



Universal Audenried Charter High School  
Family & Scholar Handbook  
2020-2021

**Message to all families:** Given the ongoing Covid-19 pandemic, policies and procedures may be subject to change to ensure the health and safety of scholars, staff, and families. Any necessary changes will be communicated to all families.

## ACADEMIC CALENDAR

Date(s)	Calendar Event
August 3	First Day for Principals, Assistant Principals and Administrative Assistants
August 10	Religious Holiday (Schools and Offices Closed)
August 11	Universal's Leadership Learning Institute (Principals)
August 17	First Day for All Teachers and Staff
August 19 - 21	School-based Professional Development
August 24 - 28	School-based Professional Development; Kindergarten Parent/Teacher Interviews
August 31	PowerSource Professional Development (All teachers and Staff)
September 1	First Day of School for All Scholars (Grades K-12)
September 7	Labor Day (Schools and Offices Closed)
September 15	Alcorn -Vare- Audenried Board Meeting @ Vare
September 16	Professional Development (All Scholars Dismissed at 12:00 PM)
September 17	Bluford – Daroff Board Meeting @ Daroff
September 21 - 25	DRA Testing (K-3)
September 22	Creighton Board Meeting @ Creighton
September 24	Institute Board Meeting @ UICS
September 28	Religious Holiday (Schools and Offices Closed)
October 1	Principals' Meeting/Instructional Rounds @ Audenried
October 6	Interim Reports
October 9	Professional Development (All Scholars Dismissed at 12:00 PM)
October 13	Alcorn -Vare- Audenried Board Meeting @ Alcorn
October 17	Teacher Induction - 9:00 AM - 1:00 PM
November 3	Election Day - School-based Professional Development (No School for Scholars)
November 5	End of 1 <sup>st</sup> Marking Period
November 5	Principals' Meeting/Instructional Rounds @ Creighton
November 10	Creighton Board Meeting @ Creighton
November 11	Veterans' Day (Schools and Offices Closed)
November 14	Teacher Induction - 9:00 AM - 1:00 PM
November 19	Alcorn -Vare- Audenried Board Meeting @ Audenried
November 20	Parent/Teacher Report Card Conferences (All Scholars Dismissed at 12:00 PM)
November 26 - 27	Thanksgiving Holiday (Schools and Offices Closed)
December 1 - 15	Keystone Exams (Algebra I, Biology, and Literature)
December 3	Institute Board Meeting @ UICS
December 12	Teacher Induction - 9:00 AM - 1:00 PM
December 15	Alcorn -Vare- Audenried Board Meeting @ Vare
December 17	Principals and Assistant Principals' Meeting/Instructional Rounds @ Bluford

<b>Date(s)</b>	<b>Calendar Event</b>
December 17	Interim Reports
December 21- 24	Winter Recess (Schools Closed)
December 25	Winter Recess (Schools and Offices Closed)
December 28 - 30	Winter Recess (Schools Closed)
December 31 - January 1	Winter Recess (Schools and Offices Closed)
January 4 - 15	Keystone Exams (Algebra I, Biology, and Literature)
January 7	Principals' Meeting/Instructional Rounds @ Vare
January 11- 15	DRA Testing (K-3)
January 12	Creighton Board Meeting @ Creighton
January 14	Bluford – Daroff Board Meeting @ Daroff
January 15	Professional Development (All Scholars Dismissed at 12:00 PM)
January 16	Teacher Induction - 9:00 AM - 1:00 PM
January 18	Dr. Martin Luther King Jr. Day (Schools and Offices Closed)
January 21	Alcorn -Vare- Audenried Board Meeting @ Alcorn
January 28	End of 2 <sup>nd</sup> Marking Period
January 28	Institute Board Meeting @ UICS
February 4	Principals' Meeting/Instructional Rounds @ Alcorn
February 12	Parent/Teacher Report Card Conferences (All Scholars Dismissed at 12:00 PM)
February 15	Presidents' Day (Schools and Offices Closed)
February 16	Alcorn -Vare- Audenried Board Meeting @ Audenried
February 20	Teacher Induction - 9:00 AM - 1:00 PM
February 26	Professional Development (All Scholars Dismissed at 12:00 PM)
March 4	Interim Reports
March 4	Principals' Meeting/Instructional Rounds @ Daroff
March 12	Kindergarten Open House - 5:30 PM (Alcorn, Bluford, Creighton, Daroff and Institute)
March 11	Institute Board Meeting @ UICS
March 16	Alcorn -Vare- Audenried Board Meeting @ Vare
March 18	Bluford – Daroff Board Meeting @ Bluford
March 19	School-based Professional Development (No School for Scholars)
March 29 – April 2	Spring Recess (Schools Closed)
April 9	End of 3 <sup>rd</sup> Marking Period
April 13	Creighton Board Meeting @ Creighton
April 16	Parent/Teacher Report Card Conferences (All Scholars Dismissed at 12:00 PM)
April 19 - 23	PSSA English Language Arts (ELA) Testing (Grades 3-8)
April 20	Alcorn -Vare- Audenried Board Meeting @ Alcorn
April 21	Universal Audenried Professional Development (Grades 9-12 Scholars <u>only</u> Dismissed at 12:00 PM)
April 26 – April 30	PSSA Math, Science and Make-up Testing (Grades 3-8)
May 12	Universal Audenried Professional Development (Grades 9-12 Scholars <u>only</u> Dismissed at 12:00 PM)

