



## University Academy of Central Louisiana Application for Admission

Please complete the following application, then submit to the University Academy Business Office (address above):

1. Transcript or report card from most recent school
2. Copy of birth certificate
3. Copy of social security card
4. Copy of current immunization record
5. Copy of ACT test scores (If available)
6. Application fee of \$25.00 (Non-Refundable) Cash Only!  
*Due at the time of the scheduled student interview.*
7. Grades 9-12 will need to apply with LSUA. \$25.00 application fee at [lsua.edu](http://lsua.edu)

A representative of University Academy of Central Louisiana will contact the student's parent or guardian about the student's acceptance once the above items have been received and reviewed.

~~The application fee of \$25.00 Cash is non-refundable.~~ Upon acceptance to University Academy, a deposit of \$575.00 will be due immediately and is non-refundable. Fees (\$400) are due within 14 days of receiving acceptance letter, but no later than June 5<sup>th</sup>, this will be non-refundable. The first month's tuition is due by July 5<sup>th</sup>. All extracurricular activities, such as athletics, student council, cheerleading, etc. will have additional fees. College books are not included in tuition or fees.

Our payment options are:

1. Payment in full through FACTS
2. FACTS auto withdrawal from checking account or credit/debit cards Monthly or Quarterly

FACTS auto withdrawal payments are set up to be withdrawn on the 5<sup>th</sup> of each month for a period of twelve months beginning on July 5<sup>th</sup>. Upon receipt of acceptance letter, you must register for an account through FACTS to submit deposit and fees, as well as, tuition. Information is attached for this process.

**ALL STUDENTS MUST REGISTER FOR PAYMENTS THROUGH FACTS. NO PAYMENTS WILL BE ACCEPTED IN THE SCHOOL OFFICE!**

University Academy accepts male and female students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on any national or ethnic basis in administration of the school's educational policies, scholarship and financial aid programs, athletics, or any other school-administered program.





## Student Data Form

\_\_\_\_\_

Student Last Name                                  First Name                                  Middle Name

\_\_\_\_\_

Preferred Name                                  Gender                                  Last School Attended                                  20-21 Gr. Level

\_\_\_\_\_

Social Security Number                                  Race/Ethnicity                                  Student Date of Birth

\_\_\_\_\_

Student Cell Phone Number                                  Student Email Address                                  U.S. Citizen (Yes/No)

\_\_\_\_\_

Physical Address                                  City                                  State                                  Zip Code

\_\_\_\_\_

Mailing Address                                  City                                  State                                  Zip Code

\_\_\_\_\_

Father's Name                                  Father's Social Security #                                  Mother's Name                                  Mother's Social Security #

\_\_\_\_\_

Father's Employer                                  Mother's Employer

\_\_\_\_\_

Father's Work Phone Number                                  Mother's Work Phone Number

\_\_\_\_\_

Father's Home Phone Number                                  Mother's Home Phone Number

\_\_\_\_\_

Father's Cell Phone Number                                  Mother's Cell Phone Number

\_\_\_\_\_

Father's Email Address                                  Mother's Email Address

\_\_\_\_\_

Resides with: (Guardian, or Mother or Father, etc.)                                  Relationship                                  Responsible Party's Social Security #

\_\_\_\_\_

Physical Address                                  City                                  State                                  Zip Code

\_\_\_\_\_

Work Phone Number                                  Work Phone Number                                  Cell Phone Number

\_\_\_\_\_

School Zoned For?                                  Has student ever been expelled or suspended from any school?

\_\_\_\_\_

If Expelled or Suspended, please explain.





## Student Health and Accommodations Information

**Allergies: Please list any of the following that apply.**

\_\_\_\_\_

Food Allergies?

\_\_\_\_\_

Symptoms

\_\_\_\_\_

Medication/Drug Allergies?

\_\_\_\_\_

Symptoms

\_\_\_\_\_

Other?

\_\_\_\_\_

Symptoms

### Personal Health and Learning Accommodations:

\_\_\_\_\_

Any Physical Handicaps or Disabilities?

\_\_\_\_\_

Any Special Health Care Requirements?

\_\_\_\_\_

Any Dietary Restrictions?

\_\_\_\_\_

If Further Explanation is needed, please use this space.



**University Academy of Central Louisiana**

141 Middleton Drive | Alexandria, LA 71302

Phone: (318) 427-0123 | Fax: (318) 427-0124



**Emergency Contact and Medical Information**

\_\_\_\_\_  
Emergency Contact Name (Other than Parent) Relationship

\_\_\_\_\_  
Address City State Zip Code

\_\_\_\_\_  
Home Phone Work Phone Cell Phone

\_\_\_\_\_  
Second Emergency Contact Name (Other than Parent) Phone

\_\_\_\_\_  
Third Emergency Contact Name Phone

\_\_\_\_\_  
Hospital/Clinic Preference

\_\_\_\_\_  
Physician's Name Physician Phone Number

\_\_\_\_\_  
Insurance Company Policy Number

**Allergies/Special health considerations (Parent/Guardian Please Initial)**

\_\_\_\_\_ I authorize all medical and surgical treatment, x-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed, prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency.

\_\_\_\_\_ I give permission for my child to go on all field trips. I release, University Academy of Central Louisiana and individuals from liability in case of accident during activities related to University Academy of Central Louisiana, as long as normal safety procedures have been taken.







**I, the parent or guardian, agree to the following: (please initial next to each item)**

\_\_\_\_\_ **A. Should the student withdraw before the end of the school year, tuition refunds, if any, will be made on a prorated basis. (Any refund made will be on tuition only.)**

\_\_\_\_\_ **B. My child may participate in all school and sports activities.**

\_\_\_\_\_ **C. I give permission for my child's teacher and/or other agent of the school, to make and enforce classroom regulations in a manner consistent with principles and disciplines set forth by University Academy administration and school board.**

\_\_\_\_\_ **D. I agree to send my child to school dressed in compliance with the school dress code.**

\_\_\_\_\_ **E. I give permission to University Academy to request all pertinent records regarding my child from previous school(s) via FAX. I understand all records are confidential.**

\_\_\_\_\_ **F. I give permission for basic first aid to be administered to my child. Under emergency conditions, as deemed by school staff, I authorize that my child may be transported to a hospital, and medical treatment be administered. I assume the responsibility for all medical bills.**

\_\_\_\_\_ **G. I will fully disclose in writing, any behavioral, neurological and physical history that may affect my child's performance. (Please attach to this application.)**

\_\_\_\_\_ **H. I understand that parent/guardian will receive student correspondence if requested, unless University Academy is given court orders that determine otherwise.**

\_\_\_\_\_ **I. I agree to notify the school of any information changes concerning my child, such as, contact information, custodial arrangements, medical insurance, etc.**

\_\_\_\_\_ **J. I agree to communicate with the school by phone calls and/or conferences, to monitor my child's progress.**

\_\_\_\_\_ **K. I understand and agree to the billing policy of University Academy of Central LA.**

**University Academy has included the most pertinent policies and procedures in this contract, but is not limited to those listed. For a complete list of policies and procedures please refer to the Student Handbook.**





## Extra-Curricular Activities

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What clubs are you currently involved in?

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What sports programs are you currently a member of?

---

Do you currently hold any offices within any school organizations?

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If you could request ONE new club or sport to be on the University Academy campus, what would it be?





## Tuition Agreement

**Application Fee: \$25.00 CASH ONLY!** *(Non-refundable, due upon application submission or interview)*

**Application Deposit: \$575.00** *(Non-refundable, due at time of receipt of acceptance letter through Facts.)*

**Academic Fees: \$400.00** *(Due within 14 days of acceptance; no later than June 5<sup>th</sup> through Fact, this is non-refundable)*

**Tuition: \$4,960.00**

### **Billing and Payment Policies:**

Application fee is payable at time application is submitted.

Your child's tuition, \$4,960.00 may be applied to one of the following payment options. Please initial the option you choose.

\_\_\_\_\_ **Payment in full by check or debit/credit through FACTS**

\_\_\_\_\_ **Four quarterly payments of \$1,240.00. First payment of \$1,240.00 will be due July 5th. The following three payments will be due in October, January, and April of the academic year. These payments will be made through FACTS; automatic quarterly withdrawal from checking account or by debit/credit. Quarterly payments will be drawn on the 5<sup>th</sup> of the above indicated months.**

\_\_\_\_\_ **Monthly payments of \$413.33. First payment of \$413.33 will be due July 5th. Twelve monthly payments made through FACTS. Final payment on June 5<sup>th</sup> will be \$413.37.**  
*(Automatic monthly withdrawal from checking account or by debit/credit) Monthly payments will be withdrawn on the 5<sup>th</sup> of each month.*

\_\_\_\_\_ **New or Returning Scholarship Students**

We thank you in advance for keeping tuition payments current. Non-sufficient account payments will be assessed a fee of \$35.00. Assessed fees and tuition must be current before your student's grades will be released each grading period. Please remember, University Academy of Central LA tuition contract is between the registering parent and University Academy of Central LA. The registering parent is responsible for all tuition payments.

### **Certification & Signature**

By signing below, I certify that all the information reported within this application is complete and accurate. I agree to all terms and conditions outlined within this document as well as the fee schedule outlined on this page.

\_\_\_\_\_  
Please type your full name.

\_\_\_\_\_  
Date





## **HOW TO SET UP FACTS TUITION PAYMENTS**

Go to the University Academy website: [www.uacenla.com](http://www.uacenla.com)

Scroll over the parents' tab

Click on FACTS tuition payments tab

Create a new user account-must input banking information before account is created.





# LSUA Dual Enrollment Consent Form

To be completed each academic year.

Student Name: \_\_\_\_\_

High School: \_\_\_\_\_

Academic Year: \_\_\_\_\_

To be completed by the Parent and Student:

Consent and Memorandum of Understanding:

- I understand that I/my child is enrolling as a Preparatory student at LSUA. Upon graduation from high school, if I/my child desires to enroll at a college or university, he/she will apply for admission as a regular student and must meet the college or university admission requirements.
- I understand that the college courses and high school and college grades earned in those courses in which I/he/she enrolls through the Dual Enrollment program will be on my/his/her permanent high school and permanent college academic records.
- I understand that the grades I/my child earns on college courses through the Dual Enrollment program will be used by other programs, including TOPS, to determine my/his/her continuing eligibility for those programs.
- I hereby authorize LSUA access to my/my child's high school records (transcript and ACT Scores).
- I acknowledge that it is my/my child's responsibility to OFFICIALLY WITHDRAW or DROP a class if/he/she decides not to complete by LSUA's official withdrawal date of each semester. (See academic calendar)
- I do hereby authorize LSUA to release my/my child's college grades to my high school upon completion of the course(s) enrolled.
- I understand that once my child/dependent enrolls at LSUA, the Family Educational Rights and Privacy Act of 1974 (FERPA), protects the privacy of student educational records. This means LSUA will not release academic information such as grades, transcripts, or academic standing to any parent without the consent of the student.
- I understand that charges for each course will apply UNLESS the course is dropped by the refund date each semester (see academic calendar)
- I understand that I am responsible for payment of any courses indicated "FAMILY" on the registration form. I have initialed next to that payment.
- I understand that a late fee of \$75 will apply to any balance still owed at the time that late fees are added in the semester (see academic calendar).
- I understand that transcripts will not be released (except to high schools) if there is an outstanding balance on the student account.
- I understand that if my child's college GPA falls below a 2.0 cumulative GPA, he/she will not be able to enroll in the next available semester.

\_\_\_\_\_  
Parent/Custodian Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



**University Academy of Central Louisiana  
HANDBOOK FOR PARENTS AND STUDENTS**



**“Tomorrow belongs to those  
who prepare for it today.”  
–African Proverb**

**141 Middleton Dr.  
Alexandria, LA 71302**

*Accredited by*  
**Southern Association of Colleges and Schools Advanced Ed  
Louisiana State Board of Education  
Louisiana High School Athletic Association**

University Academy accepts male and female students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on any national or ethnic basis in administration of the school’s educational policies, scholarship and financial aid programs, athletics, or any other school-administered program.

The University Academy administration, with the approval of the advisory council, reserves the right to amend this handbook for a cause that, in good judgment, is just. If changes are made, all faculty, staff, students, and parents will be sent prompt notification.

*University Academy of Central Louisiana is an Equal-Opportunity Employer*

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## FOREWORD

Dear Parents and Students,

This Handbook has been prepared for your information. Contained in this book are important policies currently in effect for University Academy. The Administration reserves the right to add and/or amend policies during the course of the school year. Should this occur, you would be notified. The rules and regulations in this handbook have been established by the Administration and the board of directors. Please take the time to carefully read and discuss this handbook as a family. **Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.** If you have any questions, please call the school office for clarification of policies.

## *Progressive Partnership of University Academy*

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University Academy is located on the LSU of Alexandria campus. It is based on the early college high school model, which assumes that academic rigor, combined with the opportunity to save time and money, is a powerful motivator for students to work hard and meet serious intellectual challenges. Early college high schools blend high school and college work in a rigorous yet supportive program, compressing the time it usually takes to complete a high school diploma and college degree.

## A Fantastic Opportunity

Students that attend high school on the campus of LSUA will complete the TOPS curriculum, following the state's high school curriculum, but they will also take college courses. At the end of their four years of high school, these students will have achieved a high school diploma and have the opportunity to earn up to 60 hours in college credit if they meet admission regulations.

## CREST

---

University Academy's shield symbolizes academic excellence. The crest of the shield bears the symbols of education denoting the high educational goals of University Academy.



## ***ALMA MATER***

---

University Academy is here today  
In our hearts, you will forever stay  
May we always try to do our best  
May our friendships be forever blessed

To our colors purple, black, and white  
Stand before the world so true and bright  
For our school and country free  
Mighty lions we will be!

