



UNITED SCHOOLS NETWORK

UNITED PREPARATORY ACADEMY

EAST

# Scholar & Family Handbook 2023-2024

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## Letter of Introduction

Dear UPrep - East Scholars and Families,

Welcome to United Preparatory Academy East's seventh school year! The UPrep-East team has been working diligently over the past months to prepare for our scholars. We believe that the combination of a rigorous academic program and a positive, joyous school culture will open every door for your child.

The mission of United Preparatory Academy East is to transform lives and our communities through the power of education. We provide every child foundational academic knowledge, social and emotional learning, and skill development in an inclusive environment. We have high expectations for both scholarship and behavior, and believe that an achievement-oriented school culture will ensure all of our scholars are ready to enter, succeed in, and graduate from the most demanding middle schools, high schools, and colleges.

This mission is no small task! We will need your help to ensure that *all* our scholars will learn the necessary skills to succeed in college and career. In this handbook, you will read about important school policies and procedures. You will also discover what you can do to support our work with your scholars. Parts 1, 2, and 3 will highlight the importance of **daily attendance, daily assignment completion, and the display of positive behavior.**

We know that your child will learn more than just reading, writing, math, social studies, and science at United Preparatory Academy East. Our core values found in being our Polar Bear B.E.S.T., **Be Responsible, Empathize, Show Self-Control, Try our BEST** are what we aim to teach and instill in our scholars. With your support in reinforcing these values at home we will create a working partnership ensuring scholar success.

We look forward to a successful year! We are extremely excited and grateful for the opportunity to work with your children.

Respectfully,  
The UPrep - East Team



## Mission & History

### *Mission*

The mission of United Preparatory Academy East is to transform lives and our communities through the power of education. We provide every scholar foundational academic knowledge, social and emotional learning, and skill development in an inclusive environment. High expectations for scholarship and behavior and an achievement-oriented school culture ensure all scholars are equipped to enter, succeed in, and graduate from the most demanding middle schools, high schools, and colleges.

### *Polar Bear BEST Values*

At United Preparatory Academy East, we have a set of school values that informs everything we do. They serve as the standard for both our adult culture and our scholar culture. Below you will find an explanation for each value:

**Be Responsible:** Students are able to motivate themselves to take action and follow through on expectations; to define a problem, consider the consequences, and choose a positive solution.

**Empathize:** Students are able to “see into” (recognize, understand) another’s state of mind or emotions and be receptive to new ideas and perspectives; to appreciate and value differences and diversity in others; to have concern for others’ welfare, even when it doesn’t benefit or may come at a cost to oneself.

**Show Self-Control:** Students are able to recognize and regulate their thoughts, emotions, and behaviors in order to be successful in the moment and remain on a successful trajectory.

**Try Your BEST:** Students are able to perform at their highest ability in every situation both academically and behaviorally.

### *United Schools Network*

United Preparatory Academy East is one of four schools in the United Schools Network. UPrep-East is the newest school in the network and opened in the 2017-2018 school year. We follow the successful launch and growth of the network’s first elementary school, United Preparatory Academy State St. which opened in 2014 and now serves grades K-5. United Schools Network also supports two high-performing public charter middle



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schools (grades 6-8) – Columbus Collegiate Academy-Main St. and Columbus Collegiate Academy-Dana Ave. – that have enjoyed tremendous success over the past years.

CCA – Main St., the first school in the network, received a five-year charter from the Fordham Foundation in July 2008, and opened its doors to its first class of 6th grade scholars on August 18, 2008. Community, political, and business leaders joined the Board of Trustees as advocates that supported the school’s creation. The founding Chief Executive Officer, Andrew Boy, participated in the Building Excellent Schools Fellowship, a nationally recognized year-long charter school leadership development and training program. Through visits to more than 25 of the nation’s best charter schools, he was able to draw on practical, effective models of success throughout the development of CCA. CCA – Main St. quickly garnered local and national attention because of its impressive academic results. In 2012, CCA – Main St. earned an Excellent rating, the highest rating given by the Ohio Department of Education. In addition, the school has been recognized and honored as a New Leaders for New Schools Effective Practice Incentive Community (EPIC) Gold-Gain (2011) and Silver-Gain (2010) school. The 2020-2021 school year marks its 11<sup>th</sup> year of operations.

As a result of the outstanding academic results produced by CCA – Main St., CCA – Dana Ave. opened its doors in 2012 to serve scholars on the west-side of Columbus. CCA – Dana Ave. is modeled exactly after CCA – Main St., and so far in its short history it is pushing scholar achievement in the same manner as CCA – Main St. United Schools Network, a charter management organization (CMO), was formed shortly thereafter to provide support to the growing network of schools.

United Preparatory Academy - State Street, which opened in August of 2014, was formed because we wanted to provide an elementary option for the scholars and families of Columbus. Located on Columbus’s west side, UPrep-State St. serves families and scholars looking for a college preparatory elementary school. The launch of UPrep-East in 2017 is in response to young scholars on the east, north, and south sides of Columbus needing similar opportunities. UPrep-East is largely a replication of UPrep-State St. We aspire to earn similar academic achievement results as UPrep-State St. while also focusing on the unique opportunities and needs in our community.



## Part 1: Attendance

### *Attendance Policy*

One of the most important ways in which United Preparatory Academy East families can support the mission of the school is to ensure that scholars are in attendance every day. If scholars are not at school, they miss out on valuable instructional time and do not progress academically.

Scholars enrolled in the school must attend school regularly in accordance with the laws of the State of Ohio. The educational program offered by UPrep-East is predicated upon the presence and punctuality of the student and requires continuity of instruction and classroom participation. A parent must contact the School in accordance with the procedure set forth in the section below whenever a student is absent.

Attendance shall be required of all students enrolled at the UPrep-East during the days and hours that school is in session. A student will be considered to be in attendance if present at any place where School is in session by authority of the Board.

While we understand that scholars get sick and unforeseen events may affect school attendance, we ask that families work to make sure that scholars **miss no more than 3** school days throughout the year.

Our **doors open at 8:40 am** each morning, and scholars must arrive **before 9:00 am** in order to be considered on time and eat breakfast. Scholars are expected to arrive on time and to stay at school until the end of the day. A scholar will be considered “tardy” if they arrive after 9:00 am, and “partial absence” if they arrive after 9:30 am. **If a scholar arrives at school after 9:00 am, a family member must bring them into the school and sign them in at the front office.**

**Dismissal will begin at 4:00 pm each day.** Families who wish to pick their scholars up “early” must do so by 3:30 pm. UPrep-East will not call scholars for family pick up after 3:30 pm unless there is a family emergency. Scholars who are dismissed at or before 3:29 pm will receive a “partial absence.” Please note that, for a multitude of reasons, we cannot have scholars wait in the front office for their family to arrive. Scholars will remain in their classroom learning until their ride has arrived and they have been signed out.

Families should schedule doctor appointments and family vacations around the school’s calendar and daily schedule. UPrep-East is in session 175 days out of the year, which leaves 190 days for appointments and family vacations. Please keep this in mind as you plan your appointments and vacations. Missing even two hours of



instructional time during the day for an appointment can result in a scholar falling behind academically. If a scholar absolutely must attend an appointment during the day, please attempt to schedule it after dismissal at 4:00 pm. If this is not possible, please schedule the appointment for the earliest possible time in the morning, as that ensures scholars may return for the rest of the school day. If an early morning appointment is not available, we ask that families schedule appointments for the latest time available, so the scholar may attend school prior to the appointment. Please note that in the case of morning appointments, the scholar **must return to school following the appointment.**

### ***Reporting Absences***

If your scholar is going to miss a day of school, their parent or guardian must **notify the school of the absence by 10:00 am** on the day of the absence. This applies to all absences except those for which a parent or guardian has sent in previous notification of an absence. In all cases, the primary responsibility for reporting absences rests with the parent or guardian. If a scholar is absent from school, and no previous notification has been received, the school will automatically contact the child's parent or guardian to report the absence. It is expected that the parent or guardian will inform staff in the Front Office of the reason for the absence and the anticipated duration of the absence. The procedure for reporting absences is as follows:

1. If a scholar is absent from school, a parent or guardian must call or provide another notice to United Preparatory Academy East to inform the school that his/her child or children will be absent from school. **This phone call must take place before 10:00am.**
2. If a scholar is absent from school, and the school has not received any prior notification for the absence, and has not received a phone call regarding the absence by 10:00 am, UPrep-East reports the absence as unexcused and sends an automatic notice to the parent/guardian notifying them of the absence.

### ***Excused vs. Unexcused Absences***

Whether an absence is “excused” or “unexcused,” it is still an absence, and will be counted as an absence in our scholar information system. Again, we stress that scholars who are absent, for whatever reason, miss valuable instructional time and fall behind their peers on the path to college. The school will count an absence as “excused” for the five reasons that follow this paragraph, **upon receiving documentation.** Upon return to school, the scholar must provide the front office with a written statement from a parent or guardian of the cause for absence, or the absence will be considered “unexcused.” The School Director and his/her designee reserve the right to verify such statements and to investigate the cause of each individual absence.





1. Personal physical illness such as to prevent attendance at UPrep-East. **Absences for illness longer than two days must be verified in writing by a doctor.**
2. Death in the family.
3. Observance of religious holidays.
4. Court subpoena.
5. An emergency or set of circumstances which in the judgment of the UPrep-East team constitute a good and sufficient cause for absence. **Emergency circumstances will be defined by the School Director and be used to excuse absences on an extremely limited basis.**

A maximum of nine (9) student absences from school will be considered excused with parental notification. After nine absences, documentation in addition to the parent notification may be required in order for the absence to be excused. Such documentation may include, but is not limited to, written statements from a physician, dentist, or licensed mental health provider; or a social service agency if the student was receiving consultation or services. Documentation shall be reviewed by the School Director. Based upon the evidence presented, the School Director shall either excuse the absence or cause the absence to be marked as unexcused.

Absences will **NOT** be considered excused if for the following reasons:

1. **Weather** (snow, ice, cold, etc.). If school is canceled for weather, UPrep-East families will be informed through local media. If school remains open in snowy, icy, extremely cold, or rainy conditions, scholars are expected to be at school.
2. **Transportation**. If a scholar misses the bus or there is car trouble, scholars are still expected to be at school. Families will need to arrange alternative transportation to school.
3. **Parent Illness**. If a parent or guardian is sick, scholars are still expected to be at school.
4. **Family Vacation**. United Preparatory Academy East is in session for 175 days. That leaves 190 days for family vacations. Please plan ahead and schedule family vacations for winter break, spring break, and summer break.

**\*Important Note:** Out-of-school suspension (OSS) is, obviously, very concerning since the scholar is missing vital instruction. However, OSS does not count as an excused or unexcused absence in our system. Following an OSS, nonetheless, if the family of a scholar who is suspended fails to bring him or her in for a reset conference following the OSS, the absence will count as an **unexcused** absence.



*Late Arrival and Early Dismissal Related to Absences*

Students are expected to arrive on time and to stay at school until the very end of the day. Late arrivals and early pick-ups are disruptive to the learning environment. Late arrivals and early dismissals can be marked as “excused” or “unexcused”. Late arrivals and early dismissals will be marked as “excused” if the reason is documented in writing and approved by the School Director. Late arrivals and early dismissals will be “excused” if they align with reasons for an excused absence or for medical appointments. Late arrivals and early dismissals that are not documented in writing and/or do not qualify as “excused” will be labeled “unexcused.” Minutes and hours for unexcused late arrivals and early dismissals will count towards truancy thresholds as required under House Bill 410.

*Absences due to Documented Medical Condition*

Any student who is absent for an extended period due to a medically documented physical or mental impairment will not be disciplined. Such students may be entitled to receive an education tailored to their individual needs or abilities as provided for under federal and/or state law.

***Consequences for Absences and Tardiness***

Consistent with the United Preparatory Academy East philosophy, there are positive consequences for outstanding attendance, and negative consequences for poor attendance. The consequences are outlined in the table below:

Action	Consequence
0 Tardies/Early Dismissals in a Trimester	The scholar is congratulated and recognized publicly for exceptional attendance and commitment to his/her education.
Excessive Tardiness and/or Early Dismissals	The School Director or his/her designee will intervene in cases where attendance issues related to tardiness and/or early dismissals are disrupting the classroom environment and causing academic issues for the scholar.
0 Absences in a Trimester	The scholar is congratulated and recognized publicly for exceptional attendance and commitment to his/her education.
Unexcused absences reach 18 hours (3.17 days)	The family will receive a warning letter entitled <i>Attendance Warning Letter</i>
Unexcused absences reach 36 hours (6.35 days)	The family will receive a warning letter entitled <i>Attendance Warning Letter II</i>
Unexcused absences reach 54 hours (9.52 days)	The family will receive a warning letter entitled <i>Attendance Warning Letter III</i>
Unexcused absences reach 30 consecutive hours (5.29 Days)	The family will receive a notification of truancy letter entitled <i>Written Notification of Habitual Truancy</i> . The parent and student are required to participate in an Absence Intervention Team.



Unexcused absences reach 42 hours in one month (7.41 days)	The family will receive a notification of truancy letter entitled <i>Written Notification of Habitual Truancy</i> . The parent and student are required to participate in an Absence Intervention Team.
Unexcused absences reach 72 hours in a year (12.70 days)	The family will receive a notification of truancy letter entitled <i>Written Notification of Habitual Truancy</i> . The parent and student are required to participate in an Absence Intervention Team.
Excused and unexcused absences reach 38 hours in one month (6.70 days)	The family will receive a notification of truancy letter entitled <i>Written Notification of Excessive Absences</i> .
Excused and unexcused absences reach 65 hours in one year (11.46 days)	The family will receive a notification of truancy letter entitled <i>Written Notification of Excessive Absences</i> . If a student has any combination of 65 hours (9.4 days) excused and/or unexcused absences in a year, it is considered a serious issue. At this point, the student is at risk of not being promoted to the next grade. The School Director reserves the right to retain any student who misses more than 65 hours of school.

### ***Truancy***

A student is habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours without a legitimate excuse; absent fourth-two (42) or more hours on one month without a legitimate excuse; absent seventy-two (72) or more hours in one year without a legitimate excuse.