Date(s)	Calendar Event
May 13	Religious Holiday (Schools and Offices Closed)
May 13	Institute Board Meeting @ UICS
May 14	Principals' Meeting/Instructional Rounds @ Institute
May 17 - 28	Keystone Exams (Algebra I, Biology, and Literature)
May 17 - 21	DRA Testing (K-3)
May 20	Alcorn -Vare- Audenried Board Meeting @ Audenried
May 28	Professional Development (All Scholars Dismissed at 12:00 PM)
May 31	Memorial Day (Schools and Offices Closed)
June 1	Creighton Board Meeting @ Creighton
June 3	Bluford – Daroff Board Meeting @ Daroff
June 9 - 11	Graduation/Move-up Day Window
June 14	Professional Development (All Scholars Dismissed at 12:00 PM)
June 15	Last Day for Scholars (All Scholars Dismissed at 12:00 PM)
June 18	Last Day for All Teachers and Staff
June 22	Principals' and Assistant Principals' Meeting @ Audenried
June 30	Last Day for 10-month Principals and Assistant Principals

**Total Teacher and Staff Days: 196**

**Total Scholar Days: 180 (Grades 1-12)**

AUDENRIED BELL SCHEDULES  
School Year 2020-2021 (Subject to Change)

Regular Schedule											
A DAY						B DAY					
	Freshmen		STEM		ARTS		Freshmen		STEM		ARTS
1st	8:00-8:49	1st Block	8:00-9:40	1st	8:00-9:40	1st	8:00-8:49	1st	8:00-9:40	1st	8:00-9:40
2nd	8:52-9:40	2nd Block	9:43-11:23	2nd	9:43-11:23	2nd	8:52-9:40	2nd	9:43-11:23	2nd	9:43-11:23
3rd	9:43-10:32	L	11:26-11:56	3rd	11:26-1:06	3rd	9:43-10:32	L	11:26-11:56	3rd	11:26-1:06
4th	10:35-11:23	3rd	11:59-1:39	L	1:09-1:39	4th	10:35-11:23	3rd	11:59-1:39	L	1:09-1:39
5th	11:26-12:15	4th	1:42-3:22	4th	1:42-3:22	5th	11:26-12:15	4th	1:42-3:22	4th	1:42-3:22
L - 6th	12:18-12:48					L - 6th	12:18-12:48				
7th	12:51-1:39					7th	12:51-1:39				
8th	1:42-2:31					8th	1:42-2:31				
9th	2:34-3:22					9th	2:34-3:22				

  

Half Day Schedule											
A DAY						B DAY					
A/B Day	Freshmen		STEM		ARTS	A/B Day	Freshmen		STEM		ARTS
1st/5th	8:00-8:57	1st	8:00-8:57	1st	8:00-8:57	1st/5th	8:00-8:57	1st	8:00-8:57	1st	8:00-8:57
2nd/7th	8:57-9:54	2nd	8:57-9:54	2nd	8:57-9:54	2nd/7th	8:57-9:54	2nd	8:57-9:54	2nd	8:57-9:54
3rd/8th	9:54-10:51	3rd	9:54-10:51	3rd	9:54-10:51	3rd/8th	9:54-10:51	3rd	9:54-10:51	3rd	9:54-10:51
4th/9th	10:51-11:48	4th	10:51-11:48	4th	10:51-11:48	4th/9th	10:51-11:48	4th	10:51-11:48	4th	10:51-11:48
L	11:48-12:00	L	11:48-12:00	L	11:48-12:00	L	11:48-12:00	L	11:48-12:00	L	11:48-12:00

  

Two Hour Delay Schedule											
A DAY						B DAY					
	STEM (1st Lunch)		Freshmen		ARTS (3rd Lunch)		STEM (1st Lunch)		Freshmen		ARTS (3rd Lunch)
1st	10:00 - 11:10	1st	10:00 - 11:10	1st	10:00-11:10	1st	10:00 - 11:10	1st	10:00 - 11:10	1st	10:00-11:10
2nd	11:13 - 12:23	2nd	11:13 - 12:23	2nd	11:13-12:23	2nd	11:13 - 12:23	2nd	11:13 - 12:23	2nd	11:13-12:23
L	12:26 - 12:56	3rd	12:26 - 1:00	3rd	12:26 - 1:36	L	12:26 - 12:56	3rd	12:26 - 1:00	3rd	12:26 - 1:36
3rd	12:59 - 2:09	L	1:03 - 1:33	L	1:39-2:09	3rd	12:59 - 2:09	L	1:03 - 1:33	L	1:39-2:09
4th	2:12 - 3:22	3rd	1:36 - 2:09	4th	2:12-3:22	4th	2:12 - 3:22	3rd	1:36 - 2:09	4th	2:12-3:22
		4th	2:12 - 3:22					4th	2:12 - 3:22		



## **MISSION, VISION, AND CORE BELIEFS**

### **MISSION**

Universal Companies' mission is to provide a rich and high quality education for every scholar to prepare them for college, technical school, and entrepreneurs that lead to a sustainable career in the 21<sup>st</sup> century and build altruistic alumni who contribute to the transformation of their communities as future leaders and positive members of society.