---

### ***MASCOT-Lions***

---



# **SCHOOL-WIDE EXPECTATIONS**

## University Academy of Central Louisiana

**P-Perseverance**  
**R-Respect**  
**I-Integrity**  
**D-Determination**  
**E-Expectations**

**“Education is the most powerful weapon which you can use to change the world.”**

*Nelson Mandela*

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### **University Academy Mission Statement**

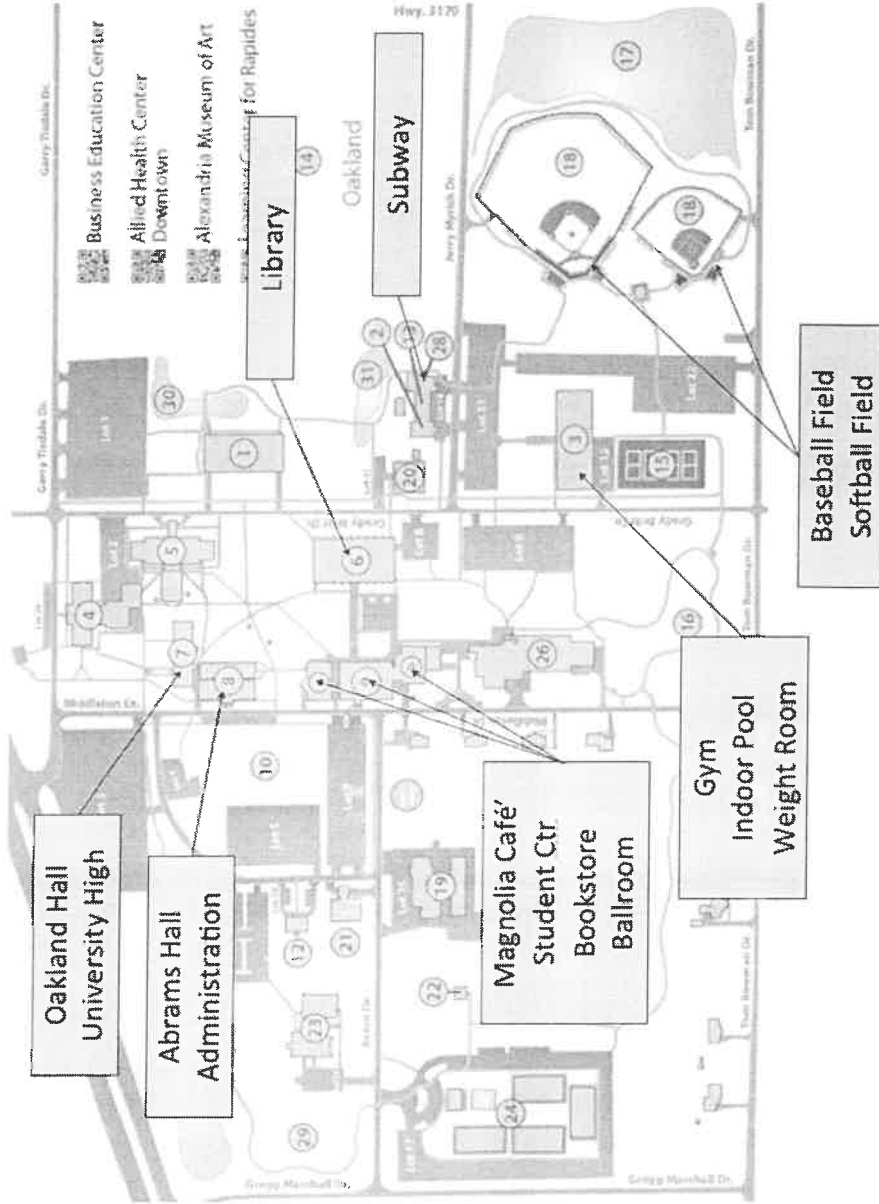
University Academy of Central Louisiana is committed to providing its students with college level courses while at the same time maintaining the traditional high school experience.

### **Philosophy of University Academy**

University Academy is committed to continuous improvement of its students' educational experience. Our school is dedicated to promoting a life-long learner and responsible citizen. We work as a team to build on our strengths and address the limitations and areas in need of improvement. Our school is also dedicated to developing an attitude and environment which foster positive feelings for self and others. It looks for success rather than failure. University Academy works for community-parent partnership to become involved with and share the process to improve and grow together for specific outcomes and betterment for its students.



**SCHOOL MAP**



## SCHOOL CONTACTS

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[www.uacenla.com](http://www.uacenla.com)

*Administrative Office*  
*School Fax*

318-427-0123  
318-427-0124

**Administrator**

*Mrs. DeEtte Loyd.*

[deette.loyd@uacenla.com](mailto:deette.loyd@uacenla.com)

318-427-0123

**Dean of Students/Athletic Director**

*Mr. Craig Whittington*

[craig.whittington@uacenla.com](mailto:craig.whittington@uacenla.com)

318-427-0125

**Director of Academics**

*Mrs. Kara Worsham*

[kara.worsham@uacenla.com](mailto:kara.worsham@uacenla.com)

318-427-2503

**Administrative Secretary**

*Mrs. Lindsay Magallon*

[lmagallon@uacenla.com](mailto:lmagallon@uacenla.com)

318-427-0123

**School Counseling**

*Ms. Lauren Davis*

*Mrs. Kathy Novosad*

School Counselor

Career Counselor

[lauren.davis@uacenla.com](mailto:lauren.davis@uacenla.com)

[kathy.novosad@uacenla.com](mailto:kathy.novosad@uacenla.com)

318-427-0120

318-427-0121



# University Academy of Cenla

## 2020 - 2021 Calendar



August 2020						
Su	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

September 2020						
Su	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February 2021						
Su	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
Su	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nine Week Dates:

Aug. 10th - Oct. 8th  
 Oct. 12th - Dec. 17th  
 Jan. 6th - Mar. 11th  
 Mar. 15th - May 19th

Important Dates:

Nov. 20th - 21st: Homecoming Events  
 Dec. 16th - 17th: UA Fall Finals  
 May 17th - Graduation @ LC @ 6:00 P.M.  
 May. 18th - 19th - UA Spring Finals  
 \*Final Exam days are ½ days of school

Legend:

- Staff Development No School
- End of the Nine Weeks
- First & Last Day of School
- No School Holiday
- School Day
- Progress Reports

The following Fridays will be for attendance recovery, make-up test, and tutoring. All UA staff members are required to be present!

Your child may attend on these days for extra help from our teaching staff. They may be required to attend when they have four unexcused tardies or any unexcused absences. You will be notified if your child MUST attend.

September 25, 2020	8:00-2:00 pm
October 9, 2020	8:00-2:00 pm
November 6, 2020	8:00-2:00 pm
February 5, 2021	8:00-2:00 pm
March 12, 2021	8:00-2:00 pm
April 23, 2021	8:00-2:00 pm
May 14, 2021	8:00-2:00 pm

# ADMISSIONS

The following is a summary of the Admission Policy. In the event that enrollment must be limited, the following criteria will be used to determine the order in which students are accepted to University Academy. All admissions are at the discretion of the director. A non-refundable deposit is required from applicants selected for admission, and failure to make said deposit shall forfeit admission.

## Selection

Applicants will be selected for admission by a Selection Committee consisting of the Director and the leadership team. The Selection Committee will make a holistic assessment of each applicant. The following factors, in no particular order, may be considered by the Selection Committee:

1. Whether the applicant has siblings who currently attends UA;
2. Whether the applicant has siblings who have recently been admitted to UA;
3. Whether applicant is a dependent of a full-time LSUA employee;
4. Whether applicant is a dependent of a University Academy employee;
6. The extent to which the applicant promotes the goal of diversity;
7. The applicants demonstrated academic ability;
8. The applicant's standardized test scores;
9. The applicant's discipline record from other schools attended;
10. The applicant's readiness for the curriculum at University Academy;
11. The goal of maintaining a balance of males and females in each class;
12. Significant life challenges faced by the applicant;
13. The academic rigor of the applicant's prior program;
14. The applicant's most recent academic performance;
15. The applicants demonstrated maturity or lack thereof;
16. The applicant's non-academic accomplishments will be considered.
17. Any other factors that the Selection Committee believes contribute to a complete evaluation of the applicant. Although a candidate for admission may successfully meet some/all of the criteria listed above this does not assure admission into the school. The decision of the Admissions Committee is considered final. Outside letters of recommendation are not necessary but may be turned in with a completed application. Principal and teacher recommendations should be sent to the Admissions Office by the student's current school. After applicants are preliminarily selected by the Committee, they may be removed, or additional applicants added as necessary to balance the classes by gender and to adhere to the maximum number of students per class. The size of the class will be determined by Louisiana Department of Education guidelines and other relevant considerations.

Admission will be denied to applicants only when their needs cannot be properly served at UA. This may occur when class size does not allow for proper placement of a student, when there is need for highly specialized counseling and treatment, when a student's discipline record indicates a disruptive pattern or when a student does not meet the academic requirements of UA.

Students at University Academy must follow the academic and discipline policies of the school. Serious disregard for the various policies will result in probationary status for the student and/or possible expulsion. University Academy pledges to work closely with our students and their parents in the enforcement of school regulations, and students and parents are urged to review carefully these policies. Students and parents are required to abide by all policies in the school handbook. **Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

Students expelled from another school for illegal drugs, weapons, and/or harassment or bullying violations will not be admitted to University Academy. Other refusals will be at the discretion of the administration.

# TUITION and FEES

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## *Tuition*

- ❁ The UA Board of Directors sets tuition rates.
- ❁ Budgeting is allocated yearly from July 1-June 30. The budget of the school is for one year and students' programs are planned for the year on that basis. The enrollment of a student indicates that his or her parents understand that all school expenses and commitments were made with the assumption that the student will remain in the school for the entire year.
- ❁ The UA Board of Directors reserves the right to adjust tuition if necessary, to meet unforeseen emergencies. Parents will be given adequate notice if such an adjustment becomes necessary.
- ❁ The total cost of education per child exceeds the tuition; therefore, parental involvement is a must. Please contact the office to volunteer.
  - ❁ Exams ending each semester will not be given if the financial obligations are past due in excess of thirty days. Final exams will not be given if all financial obligations are not completed by the beginning of the next semester. Diplomas/transcripts will not be issued to any student that is not current and up to date on payments.

## *Payment Options*

University Academy offers the following options for tuition payment:

1. Payment in full at the beginning of the school year
2. Quarterly payments
3. Monthly payments over a twelve (12) month period, beginning in JULY. If you enroll after July, payments will be divided according to which month you enroll.
4. Keep in mind, February is registration month for UA. Current students that do not submit their appropriate paperwork and fees by February 28, 2020 will be charged a re-enrollment fee of \$100.00. Discounts: \$200 if tuition is paid in full and \$750 sibling discount.
5. The total deposit for each student is \$1000.00 due during April/May. The deposit of \$1000.00 should be completed no later than June 5, 2020.
6. FACTS payments (automatic withdrawal) come out on the 5<sup>th</sup> of each month.
7. If a student and parent choose to withdraw after June 15<sup>th</sup> of any year, the \$1000.00 deposit will **NOT** be refunded. (See withdrawal policy below.)

***\*\*\*Under State Law Bulletin 741 Non-Public Schools-University Academy receives NO federal funding. University Academy does NOT participate in the Federal IDEA STATUTE. \*\*\****

## ***FINANCIAL AID OPPORTUNITIES***

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Financial Aid is available through the LA State Department of Education and UA through FACTS as the third-party facilitator. There are several types of aid available: Louisiana Believes Voucher Program, ACE, and Arete and UA. These types of financial aid are based on family financial need (tax documents) and assigned attendance zones with academically failing schools. The financial aid programs are administered by the LA State Scholarship office and by the appropriate Tuition Donation Rebate organizations and FACTS. Financial aid awards are for tuition only at University Academy and have no cash value. Families presently receiving state funds need to update information yearly. For new applicants, the application process usually begins in the spring. You may visit the LA State Department of Ed. website ([www.louisianabelieves.com](http://www.louisianabelieves.com)) or the UA FACTS tuition page for deadlines and application processes. Once you receive notification of an award, you need to inform the financial clerk of your award and amount of the award. Some of the TDR scholarships and/or school financial aid do not cover the full tuition and fee costs. You are responsible for the remaining cost of tuition and fees. No scholarship or financial aid award will exceed the total amount of tuition and fees. Please see the financial clerk, Mrs. Lindsay, if you need assistance in applying.

## ***WITHDRAWAL POLICY***

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When a student withdraws from University Academy, the family is responsible for ALL fees. The tuition will be pro-rated on a 9 weeks/quarterly basis. **EXAMPLE:** If a student withdraws any time after the end of a quarter, the family is responsible for tuition through the end of the next quarter. **NO records will be released until all financial obligations are satisfied.** Please note: any student enrolling in the spring and withdrawing **AFTER** June 15th of any year will forfeit their \$1000.00 deposit.

## ***NONCUSTODIAL PARENT***

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University Academy abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, University Academy will provide the non-custodial parent with access to the academic records and to other school related information regarding the student. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## ***DIPLOMAS and TRANSCRIPTS***

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Request for transcripts must be directed to the school counselor's office. A transcript of a student's credits will be sent on request of the student. Transfer of credit is an official transaction between schools. An official transcript from another school will not be accepted directly from a student. A student's test scores will be released as part of the transcript sent to colleges/universities unless a written request to withhold scores is received in the admission's office at the beginning of the school year. **IMPORTANT: University Academy adheres to the Buckley Amendment; each parent and student has agreed to and signed the Buckley Agreement (in your registration packet) upon registration. Prior notice must be given to the school counseling office for these records.**

*Special Notation for students with a financial obligation wishing to receive a transcript or a diploma: No student will receive a transcript or a diploma until ALL financial obligations are current.*

## **AWARDS**

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The school will recognize students for excellence.

### *Course Awards*

Course awards will be given to the students who excel in each course that is offered in the curriculum. These awards will be presented in conjunction with the Academic Award's Recognition Ceremony. The recipients will be chosen by the academic teacher and approved by the administration.

### *Attendance Awards*

Perfect attendance awards will be given for "perfect attendance". Perfect attendance is defined as: never absent, never tardy, never checkout early. Letters to parents should state that if they take a child home after a holiday party, before regular dismissal time, the child loses the right to a perfect attendance award. All children are to stay until the end of the day.