A student is considered to have excessive absences if the student is absent without a legitimate excuse for thirty-eight (38) or more hours in one school month without a legitimate excuse; absent sixty-five (65) or more hours in one school year with or without a legitimate excuse.

Legitimate excuses for the absence of a student otherwise habitually truant or excessively absent include but are not limited to:

1. the student was enrolled in another school;
2. the student’s absence was excused in accordance with applicable law or policy; or,
3. the student has received an age and schooling certificate.

### ***Absence Intervention Team***

An absence intervention team will be established for each student who is absent for a period of time that exceeds the threshold for a habitual truancy. Within ten days after the absence of a student surpasses the threshold for habitual truant, the School Director or his/her designee will assign the student to an absence



intervention team. Membership of each intervention team may vary based on the needs of each individual student, but must include:

- (1) A representative from the child's school district or school
- (2) Another representative from the child's school district or school who knows the child
- (3) The child's parent (or parent's designee), or the child's guardian, custodian, guardian ad litem, or temporary custodian.
- The team may also include a school psychologist, counselor, or social worker, or a representative of a public or nonprofit agency designed to assist students and families in reducing absences.

The School Director or his/her designee will make at least three meaningful, good faith attempts to secure participation of the student's parent/guardian within seven school days of the habitual truant triggering absence. If the parent/guardian fails to respond, the school will:

- (1) Investigate whether the failure to respond triggers mandatory reporting to the county public children's services agency
- (2) Instruct the absence intervention team to develop a plan for the child without the child's parent/guardian.

#### *Filing a Complaint in Juvenile Court*

The attendance officer (the School Director or his/her designee) must file a complaint in juvenile court against a student on the 61<sup>st</sup> day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- (1) The student was absent without legitimate excuse from the public school the child is supposed to attend for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year.
- (2) The school district or school has made meaningful attempts to reengage the student through the absence intervention plan and any offered alternatives to adjudication
- (3) The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered alternative to adjudication.

If the 61st day after the intervention falls on a day during the summer months, the school may extend the implementation of the plan and delay the filing of a complaint for an additional 30 days after the first day of instruction of the next school year.

*R.C. §3321.01; §3314.03(A)(6); §3321.13-.191*



### *Withdrawal: 105 Hour Rule*

A student who fails to participate in one hundred five consecutive hours of learning opportunities will be automatically withdrawn unless the student's absence is excused. Otherwise, a parent may withdraw a student voluntarily by signing a Voluntary Withdrawal form with the School Director or his/her designee.

### ***Missing & Absent Children Policy***

The Board believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

A student at the time of his/her initial entry to school shall present to the person in charge of admission any records given to him/her by the elementary or secondary school s/he most recently attended and a certification of birth\* issued pursuant to Section 3705.05 of the Ohio Revised Code or a comparable certificate or certification issued pursuant to the statutes of another state, territory, possession, or nation. Within twenty-four (24) hours of the student's entry into the school, a school official shall request the student's official records from the elementary or secondary school s/he most recently attended. If the school the student claims to have most recently attended indicates that it has no records of the student's attendance or the records are not received within fourteen (14) days of the date of request, or the student does not present a certification of birth or comparable certificate or certification from another state, territory, possession, or nation, the Executive Director or his/her designee shall notify the law enforcement agency having jurisdiction in the area where the student resides of this fact and of the possibility that the student may, be a missing child, as this term is defined in Section 2901.30 of the Ohio Revised Code.

The Chief Schools Officer or his/her designee will also immediately give notice of the fact of a missing child to the Ohio Attorney General's missing children clearinghouse. The Chief Schools Officer or his/her designee will also assist parents in the case of a missing student by coordinating with the missing children clearinghouse.

Informational programs for students, parents, and community members relative to missing children issues and matters are available from the Chief Schools Officer or his/her designee, including information regarding the fingerprinting program. The Chief Schools Officer or his/her designee's informational programs are based on assistance and materials provided by the Ohio Attorney General's missing child education program.

The primary responsibility for a student's attendance at School rests with his/her parent(s) or guardian(s). Parent(s)/guardian(s) must notify the School on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The Chief Schools Officer or his/her designee



is also required to notify a student's parents, custodial parent, guardian, legal custodian, or other person responsible for him/her when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice shall be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the School with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

The procedure for absences is as follows:

1. A parent must call the School to inform the School that his/her child or children will be absent from School. This phone call should take place within the first hour that School is in session.
2. If a parent fails to call the School as prescribed in Part A, School personnel will call the parent to inform him/her of the student's absence.
3. In those cases where telephone communication could not be made, School personnel will initiate a written communication to the home of the legal guardian the day of the student's absence.

\*May substitute any of the following documents for a birth certificate: 1) a passport or attested transcript showing the date and place of birth of the child; 2) an attested transcript of a birth certificate; 3) an attested transcript of a baptism certificate or other religious record showing the date and place of birth of the child; 4) an attested transcript of a hospital record showing date and place of birth, or 5) a birth affidavit.

*R.C. §109.65; R.C. §.3313.96; R.C. §3313.672*

### **Attendance: Key Takeaways**

- UPrep-East scholars need to be here, **on time (before 9:00am), every day.**
- If your scholar is going to be absent or tardy, **call us at (614) 586-1228!**
- Schedule appointments and vacations around the UPrep-East school calendar (*there are 190 non-school days to choose from*).



## Part 2: Academics

### *Academic Overview*

At United Preparatory Academy East we have a laser-like focus on college and career preparation. Thus, we concentrate on building foundational skills in the core academic subjects of reading, writing, math, science, and social studies. We also pair our rigorous academic program with character education to ensure our scholars not only have the academic skills that will prepare them for college, but the character that will ensure they graduate once there.

### **Reading**

UPrep-East will use the Core Knowledge Language Arts curriculum to teach scholars how to decode any written word they come across, as well as provide them with the vocabulary and background knowledge they will need to comprehend what they are reading. UPrep-East will supplement the Core Knowledge Language Arts curriculum with 10-15 minute Heggerty Phonological Awareness oral lessons in grades Kindergarten through 2nd Grade to improve students' phonological awareness and sound identification skills.

### **Writing**

UPrep-East will support the development of scholars' writing ability by closely studying English grammar, spelling, and handwriting skills, and developing informative, narrative, and persuasive written communication. UPrep-East will utilize the Core Knowledge Language Arts curriculum and teacher-created materials for grammar and writing to create a comprehensive writing program.

### **Mathematics**

Math is taught using the Eureka Math curriculum, as well as teacher-created CGI problems. CGI stands for "cognitively guided instruction," and it is a method of teaching where scholars are introduced to a single problem, and then have independent work time to solve the problem using various strategies. Then, the class comes together to look at the various strategies scholars used to solve the problem correctly. UPrep-East will focus on fluency as well, so scholars know how to complete basic problems and know basic math facts by heart.

### **Science & Social Studies**

UPrep-East will utilize Core Knowledge curriculum, Core Knowledge History & Geography curriculum, Amplify Science curriculum, and supplement with teacher-created hands-on lessons for Science and Social Studies.



### Character Education

UPrep-East’s character education program is based on the Responsive Classroom approach and our Polar Bear BEST values. The Responsive Classroom approach combines social & emotional competencies with academic competencies that are a part of everyday instruction and practices.

In addition to the classes described above, UPrep-East will also utilize computer-based learning to meet scholars’ individual needs. All scholars will access computers in the classroom with individualized instruction through the i-Ready program in ELA and Math. This adaptive instructional program ensures that each scholar has an individualized academic lesson plan. This will ensure scholars receive extra support in areas in which they struggle and be pushed further in areas of strength.

During the 2023-2024 school year, school will be in session from **Wednesday, August 23, 2023** until **Wednesday, June 5, 2024**. The year is divided into **three** trimesters, and at the conclusion of each trimester we will distribute **report cards** to all scholars. We will also distribute **progress reports** in the middle of each trimester to keep families up to date on progress. We ask that families join us for **family conference days** on **Tues., Nov. 21st** and **Mon., March 4th** (*following Trimester 2*). Our annual **Field Day** and **Awards Ceremony** will take place on the last day of school. The trimesters are divided as follows:

Trimester	Dates	Total School Days
1	August 23 – November 16	58
2	November 27 – February 29	57
3	March 6 – June 5	59

There are **174** total instructional days in the 2023-2024 school year. Please see Appendix for the complete 2023-2024 school calendar.

### Assessment Overview

In order to ensure the rigor of our instructional program is sufficient to put our scholars on the path to college, we will utilize a number of assessments at UPrep to measure our scholars’ growth and achievement throughout the year. The table below details the assessments we use at UPrep. We will always provide results of these assessments to families in a timely fashion.





Assessment	Timeframe	Grades	Description
Kindergarten Readiness Assessment (KRA)	-Once per year -Fall	K	The KRA is designed to assess scholars' readiness for kindergarten, both academically and socially.
i-Ready Diagnostic	-Three times per year -Fall, winter, spring	K, 1, 2, 3, 4, 5	i-Ready is a nationally normed assessment that scholars take for both reading and math; it shows us how scholars are performing in comparison to scholars all across the country
Ohio State Tests – ELA (3 <sup>rd</sup> -5 <sup>th</sup> ), Math (3 <sup>rd</sup> -5 <sup>th</sup> ), and Science (5 <sup>th</sup> )	-Once per year -Spring*	3, 4, 5	All scholars across Ohio take state tests in the subjects of reading and math to assess their academic progress

*\*One exception is the 3<sup>rd</sup> Grade ELA test, which scholars take in the fall, and then again in the Spring.*

### ***Progress Reports & Report Cards***

The main way by which we communicate grades to UPrep-East families is through regular progress reports and report cards. As mentioned above, progress reports will be distributed **in the middle of each trimester**. Report cards will be distributed during **Family Conference Days**. The final report card will be mailed home to families with a promotion status letter. Progress reports and report cards are extremely important, so we ask that families pay close attention to these documents when they are sent home or distributed at school. There are specific procedures we ask that families follow for both progress reports and report cards:

**Progress Reports**

**Review** the progress report with your child, **sign** the signature page, and **return** it to school with your child the next day. By following this procedure, we can ensure that families are kept up to date with regards to the academic progress of their child.

**Report Cards**

**Come** to school for Family Conference Day, **conference** with your child's teachers, and **review** your child's report card carefully. If you have questions, **ask** your child's teachers during the conference. By attending Family Conference Days, you guarantee that you receive detailed information regarding your child's academic and character development progress. If you are unable to attend the scheduled Family Conference Day, teachers will work with you to find a date and time when you can come to the school



for this important conversation. Please note that we will not mail report cards home after Trimester 1 and Trimester 2. A family member must come to the school to pick up the report card and conference.

### ***Promotion & Retention***

At United Preparatory Academy East, we believe that scholars should only be promoted when they have demonstrated mastery of academic standards. UPrep-East is founded upon the understanding that promoting scholars to the next grade based on their age, not their readiness to do the work, is not beneficial to scholars. Thus, one of the most critical and distinctive aspects of UPrep-East's academic program is its promotion policy. To build a culture of learning and achievement, and to ensure scholars demonstrate readiness for the next grade level, we will use the following promotion policy as guidance in meeting with families and determining promotion and retention of scholars. In order to be promoted to the next grade level, scholars in grade kindergarten through fifth grade are recommended to have achieved the following (at the school's discretion):

- More than one year of reading growth OR grade level reading performance (metric: i-Ready assessment)
- More than one year of math growth OR grade level math performance (metric: i-Ready assessment)
- A passing grade (65% or higher) in all classes ( ELA, Math, Social Studies, Science)
- Missed no more than 65 hours (10.8 days) of instruction during the school year

Scholars who have been identified as needing special education services and have an Individualized Education Plan (IEP) are subject to the policy stated above; however, the contents of a scholar's IEP will be considered. In situations where a scholar with an IEP is at risk for retention, the school's leadership team will convene a meeting between the school, the family, and the scholar to discuss the various options and to determine the best path for the particular scholar. In all such cases, the best interests of the child should guide the conversation.

Promotion and retention decisions will involve all members of the UPrep-East team – both teachers and school leaders. However, final retention/promotion decisions will be made by the School Director.

UPrep has a number of systems in place to keep families informed of their child's academic standing throughout the year. These systems will ensure that families are not caught off guard at the end of the year if their child is going to be retained. One important system is the frequent progress reports, as well as the detailed report cards after each trimester. In addition, family conferences after the first two trimesters provide an arena in which to discuss the report card and learn how we can all better support our scholars. Finally, if we determine a scholar is



at risk of retention, the School Director, and other members of the UPrep-East team will call a family meeting to discuss the child's present academic levels and realistic academic progress expectations for the current year. Our goal will always be to push our scholars as much as possible to achieve at high levels, but at times we understand that it may take a scholar two years to progress one grade level. We will always make our best effort to identify these types of cases as early in the year as possible so we can establish an academic plan with families.

Besides academic mastery, UPrep-East reserves the right to use attendance as grounds for retention. As mentioned above, **if a scholar misses more than 65 hours (9.4 days)**, s/he is at risk for retention. The central idea is that **if scholars miss school, they miss valuable instructional time, and put themselves at risk of retention because of the time they miss**. It is difficult for a young scholar to constantly play catch-up, so the most important thing a family can do to put their child on the path to promotion is to ensure they are here every day.

Promotion and retention of scholars with previously identified disabilities may be subject to the factors and policy above, but the school will also consider the contents of the scholar's Individualized Educational Plan (IEP).

### ***Third Grade Reading Guarantee***

Ohio recently crafted the Third Grade Reading Guarantee, which mandates a minimum score that scholars must earn on the state reading test in order to be promoted to the next grade. For the 2023-2024 school year, the State Board set a score of **690** on the third grade English Language Arts assessment as the promotion score. The Department also established a reading subscore of **48** as one of the allowable alternative assessment scores that can be used to inform promotion decisions. We will update families if there is any change for the coming school year to the Third Grade Reading Guarantee.