### **VISION STATEMENT**

Universal Audenried Charter High School (UACHS) equips all scholars with the academic abilities, character strengths, and communication skills needed to succeed in a globally competitive marketplace.

### **GOALS**

UACHS will:

- Communicate school behavioral and academic standards and expectations clearly and regularly to scholars and parents.
- Consistently enforce school policies of discipline, academic standards, and community involvement.
- Encourage individual and group success in projects, standardized testing, attendance, and graduation rate.
- Prepare scholars for college and careers in a diverse, high-performing workforce or military service.
- Enhance teachers' education, training, and expertise in the classroom and across disciplines.
- Provide the community with well-rounded citizens who contribute to its social and political life.
- Provide each scholar with a Personal Educational Plan (PEP) in one of three academies:
  - Freshman Academy
  - Arts Academy
  - STEM Academy

## **ENROLLMENT POLICY**

Universal Audenried Charter High School (UACHS) is a charter school with limited enrollment. Therefore, admission is through application and is on a first come, first served basis with preference given to neighborhood scholars. Scholars are admitted based on available grade slots. All required documents must be submitted before scholars are fully enrolled.

## **STUDENTS EXPERIENCING HOMELESSNESS**

Homeless students are defined as individuals lacking a fixed, regular and adequate nighttime residence, which include the following conditions:

- Sharing the housing of other persons due to loss of housing or economic hardship
- Living in motels, hotels, other temporary locations due to lack of alternative adequate accommodations
- Living in emergency, transitional or domestic violence shelters
- Abandoned in hospitals.
- Awaiting foster care placement
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings
- Living in cars, parks, public spaces, abandoned building, substandard housing, transportation stations or similar settings
- Living as migratory children in conditions described in previous examples
- Living as run-away children.
- Abandoned or forced out of homes by parents/guardians or caretakers
- Living as school-aged parents in houses for school-aged parents if they have no other available living accommodations

Services for homeless students:

- Immediate enrollment
- Transportation
- Uniform
- School supplies
- Student support services
- Referrals for shelter and/or housing assistance

## **UNIVERSAL AUDENRIED CHARTER HIGH SCHOOL HOURS**

Scholars will be in school Monday, Tuesday Wednesday, Thursday, and Friday from 7:55AM to 3:22PM. Doors will open everyday for breakfast at 7:30AM. Early dismissal: School will end 11:48 AM. Credit Recovery classes: 3:30PM – 6:30PM. Special Closings will be announced via radio (Listen to KYW 1060 AM) or Parent Link.

## **UNIVERSAL AUDENRIED EMERGENCY/SNOW DAYS CLOSING PROCEDURE**

UACHS will communicate via the school website, telephone and e-mail of school closings and dismissals. Most local radio stations, TV, and Cable TV stations broadcast school closings. This information will be provided very early in the morning broadcasted at 5:00 am. If it becomes necessary to close during the school day, information will be forwarded to local radio stations, and local television networks. E-mails and automated telephone calls will also be used to notify families.

## **EMERGENCY DRILLS**

Scholars will participate in evacuation drills each month; this includes fire drills and school lock-down drills.. These unannounced drills are to prepare scholars and staff for any emergency that may arise which would require the building to be evacuated. We ask that you reinforce the importance of following fire drill evacuation procedures at home.

## **EMERGENCY CONTACT INFORMATION**

It is imperative that Universal Audenried Charter High School have, on record, the current and up-to-date home telephone numbers, parent/guardian cell phone numbers, home addresses, parent email addresses, and emergency contact information for each scholar. This is a matter of child safety in case of sudden illness or any emergency situation that may arise. This information is also necessary to notify parent/guardians of any academic, behavioral, or attendance concerns. If a scholar moves and/or changes phone numbers, the parent must contact an administrative assistant in the main office with the new information immediately and provide appropriate documentation. This is the responsibility of the guardian.

## **UNIVERSAL AUDENRIED SCHOOL FOOD PROGRAM**

Universal Audenried Charter High School provides a free breakfast and lunch program through *Universal Companies Food Services*. The scholars will receive breakfast and lunch everyday in the Universal Audenried Charter High School Cafeteria. Scholars may not bring outside food or drink unless a note is provided by a medical professional.