### *Athletic Awards*

Athletic awards will be given for the various sports programs in the spring semester. Athletes will be honored for various accomplishments achieved throughout the year.

## **ATTENDANCE**

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In order to benefit from the academic programs of University Academy as well as to contribute to and benefit from the overall learning environment of the school, it is important that all students be in attendance on all school days. Regular attendance is closely associated with good scholarship.

We are bound by State Law, BULLETIN 741 NON- PUBLIC SCHOOLS, regarding attendance.....In order to be eligible to receive grades, if a student has **10 absences in a class within a school year** he/she will not receive credit in that course. On the **5<sup>th</sup> unexcused absences** in a semester, **NO** credit will be given for the course. Students entering University Academy during the school year "carry" absences from the previous school with them to UAC.

6.055.05 "Exceptions to the attendance policy can be made only in the event of extended personal illness (at least 3 days), verified by a physician and/or at the discretion of the principal."

**NOTE: \*\*Students with 4 or more unexcused tardies to school will be required to attend two days of after school detention on designated Wednesday. If a student arrives tardy to school, they will be required to report to the office and receive a tardy slip to be admitted into class.**

**NOTE: If the student is absent several days in a row (at least 3 days) and under a doctor's care, a note from the doctor MUST be submitted upon return. These are important if the number of student absences become excessive throughout the year.**

**\*\*\*No student will receive credit for a course in which 5 unexcused absences are recorded. Checking out early or arriving late counts as unexcused unless a doctor's excuse is given. \*\*\***

### **Student Absences**

Absences are recorded in JPAMS on a daily basis. Students must bring in parental notes or doctor's excuses to the school secretary before 7:50am. The secretary will then log the information into JPAMS. Students will have three (3) days to bring in the parental note or doctor's excuse. Excessive absences will be forwarded to the director.



Administration is responsible for contacting the parent/guardian of any student who has four (4) or more absences and document this contact. Written notification will be sent to the parents/guardians of a student whose continued absences endanger the student's progress/promotion. Parental meetings will be required after a student has been absent four (4) times in any class, except in cases of extended personal illness that administration has previously been made aware. Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time.

**STUDENTS CAN MISS NO MORE THAN 10 DAYS PER YEAR (5 DAYS PER SEMESTER) TO RECEIVE CREDIT.**

If a child is absent excessively from a class, the teacher will then report it to the counselor, secretary, or director for a follow-up on the student's absences. The administration will be responsible to determine if a student is to receive a NG (No Grade) as a Final Grade due to excessive absences.

Parents/Guardians and Students are expected to comply with the following regulations:

Attendance is taken in each class period. If any student is posted absent who has not checked-out, the administration will be notified immediately. **The parent of the student will be notified and the appropriate action under the 'Leaving Campus/Cutting Class' discipline policy will be enforced. This will result in an automatic one-day suspension!**

*ABSENCES*

*PARENTS/GUARDIANS* are responsible for notifying the school of an absence. A note upon return is necessary. Only FIVE parent notes are allowed PER YEAR. In the absence of a note from the parent or a Dr. Excuse -it is assumed the absence is unexcused. The automated system will automatically call all students who are marked absent.

*UNEXCUSED ABSENCE*

- *DEFINITION OF "UNEXCUSED" ABSENCE:* Unexcused absence (ua): any absence not meeting the requirements set forth in the excused definitions.
  - ✿ Examples of Unexcused Absence, including but not limited to, absences due to any job (including agriculture and domestic services, even in their own homes) unless it is part of an approved instructional program, class cutting, any absence for an unacceptable reason (The administration reserves the right to determine what is or is not an "excused absence".)
- Students may be given failing grades in those days missed. Makeup work is at the discretion of the teacher.
- Suspension: is an unexcused absence in which a student is allowed to make up his or her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. Students absent from school as a result of any suspension shall be counted as absent.
- Except in the case of an educational absence or extenuating circumstances approved by the administration, a student may neither attend nor participate in an athletic event, practice or extracurricular activity on the day of his/her absence without the permission of the principal (or his designee), unless he/she is present for at least three days.

*EXCUSED ABSENCE*

- Excused absences are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed. Students will be allowed to make-up work for excused absence, but this day is counted against the allowed 5 absences per class.
- The student **IS** allowed to make-up work missed under the following conditions

- ❗ Students are granted one **CLASS PERIOD** for each class period missed to make up their work; with a maximum of **THREE (3)** class periods to make up all missing work/tests. Students are responsible to meet with teacher(s) of missed class(es) immediately upon his/her return to school to set a date/time for the make-up work. Any work not completed within the allotted time will receive a "0".
- ❗ However, assignments made **PRIOR TO** the absence or tests announced **PRIOR TO** the absence must be made up **IMMEDIATELY** upon a student's return, and long-range projects are due on the assigned date regardless of absence on the due date.

### **DEFINITION OF "EXCUSED" ABSENCE**

#### *UNEXPECTED "EXCUSED" ALL DAY ABSENCE*

- Illness or hospitalization of the student
- Death or serious illness in the student's family
- Unavoidable emergencies (*In case of an emergency, please contact one member of the administration.*)

Upon returning to school the student must submit a note from a parent, guardian or doctor to the school's office.

#### *EXPECTED "EXCUSED" ALL DAY ABSENCE*

- *Parent Approved Trip*
  - ❗ Parents are to contact the office prior to the trip (3 days are recommended).
  - ❗ *In case of an emergency, please contact one member of the administration.*
- *School Sponsored Trips*
  - ❗ If the student does not maintain the minimum standard or a higher standard set by an organization or club, they will not be eligible to attend the school sponsored trip.

### *DEFINITION OF "EXEMPTED" ABSENCE*

- Exempted, excused absences (EE): absences which are not considered for purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed. Only exempted, excused absences are those which will not be counted against students when determining whether a student meets attendance requirements. (Not counted against the allowed 5 absences per class.)
- Exceptions to the attendance regulation shall be the extenuating circumstances below that are verified by the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit:
  - ❗ Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state;
  - ❗ Extended hospital stays in which a student is absent as verified by a physician or dentist;
  - ❗ Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state;
  - ❗ Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state;
  - ❗ Observance of special and recognized holidays of the student's own faith;
  - ❗ Visitation with a parent who is a member of the United States Armed Forces or the National Guard and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five school days per school year;

- 🐾 Absences verified and approved by the school principal or designee as stated below: a. prior school system-approved travel for education; b. death in the immediate family (not to exceed one week); or c. natural catastrophe and/or disaster.
- For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures. Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades, shall not receive those grades if they are unable to complete makeup work or pass the course.

#### *DEFINITION OF "EXCUSED" PARTIAL ABSENCE*

- Medical or Dental Appointments
  - 🐾 Permission for leaving campus must be obtained from the school's office. This permission will be granted with a written note from the doctor or parent. This matter must be handled on the day of the appointment.
- Funerals
  - 🐾 Students are allowed to leave campus to attend the funeral of a non-family member ONLY when a parental note is received in the school's office before school on the day of the funeral.
- School Sponsored Activities/Events/Competitions
  - 🐾 These activities are defined as: athletic, class field trip, or school sponsored extracurricular events. To be able to participate in after school activities students must be in attendance for one-half of the school day (two block periods) that the activity is planned. Unusual or extraordinary circumstances may be appealed to the Administration.

#### *"CHECKING OUT" OF SCHOOL*

- Parent/Guardian must come to or call the school's office (Not on the student's cell phone) and speak with an administrator or the school's secretary to check out the student. **We will speak with a parent or guardian before a student will be allowed to leave school – (student will call his/her parent from the office when checking out).**
- Except in emergencies, students may not be checked out after 2:30 PM
- Student must sign out at the school's office upon leaving campus. If not, they will be considered as "Leaving Campus without permission."
- If a student has excessive absences in any course, they are NOT allowed to check out unless a parent/guardian is present.
- **Students are NOT allowed to checkout or leave for lunch and then return.**

#### *"CHECKING IN" SCHOOL AFTER THE SCHOOL DAY HAS BEGUN*

- Student must IMMEDIATELY report to the school office with a parent/guardian or present a parent/guardian note with a phone number where the parent may be reached.
- Student must obtain an ADMIT SLIP from the school's office.
- Students are NOT allowed to checkout or leave for lunch and then return.
- Dental or medical appointment - a signed note from the doctor must be brought to school upon return.

#### *PARTICIPATION IN AFTER SCHOOL ACTIVITIES*

This includes any athletic event, class field trip, or school sponsored extracurricular events.

To be able to participate in after school activities students must be in attendance for one-half (two block periods) of the school day that the activity is planned. Unusual or extraordinary circumstances may be appealed to the administration **ONLY**.

**PLEASE NOTE**

*Students must take all tests and turn in all projects or make arrangements with the teacher **BEFORE** leaving campus.*

### **TARDINESS**

A student must be on time for **every** class. Students are considered tardy if they are not in their classes and seats according to the bell schedule. Any student who arrives to school after their designated bell time will be considered a check-in and must sign in at the office with a parent/guardian. If the parent/guardian is not present the parent/guardian will be contacted to validate the student's check-in and to determine the type of absence. He/she will then be given an admit slip to go to the class in session. If the student is tardy for at least half the lesson time, the tardy becomes an unexcused absence for that class. Three tardies during first period will result in an unexcused absence, affect the student's attendance record, and result in after school detention.

### **School Closures:**

University Academy is a private school located on the campus of LSUA. This independent school follows the inclement weather schedule of LSUA. The administration will alert the media in the event that University Academy needs to be closed. Students and parents may also check our website for updates [www.uacenla.com](http://www.uacenla.com) if available. Please also check Facebook and Twitter.

**PLEASE NOTE**

*Students must take all tests and turn in all projects or make arrangements with the teacher **BEFORE** entering the next class.*

### **ACADEMIC REGULATIONS**

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The courses offered at University Academy fulfill the requirements of the Louisiana State Department of Education, and the general entrance requirements of colleges. **Students are not allowed to graduate early due to the mission of the school.** Students should take full advantage of the opportunity to earn college credit.

#### **The Taylor Opportunity Program for Students (TOPS)**

TOPS is a program of state scholarships for Louisiana residents who attend either one of the Louisiana Public Colleges and Universities, Louisiana Community and Technical College System, Louisiana Proprietary and Cosmetology Schools, or institutions that are part of Louisiana Association of Independent Colleges and Universities. The four award components of the TOPS Program are: TOPS Opportunity Award, TOPS Performance Award, TOPS Honors Award, and TOPS Tech Award. To access your TOPS and other LOSFA-administered award information, click [here](#) to register with the Louisiana Award System.

Complete the FAFSA to apply for TOPS <http://fafsa.ed.gov>

Louisiana Award System <https://www.osfa.la.gov/AwardSystem/>

TOPS Award Amounts [www.osfa.la.gov/MainSitePDFs/TOPS-Tuition\\_Amounts.pdf](http://www.osfa.la.gov/MainSitePDFs/TOPS-Tuition_Amounts.pdf)

TOPS Brochure [www.osfa.state.la.us/MainSitePDFs/TOPS\\_OPH\\_brochure\\_8-11.pdf](http://www.osfa.state.la.us/MainSitePDFs/TOPS_OPH_brochure_8-11.pdf)

**GRADING SYSTEM for University Academy**

- Students are graded in each subject area by the percentage system. A report card will carry an alpha/percentile score.

**Grading Scale for Regular Courses**

**Grade Percentage (Numerical)**

100-90	A
89.999-80	B
79.999-70	C
69.999-60	D
59.999 – 0	F

Semester grades are averaged including the final exam.

**Classification of Students (Grades 9-12) as defined by the LADOE**

Classification of students in ninth through twelfth grades will be based on units earned and will be as follows:

Freshmen or First Yr.	9th grade	0 – 4.5	Carnegie Units
Sophomore or Second Yr.	10th grade	5 – 10.5	Carnegie Units
Junior or Third Yr.	11th grade	11 – 16.5	Carnegie Units
Senior or Fourth Yr	12th grade	17-23 or 24	Carnegie Units

**(No early graduation allowed!)**

This grading scale is to be used when calculating all grades. University Academy requires a minimum of 8/7 grades, 6/5 of which must be 100-point formal tests given during each reporting period. **An average is determined from these grades.** Grades may be based on formal tests, performance tests, special assignments, written or oral reports, daily assignments and quizzes. **Teachers MUST report formal grades in the electronic grade book numerically. Numerical progress reports and report cards will show only the Letter Grade. For calculating semester averages, the letter grade assigned for the nine weeks will be given a point value based on the Alpha Grading System. (See chart below).**

<b>High School (8-12) BLOCK</b>		
<b>1st 9 weeks</b>	<b>2nd 9 weeks</b>	<b>Final Exam</b>
<b>40%</b>	<b>40%</b>	<b>20%</b>

<b>High School (8-12) BLOCK for ½ credit courses</b>		
<b>1<sup>st</sup> 9 weeks</b>	<b>2<sup>nd</sup> 9 weeks</b>	<b>Final Exam</b>
<b>80%</b>		<b>20%</b>

## High School (8-12) Full Year Courses

<b>1<sup>st</sup> 9 weeks</b>	<b>2<sup>nd</sup> 9 weeks</b>	<b>Midterm</b>	<b>3<sup>rd</sup> 9 weeks</b>	<b>4<sup>th</sup> 9 weeks</b>	<b>Final Exam</b>
<b>20%</b>	<b>20%</b>	<b>10%</b>	<b>20%</b>	<b>20%</b>	<b>10%</b>

\*Note: The EOC will count as 10% of the final exam grade and the final exam will count 10%.

\*Note: Dual Enrollment Courses are weighted with an extra quality point given on final grades for grades of A-C. No extra quality points are given for final grades of D or below (See Chart below).

**\*\*For any student to participate in an extracurricular activity/organization, the candidate must have earned a 1.5 grade point average and have a passing grade in 75% of their classes.**

<b>Letter Grade</b>	<b>Quality Points</b>
A	3.5-4.0
B	2.5-3.4
C	1.5-2.4
D	0.75-1.4
F	0.0-0.74

<b>Alpha Grade System (Non-dual/college)</b>	<b>Alpha Grade System 8-12 (Dual/college credit)</b>
A = 4 points	A = 5 points
B = 3 points	B = 4 points
C = 2 points	C = 3 points
D = 1 point	D = 2 point
F = 0 points	F = 0 points

The alpha system will be used for determining semester averages, for calculating GPA, and for determining class ranks.