If a scholar does not reach that score, the scholar may still move on to fourth grade if they qualify for a retention exemption. These exemptions apply to:

- Limited English proficient scholars who have been enrolled in U.S. schools for less than three full school years and have had less than three years of instruction in an English as a Second Language program;
- Special education scholars whose IEPs specifically exempt them from retention under the Third Grade Reading Guarantee;



- Any scholar who has received intensive remediation for two years and was previously retained in kindergarten through the third grade; and
- Scholars who demonstrate reading competency on a Reading Alternative approved by the Ohio Department of Education.
- The scholar's parent in consultation with the scholar's reading teacher and school director, may request that a student be promoted to fourth grade regardless of the student's score on Ohio's State Test for grade 3 English language arts.

### ***Homework Policy***

We will assign homework to scholars on a nightly basis. The homework will consist of a nightly reading log, and occasionally math fluency. Homework for each week will be sent home in homework folders on Thursday evenings, along with a Weekly Syllabus. Scholars should bring completed homework reading logs back to school on Thursday morning of the following week. Polar Bear BEST Reports and any graded work from the week will also go home with scholars every Thursday in the homework folder.

**Homework should take scholars approximately 20 minutes.** Parents should check and review their child's homework each night and to let teachers know if their child is struggling. **Parents may assist scholars with their homework but should never do it for them.** Some tips for helping your scholar:

1. **Check** your child's backpack every night and have him/her take out his/her homework folder.
2. **Review** the Weekly Syllabus to verify what assignments s/he needs to do.
3. **Help** your child complete his/her homework (*but do not do it for him/her!*).
4. **Read** with your child every night.

The above process must be completed **every night** to ensure that scholars practice the requisite amount at home. We grow our brains by working hard, and part of working hard is practice. Completing regular homework will help scholars grow their brains!



### **Academics & Homework: Key Takeaways**

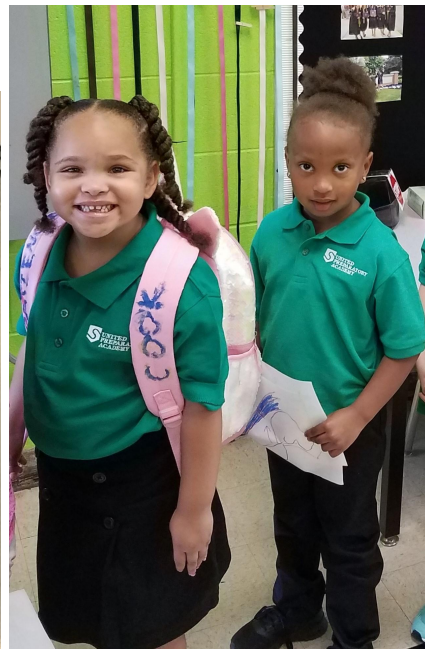
- UPrep is a **college & career-preparatory** school. We focus on foundational skills in the subjects of reading, writing, math, science, and social studies.
- Character counts!** UPrep-East includes character education in its program.
- Sign** progress reports and return them to school.
- Attend** Parent Conference Days – **Tues., Nov. 21<sup>st</sup>** and **Mon., March 4<sup>th</sup>**. *Mark your calendar now!*
- Check** your child’s backpack every night, **help** him/her with homework, **and read** with your child!



## Part 3: Positive Culture

### *Dress Code*

At United Preparatory Academy East, we believe in maintaining a professional learning environment at all times. One aspect of our professional learning environment is a strict dress code. The purpose of the dress code is to create a professional, united, and compassionate community where scholars can place their sole focus on learning. The dress code is in effect from the start of the school day until the end of the school day. Scholars are required to wear the UPrep uniform Monday – Friday unless otherwise noted.=



The above UPrep scholar is in dress code – UPrep uniform shirt on top, black dress pants, skirt or shorts on bottom, uniform, and shoes are tied.

### **The UPrep-East Dress Code**

- Kelly green UPrep-East uniform shirt, tucked in at all times
- Black pants, black shorts, or a plain, black skirt that falls at or below the knee
- Closed-toe shoes that DO NOT contain an open back
  - o **Crocs are NOT uniform shoes**
  - o Scholars may wear snow or rain boots, but must change into regular shoes upon arrival to school
- Optional*: Plain black belt (*only if needed to hold up pants*)



Any scholar who arrives at school out of uniform will receive a “loaner” item to be used for the day, and a *Dress Code - Loaner Item Distributed* notification will be sent to parents and guardians via UPrep-East’s family communication app, *ParentSquare*. This communication will provide families with a brief reminder of the dress code, as well as name the specific dress code infraction that has required a loaner item to be distributed to the scholar. The scholar will be expected to be in proper dress code the next day, unless unique circumstances arise, in which alternative arrangements are made with the School Director or Dean of Students.

### **What NOT to wear:**

- No denim pants, sweatpants, or leggings
- No underclothes that can be seen except solid-colored undershirts and leggings under skirts.
- No hats or accessories that fully cover the head, unless for religious reasons
- No sandals or other open-toed shoes
- No Crocs
- No fake tattoos or display hand-written words or drawings on their skin or clothes
- Do not carry makeup / cosmetics / nail polish, cell phones, or other electronic devices on their person during the school day

### **Other Dress Code Considerations**

- Spirit Wear:** UPrep-East will sell school spirit wear to scholars and their families at various times during the school year. Scholars may wear spirit wear in place of their UPrep-East uniform shirt. Scholars should still present a neat and professional appearance when wearing spirit wear.
- Jewelry:** For health, safety, and in order to avoid issues related to jewelry, we ask that scholars not wear distracting jewelry to school (i.e. earrings larger than a quarter, large chains, bracelets that are noisy or make writing difficult, etc.). If a scholar comes to school with distracting jewelry, we will hold the jewelry for the day and send it home with the scholar at the end of the day.
- Hair:** UPrep-East scholars can wear any hair style of their choice to school. Scholars should plan to keep their hair style the same throughout the day. For example, a scholar will not have time to put their hair up before recess, then take their hair back down and restyle after recess. Additionally, scholars will not be allowed to share hair accessories, style another scholar’s hair, or have their hair styled by another scholar or staff member while at school.
- Key Chains:** Key chains should be kept in the scholar’s backpack during the day.
- Change of Clothing:** Parents of scholars are encouraged to place a change of clothes, including underwear and socks, in their child’s backpack in case of a bathroom accident. If a child does not have a change of clothes at school and needs one, a family member will be called to bring a change of clothes.



**If families have questions or concerns about the dress code, they may contact the school.**

## ***Code of Conduct Philosophy***

### ***Philosophy***

At United Preparatory Academy East, we will always strive to create a positive, rigorous, and joyful learning environment. Therefore, we have a strict code of conduct to ensure that distractions are limited, and instructional time is maximized so we can ensure scholars are on the path to college.

In addition to developing knowledge and skills related to core content areas, our scholars at UPrep-East will work to develop social, emotional, and self-regulation skills to support them in their endeavors in the classroom and beyond. We will build and develop skills such as compassion, responsibility, self-control, empathy, and understanding social cues in our young scholars. It is important that we consistently and intentionally support this development to enable our scholars to make excellent choices inside and outside the classroom. We view parents, guardians, and families as invaluable partners in this mission. We ask that families collaborate with us by reinforcing our core values and code of conduct at home. When we are able to work together as a team to grow and develop scholars, we create an environment of consistency that enables scholars to grow and develop at rapid rates.

When you walk into UPrep-East classrooms you will see scholars that are engaged in learning, and peer to peer conversations will be frequent. Scholars follow directions the first time, acknowledge and respond when their name is called, and communicate with others kindly and respectfully. Teachers utilize firm, calm, finesse and do not deliver instructions or corrections with a sharpness to their voice. Scholars are physically and emotionally safe and take pride in being a UPrep-East Polar Bear.

UPrep-East relies on teaching and maintaining strong systems and procedures in order to create joyful, calm, and rigorous classrooms that maximize instructional time. Part of these systems and procedures focus on teaching and reteaching academic conduct in educational settings. We will utilize the Polar Bear BEST values to develop character within our scholars. We will work to connect scholar words and actions to responsible choices and decisions. At UPrep-East, **we believe every moment is a teachable moment.** Obviously, our youngest scholars will need much support in learning how to consistently make positive choices, but our expectation is that as scholars matriculate into the upper elementary grades, they will be able to make positive choices on a consistent basis without much support from the UPrep-East team. The following items are important aspects to our Code of Conduct:

1. UPrep-East is dedicated to providing a **safe** learning environment for all scholars. Scholars cannot learn in an atmosphere that feels emotionally, mentally, or physically unsafe, so we will work to ensure that our systems, routines, and classroom environments are set up to ensure our scholars always feel safe.





2. UPrep-East is a **proactive** school. We will anticipate scholar struggles and set up systems of support in advance to ensure scholars are successful in our rigorous college-preparatory environment. We will not wait until things go wrong to intervene; rather, we will strive to head off problems before they occur.
3. UPrep-East is **consistent** and **timely** with scholar feedback. Small infractions should be met with small redirections. By giving consistent positive redirections, we lower the likelihood that a larger consequence will need to be given, as we are actively taking steps to support students with positive choices.
4. UPrep-East believes in both **positive** and **negative consequences** that are **immediate**. If a UPrep-East scholar exemplifies a Polar Bear BEST value, we will recognize it publicly, immediately. If a UPrep-East scholar engages in negative behavior that interrupts our positive learning environment, we address it right away using a clear and concise system of consequences.
5. UPrep-East views negative behavior incidents as **learning opportunities**. If a scholar makes a mistake in class, we will discuss with the scholar what prompted the incident, and converse regarding what they can do in the future to make a more positive decision in class.
6. UPrep-East believes in establishing **uninterrupted learning time**. Thus, if a scholar is causing major distraction during class, they will be removed from the class immediately so as to not affect the educational progress of the rest of the class.
7. UPrep-East will always refer to the **Polar Bear BEST** values when dealing with behavior infractions. The Polar Bear BEST values form the basis of our character development program at UPrep-East, and we firmly believe that through mastery of these values, scholars will develop exemplary character and succeed in any educational setting.
8. UPrep-East team members will not be afraid to **slow down and reflect** when individuals or classes are not exemplifying our Polar Bear BEST values. This is important, especially at the start of the year, to form both the positive classroom culture we desire and the growth mindset we strive to instill into our scholars. While we always want to be mindful of pushing forward instruction with urgency, there will be opportunities to “buy back” time later on by stopping to address a challenging situation in the moment. A permutation of this practice is to have scholars self-reflect on their own choices. Taking thirty seconds during a transition to have scholars “rate” themselves on their engagement on a scale from 1-5 (*using their fingers*) can yield surprisingly honest reflection even with young scholars.



## ***Code of Conduct***

The Code of Conduct is the concise description of the twenty-two primary rules that govern student behavior at United Preparatory Academy East. Signing the Family & School Compact indicates that each parent/guardian and student has read, understands, and agrees to abide by the Code of Conduct.

1. All students treat fellow students, staff, and school property with respect.
2. Students must arrive at school in the UPrep-East uniform every day
  - Dress Code Summary: Green polo (tucked in), black pants or black skirt touching the knees or below, shoes that cover toes and contain a back
3. Attend school every day. Absences are excused only for illness, religious observance, and medical appointments, and must be verified in writing by a parent/guardian. After 9 full days of excused absences via parent / guardian note, absences must also be verified by a doctor or healthcare professional to be counted as excused. Family emergencies may also be excused at the discretion of the School Director or designee, and will be determined in accordance with Ohio House Bill 410 rules and regulations for excusing absences in Ohio public schools.
4. Always arrive on time for the school day.
5. Complete homework every night and turn it into the Homeroom Teacher.
6. At every moment of the day, scholars put forth academic and behavioral efforts that exemplify the Polar Bear BEST values at UPrep-East, and limit behaviors that are distracting to the learning environment.
7. Do not chew gum, eat, or drink anything other than water during class, unless otherwise arranged or communicated with a UPrep-East staff member.
8. Keep any electronic devices (cell phones, tablets, etc.) at school, off and in a backpack for the entire school day (8:40-4:00). The school assumes no responsibility for these devices.
9. Always be prepared for class.
10. Do not behave in any way that is disruptive to individual learning or the learning of another scholar.
11. Do not plagiarize, cheat, or copy another's work, falsify information (i.e. forge a signature), or lie to a staff member.
12. All scholars follow safety procedures established by the school, including adherence to routines and procedures related to class sign-out sheets, carrying hall passes, and obtaining permission from a UPrep-East staff member prior to leaving the current learning space / classroom they are assigned to.
13. No play-fighting or touching another student. Keep your hands to yourself.
14. No intimidation, harassment, or bullying of a classmate or staff member. No using threatening behavior or language.
15. No stealing of school property or property belonging to peers.
16. No defacement or destruction of school property.
17. No profane language or gestures, or otherwise inappropriate language or gestures.
18. No gang activity or evidence of affiliation.
19. No fighting, violence, or behavior threatening violence.
20. No possession, use, or sale of any drugs, alcohol, tobacco, or illegal substance.



- 21. No possession of weapons, including toy weapons.
- 22. Do not engage in behaviors and decisions that are in violation of the *UPrep-East Code of Conduct* when riding school-provided transportation, including riding the school bus to and from school.

### ***Progressive Consequences***

We will utilize a point system. Scholars will start every week with 50 points. Scholars will lose points based on the Behavior Level chart below. Scholars can also earn points for exhibiting Polar Bear BEST values above the norm. Scholar behaviors are broken down into levels. Each level is described below with examples and the steps the school will take to correct the behavior and consequences if the behavior is not corrected.