## **ATTENDANCE EXPECTATIONS**

In Pennsylvania, school attendance is required for all children ages 8 to 17. "Attend school" means that a child must be enrolled and attend a public school, a charter school, a cyber charter school, or a private or religious-based school, or else participate in an approved home-schooling program. Once a scholar of age 5 or older is registered for school, he/she is considered school-age and is required to attend school daily. If the scholar/family does not comply, they can be referred to DHS for truancy services.

Pennsylvania Department of Education regulations state that children are considered school age from the time they are admitted to the public school educational program until graduation from high school or the age of 21 is reached. During the time a child is of school age, he/she is entitled to attend Universal Audenried Charter High School or a charter school. Scholars who turn 21 during the school term are entitled to finish out the school year.

### **Parents/Guardians are Expected to:**

- Ensure that their children between the ages of 8 and 17 are enrolled in school and attend school regularly, on time, and for the entire school day.
- Emphasize the importance of on-time attendance in school, class and supervised activities; celebrate good attendance and success.
- Ensure that their child receives the periodic scholar health examinations that are required by law.
- Schedule family vacations to coincide with school recesses
- Call the school when their child is absent
- Provide a written excuse for every absence when their child returns to school.
- Provide a written excuse for every late arrival and early departure.
- Provide the school with correct current addresses, emergency contacts, home, cell and work telephone numbers, e-mail addresses at the beginning of each school year and update information whenever there are changes.
- Help develop and implement the individualized plan for their child's improved attendance when necessary.
- Send their child to school every day prepared to participate and learn by encouraging a good night's sleep and breakfast.
- Make personal appointments for their child outside of the school day or during school breaks as often as possible.

### **When Can a Child be Absent?**

Sometimes scholars have to miss school. These "excused absences" apply under circumstances such as illness or injury, teen parent leave (six weeks or 30 school days) after the birth of a child, death/funeral-related absence,



education-related trips or activities, suspension, and religious holidays. A written notice from a parent or guardian must be submitted to the school immediately upon a scholar's return to school. Such notice must include a valid telephone number or other means of contact for verification purposes. Certification of illness/injury/delivery is required if the absence extends for three or more consecutive days. The scholar/family has three days from the date of the absence to provide documentation to the school for an excused absence. After the third day, the school principal or designee has the discretion to approve or deny the note.

An "unexcused" or "illegal" absence occurs when a scholar is absent without a valid excuse in writing. That means that either no written notice was submitted to the school upon the scholar's return or that the reason provided in the notice was deemed invalid. Examples of invalid excuses include (but not limited to) babysitting, waking up late, or being on vacation with family.

The note must be provided to the scholar's counselor.

### **Responses to Non-Attendance (Truancy)**

A scholar who is absent from school without a valid excuse is considered "truant". A pattern of truancy can lead to a variety of interventions or penalties, depending upon the circumstances. On the school level, truancy will result in a School Attendance Improvement Plan and may result in a referral to the Department of Human Services/Truancy Court.

### **What is an Attendance Improvement Conference?**

An Attendance Improvement Conference is a meeting scheduled to identify the barriers to regular school attendance and develop interventions that will eliminate or reduce the barriers. The school will hold the conference even if the parent declines to participate or fails to attend after the school provides advance written notice and makes attempts to communicate via telephone. The school will document the outcome of the attendance conference in a written attendance improvement plan (SAIP).

Suspension from school or transfer to an alternative educational setting is not a permissible response to truancy.

The school will notify, in writing, the parent/guardian within ten (10) school days of the child's third unexcused absence that the child has been "truant". This notice will:

1. Include a description of the consequences that will follow if the child becomes habitually truant in the future;
2. Be in the mode and language of communication preferred by the parent/guardian; and
3. Include the offer of an Attendance Improvement Conference

According to the Compulsory School Attendance Law, a judge or hearing officer may require scholars and/or their parents/guardians to do any or all of the following:

- Appear at a hearing regarding the scholar's truancy.
- Perform reasonable school or community service for a period designated by the hearing officer.
- Complete a parenting education program
- Obtain counseling or other supportive services, including a re-entry, or other service plan determined appropriate by authorized school officials.
- Pay a fine up to \$750
- Pay court costs
- Serve up to three days in county jail
- Referral to Children and Youth Services for a second conviction in three (3) years.
- Send a record of certified conviction to the Department of Transportation (DOT) for license suspension.

Children who are truant may be declared dependents of the state as part of the adjudication process.

\* scholars who miss school due to a suspension may not participate in after school activities, including as a spectator, on the date of the suspension.

\* Grading: It is the expectation that scholars' grades be a valid representation of the scholars attendance. A scholar who is absent from class 5 times during a marking period can fail the class.

### **MISSING ASSIGNMENTS: Make-Up Policy**

Scholars with excused absences may collect missing work upon return to school. Scholar is responsible for providing counselor with a valid excuse note prior to receiving missed assignments. All missing assignments are due to the instructor three days after it is distributed to the scholar. Scholars are responsible for requesting, collecting and completing all missing assignments. If assignments are submitted late, scholars will not receive credit for the assignments. In addition, **any scholar with unexcused absences or unexcused lateness to class will not receive credit for any missing assignments.** They are however, encouraged to complete the assignments as content will be on assessments and standardized tests.