### Schedule Changes:

Schedule changes are not allowed unless an extenuating circumstance or conflict of courses arises. Judgment of these requests will be made by the Director only and with written authorization from the student's parents. Request for change must be made in the first three (3) days of the school year. Please complete the schedule change request form from Ms. Davis.

### Report Cards:

Progress reports will be sent home every three (3) weeks. The purpose of this report is to advise parents of the academic progress each student is making in each class. Although report card grades will be calculated numerically, they will be reported only in letter grades (i.e. A, B, C, D, and F). Report cards will be issued once every nine (9) weeks period. (See the school calendar for dates). It is the responsibility of the students to take these notifications home to his/her parents or guardians. However, if parents would like to keep a running record of a child's progress, they may visit the Parent Command Center online at [www.uacenla.com](http://www.uacenla.com). For further assistance or help with technical difficulties, please contact the school's secretary.

### Parent/Teacher Conferences:

Please contact the student's teacher, or the school's secretary, to schedule a conference. The parent will be given a time during the teacher's planning period. Parents are encouraged to meet with teachers to discuss student progress or problems; however, if a conference time has not been previously arranged, the parent

may have to wait or return at another time. If a telephone conference is desired, a parent may call the office, leave his/her name and number, and have the call returned by the teacher. Upon his receiving notification of poor academic progress, it is the parent's responsibility to contact the school's office for a conference time.

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### *PROGRESS REPORTS*

- At the mid-point of each grading period, Academic Progress will be available online and parents will be notified of these reports (Reports will be sent home every three to four weeks). Checking student academic progress can serve as a warning of concern on the part of the teacher about the student's work and/or behavior. Parents and students have access to the parent portal of JPams. (Call the school secretary for access codes.)

### *REPORT CARDS*

- Report cards will be sent home within five working days after the end of a given nine-week period.

### *FAILURES*

- **ALL FAILURES (any subject) MUST MEET WITH THE SCHOOL COUNSELOR IMMEDIATELY AFTER THE FINAL GRADING PERIOD.** Students who fail to successfully complete a required course of study **SHOULD ATTEND SUMMER SCHOOL** at the student's expense to complete the required course.

### *HONOR ROLL*

- Students attaining a 4.0 or above Grade Point Average for any nine-week period will be named to the UA Principal's List.
- Students attaining a 3.0 GPA or better and having no grade below a B will be named to the Honor Roll.

### *CLASS SCHEDULING*

**Each student will receive a private counseling session with our school counselors to assist in making his/her schedule.**

- Strong emphasis is placed on mandated courses of study relative to receiving a University Academy of Central Louisiana University/TOPS diploma and a LA State Diploma.
- Those students with academic seniority will be given first consideration with regard to course selection.
- Students requesting specific electives will also be considered based on University Academy course requirements, academic seniority, and classroom seating availability.
- All students will take the EOC (End of Course) or LEAP 2025 in their required courses and must pass three of the four components in order to receive a LA State Diploma. The EOC/LEAP will count as 10% of their final exam component.
- Students must meet certain Pre-ACT/ACT/Compass/Accuplacer testing requirements to be placed in the LSUA DUAL enrollment classes. (ACT Composite: 19, 18 (Eng.), 19 (Math); Compass Writing Score of 68; Accuplacer Elementary Algebra Score of 71 or Accuplacer Sentence skills score of 86)

**All students and/or parents interested in discussing any schedule related issues should contact the guidance department. If you are unable to make your request within the designated time period, you are required to contact Ms. Davis in the Guidance Department before the last day of school at 318-427-0120.**

### *ACADEMIC HELP*

Whenever a student begins to experience academic difficulty in a specific course, he/she should contact his/her teacher immediately to request extra help. Teachers may also request, with 24 hours' notice, that certain students report to the teacher for extra help either before school, at lunch, or after school. Such a request takes precedence over all other activities. At times, the school counselor may also contact a student concerning a need for extra help.

### *Library Visits*

The library is a place where a tranquil atmosphere must prevail. Library visits will be scheduled with the LSUA librarian, and any deviation will be coordinated by her. Teachers who take their classes to the library are responsible for their supervision and behavior to and from the library. Consult the librarian before taking your class to the library. University Academy teachers must schedule a time with the Librarian for library use. There will be no misbehavior in the library. Library hours for University Academy students are Monday-Thursday 7:45 AM-6PM. Library hours for Friday are 7:45 Am- Noon. [www.lsua.edu/library](http://www.lsua.edu/library)

### **STUDENT RESPONSIBILITIES**

It is the responsibility of the student to:

- Keep an up-to-date agenda for homework and other assignments and their due dates.
- Clarify with the teacher any instructions not understood.
- Turn in homework on the due date.
- Complete homework in proper form, clearly identified with name and class, legibly written or typed, and grammatically correct.
- Arrange a proper study area, either at home or in school, and manage time to accomplish homework assignments.
- Establish a regular weekly study schedule that is relatively free from distractions (television, telephone calls, computer etc.). When absent, get your homework assignment from a friend
- Homework is not restricted to written assignments. Students should study and/or review notes and text daily.
- High school, students should expect up to 90 minutes per night. The amount of homework will vary depending on the course

### **PARENTS' RESPONSIBILITIES**

It is the responsibility of the parent to:

- Assume your student will have studying to do every night.
- Make homework a daily activity at a set time every day.
- Set up a comfortable location for doing homework. This does not have to be a "special" room but should have good lighting and be free of distractions. Allow your student(s) to study in the way each of them learns best.
- Make sure your student has the necessary supplies.
- Work with your student's outside activity schedule and preferences when setting up a regular homework time.
- Help your student get organized. One way is by regularly checking their agenda.
- Ensure that your student knows each teacher's homework policy.
- Show interest in your student's schoolwork and discuss what your student is learning. Watch for signs of failure or frustration.
- Discuss with your student and then, if necessary, contact the teacher to clear up any misunderstandings, troubleshoot problems, discuss time management and be informed about your student's learning progress.
- Check progress on homework, tests and other assignments through JPAMS and/or LSUA Moodle portal for college students
- Coordinate homework efforts with the teacher in special cases



## **RECORDS**

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Parents and students have a right to review their records. Appointments to view your records can be made through the school counseling office.

## **NATIONAL TESTING OFFERINGS**

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The following National Tests are given to the various grade levels at University Academy:

- Incoming Freshmen
  - Pre-Act/Accuplacer
- Sophomores
  - Pre-Act/Accuplacer
- Juniors
  - PSAT (Honors Only, College Bound students may elect to take the exam) Students must meet eligibility requirements.

**PLEASE NOTE**

**REGARDING THE ACT TEST**

*The ACT test is given multiple times during the year. University Academy will give this test on site in the Spring 2020. Standard testing fees still apply.*

- ACT Weekday Testing Day at University Academy will be in the Spring Semester (TBA), 2021. Reserve this date. Standard testing fees still apply.

## **GRADUATION POLICIES**

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### **DRESS CODE FOR GRADUATES**

**REQUIREMENTS  
FOR GIRLS**

- A modest dress (appropriate for church)
- Solid black shoes
- No mules, slides, or flip-flops

**REQUIREMENTS  
FOR BOYS**

- Dark slacks
- A white shirt and a dark colored tie
- Dark, polished dress shoes
- No earrings

We ask that students, and parents, help us by strictly adhering to these requests since these are FORMAL ceremonies. Students not in compliance will not be allowed to participate in the ceremony.

**All seniors or 4<sup>th</sup> year students in good standing are eligible to participate in Commencement Exercises.**

### **GRADUATION HONORS**

**Grade point averages are NOT rounded, and students will NOT be ranked.**

Honors Graduates will be recognized as follows:

- *Summa Cum Laude*
  - 4.0 GPA or above with exclusive participation in the University Tops Honors Track  
No classes will be taken for audit.
  - One graduate from this group will deliver the valedictory address at graduation and shall be chosen from among his/her fellow honorees of this level by secret ballot. The speech will be a collaboration of all the honorees.
  - These honorees will receive Summa Cum Laude gold medals.
- *Magna Cum Laude*
  - 3.70-3.99 GPA with at least twelve (12) University Tops Honors Courses.
  - These honorees will receive Magna Cum Laude silver medals.
- *Cum Laude*
  - 3.50-3.69 GPA with less than twelve (12) University Tops Honors Courses
  - These honorees will receive Cum Laude bronze medals.

## ***SCHOOL OFFICE POLICIES***

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### ***SCHOOL OFFICE HOURS (Oakland Hall Room 112)***

The office hours for official school business are from:

- 7:30 am to 3:15 pm, Monday through Thursday in August through May
  - This does not include posted school holidays.
- 9:00am to 2:00pm, Monday through Thursday in June and July. Closed Fridays.
- Office will be closed Dec. 21- Jan. 08, 2020 for Christmas Break. We will reopen on Jan.08, 2020.

### ***BELL SCHEDULE***

#### **7<sup>th</sup> & 8<sup>th</sup> Grade Schedule**

Block 1	7:35 – 9:15 am
Break	9:15 – 9:20 am
Block 2	9:20 – 11:00 am
Lunch	11:00 – 11:40 am
Block 3	11:40 – 1:20 pm
Break	1:20 – 1:25 pm
Block 4	1:25 – 3:05 pm

#### **9<sup>th</sup> & 12<sup>th</sup> Grade Schedule**

Block 1	7:45 – 9:25 am
Break	9:25 – 9:30 am
Block 2	9:30 – 11:10 am
Lunch	11:10 – 11:50 am
Block 3	11:50 – 1:30 pm
Break	1:30 – 1:35 pm
Block 4	1:35 – 3:15 pm

### ***VISITORS***

University Academy is a **CLOSED CAMPUS**.

**ALL VISITORS MUST REPORT TO THE OFFICE UPON ARRIVING ON CAMPUS.**

- University Academy is a closed campus. However, our campus is not enclosed. This makes it necessary to safeguard against visitors wandering on campus and students wandering off campus. The

administration will ‘tour’ the campus at least once each block and during lunch to provide a safe environment. Also, teachers will be assigned duty stations before and after school as well as during the lunch period. A full-time Resource Officer monitors our school and is available for assistance.

- Once a student arrives, he/she cannot leave without proper permission from the administration. **(Students are considered on campus during the hours between 7:35am to 3:10pm)**
- All visitors, including parents, must sign-in and out with the school’s office upon entering and leaving campus.
- **Students cannot have visitors and/or outside deliveries during the school day. (This includes pizza or WAITR deliveries.)**
- Permission must be granted for a student to visit his/her vehicle during school hours.

#### *PROSPECTIVE STUDENTS*

Students attending other schools, either elementary or high school, who wish to visit UA must make an appointment with the Director for a private tour. You may call 318- 427-0123 to schedule the appointment.

#### *OTHER VISITORS*

Others wishing to visit during the school day should make arrangements with the administration.

#### *STUDENTS IN OFFICE*

To come to the office during class time, students must have possession of a hall pass from the teacher. Students will not be accommodated without the hall pass. **No students are allowed to hang out in the office.**

#### *ASSIGNMENT REQUEST POLICIES*

- All teachers are required to post daily assignments in Microsoft Team.
- If assignments cannot be obtained on the website and/or from another student, parents/guardians may call the school’s office to request assignments/books for extended periods of time. Parents/Guardians may pick up the assignments in the school’s office. Parents/Guardians are encouraged to contact their students’ teachers via email for specific instructions and/or assignments missed.

#### *DISTRIBUTION OF PRINTED MATERIAL AND/OR PETITIONS*

As the school is neither a public forum nor a public property, no person is allowed to distribute or post any type of printed materials on campus without the permission of the administration.

#### *PARENT – STUDENT HANDBOOK*

With the beginning of each school year, each family is given a “Parent – Student” Handbook. Each family will agree to and sign these forms with their registration packet. **Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.** Failure to do so will result in loss of enrollment. These forms will be kept on file. See last page of handbook.

#### *MESSAGES, DELIVERIES AND TELEPHONE USAGE*

- The school should not be the ordinary means of communicating with your student. However, messages considered urgent by the parents will be communicated to the student at an appropriate time.
- Students are not allowed to receive flowers, balloons, etc. at school.

#### *POSTERS / SIGNS*

No decorations, flyers or posters of any type are to be put on any part of the building without permission of the administration.

#### *CHANGE OF ADDRESS, EMAIL, AND/OR PHONE NUMBER*

Any changes made to contact information should be reported to the office as soon as possible so as to avoid

any interruption in any necessary communication

### *LOST AND FOUND*

Articles that are found should be taken to the office. Any lost items that are not claimed within a reasonable time will be given to the needy. University Academy is not responsible for the loss or theft of items left unattended. This includes cell phones and money.

## *SOLICITATION and DONATION POLICIES*

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### *Policy*

The UA Solicitation Policy is as follows:

- No individual or business is to be solicited without the concurrence of the office.
- Solicited funds must be targeted to a specific project or event that has received the prior approval of the administration.
- Restricted donations must be applied to the area or project specified by the donor unless the donor is contacted by the administration and such permission is granted.
- Under no circumstances may the solicitor promise or guarantee any specific returns or favors for the donor's contribution.
- All donors should receive a written acknowledgement for their contribution within fifteen (15) days of receipt. A copy of the letter should be filed in the office on the day that it is mailed.
- In order to maintain a permanent record of donor history, the following information must be given to the Office:
  - 🐾 Name of donor
  - 🐾 Amount of Donation (if applicable indicate type of in-kind donation or item donated)
  - 🐾 Project or campaign to which the donation was made
  - 🐾 Date of the Donation
  - 🐾 Solicitor's name
- In-kind donations or gifts of property, which might incur additional expenses, must receive Advisory Council approval and permission.