The consequences for negative behavior choices progress in the following manner:

<b><i>Level</i></b>	<b><i>Behavior Examples</i></b>	<b><i>First Steps: Teacher Steps</i></b>	<b><i>Possible Consequences IF escalated to referral from class (CO)</i></b>
<b>Level 1:</b> Behavior that is minor or off-task.	<ul style="list-style-type: none"> <li>● Scholar is off-task</li> <li>● Scholar engages in distracting behavior</li> <li>● Scholar is out of line or out of their physical space (unknowingly, unintentionally)</li> <li>● Scholar grabs other’s supplies (unknowingly, unintentionally)</li> <li>● Scholar is calling out</li> </ul>	1. Reminder of Expectations 2. Reteach expectation 3. Reteach with intervention and 1 point deduction 4. Coaching conversation with DoS/ ADoS* →  2 point deduction *Coaching conversation does not constitute a referral	After 3 classroom removals in 1 day the scholar stays in the CO with work to do provided from the classroom teacher. CO will log this as a referral.  Repeated Level 1 referrals earn ISS
<b>Level 2:</b> Behavior that is not being corrected, intentionally refusing to follow directions, or roughhousing.	<ul style="list-style-type: none"> <li>● Scholar is roughhousing beyond a “playful touch”</li> <li>● Scholar uses inappropriate language during class</li> <li>● Scholar responds to a consequence by pushing papers off his/her desk, pushing the desk, or displaying another form of gross disrespect to teacher</li> <li>● Scholar throws a small object intentionally in a disrespectful manner</li> <li>● Scholar uses the computer in an inappropriate manner (slams computer shut, not on i-Ready, logging on as classmate, etc.)</li> </ul>	1. Redirect behavior 2. Coaching conversation with DoS/ ADoS* →  2 point deduction *Coaching conversation does not constitute a referral	After 2 classroom removals in 1 day the scholar stays in the CO with work to do provided from the classroom teacher. CO will log this as a referral.  Repeated Level 2 referrals earn ISS



<p><b>Level 3:</b> Behavior that is creating a physically or emotionally unsafe learning environment.</p>	<ul style="list-style-type: none"> <li>Scholar engages in physical contact with a classmate that is intentional and malicious</li> <li>Scholar throws furniture, tips over furniture, climbs on furniture</li> <li>Scholar uses abusive language toward a scholar or a teacher</li> <li>Scholar bullies or harasses another scholar</li> <li>Scholar is running around the room and refuses to stop</li> <li>Scholar has a loud, distracting temper tantrum and is unable to be calmed</li> </ul>	<p>1. Automatic Referral</p> <ul style="list-style-type: none"> <li>Behavior Referral- teachers Slack CO (scholar’s first and last initial, grade, room number)</li> <li>Safety Referral- teachers walkie CO (code 1, room number)</li> </ul> <p>2.A member of CO will come to class. Teacher will then fill out a referral form. Member of CO will remove scholar →</p> <p>5 point deduction</p>	<p>CO for the day ISS Sent home early Required family conference</p>
<p><b>Level 4</b> Behavior that is an immediate threat to the safety of scholars and/or the school</p>	<ul style="list-style-type: none"> <li>Scholar brings a weapon to school with the intention to harm</li> <li>Scholar has made a bomb threat</li> <li>Scholar possesses, uses, or transfers drugs and/or alcohol</li> <li>Scholar assaults against fellow scholars or other members of the school community</li> <li>Scholar assaults a team member or is threatening to assault a team member</li> </ul>		<p>Expulsion</p>

**In-Class Cool Down**

Teachers will utilize an in-class reflection or “cool down” as an effort to keep a scholar in class and grow his or her brain. When a scholar is off-task, restless, or seems upset, they may self-select to move to the Cool Down Desk. The activities and set up of the desk will be determined by the DoS in cooperation with the classroom teachers. A teacher can assign a student to the Cool Down Desk or the scholar may self-select. DoS will work with teachers to create an appropriate duration of time and activity based on the age and individual student considerations. Time must be dedicated at the beginning of the year to instruct students on the proper use of this opportunity.

**Removal from Class**

Scholars who exhibit continual *disruptive* behavior that prevents the teacher from teaching and/or other scholars from learning will be immediately removed from the classroom to discuss the incident with a school leader. Removals from class are for continual egregious behaviors and should be reserved for situations when all other interventions have failed to correct the behavior. Scholars miss valuable instructional time when they are removed from class, so it is vital that teachers work to support scholars in correcting their behavior to the greatest degree while they are still in class. However, we of course want to work hard to establish an interruption-free environment for our scholars, so if a scholar is preventing a teacher from teaching and/or other scholars from learning, then that scholar must be removed.



Upon removal, the Dean of Students or Associate Dean of Students will discuss the incident with the scholar, support with social/emotional coaching if applicable and apply a natural consequence.

All families will be notified if their scholar has been removed that day. For less serious incidents, the Dean of Students or Associate Dean of Students will contact the family. The Dean of Students will say “I have your scholar in the Culture Office, and they are fine, however, they were removed from class today, is this a good time to talk about the incident?”

If a scholar is not able to be reset into class after a significant amount of time in the office (*throwing a temper tantrum, absolutely refusing to follow directions, etc.*), no matter how many chances, if any, they have to go back to class, the scholar’s family will be called to come to the school.

If a scholar is reset back into the classroom, but is removed one more time on the same day, the scholar will stay in the culture office for the duration of the day and complete worksheets and/or work on i-Ready. The scholar will not return to class. If the scholar is calm, following directions, and working, they will stay in the culture office for the duration of the day. However, if a scholar begins to refuse to follow directions, create significant disruption, or throw a tantrum, the scholar’s family will be called to come to the school.

If a scholar earns a “removal” directly before dismissal, the teacher will give the removal form to the Dean of Students and the Dean of Students will follow up with that scholar first thing the following morning.

Generally speaking, removals from class are reserved for scholars who are engaging in consistently defiant and disrespectful behavior, making it impossible for the teacher to teach and other scholars to learn. However, scholars who exhibit behavior that is an immediate health and safety concern will be immediately removed from the classroom.

**Misuse of technology:** Teachers will be checking computers at the start of each computer time. Scholars will be given an opportunity to report any damage. Scholars will be responsible for any significant, intentional, damage that they cause to the computer during the duration of their computer use.

### **Required Family Conference**

In order to complete our mission of putting scholars on the path to college, it is vital we have time to meet with families as our partners to conference and troubleshoot about scholar attendance, homework completion, and behavior. The required family conference protocol will set a structure to conversations regarding a scholar’s



behavior, and provide an opportunity for school leaders and families to come together and ensure that scholars are making the positive choices necessary to support academic achievement and scholar growth.

Prior to a family conference, the School Director or Dean of Students will notify the grade level teachers so they can provide more details or context as needed. If one of the following situations arise, the School Director or Dean of Students will call a *required* family conference, and a scholar's family must come in with their scholar to meet within 5 school days of the request, unless upon return from an out of school suspension. The conference will be confirmed through both a phone call and a letter home. Should a family not be able to attend a required family conference in person within 5 school days of the requested conference, a phone or Google Meet conference will be scheduled. In the event a required family conference does not happen following out of school suspension, the scholar will remain in the culture office until a conference is held.

Required family conferences will be called in the following situations:

- Anytime a scholar earns an out-of-school suspension
- A significant number of removals from class in a short amount of time (*varies by case*)
- A “major” removal or situation which requires immediate family attention and support

When a family conference is required, the School Director or Dean of Students will email all grade level teachers so that the teachers may provide more context and details as appropriate.

### **Emergency Removal**

Scholars who conduct themselves in a manner that puts themselves, their classmates, teachers or school staff in imminent danger, the student may be removed from the school. The school must then hold a hearing the next school day after the removal to provide not only the scholar, but also the parent, guardian, or custodian notice of the formal disciplinary decision.

Additionally, students in grades K-3 who are removed must be permitted to return to curricular and extracurricular activities on the school day following the day the student was removed. Prior to the scholar's return, there must be a conference, in person or by phone, with the scholar's parents. Upon the scholar's return, the school may not initiate a suspension or expulsion proceeding unless the student committed a “serious offense” or it is necessary to protect the immediate health and safety of the student, the student's classmates, or the classroom staff and teacher.

### **In-School Suspension**

Scholars who commit repeated level 1 or 2 behavioral offenses may earn an in school suspension. In-school suspension will result in the scholar staying in the Culture Office for the designated amount of days, where



work will be completed, behavior reflection forms, and a plan for how to return to class with improved behavior. In-school suspensions can only be issued by the Dean of Students and the School Director.

### **Out-of-School Suspension**

Scholars who commit a major behavioral infraction (*see below*), will earn an out-of-school suspension. Out-of-school suspension is taken extremely seriously at United Preparatory Academy East. While we are unapologetic about our desire to establish a positive, rigorous, joyful school culture, and an environment in which teachers can teach and scholars can learn without interruption, we understand that if scholars are suspended they miss valuable instructional time. Thus, out-of-school suspension will be utilized when all other options have been considered and/or exercised, and when we firmly believe that the best available option is to remove the scholar from the school environment for a specific amount of time. Out-of-school-suspensions will only be issued by the Dean of Students with approval from the School Director, they may last up to 10 days (*anything longer than 10 days is considered an expulsion*), and a required family conference will be called before the scholar is allowed back into class. During the period of suspension, the scholar may not attend or participate in any school functions without permission from the School Director. The scholar may enter school facilities only when given permission by the School Director. While serving an out-of-school suspension, the Board does not authorize scholars to receive instructional services from the school. However, scholars are permitted to complete classroom assignments missed during suspensions. Some of the behaviors which *may* lead to an out-of-school suspension are listed below:

- Scholar causes a threat to the immediate health and safety of a teacher, scholar, or staff member
- Scholar makes physical contact with school personnel
- Scholar engages in bullying or harassment of another scholar

Whenever possible, the school director will consult with a mental health professional under contract with the school before issuing an out-of-school suspension.

### **Expulsion**

Scholars who **repeatedly** commit a major behavioral infraction or commit one of the infractions in the list that follows this paragraph, may be subject to expulsion. A removal from school for more than 10 days is considered an expulsion, and an expulsion recommendation will only be made to the Chief Schools Officer by the School Director after careful consideration and the gathering of input from applicable UPrep-East team members. The Chief Schools Officer may expel a scholar for up to 80 school days and in some instances one year. If a scholar is recommended for expulsion, the scholar must stay at home until the expulsion hearing, at which point both the school and family will receive an opportunity to present evidence, voice comments and concerns, and ask



and answer questions. After the hearing, the Chief Schools Officer will make a ruling. Expulsion will be considered for the following infractions:

1. Any scholar who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a firearm or a knife capable of causing serious bodily injury; or a controlled substance including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school; this also includes situations in which one or more of the items above were brought to school *by another person*.
  - a. A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes but is not limited to, any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or other similar device.
  - b. A knife is defined as any cutting instrument consisting of at least one sharp blade.
2. Any scholar who assaults a team member on school premises or at a school-sponsored or school-related event, including athletic games, may be subject to expulsion from the school. This also includes the threat of an assault.
3. Any scholar who makes a bomb threat to the school building or to any premises at which a school activity is occurring at the time of the threat.
4. In addition to the categories above, a scholar may face expulsion as a result of the following infractions: repeated or excessive out-of-school suspensions; repeated and fundamental disregard of school policies and procedures; possession, use, or transfer of drugs and alcohol; assault against fellow scholars or other members of the school community; destruction or attempted destruction of school property, including arson.
5. A student shall be expelled for one (1) year for bringing a firearm or a knife capable of causing serious bodily injury to the School or onto School Property (any Property owned, used or leased by the School for School, School extracurricular or School-related events), possessing a firearm or knife capable of causing serious bodily injury on School Property, making a bomb threat, or causing serious physical harm to persons or property.
6. When a scholar is expelled under the provisions of this section, no school or school district within the state shall be required to admit such scholar or to provide educational services to said scholar. If said scholar does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the School Director a written statement of the reasons for said expulsion.





During the period of expulsion, the scholar may not attend or participate in any school functions without permission from the Chief Schools Officer. The scholar may enter school facilities only when given permission by the Chief Schools Officer. While serving an expulsion, the Board does not authorize scholars to receive any instructional services from the school.

Whenever possible, the school director will consult with a mental health professional under contract with the school before issuing an expulsion.

***Discipline Protocol – Transportation***

Transportation to and from United Preparatory Academy East is provided by Columbus City Schools. The right to free transportation is dependent on the scholar’s good behavior while waiting for and riding on the school bus. In order for the bus drivers to get scholars to school on time and safely, they must focus on the road at all times. Thus, on the bus, scholars must remain in their seats, talk quietly, and follow all directions given by the bus driver. Scholars who behave poorly on the bus compromise the safety of themselves and others. Poor bus behavior may result in suspension or termination of transportation services. If a child is suspended from the bus, it will be the parent’s responsibility to arrange for alternative transportation.

Bus drivers will write bus referrals, and the Dean of scholars will investigate all bus referrals. In addition, the Dean of scholars reserves the right to investigate bus incidents even without a referral from the bus driver. United Preparatory Academy East will use the following protocol in determining consequences for bus referrals. The following infractions will result in bus referrals, and the DoS will discuss the incident and referral with the specific bus driver.

- Disrespectful behavior toward the bus driver or another scholar
- Physical violence and/or abusive language (*swearing*)
- Eating or drinking on the bus
- Constant yelling or screaming
- Failure to remain seated
- Threatening behavior
- Possession of drugs, glass, weapons, animals, fireworks, or stolen merchandise
- Any other violation of the Code of Conduct

The following table describes the consequences for bus referrals:

1 <sup>st</sup> Bus Referral	Phone call home to family; warning of impending suspension for future incidents
2 <sup>nd</sup> Bus Referral	Phone call home and second warning



3 <sup>rd</sup> Bus Referral	Phone call home, 1-day Suspension from the bus ( <i>to and from school</i> )
4 <sup>th</sup> Bus Referral	Phone call home, 2-5 day Suspension from the bus ( <i>to and from school</i> )
5 <sup>th</sup> bus referral	Phone call home, automatic 5 day Suspension from the bus ( <i>to and from school</i> ) AND required family conference
6 <sup>th</sup> Bus Referral	Phone call home, Permanent Referral from the bus for the duration of the school year

*\*The School Director reserves the right to “skip” steps on the consequence ladder for especially egregious behavior infractions on the bus, or modify the above consequences as applicable, in order to maintain the safety of others on the bus.*

### ***Other Important Discipline Procedures***

#### **Scholar Searches**

United Preparatory Academy East recognizes that the privacy of scholars may not be violated by unreasonable search and seizure and directs that no scholar be searched without reason or in an unreasonable manner. UPrep-East acknowledges the need for in-school storage of scholar possessions and shall provide storage places, including desks, for that purpose. Where locks are provided for such places, scholars may lock them against incursion by other scholars, but in no such places shall scholars have such an expectation of privacy as to prevent examination by a school official. The Board may require the School Director or his/her designee to conduct a regular search at least annually of all such storage places.