\* All assignments missed as a result of an absence should be made up for each class. scholars will not earn credit for assignments that have not been completed and submitted to their respective teachers.

\* scholars should not be permitted to make-up work if the absence is not excused.

### **LATENESS TO SCHOOL**

All scholars are required to enter school prior to the first bell at 8:00 am. A scholar coming in after 8:00 am is late.

Late Scholars will be issued a late pass from the climate staff at the scan. The pass is time stamped. Scholars have five minutes to enter their first period classroom. After the third lateness students will be issued an administrative detention to be served on the day of their third lateness. Failure to attend the detention will result in a mandatory parent conference.

Scholars who arrive after 9:00 will be issued an immediate detention to be served the same day.

### **LATENESS TO CLASS**

Occurs when a scholar arrives to a class after the late bell without authorization. Teachers will record all lateness in Powerschool by the end of the period. Scholars who are late may lose credit for work missed. Scholars with repeated lateness to class will receive consequences.

### **EARLY DISMISSAL REQUESTS**

Whenever possible, appointments should be scheduled after school hours as they can interfere with your child's learning program. When children have an appointment that requires them to leave early, the following procedure must be followed:

Scholars who are accompanied by an official parent or guardian may be escorted from the building. The guardian must sign the child out at the office. Those picking up scholars, including parents, may not go directly to the child's classroom and must provide office staff.

No scholar in grades 9, 10, or 11 will be permitted to leave at any time during the school day for any reason without being escorted by a parent or guardian who is on record as an official parent or guardian or emergency contact.

Scholars in grade 12 may be dismissed without a parent/guardian if they provide a note on an official letterhead and signed by a doctor or government official to their counselor.

Teen parents who participate in the ELECT program and receive administrative approval may be permitted to exit the building early.

Scholars that have scheduled activities off campus (CCP) must not be allowed to leave their scheduled class early. They must remain until the end of the course.

Certain disciplinary infractions may call for a scholar's immediate dismissal from the premises. Parents will be contacted for approval. If approval is granted the scholar will be dismissed from the premises with written notification of the disciplinary consequence, and the date and time of the parent conference, if necessary. If approval is not granted the scholar will not be permitted to return to class.

### **SCHOLAR IDENTIFICATION CARDS**

Scholars must have school identification at all times in school. They must be able to present identification at all school activities, and upon request by any school staff. One photo ID will be issued. The ID card is required to enter and leave the building. The ID card will no longer be valid once a scholar has graduated or been dropped from enrollment. Scholars who forget their ID card on any given day must sign in at the entry point and may be fined \$1.00. Scholars are required to carry their school issued identification card at all times when in the school building. Scholars need ID cards to obtain transpasses, attend school trips and access the school's technology. Lost cards must be replaced. Replacement cards cost \$7.00. Each day that a scholar does not have an ID card they may be charged \$1.00. When a scholar has outstanding debt the school will deny scholar records, transcripts and diplomas until debts are paid.

### **SCANNING of IDENTIFICATION CARDS**

ALL SCHOLARS are required to show, as well as, scan their scholar ID cards at the security checkpoint area when they enter the building. Scanning scholar ID cards is an essential part of the security and attendance process at UACHS. Failure to scan the scholar ID card at one of the security checkpoint scan stations, or fill out one of the appropriate daily attendance forms is a security violation. Any scholar found purposely violating this school security procedure will not be allowed to enter the building. Using someone else's ID card is strictly prohibited. ALL VISITORS are required to pass through the security checkpoint at the front entrance and will then be directed to the Front Desk. At this location they are to sign-in and obtain a visitor's pass before entering the Main Office. Once there, our office staff will contact the person with whom the visitor wishes to meet.

### **TRANSPASS DISTRIBUTION**

The School District of Philadelphia's Department of Transportation identifies scholars who qualify for free transpasses. Scholars must live 1.5 miles away from the school according to the technology in use at the School District of Philadelphia. Their names appear on a computer print out each week. Scholars must attend school regularly in order to be issued their transpass. Scholars must show their UACHS ID Card to obtain their transpass. Transpasses will be issued to scholars on Mondays and Fridays during lunch. If a scholar is absent Friday and Monday they must provide the Counselor with a valid note excusing their absence. They will then be provided with documents in order to obtain their transpass from the school operations officer. Transpasses are the responsibility of individual scholars. Scholars who misplace their transpass for any reason the school will not be able to replace the transpass.

## **LOCKER EXPECTATIONS**

All lockers assigned to scholars are the property of Universal Audenried Charter High School. Lockers are not private property, At no time does the school relinquish its exclusive control of its lockers. scholars will be assigned a locker only after they and their parents have read and signed the Locker Contractual Agreement found in the Code of Conduct.