## *PUBLICATION POLICIES*

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### *Rationale*

All publications and documents produced in the name of University Academy are an extension of our school and a part of the overall marketing plan. Those who see them make judgments about the school whether consciously or unconsciously. In order to ensure that the school's mission, philosophy, and image are properly communicated, it is the responsibility of the administration to review all publications and documents prior to publication. The administrators reserve the right to amend or refuse any document, publication or program which does not reinforce the quality, stability and viability of the school.

### *Media Releases*

See the director for details. All press releases and statements must be approved through administration prior to submission.

### *Publications*

Prior to publication, all letters, yearbooks, newspapers, literary books, sports programs, or any other document produced in the name of University Academy must be approved by the administration.

**PLEASE NOTE**

*Any t-shirt bearing the name of University Academy must be approved by the administration before printing.*

*Web Site*

Only student clubs and organizations may provide their own web page to be posted on the University Academy official school web site. Moderator/directors must get the approval of the Webmaster BEFORE assigning a representative of the club/organization to a web page project. Before posting, the page will then be submitted for approval by both the Webmaster and administration.

**PLEASE NOTE**

*No individual, department, club, etc. may post a web site in the name of University Academy outside of the official school web site.*

*Public Announcements*

No one may act or speak as an official representative of University Academy without prior consent of the Director.

All media inquiries regarding University Academy must be directed to the Director. The exception to this is an inquiry directed to a faculty member responsible for an official school event; that faculty member may respond to the media about that event only.

***GUIDANCE SERVICES***

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University Academy has one full-time School Counselor. The School Counselor focuses on personal counseling and academic advisement. Academic and college counseling begin before the student actually enters the school. A long-term relationship between counselor and student begins when the first high school schedule prepared in the spring before the freshman year. UA also has one part-time career counselor to aid in the college track process.

***SUBSTANCE ABUSE TESTING***

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It is acknowledged that the ultimate purpose of the school system is to provide a quality education. Further recognizing the fact that the presence, introduction, or consumption of illegal and/or harmful drugs or possession of related drug paraphernalia on our campus has no place in the educational system, the University Academy board of trustees sets forth the following policy:

All students, staff, faculty, and administrators will be subject to random screening for illegal substances. Furthermore, any student- enrolled within the school system may be subjected to a reasonable and limited search of his/her person, vehicle, possessions, and lockers by the administration or any teacher. The administration is also authorized to solicit and provide for periodic use of trained animals in the search for or detection of illicit drugs. In the event that such animals should detect or indicate the presence of such substances, then the administration shall be authorized to demand all students in the area of the detection to display or otherwise exhibit the contents of the affected area.

UA hopes that one of the outcomes of the drug testing policy is to foster a positive, ongoing discussion between parents and their children concerning drugs, alcohol, and the other temptations young people face.

The random test that is taken by the student is a service for the individual family and the student. After a child tests positive, the retest becomes a service to the University Academy community. The retest allows UA to take a radical, appropriate and definitive action in creating a safer environment with the goal of being a drug-free school. Through the drug-testing program, UA can offer concrete evidence to our parents, the civic community, that a proactive program is in place, fighting against illegal drug use. We are, in essence, stating to our parents that we are doing everything in our power to offer a safe social, educational, spiritual environment for our students. If the student's retest comes back positive, the results then are brought to the attention of the administration, and disciplinary action may take place.

#### Drug Testing:

Every student is subject to a random drug testing as a service for the individual family and the student. **Due to the random drug testing policy, the administration should be notified of all special medical conditions, cases and/or medication prescribed by a student's physician, which could be detected by the drug screening.**

#### Implementation of drug testing:

- Testing will be conducted by the school's designated employees. Testing will be done in cooperation with an Independent Agency.
- Students may be subject to breath, swab, urine, saliva, and/or hair test.
- Steps will be taken to confirm any positive results.
- The administration will receive the test results.
- The parent will then be notified by phone of the positive test result.
- Administration will be informed, and sanctions imposed as indicated under the Drug/Alcohol policy under the Major Violations section of this handbook.

#### Notification of Results:

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them, as set forth by this Policy, must agree to a Confidentiality Statement.

- To eliminate the possibility of reporting a false-positive due to possible cross-reactivity with substances such as over-the-counter medications, the testing agency automatically confirms by GC/MS all positive results.
- The administration will receive student drug testing results from the testing vendor.
- When a positive drug test is received, the principal will then contact the parent and/or guardian of the student. An explanation of the student's drug test results will be given.

#### Retesting Policies:

- UA mandates that the student will be subject to repeated drug screen(s).
- The cost of each screening (until a negative result occurs) will be paid for by the parent or guardian of the student.
- The UA Director will set the dates for the witnessed collection and drug screens.
- UA will be provided with a copy of the results (at parent's expense) sent to the principal.
- If the child tests positive for illicit drugs on the retest(s), an extension of the retest will be offered by the principal if the family places the child in an in-patient treatment center.
- The student will be subject to retest(s) when they return from treatment.
- If the family elects not to admit their child into an in-patient treatment center and the child tests positive at the retest, no other course of action will be permitted, and the child will be expelled from UA.

#### Retesting Procedures and Notification of Results:

- On the scheduled date a student who tested positive will be retested following the procedures as stated above (at parent's expense).

- If the retest is negative, the administration will receive the test results. The parents will then be notified by phone of the results.
- If the retest is positive, the administration will receive the test results. The parent will then be notified by phone of the positive test result and given the opportunity to withdraw the student within 24 hours of notification. After the 24-hour period, the student will then be expelled.

Please see Drug Policies and Consequences under Major Violations in this handbook.

## ***UNIFORM REQUIREMENTS and POLICIES***

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Student dress and grooming are not to adversely affect the students' participation in classes, school programs, and other school-related activities or detract from the learning environment of the school.

**Extremes** in style and fit in student dress and **extremes** in style of grooming will not be permitted. The Administrator is authorized to use his/her discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear. The purpose of the dress code is to project an image of cleanliness and appropriateness. Students should use good judgment so that no mode of student appearance distracts from or disrupts the classroom or school decorum.

**This dress code policy applies to any student not FULLY enrolled in LSUA Dual enrollment classes. If at any point of a student's day they attend a UA class and/or a class in Oakland Hall, they will be REQUIRED to follow the uniform policy set forth below.**

**No students shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which evidence of affiliation with drugs, alcohol, violence or gang related activities are or exhibits profane or obscene language/gestures.**

It shall be unlawful and against University Academy policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any school property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone. Body armor shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

**All students NOT FULLY enrolled in LSUA dual enrollment classes are mandated to wear the official University Academy uniform made available through Caplan's (Shirts must have crest!) in downtown Alexandria. Students fully dual enrolled should dress modestly.**

The uniform top must be a collared purple, white and/or black polo purchased from Caplan's; short or long-sleeved. The University Academy logo **must be** on the shirts. No other emblems are allowed. Tee shirts are not part of the official uniform. White undershirts, long or short sleeved, or undershirts of the same uniform color will be acceptable. **Spirit shirts may be worn only on spirit days as announced by the director.** White shirts with or without turtlenecks will be allowed as undershirts.

The uniform bottom must be khaki cotton twill pant or short and may be purchased from Caplan's with the lion head logo on the back above the pocket. Girls will be permitted to wear khaki skirts, shorts, and skorts. Skirts, shorts, and skorts must not exceed four inches above the bend of the knee. Capri pants are acceptable. All bottoms will be worn at the waistline. Belts may be worn and shall be black or brown. Oversized belt buckles are not permitted (standard buckles only). Baggy or oversized clothes are not permitted. Standard back and side pockets are allowed.

Shoes are required. Footwear should not be a safety hazard. **Slides, slippers, crocs, and flip flops are not permitted.** Sandals shall have a back strap. **Blue jeans are only permitted on days designated by the Director.** No destructed jeans are allowed at any time. **If you are fully dual enrolled with LSUA classes, please dress in a presentable manner. You represent UA at all times!!!**

Sweatshirts and hoodies may be purchased from Caplan's. All hoodies or crew neck pullovers must be UA spirit apparel. Jackets that have a full zipper, may be worn at any time. Flannel or button-down dress shirts may not be worn as jackets.

The following are not allowed: clothing, symbols, pins, or other items displaying controlled substances; items displaying inappropriate words or pictures that are derogatory to any ethnic group; or anything intended to cause disruption of any school, class, or activity are not allowed. Caps (baseball) are NOT allowed in the classroom. Students with medical problems will be permitted to wear caps if the principal approves. Bandannas are not permitted. "Doo" rags are not permitted. Jewelry is not to be worn during physical education activities or athletic activities. Gauging implements are forbidden.

Males must be neatly shaven. Only well-groomed, trimmed moustaches or beards will be permitted. Male students are not allowed to wear nail polish or makeup. Afros are to be measured from the scalp and not to exceed 2 inches.

- **Masks**

- Masks are required to be worn in all areas where social distancing is not available including classrooms, hallways, the office, and bathrooms.
- Failure to wear a mask will be treated as a uniform violation.
- Students must wear the UA uniform mask or a solid UA color mask.
- Students who fail to wear a mask can purchase a disposable mask for \$1 in the office. After three mask uniform violations, the student will be required to purchase a UA uniform mask that day. Additionally, the student will receive lunch detention with a possibility of being sent home.

**VIOLATIONS:**

1. **First Offense:** Contact the parent to bring proper uniform or to correct the problem. If the parent cannot be reached, the student will be assigned to an in-school suspension designated area determined by the principal or designee. Notification will be sent to parent.

2. **Second Offense:** Contact parent and student will receive lunch detention.

3. **Third Offense:** Contact parent and student will receive after school detention.

4. **Subsequent Offenses:** One (1) to nine (9) day suspensions as determined by the principal.

**Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

\*\*\*Abiding by the dress code will eliminate a consequence. Students who are in noncompliance with the dress code will either have to wait in the office until appropriate clothing is brought to them or go home to change clothes. Students will receive unexcused absences for instructional time missed due to dress code noncompliance. Students who demonstrate habitual noncompliance will enter the code of conduct for "willful disobedience". If dress code violations become a major issue, the dress code WILL be adjusted for next school year with more stringent requirements set.

***SPIRIT DAY POLICIES***

**Spirit shirts may be worn on Thursdays. Only official UA spirit shirts may be worn. Blue Jeans are not permitted except on days approved by the administration. NO destructed jeans are allowed!**

Spirit attire is defined as:

- An official UA Club shirt, sweatshirt, or jacket
- An official UA Organization shirt, sweatshirt, or jacket
- An official UA Class shirt or sweatshirt (EX: Senior T-shirt with all names)



- An official UA Sporting Team shirt, sweatshirt, jacket, or jersey NO Sweat suits allowed!!!

All Spirit attire must:

- Have the UA name, logo, or crest visible on the shirt
- Be in school colors (both shirt and design)
- Be pre-approved by the administration
- Be purchased from the school or an organization affiliated with the school

***Student not adhering to the previous will be detained until they are in the official school uniform. In addition, the student will be subject to the appropriate violation and consequence.***

### ***RETREATS & FIELD TRIP POLICIES***

\*\*Students must follow the dress code when attending field trips or school-sponsored activities.

#### **PLEASE NOTE**

*The administration reserves the right to determine if the student meets the standards of the school regarding dress and grooming during the school day and at school events.*

*In general, clothing and personal grooming should be such as to suggest the serious-minded student.*

*Students should wear the school uniform properly and proudly at all times.*

### ***STUDENT ATHLETE DRESS OUT DAYS***

The uniform policy for student athlete game days will be strongly enforced. If a team (or any member of a team) wears anything inappropriate and not following the policy, will be sent to the office. This will forfeit the team being allowed the privilege of dressing out for the remainder of the season.

Student Athletes are only allowed to dress out for Thursday Home Games.

- **Team Uniforms are NOT to be worn during the school day.**
- **No Leggings**
- **No ripped jeans**
- **No flip flops, crocs, or sandals**

The entire team should be uniformed in the same attire. The team can wear team shirts and warm up shirts.

### ***MEAL PLANS***

Meal plans are available through the LSUA cafeteria program. These may be purchased through auxiliary services above the cafeteria. Students may bring their own lunches if they prefer. Vending machines are also available.

### ***TRANSPORTATION***

Bus transportation is provided for any student that resides in Rapides parish. Please contact Rapides Parish School Board at 318-449-3120 to verify the transportation schedule for your child.

Students not residing in Rapides parish may drive to school or be dropped off daily by parents. Be aware that school dismisses at 3:10 pm daily and students should be picked up no later than 3:45 pm. Parking decals are required by LSUA for all students parking on campus. They may be purchased from auxiliary series for \$56.

## REGULATIONS

All students are expected to abide by the rules of conduct established for the use of bus transportation. These rules apply to regularly scheduled bus runs plus extracurricular activities such as field trips and athletic events.

- Riding a bus is a privilege. Improper conduct on a bus will result in that privilege being denied. Please cooperate with your bus driver and follow the safety rules.
- Only regularly scheduled students should ride a bus. Students who ride a bus to school are expected to return home on the assigned bus unless they have a note from the parents signed by the principal. No “EXTRA” students are allowed to ride the bus home without permission and approval.
- Students are to report to the bus immediately upon dismissal from school unless otherwise instructed.
- NOTICE: School buses may be equipped with security cameras and other safety devices to improve transportation quality.

## BEHAVIOR ON A BUS

• A school bus with undisciplined passengers creates a hazardous situation. Therefore, for the safe operation of the school bus, students should be aware of and follow these safety rules:

1. Cooperate with the driver; your safety depends on it!
2. Be on time; the bus will not wait.
3. Cross the road cautiously under the direction of the driver when boarding and leaving the bus.
4. Follow the driver’s instructions when loading and unloading.
5. Remain quiet enough not to distract the driver.
6. Have written permission approved by the principal to get on/off at a different stop.
7. Remain seated on the bus at all times.
8. Keep arms, head, or other objects inside the bus at all times.
9. Refrain from throwing objects in the bus or out of the windows and doors.
10. Use emergency exits only for emergencies, and when instructed to do so.
11. Refrain from eating or drinking on the bus.
12. Avoid the use of or possession of tobacco, matches, cigarette lighters, and obscene materials.
13. No objects are allowed on the bus if prohibited by state, federal, or local school board policies.
14. Band instruments, projects, and other objects too large to be held by the passenger or stored safely under the seat are not permitted on the bus.
15. Refrain from damaging the bus in any way.

