment or Other Forms of Harassment Prohibited by Law
 - A. The School desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the School's commitment to equal opportunities and the prohibition of discriminatory practices. The School's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The School will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.
 - B. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School facilities.
- III. Definition of Sexual Harassment
 - A. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:
 1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
 2. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
 3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.
 4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.
 - B. Types of conduct which are prohibited in the School and which may constitute sexual harassment include, but are not limited to:
 1. Graphic verbal comments about an individual's body or appearance.

2. Sexual jokes, notes, stories, drawings, pictures or gestures.
3. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.
4. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.
7. Cornering or blocking normal movements.
8. Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

IV. Definition of Other Forms of Prohibited Harassment

- A. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability, marital status, citizenship or sexual any other characteristic protected by law and that:
 1. Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;
 2. Has the purpose or effect of interfering with an individual's work or academic performance; or
 3. Otherwise, adversely affects an individual's employment or academic performance.
- B. Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:
 1. Epithets, slurs or negative stereotyping;
 2. Threatening, intimidating or hostile acts, such as stalking; or
 3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school premises or circulated in the workplace or academic environment.

V. Retaliation Prohibited

- A. Any act of retaliation against an individual who files a complaint alleging a violation of the School's anti-discrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.
- B. Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation if, or filing a complaint of, discrimination.

VI. Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment

- A. Procedures for Filing Complaints
 1. Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on gender, marital status, race, national origin, religion, age or disability by an employee, volunteer, agent or student of the school should within sixty (60) days of alleged occurrence file a written or oral complaint. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged

discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint.

2. The complaint should be filed with the school Principal. Complaints filed with the Principal should be forwarded to the HR Generalist within five (5) days of the filing of the complaint. If the complaint is against the principal, the complaint may be filed directly with the HR Generalist.
 3. If the complaint is against the HR Generalist, the State Director, or other member of the School's Board, the complaint may be filed with the School Attorney.
- B. Procedures for Processing Complaints
1. Complaints filed against persons other than the State Director or member of the School's Board:
 - a. Upon receipt of the written complaint by the Human Resources (HR) Generalist, the HR Generalist shall investigate or appoint an investigator to conduct an investigation of the allegations in the complaint. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources; take statements from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation, and make a recommendation to the HR Generalist as to whether there is reasonable cause to believe a violation of the School's anti-discrimination policy has occurred. Copies of documents, evidence and witness statements which were considered in the investigation should be sent to the HR Generalist along with the summary and recommendation.
 - b. If the complaint is against the HR Generalist, the School Attorney shall appoint an investigator, who shall conduct an investigation in the manner set forth in section VI.B.1.a. (Above).
 - c. The investigation, summary, relevant documents, witnesses' statements and recommendation should be completed and forwarded to the HR Generalist within thirty (30) days, or to the School Attorney within thirty (30) days, if the complaint is against the HR Generalist. The HR Generalist, or School Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) days whether there is reasonable cause to believe a discriminatory practice occurred.
 - d. If the HR Generalist or School Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) days provide notice of the reasonable cause finding to the complainant and the accused. The HR Generalist or School Attorney shall then review the investigatory file, reasonable cause determination, and all related documents and evidence, to the State Director.
 - e. If the HR Generalist or School Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide within ten (10) days' notice of the finding of no reasonable cause to the complainant and accused.
 - f. The complainant may request a no reasonable cause finding by the HR

Generalist or School Attorney be reviewed by the State Director within ten (10) days of receipt of this notice. The complainant shall provide a written statement detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the State Director and HR Generalist/School Attorney to present his or her position. The State Director and HR Generalist/School Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The State Director shall within ten (10) days of receipt of the notice make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.

- g. If review by the State Director is not timely requested, the HR Generalist or School Attorney's determination of no reasonable cause shall be final.
 - h. The accused may request, within ten (10) days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the State Director. The request should include a written statement expressing the accused's position on the complaint and findings, and address any facts, statements or evidence which he or she submits are inaccurate. The accused will be given an opportunity to meet with the State Director and the HR Generalist/School Attorney to present his or her position. The State Director and HR Generalist/School Attorney should within ten (10) days of receipt of the notice prepare a memorandum summarizing the content of the meeting to be included in the complaint file.
 - i. After providing the opportunity for an informal hearing as referenced in section VI.B.1.h. (Above), the State Director shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within twenty (20) days of the informal hearing be forwarded to the accused and the complainant and the Chairman of the School's Board, and a copy of will be filed with and maintained in the office of Charter Schools USA Senior Director of Human Resources.
2. Complaints against School Board Members.
- a. Complaints against the School's Board Members shall be filed with the School Attorney. The school attorney will within twenty (20) days appoint an outside, independent investigator to conduct an investigation and make a recommendation as to whether a discriminatory practice has occurred. It is recommended, but not mandatory, that the investigator be an attorney familiar with federal and state law prohibiting discrimination on the basis of a protected status.
 - b. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge which the investigator may discover from other sources. The investigator

shall also review relevant documents and other evidence. The investigator shall within twenty (20) days of receiving the complaint prepare a written summary of his or her investigation, and a recommendation to the School Attorney as to whether there is reasonable cause to believe that a discriminatory practice may have occurred.

3. Penalties for confirmed Discrimination or Harassment
 - a. Student - A substantiated allegation of discrimination or harassment against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.
 - b. Employee or Volunteer - A substantiated allegation of discrimination or harassment against an employee may result in disciplinary actions including termination and referral to appropriate law enforcement authorities. A volunteer shall be removed from service and a referral may be made to appropriate law enforcement authorities.
 - c. School Board Members – A substantiated allegation of discrimination or harassment against a school board member may subject that member to removal pursuant to the Board's Bylaws and referral to appropriate law enforcement authorities.
4. Limited Exemption from Public Records Act and Notification of Parents of Minors
 - a. To the extent possible, complaints will be treated as confidential and in accordance with North Carolina statutes and the Family Educational Rights and Privacy Act (FERPA). Limited disclosure may be necessary to complete a thorough investigation as described above. The School's obligation to investigation and take corrective action may supersede an individual's right to privacy.
 - b. The parents of a person under the age of 18 who has filed a complaint of discrimination and/or harassment shall be notified within three (3) days of receipt of a complaint.

Union Preparatory Academy at Indian Trail shall conspicuously post its Notice of Non-Discrimination and Non-Harassment and the name and telephone number of the employee responsible for compliance with such policies at its facilities subject to its discretion regarding placement.

Charter Schools USA
(954) 202-3500