Scholars may only store their belongings in their assigned locker and must keep the locker that is assigned to them by the school administrator. They cannot move their belongings to any other locker to which they are not assigned. Any scholar found using a locker other than the one assigned or allowing other scholars to store items in their assigned locker, is subject to having their locker privileges revoked.

Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items that cause interference with school purposes or that violate school rules. To avoid rodent and insect infestation, no food products are allowed in any locker overnight. Lockers are not burglar proof and scholars should not leave valuables such as money, electronics, and expensive personal property in the lockers. The school is not responsible for money or any valuables left in the locker. Locker use should be limited to before and after school, class transitions, and lunch.

### **What are the expectations for scholar locks?**

The school principal or his/her designee shall have custody of all combinations to all lockers and/or locks. scholars are prohibited from placing their own personal locks on any locker. All unauthorized locks (ones which the school does not have direct access) will be cut off from the locker. Scholars should make sure the lock is secure after using lockers and report all incidents to a climate staff member or administrator when locks and/or lockers have been tampered with.

### **What will happen if a locker search is conducted?**

Scholar lockers are the property of the school and may be subject to search by an administrator at any time with reasonable suspicion to protect the health, safety and welfare of others. Other reasons for a search of a scholar's locker would be a complaint or evidence of foul odors emanating from a locker or the leaking of any wet or dry substance. Accordingly, the principal or designee may search lockers and locker contents at any time, without notice, and without parent/guardianship or scholar consent.

## **SCHOOL PROPERTY**

All lockers, locks, books, equipment, musical instruments, and other materials issued to scholars remain the property of the school. Payment must be made for items that are lost or damaged before replacements will be issued. Scholars and families will be billed for items lost and or damaged. If money is owed for school property, scholars may be ineligible for school activities and graduates will not receive their diplomas, report cards will be withheld, and records will not be forwarded for transfers or early college acceptance.

## **SEARCH AND SEIZURE**

Scholars shall be free from unreasonable search and seizure of property as guaranteed by the Fourth Amendment of the U.S. Constitution. This individual right is balanced by the school's responsibility to protect the health, safety, and welfare of others. Scholar lockers are the property of the school and may be subject to search by an administrator at any time with or without reasonable suspicion to protect the health, safety, and welfare of others. Search of individual scholars shall be based upon reasonable suspicion that the scholar's property or personal automobile contains illegal substances, items or material detrimental to the safety and welfare of other scholars or staff or in violation of the law or the Universal Family of Schools Code of Conduct. Scholars are responsible and accountable for the contents of all items found in their lockers, book bags, purses, and any bags or containers used to carry personal property. All alcohol, drugs, drug-like substances, look-alike substances, and/or drug paraphernalia found in a scholar's possession shall be turned over to the

principal or administrator and be made available, in the event of a medical emergency, for identification. A request for analysis shall be made when appropriate.

### **CELL PHONES, CD/MP3 PLAYERS, iPods, ELECTRONIC DEVICES**

UACHS developed and will enforce regulations prohibiting the use of electronic equipment including cell phones, iPods, MP-3 players, etc. by scholars. **These items are not to be seen or heard.** Scholars are urged not to bring these items to school. Scholars, who feel the need to carry these items for personal reasons shall assume full responsibility and liability for such items. If a scholar uses these items during classes, faculty and staff have the authority to collect such items and deliver them to a Dean of Scholars or an Administrator. If the electronic devices is confiscated, it will be returned at the Administrator's discretion. Refer to the Universal Family of Schools Code of Conduct for consequences, if the rules are violated.

### **GRADE BOOKS:**

Parents have access to all grades on PowerSchool. All teachers will utilize the PowerSchool System. This will be monitored by administration. Gradebooks should be updated regularly (a weekly basis) to ensure that scholars and parents alike have the most up-to-date data regarding grades. Families and Scholars may utilize PowerSchool Gradebook to view current grades at [universalcompanies.powerschool.com/public](http://universalcompanies.powerschool.com/public). If parents or scholars are not aware of how to log-in to PowerSchool, they may reach out to a teacher, counselor, or Assistant Principal to acquire information on how to access the information.

### **HOMEWORK**

Universal Family of Schools require home assignments: "a homework assignment should be made as an extension or follow-up of clearly defined school activities." Homework of this type provides opportunity for scholars to become self-directive. There are many worthwhile home activities that may be used to reinforce and enrich school experiences.

Homework is not necessarily a written assignment. Homework may be planned to offer the necessary practice in fundamental skills and/or to provide practical experience.

Scholars are expected to have homework assignments in all academic subjects on a regular basis; and in other subject areas when required for a particular activity. Frequency and amount of homework will vary according to the needs of the scholar, the subjects involved, and the teacher's requirements. Homework may include written, oral, reading, study, or other creative assignments. Group and individual assignments may be used as well as whole-class assignments. Should you have any questions regarding your scholar's homework, please contact the staff directly.