Scholars have no expectation of privacy with respect to the use of the internet, intranet, or email. Routine maintenance and monitoring of UPrep-East’s network system may lead to the discovering that a scholar has or is violating UPrep-East policy or the law. Violations of UPrep-East policy, the scholar code of conduct or the law may result in severe penalties, up to and including expulsion.

UPrep-East authorities are charged with the responsibility of safeguarding the safety and well-being of the scholars in their care. In the discharge of that responsibility, UPrep-East authorities may search the person or property of a scholar, with or without the scholar’s consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of UPrep-East’s rules. Specifically:

#### Search and Seizure of Property

1. School Chromebooks, desks, and property are on loan to the scholars and remain the property of UPrep-East. They may be inspected and reclaimed at any time.
2. Scholars must not keep prohibited items, including drugs, drug paraphernalia, firearms, explosives, and property belonging to others within their lockers, backpacks, desks, or anywhere else on school property.



3. When on school grounds, scholars and their personal property may be searched if a school official has grounds to believe the search may turn up evidence that the scholar has violated or is violating the law or school rules.
4. A scholar shall have the opportunity to be present during the search of his or her desk, or other property unless the scholar is absent from school or the safety or welfare of the school or an individual necessitates a search during the scholar's absence.

The search of a scholar's person or intimate personal belongings shall be conducted by the School Director or his/her designee. This person should be of the scholar's gender and conduct the search in the presence of another team member of the same gender. However, no strip searches may be conducted by UPrep-East personnel. This authorization to search shall also apply to all situations in which the scholar is under the jurisdiction of the school.

School leaders are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a scholar has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since UPrep-East has established a zero tolerance for alcohol use.

UPrep-East also authorizes the use of canines, trained in detecting the presence of drugs, when the School Director or their designee has reasonable suspicion that illegal drugs may be present in the school. This means of detection shall be used only to determine the presence of drugs in hanging hook areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual scholars unless a warrant has been obtained prior to the search.

The School Director or their designee shall be responsible for the prompt recording in writing of each scholar search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The School Director or their designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a scholar.

### **Restraint & Seclusion Policy**

Physical restraint means the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. Physical restraint does not include a physical escort, mechanical restraint, or chemical restraint. Physical restraint does not include brief physical contact for the following or similar purposes to:



- A. break up a fight;
- B. knock a weapon away from a student's possession;
- C. calm or comfort;
- D. assist a student in completing a task/response if the student does not resist the contact; or
- E. prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

Physical restraint may be used only when the student's behavior poses an immediate risk of physical harm to the student and/or others and no other safe and/or effective intervention is available. The physical restraint must be implemented in a manner that is age and developmentally appropriate, and otherwise in compliance with this Policy and the ODE's corresponding policy.

Physical restraint shall be implemented only by School Personnel who have been trained in accordance with this Policy to protect the care, welfare, dignity and safety of the student, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Notwithstanding the requirements of this Policy and ODE's corresponding standards and policy, School Personnel may use reasonable force and restraint in accordance with O.R.C. 3319.41. Persons employed or engaged as teachers, principals, or administrators, non-licensed school employees and school bus drivers may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, or for the protection of persons or property.

If School Personnel use physical restraint, they must:

- A. continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control;
- C. remove the student from physical restraint immediately when the immediate risk of physical harm to the student and/or others has dissipated;
- D. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- E. complete all required reports and document their observations of the student.



Seclusion means the involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier. Seclusion does not include teaching and learning environments that are one on one in nature where a student and teacher and/or aide are alone together.

Seclusion may be used only when a student's behavior poses an immediate risk of physical harm to the student or others and no other safe and effective intervention is available. Seclusion may be used only as a last resort safety intervention that provides the student with an opportunity to regain control of his/her actions.

Seclusion must be used in a manner that is age and developmentally appropriate, for the minimum amount of time necessary for the purpose of protecting the student and/or others from physical harm, and otherwise in compliance with this Policy and the Ohio Department of Education's ("ODE") corresponding policy.

Seclusion shall be implemented only by School Personnel who have been trained in accordance with this Policy to protect the care, welfare, dignity, and safety of the student.

If School Personnel use seclusion, they must:

- continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern.
- use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible.
- remove the student from seclusion when the immediate risk of physical harm to the student and/or others has dissipated;
- conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- complete all required reports and document their observations of the student.

A room or area used for seclusion must

- provide for adequate space, lighting, ventilation, clear visibility, and the safety of the student.
- not be locked or otherwise prevent the student from exiting the area should staff become incapacitated or leave the area.

The full policy will be made available to families annually.



### **Discipline for Scholars with Special Needs**

Disruptive behavior, as defined by school policy, by a scholar with disabilities will be managed in accordance with the scholar's individual education plan (IEP) and state and federal law. A scholar with disabilities will be subject to recommendation for expulsion as a habitually disruptive scholar only if the appropriate special education team has determined that the disruptive behavior is not a manifestation of the scholar's disability.

### **Complaints about Scholar Discipline**

The primary contact for scholar discipline is the Dean of Students. In the event of a complaint regarding scholar discipline, the parent should schedule a meeting with the Dean of Students first. If the complainant is dissatisfied with the resolution proposed, the parent can raise the issue with the School Director, and if still unsatisfied, the United Schools Network Chief Schools Officer.

If an individual believes that the school has violated any applicable laws or regulations, or if he or she is unsatisfied with the results of the above process, he or she may file a formal, written complaint with the Board of Trustees. After receiving the complaint, the Board will respond in writing to the individual within 30 days.

### **Bullying & Harassment**

At United Preparatory Academy East, we will work hard to maintain a safe and comfortable school environment for ALL scholars, and make all feel welcome irrespective of their race, religion, sex, sexual preference, appearance, age, national origin, or disability. Thus, when we see a scholar or group of scholars engage in repeated negative interactions with another scholar or scholars based on one of the above items, we will address it immediately. We will be proactive in educating our scholars about the topics of respect, bullying, and harassment, so we can be equally reactive if and when it does occur. Our objective, especially in early grades, will be to continually reinforce our character education lessons on the Polar Bear BEST values and bullying/harassment so our scholars become ingrained with the idea that bullying and harassment have no place in our community. However, if a scholar does engage in bullying/harassment behaviors repeatedly, after education and intervention, consequences will follow, following the protocol noted in the previous section. The following sections detail our bullying and harassment policy.

The School prohibits acts of harassment, intimidation, dating violence or bullying (*including cyber-bullying*) of any scholar on school property or at school-sponsored events (*any event conducted on or off school property, including school buses and other school related vehicles, that is sponsored, recognized or authorized by the Board*). A safe and civil environment in the school is necessary for scholars to learn and achieve high academic standards. Harassment, intimidation, dating violence, and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a scholar's ability to learn and the school's ability to educate its scholars in a safe environment. Since scholars learn by example, school administrators, faculty, team and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.



“Harassment, intimidation, dating violence, or bullying” means either of the following:

1. any intentional, written, verbal, graphic, or physical act that a scholar or group of scholars has exhibited toward another particular scholar more than once and the behavior both causes mental or physical harm to the other scholar; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other scholar
2. violence within a dating relationship; the definition of “harassment, intimidation or bullying” also includes the above described acts which are electronically generated, stored or transmitted

The school reserves the right to discipline scholars’ off campus behavior which substantially disrupts the school’s educational process or mission, or threatens the safety or well-being of a scholar or team member. Factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following:

1. whether the behavior created material and substantial disruption to the educational process or the school’s mission due to the stress on the individual(s) victimized or the time invested by the team in dealing with the behavior or its consequences
2. whether a nexus to on-campus activities exists
3. whether the behavior creates a substantial interference with a scholar’s or team member’s security or right to educate and receive education
4. whether the behavior invades the privacy of others
5. whether any threat is deemed to be a true threat by the administration or Board, using factors and guidelines set out by the courts or by common sense, reasonable person standards

The school prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation, dating violence, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the School Director or his/her designee after consideration of the nature and circumstances of the act, in accordance with school policies and procedures. The school shall implement the following strategy for protecting victims: supervise and discipline offending scholars fairly and consistently; provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition; maintain contact with parents and guardians of all involved parties; provide counseling for the victim if assessed that it is needed; inform school personnel of the incident and instruct them to monitor the victim and the offending party for the indications of harassing, intimidating, dating violence, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; check with the victim daily to ensure that there has been no incidents of harassment/intimidation/dating violence/bullying or retaliation from the offender or other parties.



### **Positive Culture: Key Takeaways**

- Be sure your child is in proper **dress code** when s/he leaves the house every single day.
- Regarding discipline, we provide timely and consistent feedback to scholars so that small issues don't turn into big problems. We do this to create a **safe** learning environment for your child so they can learn.
- The **Polar Bear BEST values** serve as the backbone of our program – discuss them with your kids and practice them!
- The Code of Conduct provides structure to both **school** discipline and **bus** discipline.
- We believe in both **positive** and **negative consequences** for behavior, and will maintain **constant communication** with families.
- We will be proactive about educating our scholars about **bullying and harassment**, so we will not tolerate it if it occurs.





## **Part 4: Other Important Policies**

### ***Admissions Policy***

United Preparatory Academy East will not discriminate against any student based on race, ethnicity, national origin, gender, or disability or for any other basis that would be unlawful for a public school. United Preparatory Academy East shall be open to any child who is eligible under the laws of the State of Ohio for admission to a public school, and United Preparatory Academy East shall ensure compliance with all applicable anti-discrimination laws governing public schools, including Title VI of the Civil Rights Act, the Americans With Disabilities Act, and Chapter 3314 of the Ohio Revised Code. New students will be admitted each year without regard to prior measures of achievement or aptitude, athletic ability, disability, handicapped condition, ethnicity, race, creed, gender, national origin, religion, or ancestry.

### ***Publicity and Outreach***

Each year, the school holds information sessions to inform families and community members about the school and the admissions process. These information sessions are held at the school and perhaps at other community-based locations. The sessions are publicized widely, through means such as flyers, mailings, and informational sessions at daycares, community organizations, and local businesses. Families are encouraged to visit the school to see classes in action and meet currently enrolled students.

### ***Enrollment Process***

Families interested in enrolling a child at United Preparatory Academy East are required to submit a completed application through Schoolmint. The applications are made available at the school's information sessions and on the school's website. After submitting the application, parents are required to attend a mandatory New Family Orientation where school systems, procedures, and rules are reviewed in detail. The final steps in the enrollment process include attending the family orientation in August and the first day of school. There are no fees associated with the filing of an application, nor are there any tuition charges for attending the school.

### ***Admission Lottery***

In the event that United Preparatory Academy East receives more applications than allotted spaces, the school holds a lottery. This random and publicly held lottery is audited by a disinterested independent organization. All applicants are notified of the time and the place of the lottery and are invited to attend. If needed because of enrollment demands, this lottery will be held before April 1st each year.



### ***Student Recruitment Activities***

United Preparatory Academy East may undertake the measures below, among others, to recruit student applicants:

- Sending letters to residents of the Columbus City Schools and surrounding districts;
- Posting flyers and notices in local newspapers, supermarkets, churches, community centers, and apartment complexes;
- Conducting open houses at public and private elementary daycares, after-school programs, and youth centers;
- Visiting local organizations in surrounding neighborhoods; and/or
- Canvassing neighborhoods to further reach interested families.

United Preparatory Academy East aims to attract a student population that is similar in demographics to that of the Columbus City Schools. Through extensive outreach, it will attract students who reflect the demographics of CCS, including students with disabilities and students who have Limited English Proficiency. United Preparatory Academy East is committed to attracting and retaining such students by offering a high-quality educational program, hiring, and training highly effective teachers, and communicating regularly with families.

### ***Enrollment and Eligibility***

All students who are accepted for enrollment must complete all of the school's enrollment forms by the date required on the forms to secure provisional enrollment. United Preparatory Academy East reserves the right not to enroll any student whose forms are not returned by the designated date. All new students must take the school's baseline standardized tests. Guardians and students are required to attend information sessions and orientations, sign the Family-School Contract, and agree to fulfill their obligations to United Preparatory Academy East including adherence to the Code of Conduct.

In addition, a child may not be eligible for admission if the parent/guardian and student fail to complete all required forms truthfully.

Students confirm enrollment for the following school year by returning the Enrollment Confirmation Form and providing an updated Proof of Residency.

### ***Vacancies***

To fill any vacancies, separate waiting lists are maintained for each grade level. The random lottery used for student admission also serves to place students in preferential order on these waiting lists. United Preparatory Academy East reserves the right to fill a vacancy when unexpected attrition occurs. If the school chooses to fill



a vacancy, the school contacts the parent or guardian of the student next on the appropriate waiting list. Reasonable attempts are made to contact the family of the first student on the waiting list to determine whether the student remains interested in enrolling at the school before proceeding to the next name on the list. If attempts to contact the student’s parents/guardians are unsuccessful, the school may remove that student from the waiting list. Documentation of attempts made to contact the parents/guardians of any student removed from the waiting list are maintained by the school.

***Withdrawal from the School***

United Preparatory Academy East is a school of choice. As such, circumstances may arise in which a parent or guardian wishes to transfer their child to a different school. When parents withdraw their child from the school, they should schedule a meeting with a school administrator to fill out the Withdrawal Form. Students who miss 72 consecutive hours of school without notifying the school of an absence reason that is considered an excused absence under Ohio House Bill 410 will be withdrawn in accordance with Ohio law. A student who attends another school is subject to being unenrolled from United Preparatory Academy East - East. The school ensures the timely transfer of any necessary school records to the student’s new school.

***Kindergarten / 1<sup>st</sup> Grade Enrollment Eligibility***

The following information and language is taken from the Ohio Department of Education (ODE) website.