## PERSONAL TRANSPORTATION

Students who provide their own transportation to school must park their vehicles in a safe manner in the designated area. Upon arrival, students are to park and lock their vehicles, immediately leave the parking location, and are not to return to the parking area/vehicle unless an official grants permission. All students who drive must park in the designated parking area. Violation of the policy may result in driving privilege being revoked. LSUA parking passes are \$56 for the whole year. These may be purchased through auxiliary services above the cafeteria. **Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

## DISCIPLINE

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One of the most important lessons education should teach is discipline. While it does not constitute a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, efficiency, and the ability to cope with the responsibilities of adult life. **Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

All students have the obligation to represent University Academy in a respectful manner, both in school and at school-sponsored activities. Students must remember that wherever they are they carry the reputation of the school with them. Students who may become involved in any grave violation of discipline and/or serious public misconduct that brings discredit to this school could be subject to suspension or expulsion.

Since there can be no character formation without training in discipline, University Academy of Central Louisiana students must conform to all the regulations and expectations which are devised for the welfare of the whole student body. ATTENDANCE at University Academy of Central Louisiana IMPLIES A WILLINGNESS TO COMPLY WITH ALL RULES AND EXPECTATIONS SET FORTH IN THIS HANDBOOK.

The University Academy administration has developed, and the Board of Trustees has adopted, the following rules for general student behavior. In order to promote the school's mission statement, we believe that no student has the right to interfere with a teacher's right to teach. Consequently, no student is allowed to interfere with another student's right to learn. Students are expected to display strong moral values and respect themselves as well as their neighbor.

It is neither the province nor the desire of University Academy of Central Louisiana to prescribe what limits of freedoms parents may specify for their child's behavior. Notwithstanding, there are times and places in which the behavior of students reflects on University Academy of Central Louisiana. In all such cases, student behavior is definitely the Province of University Academy of Central Louisiana and the school's policy will be administered judiciously, firmly and fairly by the school's administration.

### **University Academy Behavior Management Plan**

In order for staff members to be consistent in handling disruption in the classroom, the following guidelines will be used:

#### **University Academy Steps for Discipline**

**(Dress Code Violations are not included in this plan – see below)**

Dress Code Violations will be written on the designated page and turned into the office for Administrative Actions. DO NOT enter dress code violations into JPAMS system.

All other violations should be handled in the sequence listed below:

- Warning: Teacher will have a student conference and input as a "Warning" into JPAMS.
- 1<sup>st</sup> Infraction: Teacher will have a student conference and input student behavior into JPAMS.
- 2<sup>nd</sup> Infraction: Teacher will input student behavior into computer and call parent to notify of student's inappropriate behavior. Teacher will document the conversation in JPAMS. Student will serve lunch detention.
- 3<sup>rd</sup> Infraction: Teacher will input student behavior into JPAMS and assign non-academic written work, and after school detention. If student does not comply with assigned work, it will become a 4<sup>th</sup> infraction.
- 4<sup>th</sup> Infraction: Teacher will input student behavior into JPAMS. The teacher will also write a major referral (not on the 4<sup>th</sup> infraction's behavior, but due to student having 4 infractions) and send to the office.

Please have all documentation available for the Administrator to examine and discuss with the student the action you have taken for appropriate behavior in the classroom.

**Administrative action may result in one of the following:**

- 1. Teacher, administrator, student conference**
- 2. Teacher, administrator, student, parent conference**
- 3. Administrative recess detention or punishment**
- 4. Loss of privileges**
- 5. Out of school suspension**
- 6. Expulsion (after three or more suspensions)**

Some exceptions may occur in this plan depending on the nature and severity of the incident.

Please keep in mind, the 5<sup>th</sup> infraction, 9<sup>th</sup> infraction and 13<sup>th</sup> infractions will result in a major referral.

Please have all documentation available for the administrator to examine and discuss with the student the action you have taken for inappropriate behavior in the classroom or campus.

**STATEMENT OF CAUSE FOR EXPULSION**

The following infractions **SHALL** result in recommended expulsion from school:

**🐾 Four (4) out-of-school suspensions**

**🐾 Possession of a firearm**

Students sixteen (16) years of age or older shall be expelled a minimum period of four (4) complete school semesters.

**🐾 Possession of a knife (blade two (2) or more inches)**

Students in grades 9-12, will be recommended for expulsion at least for the remainder of the school year.

**🐾 Possession of any other type of weapon which can cause bodily harm**

**🐾 Possession of or intent to distribute drugs**

Students sixteen (16) years of age or older shall be expelled a minimum period of four (4) complete school semesters. Students under the age of sixteen (16) shall be expelled for a minimum of two (2) complete school semesters.

**🐾 Threats of bodily harm, assaults, or battery on employees or other students (any attack on an employee must be reported to law enforcement).**

**🐾 Threats of bodily harm or property damage whether spoken, written, or otherwise implied to include bomb threats.** Due process rights of students allow for a fair, impartial hearing to be conducted by the Director or designee.

**Additional Statement of Policy**

1. Discipline policy applies to all school-sponsored activities.
2. A student may be suspended from riding a school bus for misconduct. The length of the suspension will be determined by the director.
3. In cases involving damage, theft, etc., a student may be indefinitely suspended until restitution has been made or arrangements for restitution have been approved through the Director's office.
4. **Corporal punishment** – Corporal punishment may be used by the director or her designee. This punishment must be carried out in the presence of a staff member who serves as a witness. Should a parent object to the use of corporal punishment, they must put this in writing to the school, which, in turn, becomes part of the student's school file.
5. Any student convicted of a felony or who is incarcerated in a juvenile institution for an act which, if committed by an adult, would have constituted a felony, may be expelled.

6. Parents and students should keep in mind that the school grounds are not exempt from local, state, and federal law. The school grounds are an extension of the community and criminal charges may be filed when a law/ordinance is violated.

### ***PROCEDURES FOR GENERAL BEHAVIOR***

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**Cell Phones:** May be brought to school, but they **May NOT** be brought out in class unless directed by the teacher. No headphones or earphones are to be worn during class time! There is a fee when your phone is collected. Fees will be paid to the office. Your phone may be retrieved from the office **AFTER** your fee is paid. UA is not responsible for the loss or theft of a cell phone. Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.

#### **Electronics & Games (ED)**

The following items are not allowed on campus:

- **NO HEADPHONES or EARPHONES in classroom!**
- Laser pointers
- Decks of cards or any gaming device
- Laptops, or any eReader **MUST** be approved by the teacher of the class.

Violation of this rule will result in:

- The item will be confiscated, a fine will be assessed, and it can be retrieved from the office at a later date.

#### **Food, Drinks, or Gum Chewing (FDG)**

The following rules must be adhered to:

- Food or Drinks are **NOT** allowed in classrooms.
- Permission must first be granted by the administration for class parties, celebrations, or anything involving food in the classroom.
- Absolutely no outside cups or beverages will be allowed on campus during the school day.
- **Gum chewing, sunflower seeds and chewing of straws are prohibited on campus during the school day.**

Violations of these rules will result in:

- Student will dispose of the item(s).
- Minor infraction warning, then if continues a major infraction.

#### **Littering (LT)**

Students should respect the school campus at all times. This includes spitting, sticking wads of gum under desks, leaving books in halls, etc.

#### **Off Limit Areas (OL)**

During school hours, students are strictly forbidden from the following areas:

- The north and south ends of the building on both floors
- All parking lots.
- The Oaks Apartments-if a student is reported or caught at the OAKS, will be immediately expelled from UA and LSUA!!! This is a serious offense!!!
- All buildings NOT associated with UA

Violation of this rule will result in:

- Student will return to an approved area.
- Minor infraction warning, then if continues a major infraction.

**MORNING:**  
**Sidewalk to Sidewalk Only**  
**If raining; breezeway**

**LUNCH/BREAKS:**

### **Cheating**

**Cheating violations will be CUMULATIVE for the student's TENURE AT UA. Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

Promoting the pursuit of intellectual excellence and the development of moral integrity are primary goals of University Academy. Cheating is an obstacle to both of these goals. Please be aware that the storing of information in calculators, cell phones (text messages), external storage devices (aka jump drives) and the like are forms of cheating. With this in mind, the following consequences to academic dishonesty have been established for MAJOR ASSIGNMENTS (Examples: major tests, research papers, projects, etc.):

### *MAJOR ASSIGNMENTS*

- **FIRST Offense**
  - 🐾 Teacher will submit written notification of the infraction to the administration.
  - 🐾 Administration will notify parents.
  - 🐾 Student will receive a "0" on the assignment involved.
  - 🐾 Student's Six Weeks grade will not exceed 60%; If infraction occurs on the Mid-Term or Final Exam – the student receives a "0" on the exam.
  - 🐾 Student is not eligible for any Academic Honors at University Academy; to include Graduation Honors, Academic Sweater, membership in the Beta Club and National Honor Society
  
- **SECOND Offense**
  - 🐾 Teacher will submit written notification of the infraction to the administration.
  - 🐾 Administration will notify parents.
  - 🐾 Student will receive a "0" on the assignment involved.
  - 🐾 Student's Six Weeks grade will not exceed 60%; if infraction occurs on the Mid-Term or Final Exam – the student receives a "0" on the exam.
  - 🐾 Student is not eligible for any club or class offices and for any positions of leadership -those holding positions will be removed.
  
- **THIRD Offense**
  - 🐾 Teacher will submit written notification of the infraction to the administration.
  - 🐾 Administration will notify parents.
  - 🐾 Student will receive a failure (F) in the course for the year.
  - 🐾 Student will be assigned a one day Out-of-School-Suspension.

If the first offense of academic dishonesty is on a MINOR ASSIGNMENT (Examples: homework, minor quizzes, etc.), the student will adhere to the following consequences:

### *MINOR ASSIGNMENTS*

- **FIRST Offense**
  - 🐾 The teacher will submit written notification of the infraction to the administration.
  - 🐾 The teacher will notify the parents.
  - 🐾 Receive a "0" on the assignment.

**PLEASE NOTE**

*After this violation, all Academic Dishonesty violations will result in consequences established for MAJOR ASSIGNMENTS beginning with the FIRST offense and progressing.*

## Damage to Property / Vandalism

**Property Damage or Vandalism violations will be CUMULATIVE for student's TENURE AT UA.**

Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.

A student is expected to use the buildings, furnishings and equipment only for the purpose intended. Any act of vandalism against school property, the property of another school or the property of any member of the administration, faculty, staff or student body, either on or off campus is STRICTLY PROHIBITED.

### *Damage to School Property*

- Defined as no malicious intent.

The appropriate penalties for violation of this policy are as follows:

- FIRST Offense
  - A student who by his/her action causes damage to school property is obliged to replace that property through monetary retribution.

### *Vandalism of School Property*

- Defined as (1) malicious intent and (2) costs exceeding \$50.00.

The appropriate penalties for violation of this policy are as follows:

- FIRST Offense
  - A student who by his/her action causes damage to school property is obliged to replace that property through monetary retribution.
  - The student will receive a one day Out of School Suspension.
  - *If damages exceed \$250, the offense may be automatically treated as a THIRD Offense.*
- SECOND Offense
  - A student who by his/her action causes damage to school property is obliged to replace that property through monetary retribution.
  - The student will receive a two day Out of School Suspension.
  - *If damages exceed \$250, the offense may be automatically treated as a THIRD Offense.*
- THIRD Offense
  - A student who by his/her action causes damage to school property is obliged to replace that property through monetary retribution.
  - The student will receive an ADMINISTRATIVE REFERRAL, which could result in suspension, withdrawal or expulsion.

## Dishonesty

**Dishonesty violations will be CUMULATIVE for the ACADEMIC SCHOOL YEAR. Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

All students at University Academy are bound by the guidelines of the Honor Code. Students who are guilty of or involved in falsification of faculty, staff or parental signatures, transcripts, letters of recommendation, college/university applications, or school documents, and willful lying makes student subject to corrective action.

- The student will receive an ADMINISTRATIVE REFERRAL, which could result in suspension, withdrawal or expulsion.

## Disrespect

**Disrespect violations will be CUMULATIVE for the ACADEMIC SCHOOL YEAR. Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

Disrespectful behavior towards any administrator, faculty, or staff member at UA will not be tolerated at any time.

- Any administrator, faculty or staff member of UA has the authority to correct student misconduct at any time.
- Deliberate insubordination or insolence towards authority calls for immediate disciplinary action by the administration.

**PLEASE NOTE**

*Depending on the severity of the disrespect, the administration may impose a disciplinary action not consistent with the guidelines above.*

## **Drugs and Alcohol**

**Drug and Alcohol violations will be CUMULATIVE for student's TENURE AT University Academy. Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

The following policies are in effect with regard to drugs and alcohol:

- No student will consume, use, sell, distribute, be under the influence of, or possess (including consumption prior to school or school function) any drug or like substance including anabolic steroids, or any alcoholic beverage at University Academy or any school function on or off campus.
- No student will be in possession of any drug related paraphernalia at University Academy or any school function on or off campus.
- No student shall choose to remain in the presence of any other student/person who is in violation of any of the matters set forth. Those who knowingly remain in the presence of a student/person in violation of school policy shall also be in violation.
- Any person having any reasonable cause to believe that a student is guilty of any of the infractions listed above, shall immediately report such fact to the Administration of University Academy.
  - The Administration shall investigate the circumstances of the report with the student and his/her parents or guardian. This investigation may include the administering of a breath, swab, urine, saliva, or hair test for the detection of the presence of drugs and/or alcohol. The cost of said test is to be paid for by the student, parent(s), or guardian(s) of the student.
- The school is co-tenant of lockers and desks and reserves the right to search them at any time without notice. The University Academy Administration also has the right to conduct a reasonable search of the student and the student's possession, including vehicles on the University Academy/LSUA premises.
- The University Academy Administration, in cooperation with local law enforcement agencies, will perform periodic random searches utilizing drug dogs in the parking lot, student lockers, classrooms, student book bags, and other locations on the University Academy/LSUA campus.
- A student who has removed all appropriate hair so as to hinder the facilitation of the hair sampling drug test will participate in a urine test equivalent to the same ninety-day background as the hair sampling and to the life expectancy of the five tested drugs in the body. Excess costs of the urine test will be borne by the student and/or parents.