### **HIGH SCHOOL GRADING POLICY**

Universal Family of Schools directs that evaluation of scholar progress be based on various aspects of performance as measured against standards for the respective grade or subject. The requirements for evaluation shall take into consideration the ability, aptitude, cultural background, and other characteristics of the scholar.

Grading shall be based on (1) achievement as it reflects a reasonable and conscientious effort on the part of the scholar to fulfill in quantity and quality the requirements of the course, (2) the ability of the scholar as it relates to the scholar's demonstrated effort, and (3) other criteria may be utilized.

### **SPECIAL EDUCATION/HOMEBOUND GRADES**

Homebound scholars will receive all grades in all subjects from the homebound teacher for the length of time enrolled in homebound. Special education scholars will receive progress reports at parent request and with report cards. Progress will be based on long term and short-term objectives as reflected on the Individualized Education Program (IEP).

## QUARTERLY COURSE EXAMS

Every class at UACHS will conduct a quarterly examination. This will be a culmination of all course work covered so far this year. Each exam will be a stand alone grade and count as 5% of the scholars end of year final grade.

## TRANSFER SCHOLARS

If a scholar transfers into the system during the school year and brings letter grades, the letter grades will be converted to numerical grades using the following scale:

A	95
B	85
C	75
D	65
F	60

## TRANSCRIPT/GRADE POINT AVERAGE

On the transcript, the final end-of-course average shall be converted to a letter grade using the following scale:

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	65-69	1.0
F	0-64	0.0

The first transcript will carry the end-of-course average in the form of a letter grade for courses attempted. The transcript will reflect a 4.0 grading scale. The final grade point average(s) shall be computed to thousandths and rounded to hundredths.

Scholars who transfer in with missing transcripts will be placed in their previous grade until proof of credits become available.

## ADDITIONAL INFORMATION

- Subject marks are cumulative and represent what a scholar has earned.
- Behavior marks are not cumulative
- Make-up exams may be given for excused absences only. An exam different from the original exam should be administered; the re-exam must be at least as difficult as the original exam.
- Assignments that do not meet deadlines may be rejected entirely or given reduced grades.
- Discuss extenuating cases with the Administrative Team.

## GRADUATION REQUIREMENTS

### 1) Earned Credits

<u>Category</u>	<u>Credit Amount</u>
English	4
Math	4*
Science	3*
Social Studies	4
Physical Education	1

Health	.5
Career and Technical Ed	6
Art & Humanities	3^
Total	25.5

\* 7 Math and Science credits total

^ Art and Humanities include, but are not limited to Art, Drama, Foreign Language, Music, and other similar courses.

Transfer Scholars will be required to complete CTE credits on a sliding scale determined by the year they transfer to Universal Audenried.

- 10th Grade: 6 CTE Credits
- 11th Grade: 4 CTE Credits
- 12th Grade: 2 CTE Credits

**2) Senior Project - Comprised of a research paper and CTE Symposium Project**

**3) Pass all three Keystone Examinations or equivalent as determined by the state of Pennsylvania (Class of 2020 and beyond)**

**4) 20 Hours of Community Service**

\*Students must have also returned all Universal Audenried property and paid any outstanding fees.

#### **ELIGIBILITY STANDARDS FOR ATHLETICS**

UACHS developed a policy on scholar participation in high school sports. All scholars entering the 9th grade for the first time are eligible to participate in sports until the end of the first report period. From the end of the first report period forward, the academic eligibility provisions for all scholars participating in sports is a **grade point average of 2.0**.

#### **HIGH SCHOOL ATHLETICS: ELIGIBILITY REQUIREMENTS NCAA GUIDELINES**

The UACHS has joined the Pennsylvania Interscholastic Athletic Association (PIAA) and must adhere to all requirements set forth by the PIAA and NCAA regarding academics, attendance, age, citizenship and behavior. Scholars who have reached their 19th birthday by June 30th are ineligible to participate in a sport. Scholars are eligible only at the school at which they are **enrolled. Scholars must be regularly enrolled in school and in full-time attendance there. If scholars are absent from school during a semester for a total of 10 or more school days, they will lose eligibility until they have been in attendance for a total of 45 school days following their 20th day of absence.**

**Scholars are eligible only if there is on file with the principal of the school, before he/she begins practice, an official PIAA certificate signed by a parent/caregiver consenting to participation in the particular sport involved.**

Scholars who are suspended either in-school or out-of-school will be ineligible to participate in any school related extracurricular event.

1. Scholars must pursue a curriculum defined and approved by the principal as a full-time curriculum.

2. Scholars may not be failing more than two of their subjects as of each Friday during the grading period. If a scholar fails to meet this requirement, they will lose their eligibility from the following Sunday through the Saturday immediately following the next Friday as of which they meet this requirement.
3. Scholars must have passed at least six courses or the equivalent during the previous grading period, except that eligibility for the first grading period is based on their final grades for the preceding school year. If scholars fail to meet this requirement, they will lose their eligibility for at least 15 school days of the next grading period, beginning on the first day report cards are issued.