In Ohio, there are laws that dictate when children may enter kindergarten. According to Ohio Revised Code 3321.01, school district boards may choose to adopt either the first day of August or the thirtieth day of September as the date by which a child must be 5 years of age to be admitted to kindergarten, and 6 years of age to be admitted to first grade. United Preparatory Academy East has chosen the latter date – **September 30<sup>th</sup>** – as the date by which scholars need to be 5 years old to be admitted to kindergarten and 6 years old to be admitted to first grade.

<b>Kindergarten and 1<sup>st</sup> Grade Enrollment Eligibility: 2023-2024</b>	
<b>Kindergarten</b> - Scholars must be 5 by:	September 30, 2023
<b>Kindergarten</b> - Generally scholars born between:	October 1, 2017 – September 30, 2018
<b>1<sup>st</sup> Grade</b> - Scholars must be 6 by:	September 30, 2023
<b>1<sup>st</sup> Grade</b> - Generally scholars born between:	October 1, 2016 – September 30, 2017

In addition, the law states that a scholar must be age 5 to enter kindergarten or age 6 to enter grade one. Compulsory school age is 6. However, if a child enters kindergarten at age 5, he or she is considered to be of



compulsory school age. No district shall admit to the first grade a child who has not successfully completed kindergarten.

A child's screening and assessment data cannot be used to determine eligibility to enter kindergarten. The only criterion for entrance into kindergarten is age eligibility. By November 1 of the school year in which a child is enrolled for the first time, the child must be screened by the school for vision, hearing, speech and communication, medical problems, and any development disorders. If the screening reveals the possibility of potential learning needs, the school must provide further assessment. Schools must note that screenings are not intended to diagnose educational disability or to be used for placement purposes. A parent may sign a statement that they do not wish to have the child screened.

After a child has been admitted to kindergarten in a school district or chartered non-public school, no school district or board of education to which the child transfers shall deny admission based upon the child's age.

### **Early Entrance to Kindergarten**

All children learn and experience success given time and opportunity, but the degree to which academic content standards are met and the time it takes to reach the standards will vary from scholar to scholar. United Preparatory Academy East believes that all scholars, including advanced learners, should be challenged, and supported to reach their full potential. For many advanced learners, this can be best achieved by affording them access to curriculum, learning environments, and instructional interventions more commonly provided to older peers.

This policy describes the process that shall be used for identifying scholars who should be granted early admission to kindergarten.

Academic acceleration may involve whole-grade acceleration or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course.

An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration), or take a subject at a higher grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration).



Any scholar residing in United Preparatory Academy East may be referred by a staff member or a parent/guardian to the School Director of his/her school for evaluation for possible accelerated placement.

Scholars referred for accelerated placement will be evaluated in a prompt manner. The School Director or their designee will schedule the evaluations.

Before a scholar is evaluated for accelerated placement, the School Director (or designee) shall obtain written permission from the student's parent/guardian. The student's parent/guardian must request an early entrance application from the school.

Evaluations related to referrals that occur during the school year will ordinarily be completed and a written report issued within forty-five (45) calendar days.

Evaluations related to referrals that occur at the end of a school year or during the summer will be completed and a written report issued either or before the end of the school year, if possible, or within forty-five (45) calendar days of the start of the next school year.

Upon referral, the student's School Director (or designee) shall convene an acceleration evaluation committee to determine the appropriate learning environment for the referred student.

This committee shall include of the following:

- A. a parent/guardian, or a representative designated by that parent/guardian
- B. a school psychologist with expertise in the appropriate use of academic acceleration may be substituted
- C. a School Director
- D. a current teacher of the referred student
- E. a teacher at the grade level or course to which the referred student may be accelerated

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the scholar.



The acceleration evaluation committee will consider the scholar's own thoughts on possible accelerated placement in its deliberations. In the event that career-technical programs are considered for acceleration, a career-technical educator shall be consulted as a part of the evaluation.

Scholars considered for whole-grade acceleration will be evaluated using an acceleration assessment process approved by the Ohio Department of Education.

Scholars considered for individual subject acceleration will be evaluated using a variety of data sources, including measures of achievement based on State academic content standards (in subjects for which the State Board of Education has approved content standards) and consideration of the scholar's maturity and desire for accelerated placement.

The acceleration evaluation committee shall issue a written decision on the outcome of the evaluation process to the School Director and the scholar's parent/guardian. This notification shall include instructions for appealing the decision.

Appeals must be made in writing to the School Director within thirty (30) calendar days of the parent/guardian receiving the committee's decision.

The School Director or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within thirty (30) calendar days of receiving the appeal. The School Director or his/her designee's decision shall be final.

If the scholar is recommended for whole-grade or individual subject acceleration, the acceleration evaluation committee will develop a written acceleration plan.

The parent/guardian shall be provided with a copy of the plan. The plan shall specify:

- A. placement of the scholar in an accelerated setting;
- B. strategies to support a successful transition to the accelerated setting;
- C. requirements and procedures for earning high school credit prior to entering high school (if applicable); and,
- D. an appropriate transition period for accelerated scholars.



A school staff member will be assigned to oversee implementation of the acceleration plan and to monitor the adjustment of the scholar to the accelerated setting.

At any time during the transition period, a parent/guardian of the scholar may request in writing that the scholar be withdrawn from accelerated placement. In such cases the School Director shall remove the scholar from the accelerated placement without repercussions.

At any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the School Director shall direct the evaluation committee to consider other accelerative options and to issue a decision within thirty (30) calendar days of receiving the request.

If the scholar will be placed in a different accelerated setting from that initially recommended, the scholar’s acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the accelerated placement shall become permanent. The scholar’s record shall be modified accordingly, and the acceleration implementation plan shall become part of the scholar’s permanent record to facilitate continuous progress through the curriculum.

***Scholar Health Screening Policy***

Health screenings will be conducted at United Preparatory Academy East to help detect possible health problems that could interfere with a scholar’s ability to perform well in the classroom. These screenings could include vision, hearing and scoliosis screening, dental exams (*optional*), as well as measurements of blood pressure, height and weight. United Preparatory Academy East will screen all scholars at the appropriate grade levels. Ohio law requires the following health screenings for all new scholars and at the following grade levels:

Grade	Screening
Kindergarten	<ul style="list-style-type: none"> <li>● Visual acuity (<i>clearness of vision</i>)</li> <li>● Stereopsis (<i>depth perception</i>)</li> <li>● Color vision (<i>boys only</i>)</li> <li>● Hearing</li> <li>● Blood pressure</li> </ul>
First grade	<ul style="list-style-type: none"> <li>● Visual acuity (<i>clearness of vision</i>)</li> <li>● Eye muscle balance (<i>ability to focus on objects</i>)</li> <li>● Stereopsis (<i>depth perception</i>)</li> <li>● Color vision (<i>boys only</i>)</li> </ul>



	<ul style="list-style-type: none"> <li>● Hearing</li> </ul>
Second grade	N/A
Third grade	<ul style="list-style-type: none"> <li>● Visual acuity (<i>clearness of vision</i>)</li> <li>● Hearing</li> <li>● Blood pressure</li> </ul>
Fourth grade	N/A
Fifth grade	<ul style="list-style-type: none"> <li>● Visual acuity (<i>clearness of vision</i>)</li> <li>● Hearing</li> <li>● Blood pressure</li> </ul>

A parent, by signing a written statement, can opt not to have their child screened. *R.C. 3313.763(C)*. A scholar is also exempted from the district's vision screening program if the scholar's parent presents to district officials a "certificate" indicating that the scholar has been examined by either a licensed physician or optometrist within the 12 months prior to the date of the district's screening *R.C. 3313.69*.

***Visitor Policy***

United Preparatory Academy East welcomes and encourages visits to school programs by parents, other adults, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons, it is necessary to invoke visitor controls. All visitors, including parents and volunteers, must report to the school office upon entering the school building, sign the guest register, and receive a visitor pass. This procedure has been adopted for the safety of our scholars and team. Children from other schools may not visit during the school day. Exceptions may be made at the School Director's discretion for families who are considering enrollment and for UPrep-East alumni. UPrep-East alumni should check in at the front desk and follow the same procedures above when visiting.

The Chief Executive Officer, School Director, or his/her designee has the authority to prohibit the entry of any person, including but not limited to parents, other adults, and/or educators, to a program of the school or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the program. If such an individual refuses to leave the school grounds or creates a disturbance, the Chief Executive Officer, School Director, or his/her designee is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Chief Executive Officer, School Director, or his/her designee may implement such administrative guidelines as are necessary for the protection of scholars and team from disruption to the educational program or the efficient conduct of their assigned tasks. This includes setting up an appointment to speak with school





personnel or visiting a classroom. Parents and guardians are not permitted to sit in classrooms throughout the day but may schedule a time to observe their scholar's classroom accompanied by a UPrep-East team member.

In the case of an **emergency**, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact scholars in their classrooms, including after-school activities, or attempt to withdraw scholars from the building without notifying and receiving permission from team members in the Main Office.

The UPrep-East team asks that **no family members visit classrooms during the first three weeks of school**. We have a number of vital systems and procedures to teach our scholars at the beginning of the year to set them up for success throughout the academic year, and it is vital we are able to accomplish this important mission without interruption or distraction. We thank you for your understanding.

### ***Medication Policy & Diabetes Care Policy***

To protect your child's safety, school administrators will adhere to the following medication policy. Beginning in August 1996, it is required that both the parent's and a physician's signatures are on file before any prescription or non-prescription medication is administered. This includes all medications including such over-the-counter products as Tylenol, Advil, Dimetapp, etc.

Although this may cause some inconvenience, we feel that this policy is best for the continued protection of your child and must be followed. **If we do not have your written permission or the written permission of your physician, the medication will not be given.** Permission forms can be obtained by contacting the Front Office.

In order for your child to receive any medication at school, please conform with the following:

- A written request must be obtained from the doctor and the parent/guardian. This request must include the name of the medication, dosage, time it is given during school hours, potential side effects of the medication, and duration.
- The medication must be in its original container and have a fixed label which indicates the scholar's name, name of medication, dosage, method of administration and time of administration.
- The medication and the signed permission forms must be brought to the school by the parent or guardian.
- Wherever possible, please include a photo of your child with the permission form.



- New permission forms must be re-submitted each school year and are necessary for any changes in medication orders.
- If your child is taken off medication or will no longer receive it at school, please put your request in a dated, written note as soon as possible. If the medication is not picked up from the school office within 10 days, it will be properly disposed of.

### **Medical Dispensation Policy**

As mandated by section 3313.713 of the Ohio Revised Code, this policy is intended to create a framework to ensure that guidelines are observed in those circumstances where a student must take prescribed or over-the-counter medication during the school day.

Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.

All medications to be administered during school hours must be registered with the main office. Upon receipt of the medication, the medication trained staff member shall verify the amount of controlled medication brought to the school and indicate that amount on the Student Medication Log Sheet.

Medication that is brought to the office will be properly secured. Medication may be conveyed to the School directly by the parent/guardian or other responsible individual at parental request. This should be arranged in advance. Two to four (2-4) weeks supply of medication is recommended. Medication **MAY NOT** be sent to school in the student's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications, for allergies and/or reactions, including an epinephrine auto injector to treat anaphylaxis, or asthma inhalers.

For each prescribed medication, the container shall have a pharmacist's label with the following information:

1. student's name;
2. prescriber's name;
3. date issued and expiration date;
4. pharmacy name and telephone;
5. name of medication;
6. prescribed dosage and frequency;
7. special handling and storage directions.



Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription is no longer to be administered or at the end of a school year.

The staff member administering the medication shall make reasonable efforts to assist the student in taking the medication properly.

If a student does not take the medication at the proper time, the staff member responsible for administering the medication shall attempt to locate the student and administer the medication and to then notify the parents of the importance of the child reporting on time for his/her medication.

All medications are to be administered in such a way as to not unduly embarrass the student.

A log for each prescribed medication shall be maintained that records the personnel giving the medication, the date, and the time of day. This log will be maintained along with the prescriber's written request and the parent's written release on the Medication Form.

A Medication Form shall be completed and signed by the parent and healthcare provider.

If, for supportable reasons, the School wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers or epinephrine auto injector, the School shall notify the parent/guardian of this decision in sufficient time for an alternative administration to be established.

Only employees who are licensed health professionals or who have completed the specified drug administration training program conducted by a licensed health professional and are designated by the School may administer a prescribed medication to a student.

Written documentation of any training provided for each person authorized to administer a prescribed medication or treatment will show:

1. what training was given;
2. the trainer's name and professional status;
3. when the training was given.

If a student is exhibiting behavior that causes the teacher to be concerned about their medical status, this behavior must be reported to the School Director and/or Operations staff and expressed in writing in behavioral



terms. A designated person may then contact the parent and advise that the parent seek medical attention for the child, at which time the written observations may be given to the parent to take to the doctor.

A student in grades K-5 may be allowed to possess and self-administer an over-the-counter medication upon the written authorization of the parent. The parent must complete a Medication Form and submit it to the main office for filing in the student's records. If a student is found with medication in their possession, their record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the School Director for disciplinary action. The School Director may use one or more of the following procedures, depending on the particular situation:

1. Contact the parent and arrange for the parent to submit Authorization for Non-prescribed Medication or Treatment, as soon as possible.
2. Take the medication from the student and keep it in the school office until the completed form has been submitted.
3. Administer appropriate discipline after a student is provided due process.

The purpose of any disciplinary action on this matter should be to make it clear to all students and parents that, because of its policy on drug use, the school cannot allow possession or use of any form of unauthorized drug or medication at any time

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches and athletic trainers should never dispense, supply or recommend the use of any drug, medication, or food supplement solely for performance- enhancing purposes.

Dispensing of non-authorized, over-the-counter medication by Board employees to students served by the District is prohibited. Where investigation confirms such allegations, prompt corrective action shall be taken up to and including dismissal.