The appropriate penalties for violations of these policies are as follows:

- **FIRST Offense**
  - (1) The student will receive a **THREE DAY** Out of School Suspension.
  - (2) Parent/Guardian must send written documentation (within 7-10 days of notification of the infraction) to the school administration verifying that the student has successfully completed an appointment with a Certified Chemical Dependency Counselor (or at an agency certified by the Louisiana Department of Health or the Louisiana Department of Alcohol and Drug Addiction



Services) for a chemical dependency assessment and then follow the recommendations of the counselor.

- (3) The student is mandated to take an eight-panel witnessed collection and drug screen (urinalysis) until tested clear. The University Academy drug testing coordinator/RSO officer will set the dates for these witnessed collections and drug screens. Parent/guardian is responsible to bring the student to be tested for the selected dates. The parent/guardian is also responsible for expenses.

**PLEASE NOTE**

*Student not adhering to stipulations #2 and #3 will be allowed to withdraw or be expelled from University Academy.*

**Any attempt on the part of a student to adulterate or falsify a drug test may be considered as an admission of violation and will be treated as a first offense.**

**Any student who, in any way, assists another student in the attempt to adulterate or falsify a drug test may be given an administrative referral which will include NO LESS than a two day out-of-school suspension. Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

**If the lab determines a test to be adulterated or oxidized, it may be considered a positive test.**

- SECOND Offense
- The student will be allowed to withdraw within 48 hours or be expelled from University Academy.

**PLEASE NOTE**

*Students bringing required or prescription medication to school should bring the medication to the office and immediately register the same and turn said medication over to the possession of the school secretary. The medication will be taken and consumed by the student in the secretary's office as per the terms of the prescription. The medicine, therefore, must be properly labeled with the student's name, doctor, and dosage requirements. In addition, the student, parent, or guardian's written permission will be required before the student is permitted to consume the medication during school hours on the University Academy campus.*

## **Fighting / Altercation**

**Fighting and Altercation violations will be CUMULATIVE for student's TENURE AT UA. Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

Fighting at University Academy is strictly prohibited and WILL NOT be tolerated. Fighting is defined as:

- Physical blows being given and/or verbal arguing. UA observes a ZERO tolerance policy for fighting and bullying.
- Hostility being displayed and/or
- Use of a weapon.

After Administrative investigation and review, the student(s) deemed the aggressor(s) or instigator(s) will receive the following:

- FIRST Offense
  - The student(s) will receive ONE Day Out of School Suspension. (Students may NOT makeup missed tests.)
- SECOND Offense
  - The student(s) will receive Two Day Out of School Suspensions. (Students may NOT make up missed tests.)
- THIRD Offense
  - The student(s) will receive a Three Day Out of School Suspension. (Students may NOT make up missed tests.)

- **FOURTH Offense**
  - The student will receive an **ADMINISTRATIVE REFERRAL**, which could result in suspension, withdrawal or expulsion.
  - If a parent or child deems this action unfair, an appeal may be brought before the administration.

If the **FIRST** offense of fighting is considered **MINOR** by the administration, examples include:

- Verbal disagreement
- No hostility being displayed and/or
- No physical blows being exchanged, then

The incident will be deemed an **ALTERCATION** and the student(s) will adhere to the following consequences: decided by the administration. **Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

**PLEASE NOTE**

*After this violation, any altercation will result in consequences established for fighting, beginning with the **FIRST** offense and progressing.*

## Harassment

**Harassment violations will be CUMULATIVE for student's TENURE AT University Academy.**

**Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

University Academy is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, teacher, or employee, is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt and thorough manner. A charge of harassment shall not in and of itself create the presumption of wrongdoing. However, acts of harassment will result in disciplinary action up to and including dismissal or expulsion.

**Students found to have made and/or filed false and frivolous charges will also be subject to ADMINISTRATIVE REFERRAL. Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

Harassment occurs when an individual is subjected to treatment or to a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

- Verbal Harassment
  - Derogatory comments and jokes
  - Threatening words spoken to another person (including through ANY technological medium such as texting and Facebook)
- Physical Harassment
  - Unwanted physical touching, contact, assault
  - Deliberate impeding or blocking movements
  - Any intimidating interference with normal work or movement
- Visual Harassment
  - Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, or gestures
- Sexual Harassment
  - Unwelcome sexual advances
  - Requests for sexual advances
  - Requests for sexual favors

- Other verbal or physical conduct of a sexual nature or suggestion
- Social Media harassment through Twitter, Facebook, emails or YikYAk is strictly prohibited.

The appropriate penalty for ALL violations will be:

- An ADMINISTRATIVE REFERRAL, which could result in suspension, withdrawal or expulsion. Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.

## **Leaving Campus / Cutting Class**

**Leaving Campus and Cutting Class violations will be CUMULATIVE for student's TENURE AT University Academy. Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

From the time students arrive until the end of the academic day, they must remain on campus. An ADMINISTRATOR is the only person who may give a student permission to leave campus. Cutting class (partial truancy) is missing class without the permission of the teacher or the administration and makes a student subject to corrective action. Please note that Pep Rallies and Assemblies are considered classes. **Students are not allowed to leave campus for lunch!!!**

The appropriate penalties for violations of these policies are as follows:

A student who LEAVES CAMPUS or SKIP CLASS without permission:

- FIRST Offense
  - One day out of school suspension
- SECOND Offense
  - Two day out of school suspension.
- THIRD Offense
  - The student will receive an ADMINISTRATIVE REFERRAL, which could result in suspension, withdrawal or expulsion.

## **Obscenity / Offensive Language**

**Obscenity and Offensive Language violations will be CUMULATIVE for the ACADEMIC SCHOOL YEAR. Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

The use of obscene language (either spoken or written) or gestures is prohibited. Possession of obscene printed or written material is prohibited. **Sexually suggestive texting is prohibited.** The administration **will not** tolerate **obscene language** in the classroom, on the campus, or at school functions.

The appropriate penalties for violation of this policy are as follows:

- FIRST Offense
  - A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.
  - A one day out of school suspension.
- SECOND Offense
  - A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.
  - The student will receive Two day out of school suspension
- THIRD Offense
  - A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.
  - The student will receive a Three day Out-of-School Suspension
- FOURTH Offense

- A student who by his/her action is disrespectful will be expected to make retribution through an apology to the offended party.
- The student will receive an ADMINISTRATIVE REFERRAL, which could result in suspension, withdrawal or expulsion. Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.

## Stealing

**Stealing violations will be CUMULATIVE for student's TENURE AT University Academy. Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

A student caught stealing property from the school or from any person on campus will be subject to disciplinary action. The appropriate penalties for violation of this policy are as follows:

- FIRST Offense
  - A student caught stealing will be expected to make monetary retribution (equal to the amount of the charge) for items taken.
  - The student will receive a ONE DAY Out of School Suspension.
- SECOND Offense
  - A student caught stealing will be expected to make monetary retribution (equal to the amount of the charge) for items taken.
  - The student will receive a THREE DAY Out of School Suspension.
- THIRD Offense
  - A student caught stealing will be expected to make monetary retribution (equal to the amount of the charge) for items taken.
  - The student will receive an ADMINISTRATIVE REFERRAL, which could result in suspension, withdrawal or expulsion. Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.

## Tobacco

**(LSUA is a tobacco free campus)**

**Tobacco violations will be CUMULATIVE for student's TENURE at University Academy. Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

No person is allowed to consume, use, sell, distribute, or possess any form of tobacco product at University Academy or any school function on or off campus.

The appropriate penalties for violations of these policies are as follows:

- FIRST Offense
  - The student will receive a parent call, conference with the director, and a ONE DAY Out of school suspension.
- SECOND Offense
  - The student will receive a TWO DAY Out of School Suspension.
- THIRD Offense
  - The student will receive a THREE DAY Out of School Suspension. Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.

## Weapons

**Weapons violations will be CUMULATIVE for student's TENURE AT University Academy.**

**Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

A weapon is defined as any instrument that is used or may be used to cause grave bodily harm. No student is permitted to possess any type of weapon while on the school grounds or at any school-related function. The appropriate penalties for violation of this policy are as follows:

- Anyone violating this regulation is subject to confiscation of weapon.

- The student will receive an ADMINISTRATIVE REFERRAL, which could result in suspension, withdrawal or expulsion.
- No weapons may be on the person or in vehicles.

## Extra-Curricular Activities and Sports

Any student that joins one sport, club, or activity may not quit that sport, club, or activity to join another. Any exception to this can be made at the discretion of the administration.

## University Academy– Student Acceptable Use Policy/Internet Agreement

University Academy recognizes that computers and technology are used to support learning and to enhance instruction. Technology has changed the manner in which people interact with each other and, as with other advances in society, can be utilized for the benefit or the detriment of ourselves and others. All computers are to be used in a responsible, efficient, ethical and legal manner.

In order to address issues which may occur, **IT IS IMPORTANT THAT STUDENTS AND PARENTS CAREFULLY READ AND UNDERSTAND THE FOLLOWING INFORMATION:**

- Students may not save programs, music files, personal graphics, games or any other information not directly related to school or class work to their network folder or any computer on campus. Students are responsible for logging off the network when they leave the computer.
- Virus protection software constantly scans all computers connected to the network. If any student receives a virus warning while using a computer, he or she is obligated to inform the technology director as soon as possible. While a firewall is utilized to prevent certain sites from being accessed in order to protect students and the school from inappropriate material, NO safeguards are 100% reliable. Students are responsible for immediately reporting any irregularities (e.g. if a “pop-up” or questionable site is inadvertently accessed, the student is responsible for **IMMEDIATELY** reporting this to the teacher/staff/adult in charge—traffic **CAN and WILL** be monitored by the webmaster/technology coordinator.)
- University Academy declares the following as unethical and unacceptable behavior and cause for taking disciplinary action.
- Violations to the technology policy are divided into MINOR and MAJOR and consequences are based on the severity of the violation. **Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

### **MINOR OFFENSES:**

- Using information networks for any purpose other than school related research or to fulfill school assignments.
- Using the network for entertainment purposes such as games, chat rooms, or music unless instructed to do so by a teacher for educational purposes
- Changing the default settings on any school equipment (e.g. computer desktop settings, screensaver, internet homepage etc.)

Violation of these rules will result in the following:

1. Major Administrative Referral- **Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

### **MAJOR OFFENSES:**

- **Posting on any website or blogging anything that is contrary to the Mission Statement of University Academy of Central Louisiana (e.g. Posting on any website or blog that verbally or pictorially references University Academy of Central Louisiana/LSUA, its policies, administration,**

faculty, staff members, or its students in a derogatory or unfavorable manner--anything other than in a favorable light)

- Using information networks for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third-party copyright, license agreements and other contracts.
- Using information networks for illegal, inappropriate, or obscene purposes, or in support of such activities
- Intentionally disrupting information, network traffic (including pop-ups) or crashing the network (including virus) and connected systems.
- Degrading or disrupting equipment or system performance.
- Using computing resources for commercial or financial gain or fraud.
- Stealing data, equipment or intellectual property.
- Gaining unauthorized access to the files of others or vandalizing the data of files of another user.
- Gaining or seeking to gain unauthorized access to resources or entities.
- Forging electronic mail messages, or using an account owned by another user.
- Invading the privacy of individuals.
- Posting anonymous messages.
- Possessing any data which might be considered a violation of these rules in paper, magnetic (disk), or any other form.

Violation of these rules will result in the following:

- FIRST Offense
  - ADMINISTRATIVE REFERRAL will result in a one day out of school Suspension
  - The student will make monetary retribution for all damages.
  - The student will be subject to loss of privileges for a length of time as deemed appropriate by the administration.
- SECOND Offense and subsequent Offenses
  - ADMINISTRATIVE REFERRAL will result in TWO DAY (or more) Out of School Suspension.
  - The student will make monetary retribution for all damages.
  - The student will be subject to loss of privileges for a length of time as deemed appropriate by the administration.
  - **Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

## SUSPENSION

Suspension is the SECOND MOST SEVERE disciplinary action of University Academy. A student may be suspended for serious misconduct or repeated occurrences of less serious misconduct. Suspension places a student in jeopardy of withdrawal or expulsion from University Academy. **Suspensions are CUMULATIVE for the ACADEMIC YEAR. Ultimately, all interpretation and enforcement of policies and procedures is at the discretion of the director.**

### *SUSPENSION DURING A CRIMINAL INVESTIGATION*

If any student of University Academy is suspected of criminal activity, that student may, at the discretion of the Administration, be placed on suspension until an investigation has been conducted to ascertain his/her guilt or innocence. The length of the investigation shall govern the length of the suspension. This suspension time shall **NOT** count as part of the number of days absent when determining passing and failing according to state attendance regulations. The student **shall be** allowed to complete assignments at home and **may be allowed** to make up all tests either under supervision at home or upon returning to school.

### *SEARCH AND SEIZURE POLICY*

There are no private domains at University Academy; in order to safeguard the moral and physical welfare of the students, all spaces, including locker, desks, etc. and all property including purses, book bags, vehicle, etc., are subject to inspection. Materials obtained from these inspections may be confiscated for use in disciplinary procedures.

The school administration, or another school official with permission of the school administration, may search students themselves, or their lockers, or the students' belongings, including, but not limited to, handbags, briefcases, book bags, vehicles etc.

**PLEASE NOTE**

*After signing the Registration Forms, the parents/guardians and students forgo any rights to private domains on the campus of University Academy/LSUA and/or at any University Academy/LSUA sponsored functions.*

## **DANCE / EVENT POLICIES**

University Academy dances are events which reflect the philosophy of our school. Among our most important considerations is adherence to modesty.

In accordance with these directives University Academy sets forth the following dress guidelines for our students and their dates:

- **Tops**
  - The neckline of a dress, top, or gown must be cut in a modest way.
  - No cleavage showing (Discretion is left to the faculty.)
  - Spaghetti straps or strapless dresses are allowed, as long as they are not low cut. (*Attention: The student may be supplied a sweater or shawl in order to be in compliance with dance dress regulations.*)
  - The cut of a dress in the back must not be excessively low.
- **Length**
  - A skirt or dress must be no shorter than (5) inches from the knee.
  - Slits in a long dress/skirt may be no higher than the knee.
  - Slits in a short dress/skirt may be no higher than (5) inches from the knee.
- **Miscellaneous Dress**
  - No midriff is allowed to show. (When arms are raised only one (1) inch of the midriff can show.)
  - No navel is allowed to show.
  - The bodice of the dress must not have any fabric cut-outs. (This includes openings covered with net-like fabric.)

Additional notes:

- Dances are for University Academy students and their guest only.
- Each student is allowed one guest from outside of University Academy.
- **No person 18 years old or older is allowed to attend a University Academy dance without special permission from the administration and the student's parents.**
- **All guests are subject to all University Academy Rules, regulations and policies set forth by University Academy.**
- UA students are responsible for their guest's behavior and observance of school rules while at the dance.
- Students and guests arriving after the breath testing is completed (30 minutes after the start time) will not be admitted into the dance; parents will be notified before students are allowed to leave the premises.
- Students and guests who must arrive late due to a valid excuse (work, athletic competition, etc.) must get prior approval from the administration.

- Students and parents should be aware that the drug and alcohol policy will be strictly enforced at dances.
- Each student and their guest will be subject to a random sobriety test.
- No alcoholic beverages of any type are allowed at school dances/functions. Students and their guests arriving at dances/functions under the apparent influence of, in possession of, or smelling of alcohol or drugs, will not be admitted to the dance/function. Further disciplinary action will be applied to those students as well as to any student who is apparently under the influence of, in possession of, or smelling of alcohol or drugs, during any time that the dance/function is in progress. Parents of such students will be telephoned immediately and so advised. *Reminder: University Academy students are responsible for the actions of their dates.*
- Dances will begin promptly, doors will be locked, and students/guests will not be allowed to leave until the ending time.
- Students and their guests may not leave the dance and return unless they are accompanied by a school chaperone.
- Students and their guests must be appropriately dressed. If the ladies' attire is inappropriate a shawl or sweater will be provided for her convenience.
- Chaperones will be on duty and will include members of the University Academy Faculty and staff, parents of our students and members of the local law enforcement department.

Violations of these rules will result in:

- The student being asked to leave the dance.
- The student's parents will be notified and required to pick up the student from the school dance.
- Additional disciplinary action may be administered once the student returns from Out of School Suspension
- A student placed on out-of-school/out-of-class suspension will automatically be placed on probation. A student placed on out-of-school/out-of-class suspension will not be allowed to:
  - Attend school and/or individual class for the length of the suspension
  - Attend or participate in school activities during the suspension period, to include weekend
  - Attend co-curricular events during the suspension period, to include the weekend.

## ***PROM POLICIES***

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All students and guests attending any Prom sponsored by University Academy must abide by the regulations set forth in the DANCE POLICIES section in addition to the following:

- Students and their guests must arrive no later than 8:30 PM to be admitted to Prom unless prior arrangements have been made with the administration. Exceptions will not be made for pre-prom social commitments.
- UA Prom will end at 11:00 PM.
- Students and/or their guests are not allowed to leave the Prom under any circumstance during the hours established.
- We strongly urge and encourage parents to work cooperatively with other University Academy parents to provide appropriate entertainment for their students prior to and following the prom. We also strongly urge parents to prohibit the use of alcoholic beverages at such pre- and post-prom activities.

## ***PARKING AND DRIVING***

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Beginning in the fall 2013, youths below the age of 18 are required to provide the Department of Motor



Vehicles with an Enrollment Verification Form in order to obtain a driver's license. Verification forms can be obtained from the school office. (Please give at least one-day advanced notice.) Please be informed, a student's permit/license may be revoked if the student becomes truant. This form will not be issued if the child's tuition is delinquent!

Parking on-campus is considered a PRIVILEGE. Students with cars are allowed to purchase a parking permit for the cost of \$56 **per year** to park in a specific zone for the year. Students must adhere to the following regulations:

See the LSUA website at [www.lsua.edu](http://www.lsua.edu) for parking details.

Discipline and/or parking violations will be issued for the following:

- Permit is not visible
- Parking incorrectly (in the middle of two spots)
- Parking in the wrong zone
- Parking in a driveway
- Parking on the sidewalk
- Parking in lots/spaces not designated for student parking: Reckless/unsafe driving

### ***FIRE DRILLS AND EMERGENCY EVACUATION***

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Fire and emergency evacuation drills will be held each month or as needed.

### ***STUDENT ACTIVITIES PHILOSOPHY***

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The opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experience. These experiences contribute to the development of learning skills and emotional patterns that enable students to make maximum use of their education. Participation in activities is a privilege which carries with it responsibility to the school, to the activity/organization, to the student body, to the community and to the individual student.

University Academy's student activities are considered an integral part of the educational program providing experience that will help to develop young men and women physically, mentally, socially, and emotionally.

### ***CLUBS and ACTIVITIES***

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UA attempts to provide activities in sufficient number and variety to appeal to all talents and interests. These activities are considered an integral part of the school's program of education and are consistent with University Academy's philosophy of developing the total person. Every student is urged and encouraged to participate in these activities and thereby profit by the experience and enjoyment which participation in them can bring.

Students have the privilege of joining the school's organizations and thereby accept responsibility of familiarizing themselves with the constitution, rules, regulations of each organization of which they are a member.

Students who transfer to UA with prior experience of participation in spirit organizations will be eligible for tryouts presuming all other criteria are met.

### ***OFFICERS***

A student may be president or chairman of ONE organization and hold no other office in any other organization OR a student may hold TWO secondary offices in TWO organizations. A student **MAY**, however, be president of a club or organization **AND** hold any class office. The student must have a minimum GPA of a 3.0 and must

be in good standing with behavior.

### *MEMBERSHIP*

Students may join as many organizations as they wish. However, participation is required in whatever one joins. Therefore, it is advised that students pick and choose what they will join and be active in that which they choose. To be eligible for membership or office in any organization a student must have achieved a minimum 1.5 GPA in academics the previous semester. The student must also have fewer than three Out of School Suspensions. Certain clubs and organizations may choose to have stronger academic requirements.

### *REQUIREMENTS AND DUTIES TO MAINTAIN STUDENT COUNCIL OR CLASS OFFICE POSITION*

- The student must maintain a 3.0 grade point average quarterly. Any student failing to do so will be placed on probation for the following quarter. Failure to increase the GPA to a 2.0 during this quarter will result in removal from the elected position.
- Any student receiving an out-of-school suspension during the school year will be placed on probation for the remainder of the school year. A second OSS within the same school year will result in immediate removal from the elected position.
- Class Officers must plan and conduct all class meetings and work with and support class sponsors.
- Student Council Representatives must attend weekly meetings at 7:15 every Tuesday morning and assist with all Student Council activities and projects.
- All elected students must set a good example both on and off campus for other students.

### *CAMPAIGN REGULATIONS*

- All students running for an elected position must turn in a copy of their speech and/or skit to the student council sponsor by the Monday prior to the election. Failure to follow this direction will result in the student being unable to present their speech to their class.
- The campaign will be conducted starting on Monday and end on Wednesday of the same week.
- Students' campaign expenses should not exceed \$25.
- NO food/candy/gum may be handed out as part of your campaign.
- Students must prepare a minimum of 5 large posters/banners or 50 handouts.
- Students may not use any stickers or tape of any kind as part of your campaign materials.
- Posters may be placed on walls and in hallways using string, excluding any area in front of school that is visible to passersby.
- NO CHALK on sidewalks. NO PAINTING ON WINDOWS. Students are allowed to paint on sheets or posters which can be hung and removed without damaging school properties.
- Students must conduct a clean and ethical campaign. Any campaign materials deemed offensive or inappropriate by the Student Council and/or administration will be removed and discarded. Students may be subject to disciplinary action.
- Campaign speeches will be delivered during a special class meeting. Voting will immediately follow.
- A run-off election will be conducted on the following Thursday, if necessary.
- All campaign materials must be properly disposed of by the end of the school day of the election.

### *CLASS OFFICER RESPONSIBILITIES*

#### **FRESHMAN CLASS**

Officers will be elected in August. Once elected, officers will:

- Involve students with class projects and pep rallies.

#### **SOPHOMORE CLASS**

Officers will:

- Involve students with class projects and pep rallies.

Other Officer Duties:

- Assist Student Council officers when help is needed.

### **JUNIOR CLASS**

PROM is the major responsibility. Officers will:

- Divide class into committees
- Book photographer/building
- Create all décor
- Food
- Be responsible for King and Queen voting and crowns
- *NO EXPENSES CAN BE INCURRED WITHOUT TEACHER-SPONSOR APPROVAL*

Other Officer Duties:

- Increase participation in pep rallies and in decorating the gym
- Attend all class meetings and officer meetings
- Assist other officers with duties when help is needed

### **SENIOR CLASS**

- Seniors usually present a gift to the school at graduation.

In November:

- Choose Class Flower, Motto, Song, Colors and Gift for the school.

Other Officer Duties:

- Help with Morning Announcements
- Encourage participation in making posters for pep-rallies and in showing spirit
- Organize Senior Class Slide Show
- Collect nominations and conduct voting on: Class Song, Flower, etc.
- Assist all officers when help is needed
- Organize the leaving of a gift from the Senior Class to school
- Put together all reunions after class has graduated

### ***Extra-Curricular Activities***

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#### **STUDENT COUNCIL**

Student Council is an organization consisting of elected members of the student body. The purpose of the council is to give the student body a “voice” through which to speak. The council is to represent student feelings, opinions, and interests while promoting student participation in high school activities. Four representatives are elected by each class and officers are elected by the entire student body to serve as mediator between administrators, faculty and students. Active participation is required, not simply membership as in a club. Meeting times will be announced by the administration/sponsor.

#### **ATHLETICS**

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Working with each student’s academic program, UA’s Department of Athletics seeks to make the UA student a well-rounded individual. To be eligible for participation in the school’s vast athletic program, the student must meet or exceed the LHSAA minimum requirements – pass at least six subjects which count toward graduation and earn at least a 1.5 grade point average in all subjects pursued. First semester and final grades count toward this eligibility rule.

#### **CHEERLEADERS/Dance Line**

This school spirit group includes the Cheerleaders/Dance line and Mascots. Their purpose is to provide and promote school spirit. The cheerleaders/dance line may also choose to compete in local and national

competitions. Competition requires rigorous training and numerous practices throughout the year. Cheerleader and mascot is open to seniors, juniors, sophomores, and freshmen. Students will be notified of tryout dates. Tryouts will be conducted by impartial judges. **\*Please note the requirements and policies set forth in the Cheerleader/Dance line By-laws.**

### **SPORTSMANSHIP POLICIES**

Sportsmanship is that quality of honor that desires always to be courteous, fair and respectful. Sportsmanship is evidenced by the conduct of players, spectators, coaches, parents, and school authorities.

University Academy of Central Louisiana aspires to develop and maintain the very highest standards of sportsmanship. Administrators, coaches, teachers, participants, parents, and all fans must contribute to this endeavor. The community's high levels of expectations of UA magnify our errors. When we fall short of our high standards, we must do all we can to correct the situation and prevent any further such occurrences. The following guidelines may prove helpful in our quest to become a school known for its outstanding sportsmanship.

Sportsmanship Includes:

- Being loyal to superiors in making athletics fit into the general school program.
- Being loyal to coaches and fellow participants.
- Insistence upon high scholarship and enforcement of all rules of eligibility.
- Fair, unprejudiced relationship with participants.
- Teaching athletes to win by use of legitimate means only.
- Counteracting unfounded rumors of questionable practices by opponents.
- Discouragement of gambling, profanity and obscene language at all times.

### *PARTICIPATION POLICIES*

- Eligible athletes can purchase one jacket complete with the official UA letter.
- All athletic jackets will be ordered at the end of the athlete's junior/senior year. Subject to change.
- All athletic jackets will be ordered once a year. Subject to change.

To be eligible to order a letter jacket:

- The jacket is the expense of the parent/guardian.
- The athlete must have completed a minimum of two years (in good standing) in a varsity sport.
- The athlete must have all debts cleared/current with University Academy.
- Transfer Students: If an athlete transfers to UA after the ninth grade, any participation earned at the previous school will be honored by the UA Athletic Department. The athlete may order a UA jacket after completing a minimum of ONE YEAR (in good standing) in a varsity sport at the end of the students' junior year.

# PARENT ACKNOWLEDGEMENT FORMS —

## University Academy of Central Louisiana

### PARENT ACKNOWLEDGEMENT

I have read and understand the contents of the 2019-2020 Student-Parent Handbook and agree to abide by the requirements.

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Guardian)

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Guardian)

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Grade \_\_\_\_\_

### • PERMISSION TO PUBLISH INFORMATION

This is to certify that I/we, \_\_\_\_\_, individually and as parent(s)/guardian(s) of \_\_\_\_\_, hereby grant permission to University Academy and/or its employees, agents or responsible persons to publish information, including but not limited to names, pictures, biographies, accomplishments, and extracurricular activities concerning activities of University Academy of Central Louisiana

\_\_\_\_\_  
Date Signature (Parent/Guardian) Relationship \_\_\_\_\_

### • BUCKLEY AMENDMENT

The Buckley Amendment requires written permission from parents to release statistical and educational information about their children to colleges, scholarship organizations, media organizations and military services which may request names, addresses, transcripts, grade point averages and class ranking. Please sign the release form below.

I give my permission for University Academy of Central Louisiana to release statistical and educational information about my child, \_\_\_\_\_, for the school year 2019-2020

\_\_\_\_\_  
Signature (Parent/Guardian) Grade Date

### University Academy of Central Louisiana – HONOR CODE

I have read and understand the HONOR CODE as stated in the Student -Parent Handbook and agree to abide by the expectations.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Grade \_\_\_\_\_

*These forms have been agreed upon and signed with your Registration Packet.*