### **Diabetes Care Policy**

As mandated by section 3313.7112 of the Ohio Revised Code, this policy is intended to create a framework to ensure that each student enrolled in the School who has diabetes receives appropriate and needed diabetes care in accordance with an order signed by the student's treating practitioner. The diabetes care to be provided includes any of the following:



- a. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
- a. Responding to blood glucose levels that are outside of the student's target range;
- b. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
- c. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
- d. Providing oral diabetes medications;
- e. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating practitioner;
- f. Following the treating practitioner's instructions regarding meals, snacks, and physical activity;
- g. Administering diabetes medication, as long as the conditions prescribed in division (C) of this section are satisfied.

Not later than fourteen (14) days after receipt of an order signed by the treating practitioner of a student with diabetes, the School shall inform the student's parent or guardian that the student may be entitled to a 504 plan regarding the student's diabetes. Information will be given to the parent or guardian concerning the appropriate procedural safeguards for 504 plan administration.

Diabetes medication may be administered by a school employee who has received training that complies with the Ohio Department of Education's training guidelines.

The School will report diabetes care information to the Ohio Department of Education by December 31 of each year. The diabetes care information includes:

- a. The number of students with diabetes enrolled in the School during the previous school year
- a. The number of errors associated with the administration of diabetes medication to students during the same time period.

### ***Transportation Policy (Non-School Bus)***

Regulations adopted by the Ohio Department of Education generally do not allow the transportation of students in a vehicle other than a school bus or other commercial vehicle, whether to the school itself or to school-related



events. The Ohio Department of Education has adopted Chapter 3301-83 of the Ohio Administrative Code, which establishes the minimum requirements for safe student transportation in Ohio.

United Preparatory Academy East and the staff do not have vehicles that meet the rigid set of requirements in order to be authorized for student transportation. Therefore, United Preparatory Academy East. will never arrange for the transportation of students in the personal vehicles of staff members. Transportation for field trips will be provided through buses. Parents and families are responsible for providing transportation to-and-from after-school events and programs.

### ***Healthy Snack Policy***

There is growing concern in America about the increased incidence of childhood obesity, resulting in overall poor health and the development of diabetes and heart disease at younger ages. For this reason, the U.S. Dept. of Agriculture (USDA) has established nutrition standards for snacks and beverages that children eat while they are at school. The goal is for schools to ensure that children are eating healthier food and limiting intake of junk food. United Preparatory Academy East will follow these guidelines. **Healthy bodies lead to healthy minds!**

School breakfasts and lunches served at UPrep-East will comply with all new USDA standards. In addition, we ask that **scholars only bring in healthy snacks and drinks to school** to promote a nutritious culture. Specially, scholars should only bring in snacks that contain **whole grains, fruit, vegetables, dairy, or protein** ingredients. They should be limited in calories, sodium, fats, and sugar, and be portion controlled (*no “extra large” bags!*). Beverages are limited to water, low-fat unflavored milk, fat-free flavored or unflavored milk, or 100% fruit or vegetable juice. Below is a table that provides both examples and non-examples:

Healthy Snacks	Unhealthy Snacks
<ul style="list-style-type: none"> <li><input type="checkbox"/> Whole-wheat pretzels</li> <li><input type="checkbox"/> Fruit cups</li> <li><input type="checkbox"/> Fresh fruits and vegetables</li> <li><input type="checkbox"/> Granola bars</li> <li><input type="checkbox"/> Low-fat string cheese</li> <li><input type="checkbox"/> Low-fat yogurt</li> <li><input type="checkbox"/> Dried fruit or raisins</li> <li><input type="checkbox"/> Cheerios, Wheaties, Raisin Bran cereals</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cookies</li> <li><input type="checkbox"/> Potato chips (<i>Takis, Hot Cheetos, etc.</i>)</li> <li><input type="checkbox"/> Fruit-flavored candies</li> <li><input type="checkbox"/> Donuts</li> <li><input type="checkbox"/> Candy bars</li> <li><input type="checkbox"/> Toaster pastries</li> <li><input type="checkbox"/> Sugary cereal (<i>check the box</i>)</li> <li><input type="checkbox"/> Ice cream</li> </ul>



<input type="checkbox"/> Triscuit crackers	
<b>Healthy Drinks</b>	<b>Unhealthy Drinks</b>
<input type="checkbox"/> Water <input type="checkbox"/> Low-fat white milk <input type="checkbox"/> 100% fruit or vegetable juice	<input type="checkbox"/> Soda/pop/cola <input type="checkbox"/> Artificially flavored juice ( <i>check the label</i> )

We thank you for supporting our establishment of a nutritious school culture and ensuring your children are bringing healthy snacks to school. We do want to note that scholars will receive a healthy breakfast and lunch while at school, so there is generally not a need to send a snack to school with your child. However, if you choose to do so, please consult the guidelines above when choosing a snack. We appreciate your support in maintaining a healthy school!

**Food Allergy Protection Policy**

United Preparatory Academy East recognizes that food allergies in some instances may be severe and even life threatening. As mandated by Section 3313.719 of the Ohio Revised Code, this policy is intended to create a framework for accommodating students with food allergies and to reduce the likelihood of allergic reactions of students with known food allergies while at school.

A. Parent/guardians and student responsibilities

1. Parents and guardians of students with allergies shall:
  - a. Notify the School Director or Operations staff when they become aware that their student has a food allergy and at the beginning of each school year thereafter. The notice shall include a healthcare provider documented allergy and a diet modification order as necessary;
  - b. Provide the school with prescribed emergency medications;
  - c. Execute medication authorization form, and/or permission to carry and self-administer epinephrine auto-injector (epi-pen) form, as well as the following documentation, as appropriate:
    - i. Food allergy action plan;
    - ii. Anaphylaxis emergency action plan;
    - iii. Diet order
2. Parents and guardians will be responsible for educating their students about allergy management at school. Allergy management and education includes, without limitation, identification of “safe foods” by reviewing together breakfast and lunch menus and discussion of the vigilance required to self-monitor food products available at other school functions and in school vending machines.

B. School responsibilities



1. The school will cooperate in the development of a food allergy action plan for students with food allergies. The food allergy action plan will address the actions to be taken to reduce exposure at school, and what actions will be taken in the event of exposure. The plan shall be developed through consultation with the School, parents/guardians of the student, and the student's health care provider. The plan will be effective for the school year in which it is developed and shall be reviewed and, if necessary, revised at the beginning of each following school year.
2. With parental consent, the school will share the food allergy action plan with appropriate school staff.
3. Food will not be provided during the school day by means other than the school breakfast, lunch, or snack except with prior consultation with the School Director or Operations staff.
4. At least one employee who has received instruction in the recognition of food allergy reactions will be present when students are being served food during the regular school day.

### ***School Closings***

In the event of inclement weather, UPrep-East will follow Columbus City School's decision to close school. If Columbus City Schools are closed, then UPrep-East is closed. If Columbus City Schools are open, then UPrep-East is open. The only exception to this is in the rare case of an early dismissal due to weather in Columbus City Schools. We are not able to dismiss early because of busing logistics within the district.

School closings for UPrep-East are announced on channels 4, 6, 10, & 28. UPrep-East will be listed as United Preparatory Academy East. It is the responsibility of parents/guardians and scholars to access this information. A *School Closing* notification will also be sent to scholars and families via ParentSquare.

### ***Toys, Cell Phones & Electronic Devices***

In order for United Preparatory Academy East to maintain a positive and productive learning environment, we ask that scholars leave all toys, cell phones, and electronic devices at home. This includes cell phones, tablets, radios, CD/MP3/DVD players, video recorders, video game systems and games, personal data devices, or other devices deemed to be distracting. This policy applies on school property, in a school vehicle, or while attending school-sponsored or school-related activities, on or off school property.

If a scholar uses a cell phone to communicate with family at the bus stop in the morning and afternoon, the scholar shall be permitted to bring the cell phone to school. However, the cell phone must be **powered off and stay in the child's backpack for the duration of the academic day**. If the cell phone is seen outside of the scholar's backpack during the day, it will be taken by a member of the UPrep-East team, and a parent or guardian will have to come to school to retrieve it.





The school is not responsible for loss, theft, or destruction of toys, cell phones, or electronic devices brought to school. The school will not search for scholar property that is lost or misplaced during the academic day.

### ***Internet Acceptable Use Policy***

**The use of technology and computer resources at UPrep-East is a revocable privilege. Failure to abide by this policy may render you ineligible to use UPrep-East computer facilities and may bring additional disciplinary action.**

All users are expected to use the technology available at the school in a manner appropriate to the school's academic and moral goals. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community, is prohibited, even if such uses take place after or off school property (*i.e., home, business, private property, etc.*).

Unacceptable uses of technology/internet include but are not limited to:

1. Violating the conditions of federal and Ohio law dealing with scholars and employees' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude into other people's files; using other users' email addresses and passwords.
2. Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the internet or technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law.
3. Accessing profanity, obscenity, abusive, pornographic, and/ or impolite language or materials, accessing materials in violation of the Scholar Code of Conduct. A good rule to follow is to never view, send or access materials that you would not want your instructors and parents to see. Should a scholar encounter any inappropriate materials by accident, he/she should report it to their instructors immediately.
4. Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.



5. Plagiarizing works through the internet or other technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.
6. Damaging technology devices, computers, computer systems or computer networks (*for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.*).
7. Using the technology or the internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following:
  - a. any activity that requires an exchange of money and/or credit card numbers;
  - b. any activity that requires entry into an area of service for which the school will be charged a fee;
  - c. any purchase or sale of any kind; and
  - d. any use for product advertisement or political lobbying.
8. Neither the internet nor any other technology may be used for any purpose which is illegal or against the school's policies or contrary to the school's mission or best interests.

All users are expected to be responsible, courteous, and thoughtful when using technology and the internet. The use of the school computer network system should be in support of education and research, consistent with the educational mission or objectives of the school and in accordance with federal law, Ohio law and the Scholar Code of Conduct.

Scholars and Staff have no expectation of privacy with respect to the use of technology, the internet, intranet, or e-mail. Maintenance and monitoring of the school network system may lead to the discovery that a user has or is violating school policy or the law. Violations of school policy, the Scholar Code of Conduct or the law may result in severe penalties, up to and including expulsion.

The school makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the school technology system will be error-free or without defect. The school will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The school is not responsible for the accuracy or quality of the information obtained through or stored on the school system. The school will not be responsible for financial obligations arising through the authorized use of the system.

In accordance with the Children's Internet Protection Act ("CIPA"), the school has placed a filter on its internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material.



The school blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the school is to use internet resources to achieve educational goals, there is always a risk of scholars accessing other materials. Parents should be aware of these risks.

### ***Public Records Policy***

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of school wide interest is coordinated by the Superintendent/Designee.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters required to be discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records, and all other public records are open for inspection in the main office during the hours when the administrative office is open.

Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may, by resolution, designate one or more persons to attend public records training on its behalf. The Board designates the Treasurer to attend public records training on its behalf.

All records responsive to a request are made available in a reasonable period of time. The School makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the School provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Superintendent/Designee determines written explanation is necessary.

The School may ask that the identity of an individual requesting information and the reason the information is sought be in writing. The School first informs the requester that such disclosure is not mandatory, unless the request is for student directory information. The School also informs the requester that providing such information in writing enhances the School's ability to identify, locate, or deliver the records sought. The School may also ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.



Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent/Designee determines reasonable. If the request is ambiguous or overly broad, the School informs the requester of the manner in which records are maintained and accessed in the ordinary course of business and allows the requester to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of "personally identifiable information" generally are exempt from disclosure.

The Superintendent/Designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of mail requests sent to any one person may be limited to 10 a month unless the person certifies, in writing, that neither the records nor the information in them will not be used for commercial purposes.

A fee may be charged for copies and/or delivery. The School may require the fee charged for copies and/or delivery be paid in advance.

The Board's public records policy is posted in a conspicuous location in the main office and employee handbooks provided by the School. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule is maintained and readily available to the public in the main office.

### ***Family Leadership Council***

To ensure the voices of UPrep-East parents are heard, United Preparatory Academy East will create a Family Leadership Council. The Dean of Family and Community Engagement and Dean of Students will serve on the council, and other school personnel can participate, as appropriate, as well. In addition, UPrep-East will strive to place at least one teacher on the council.

The Family Leadership Council will support the mission of United Preparatory Academy East by:



UNITED SCHOOLS NETWORK  
UNITED PREPARATORY ACADEMY  
EAST

- Coordinating parent volunteer efforts to support school operations, scholar recruitment, and community gatherings;
- Planning family events that support the academic mission of the school, such as literacy nights, scholar academic performance nights, and parenting seminars to support academic achievement.
- And help with anything else that may come up throughout the school year.

United Preparatory Academy East is deeply accountable to the scholars it serves, for their parents make the ultimate act of faith: to bring their children to our doors and trust our school to deliver an outstanding education and to fulfill our school mission. Close communication with our families is essential, and the Family Leadership Council will play a major role in communicating and connecting with UPrep families.



## Appendix A: School & Staff Contact Information

United Preparatory Academy East  
 31 N. 17th Street  
 Columbus, Ohio 43203

**Phone:** 614.586.1228

**Fax:** 855.811.2007

[www.unitedschoolsnetwork.org](http://www.unitedschoolsnetwork.org)

“Like” Us on Facebook! (*search “United Preparatory Academy East”*)

Team Member	Position	Phone Number	Email
Shakir Dunning	Operations Manager		sdunning@unitedschoolsnetwork.org
Felicia Jones	Office Coordinator	614.582.1228	fjones@unitedschoolsnetwork.org
Dr. Rebecca Castle	School Director	614.512.3818	rcastle@unitedschoolsnetwork.org
Sara McRoberts	Dean of Students		smcroberts@unitedschoolsnetwork.org
Dymonia Hurdle	Associate Dean of Students		dhurdle@unitedschoolsnetwork.org
Kayla King	Leadership BRIGHT Intern	614.315.0354	kaking@unitedschoolsnetwork.org
Amber Byrd	Dean of Academics		abyrd@unitedschoolsnetwork.org
Emilee Smith	Kindergarten Teacher		esmith@unitedschoolsnetwork.org
Geovonna Ragin	Kindergarten Teacher		gragin@unitedschoolsnetwork.org
Leah Smith	1 <sup>st</sup> Grade Teacher		lsmith@unitedschoolsnetwork.org
Ashley Halley	2 <sup>nd</sup> Grade Teacher		ahalley@unitedschoolsnetwork.org
Aline Kamariza	3 <sup>rd</sup> Grade Teacher		akamariza@unitedschoolsnetwork.org
Brendan McNamara	3 <sup>rd</sup> Grade Teacher		bmcnamara@unitedschoolsnetwork.org
	4 <sup>th</sup> Grade Teacher		@unitedschoolsnetwork.org
Noelle Mills	5 <sup>th</sup> Grade Teacher		nmitchell@unitedschoolsnetwork.org
Jessica Lambo	Intervention Specialist		jlambo@unitedschoolsnetwork.org
Dr. Ebony Rispress	Intervention Specialist		erispress@unitedschoolsnetwork.org
	Teaching Fellow		@unitedschoolsnetwork.org
Bree Chambers	Visual Arts Teacher		bchambers@unitedschoolsnetwork.org
Joshua Slone	Gym Teacher		jslone@unitedschoolsnetwork.org

*\*Please call UPrep - East team members before 7pm. If team members do not answer, please leave a voicemail message and the applicable team member will return your call within 24 hours.*



## Appendix B: School Supply List

### UPrep-East School Supply List

<p><b>Optional: Supplies</b></p> <p><i>The supplies listed below are <b>optional</b> to bring to school. Scholars may bring them during orientation or on the first day of school!</i></p>	<p><b>Uniform</b></p> <p><i>The following items are part of the required school uniform at UPrep-East. Scholars may pick up their green polo at Scholar &amp; Family orientation and/or Meet the Teacher Night</i></p>
<ul style="list-style-type: none"> <li>● Bookbag / backpack</li> <li>● Box of tissues (to donate to class)</li> <li>● Baby wipes or disinfecting wipes (to donate to class)</li> <li>● Change of clothes (in case of bathroom accident)</li> <li>● Water Bottle</li> </ul>	<ul style="list-style-type: none"> <li>● Green polo or sweatshirt</li> <li>● Black pants, shorts, knee-length or longer skirts, jumpers</li> <li>● Closed-toe shoes (with Velcro if scholar does not know how to tie shoes)</li> </ul>

**What about everything else? We provide all other supplies at UPrep! Scholars should not bring any of the following to school:**

- Pencils
- Pencil sharpeners
- Erasers
- Pens
- Crayons
- Markers
- Colored pencils
- Highlighters
- Paper
- Pencil boxes / pouches
- Hand sanitizer
- Lip gloss / cosmetics
- Toys of any kind
- Electronic devices



## Appendix C: Weekly Syllabus

*\*Please note that this is just an example. While the basic layout is the same, there are variations between grade levels.*

<b>Kindergarten Weekly Syllabus</b>				
Week: 2		Dates: 8/27 - 8/31		
Note from the School Director				
Reminders		Special Announcements		
9/4 - Labor Day (No School)		We will host an Open House on Thursday, September 7th, from 5:30-7:00pm. Come meet your child's teachers and learn about our program!		
Staff Contact - Please Call Before 7:00 pm				
Name	Grade and Subject	Phone	Email	
Valerie Kunze	School Director	(614) 557-3574	vkunze@unitedschoolsnetwork.org	
David Osborne	Dean of Students		dosborne@unitedschoolsnetwork.org	
Deidre Spahn	Kindergarten Teacher - Wittenberg		dspahn@unitedschoolsnetwork.org	
Kayla King				
Kaleb Curry				
Remember, Life Work is due Friday!				
	Reading	Writing	Math	Social Studies
What we're studying this week:				
United Preparatory Academy - Main Street Campus				





## **Appendix D: Discipline Due Process**

### ***Out-of-School Suspension Due Process***

The following procedure does not apply to in-school suspensions. The School Director may suspend a scholar if the following procedure is met.

1. Prior to the imposition of the suspension, a written Notice of Suspension will be given to the scholar, which contains the following:
  - a. The reason/s for the suspension; and
  - b. If the suspension is based on one of the serious criminal offenses for which permanent exclusion is allowed, and if the scholar is age 16 or older, the notice must also indicate the possibility that the Chief Schools Officer may seek permanent exclusion.
2. The scholar must be allowed an informal hearing before the School Director or his/her designee to challenge the reasons for the intended suspension or otherwise explain his/her actions. The scholar is not entitled to call witnesses at this informal hearing.
3. Within one school day after the suspension is imposed, the School Director or his/her designee shall provide written notification to the parent, guardian, or custodian of the scholar of the suspension. The notice must contain the following:
  - a. The reasons for the suspension;
  - b. Notification of the right to appeal to the Board of Trustees or its designee. The intent to appeal must be in writing and received by the Board of Trustees within 14 days after receiving the notice.
  - c. The right to representation at all appeals;
  - d. The right to a hearing before the Board or its designee; and
  - e. The right to request that the hearing be held in executive session.

If the suspension is based on one of the serious criminal offenses for which permanent exclusion is allowed, and the scholar is age 16 or older, the notice must also indicate the possibility that the Chief Schools Officer may seek permanent exclusion.

Suspensions imposed during the last ten days of the school year may be carried over into the following school year. However, only the Chief Schools Officer may impose a carryover suspension.

### ***Expulsion Due Process***

Only the School Director may expel a scholar. The following procedure is required:



1. Prior to the imposition of the expulsion, the Chief Schools Officer must provide not only the scholar, but also the parent, guardian, or custodian written notice of his intention to expel. The notice must include the following:
  - a. The reasons for the intended expulsion; and
  - b. The time and place for a hearing, which must be not less than three not more than five school days after giving the notice, unless the period is extended by the Chief Schools Officer at the request of the scholar, his/her parent, custodian, guardian or representative. The parent, guardian, or custodian must be sent a written notice of any extension, and the subsequent notice should contain the same information required in the original notice.
  - c. If the scholar is age 16 or older and the expulsion is for one of the serious criminal offenses for which permanent exclusion is allowed, the notice must also indicate the possibility that the Chief Schools Officer may seek permanent exclusion.
2. A hearing must be scheduled not less than three or more than five school days after giving the notice, for the scholar and his parent, guardian, custodian, or representative to appear in person before the Chief Schools Officer to challenge the reasons for the expulsion or otherwise explain his/her actions.
3. Within one school day after the expulsion is imposed, the Chief Schools Officer shall provide written notification to the parent, guardian, or custodian of the scholar and the treasurer of the Board of Trustees of the expulsion. The notice must include the following:
  - a. The reasons for the expulsion;
  - b. Notification of the right to appeal to the Board of Trustees or its designee. The intent to appeal must be in writing and received by the Board of Trustees within 14 days after receiving the notice.
  - c. The right to representation at all appeals;
  - d. The right to an appeal hearing before the Board of its designee;
  - e. The right to request that the hearing be held in executive sessions;
  - f. If the expulsion is based on one of the serious criminal offenses for which permanent exclusion is allowed, and the scholar is age 16 or older, the notice must also indicate the possibility that the Chief Schools Officer may seek permanent exclusion;
  - g. When the Chief Schools Officer expels a scholar for more than twenty days or for any period of time extending into the next trimester or school year, the School shall provide, along with this notice, the scholar and his/her parent, guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the scholar's attitudes and behaviors that contributed to the incident giving rise to the expulsion. The information must include names, addresses, and phone numbers or the appropriate public and private agencies.



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During the period of expulsion, the School may, but is not required to, continue educational services in an alternative setting.

The Chief Schools Officer is required to follow through on expellable offenses even if the scholar in question withdraws from the School prior to the hearing of the Chief Schools Officer's decision. The Chief Schools Officer may apply any remaining part or all of the period of expulsion into the following year.



## Appendix E: Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. The "School" is United Preparatory Academy East. 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 or eligible students should submit to the School Director a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student 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 or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
Parents or eligible students who wish to ask the School to amend a record should write to the School Director, 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 as requested by the parent or eligible student, the school will notify the parent or eligible student 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 or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
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



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U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- 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 or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, 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. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- 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, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))



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- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))
- To a State or local juvenile agency when the disclosure or reporting relates to the ability of the juvenile justice system to serve, before adjudication, the student whose records are being released. A disclosure or reporting of educational records concerning a child who has been adjudicated as a delinquent child shall be treated as related to the ability of the juvenile justice system to serve the child before adjudication if the agency provides documentation to the school that the agency seeks the information in order to identify and intervene with the child as a juvenile at risk of delinquency rather than to obtain information solely related to the supervision of the child as an adjudicated delinquent child.

The juvenile court may grant a school access to all or a portion of the juvenile court records of a child who is a student at the school if the registrar submits a written request establishing that the juvenile court records are necessary for the school to serve the educational needs of the child whose records are requested or to protect the safety or health of a student, an employee, or a volunteer at the school.

The school shall keep the records confidential. However, the confidentiality order does not prohibit the school from forwarding the juvenile records to another school or a person if a parent, guardian, or custodian of the child consents to the release of the juvenile court records to the person.



## Appendix F: Weapons Free Policy

The School prohibits all staff members and students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the School for the purpose of school activities approved and authorized by the School including, but not limited to, property leased, owned, or contracted for by the School, a school-sponsored event, or in any School sponsored transportation.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type (real or not real), including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. This definition does not include a tool used for academic or job-related purposes.

The School Director shall refer a staff member who violates this policy to law enforcement officials, regardless of whether such staff member possesses a valid concealed weapon license. The staff member will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy.

The School Director will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel;
- B. starter pistols used in appropriate sporting events;
- C. objects indistinguishable from a firearm used during school safety trainings;
- D. any other exceptions permitted by law.

Staff members shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the building School Director. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.



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The School shall post notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools and school buildings, on school premises, and at school activities. The notices shall contain a statement substantially in the following form:

Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone.

The School shall conspicuously post such notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report. Notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and parcel of land.





## Appendix G: Statement of Understanding

Signing this form acknowledges that the parent/guardian has received a copy of United Preparatory Academy East's Scholar & Family Handbook, has had the opportunity to discuss the policies and have questions answered, and understands all of the provisions in the handbook. Although it reflects UPrep-East's current policies, it may be necessary to make changes from time-to-time to best serve the needs of our scholars. However, any changes deemed necessary will be made in writing and the modified policy will be shared with every family.

By my signature below, I acknowledge that I have received a copy of the Scholar & Family Handbook of United Preparatory Academy East. I understand that it is my obligation to read, understand, comply with, and convey the importance of these procedures and policies to my child.

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Scholar Name *(please print)*

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Parent/Guardian Name *(please print)*

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Parent/Guardian Signature

---

Date



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## **Appendix H: Family & School Compact**

The Family & School Compact is a signed commitment between the scholars, families, and the team of United Preparatory Academy East. The contract outlines general and specific expectations for scholars, families, and team members, and is signed in the spirit of mutual accountability. *All parents/guardians, scholars, and a school representative will sign the Family & School Compact prior to the first day of school.*

Please turn to the next page to view the contract.

## **United Preparatory Academy East School-Parent Compact 2023-2024 School Year**

United Preparatory Academy East, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards.

This school-parent compact is in effect during the 2023-2024 school year.

### **School Responsibilities**

United Preparatory Academy East will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:

First and second year instructional staff will attend an intensive 22-day Summer Institute during which they will be instructed on how to create effective, state standard-aligned curricula that meet the needs of our scholars. Instructional staff will also participate in a series of classroom management and student support seminars that will train teachers to create an orderly, supportive, and joyful classroom for all scholars. The School Director and other instructional coaches will observe and provide feedback to teachers on a regular basis to ensure each teacher is improving in his or her craft, executing effective lessons, collecting data on scholar learning, and maintaining a supportive and joyful classroom environment.

Hold parent-teacher conferences after Trimester 1 and Trimester 2 during which this compact will be discussed as it relates to the individual child’s achievement. Specifically, those conferences will be held on Tuesday, November 21st and Monday, March 4<sup>th</sup>.



0. Provide parents with frequent reports on their children’s progress. Specifically, the school will provide Progress Reports in the middle of each trimester and Report Cards every twelve weeks. Additionally, the school will share growth data for each scholar after the fall, winter, and spring i-Ready assessment. Lastly, achievement on Ohio State Assessments will be shared once received after spring testing.
0. Provide parents with reasonable access to staff. Specifically, staff will be available for consultation with parents daily by cell phone until 7:00 pm. Parent requests for in-person meetings with teachers will be honored and arranged by the Grade-Level Chair. Additionally, parents are encouraged to attend monthly parent meetings and parent-teacher conferences at the end of each grading period.
0. Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities. Parents are encouraged to volunteer during special events such as picture day, field trips, and family nights. Moreover, parents may attend the monthly parent meetings to get involved with planning events, reviewing policies, and providing input into school improvements.

### **Parent Responsibilities**

We, as parents, will support our children’s learning in the following ways:

- Supporting United Preparatory Academy East’s demanding academic program and high standards of conduct.
- Making sure that my child is at school on time, in uniform every single day, unless sick or unable to attend because of a family emergency, when I will call the school before 10:00 am.
- Monitoring my child’s schoolwork, homework, and grades regularly. I will always encourage him or her to work hard and produce the best possible work.
- Maintaining an environment at home where my child can do his/her homework, with a clean desk or table and necessary materials.
- Calling United Preparatory Academy East if I have questions and attending the required parent events three times a year (Parent Orientation and two Parent Conferences)
- Immediately notifying and providing updated Proof of Residency my address changes

### **Scholar Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the state’s high standards. Specifically, I commit to:



- Understanding the Polar Bear BEST values and always doing my best to follow them.
- Attending school every day unless I am sick and to give my full respect and my full attention to every task.
- Attending reflection and intervention when I am assigned to do so.
- Doing my homework every night, bringing it neatly to school and turning it in at the appropriate time. I commit to asking my teachers for help on my homework when I need it.
- Obeying at all times the Code of Conduct throughout the school day and also during before-school and after-school activities.
- Speaking regularly and honestly with my parents and guardians about my progress at school, my grades, my assignments, and my behavior.

**Signatures**

\_\_\_\_\_  
School Representative Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
School Representative (print)

\_\_\_\_\_  
Parent (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student (print)

\_\_\_\_\_  
Date