Universal Audenried currently has the following sports teams:

- |                                  |                 |
|----------------------------------|-----------------|
| - Basketball (Girls and Boys)    | - Track & Field |
| - Football (Co-op with Southern) | - Volleyball    |
| - Baseball                       | - Cheerleading  |

### **UNIVERSAL AUDENRIED EXPECTATIONS**

All UACHS community members, including families and scholars are expected to follow the Universal Family of Schools Code of Conduct.

All disciplinary actions for misconduct will ultimately reach a conference between the teacher and/or administrator, scholar, and parents, in a timeframe corresponding to the severity of the infraction. These conferences will be preceded by written notification to the parent or guardian.

As a means of ensuring a safe environment, scholars, staff, and/or parents who become aware that a fellow scholar is in possession of illegal substances, firearms, weapons or any items that could endanger his/her safety or the safety of others, has a duty to inform an adult such as a fellow parent, teacher, counselor, director or staff member, from amongst our community.

### **SCHOOL UNIFORM POLICY / DRESS CODE GUIDELINES**

The dress code was developed to establish a friendly and professional atmosphere that promotes pride, respect, and safety for the scholars and staff. As a family of professionals, our basic standard for scholars is professional dress, and for each to take pride in their appearance. School is a place of business and education is the scholar's job. We depend on our parents to support and assist us in maintaining our dress code standards. The following dress code guidelines are enforced daily at Universal Audenried Charter High School. The uniform **MUST** be worn everyday. Dress-down days are only allowed with the principal's approval, and only apply to that particular day.

#### **UNIFORM**

1. Official Universal Audenried Collared Shirt or Audenried sweatshirt.
2. Tan/Khaki Bottoms with pockets in the front and back.
3. It is preferred that scholars must wear all black, all brown, or all navy shoes.
4. Scholar may wear religious attire.
5. Scholars can wear a blue or black sweater on top of the official Audenried polo shirt.
6. Shirts that are worn under the official Audenried uniform shirt can be of any color.

#### **Not Permitted:**

- Body piercings or chains (earrings are allowed, except large hoop earrings)
- Bandannas, hair scarves, curlers, sweatbands, and/or wave caps
- Denim pants, leggings, tights or any leg covering consisting of denim
- Hair grooming on campus or combs/brushes worn in hair



- Clothing or accessories with graffiti
- Ripped or torn clothing with holes
- Open toe sandals or shoes
- Hoodies

Inappropriate items may be confiscated at the discretion of administration. In addition, any attire deemed inappropriate will be addressed by administration. In addition, the scholar may also receive a disciplinary consequence for violating the school's dress code. **(If you are not sure, do not wear it.)**

### **SCHOLAR HEALTH SERVICES**

The school nurse handles a variety of scholar concerns each day and maintains medical records on each scholar. Please inform the nurse of any special health problems. When the nurse is not in school, the principal (or designee), who has received training by the nurse, may administer medication under the guidelines established by the Pennsylvania Health Services Commission.

If a child becomes ill during the school day, he/she will be given immediate attention. You will be called if your child is too ill to return to class. Please advise your children that they should not personally call home if they feel ill but should go directly to the nurse's office or the principal.

Please complete the **Emergency Contact Form and the Scholar Medical History Form** for the school nurse by the first day of the school. These forms provide important information, which can help to keep your child safe and healthy during school hours. Please note that it is still the parent/guardian's responsibility to directly inform the nurse of any special medical conditions or needs by phone or in person.

### **IMMUNIZATION OF SCHOLARS**

**All scholars must be completely immunized or exempted before admission to any public, parochial or private school in Pennsylvania. This is a requirement of the Pennsylvania Department of Health, Philadelphia County Board of Health and Universal Audenried Charter High School.**

The purpose of requiring immunization is to protect scholars from preventable communicable diseases and their medical and educational complications.

There are two exemptions:

- Religious Exemption – Pupils need not be immunized if the parent/guardian objects in writing to the immunization on religious/ethical grounds. However, please be advised that a formal application must be submitted to UACHS board for approval.
- Medical Exemption – Pupils need not be immunized if a physician or his designee provides a written statement that immunization may be detrimental to the health of the child. When the physician determines that immunization is no longer detrimental to the health of the child, the medical exemption ceases to be valid and the child must be immunized.

In the event of an outbreak of a disease for which the child is exempt from the requirement to be immunized, that child will be excluded from school until a competent medical authority determines that the child may return, or until the child is appropriately immunized.

When transferring from one school to another, parents should request the Certificate of Immunization from the current school and take it to the new school. No pupil will be admitted to a new school without the certificate. The Certificate of Immunization shall follow the scholar when he/she transfers, graduates, withdraws or otherwise leaves UACHS.

## **MEDICATION POLICY**

**For the safety of all scholars, NO medication (this includes prescription and over-the-counter medicines, may be given OR taken in school unless we have ALL of the following in the health office:**

1. Written orders from the scholar's health care provider
2. Written permission from the parent/guardian
3. Properly labeled medicine (in a container from the pharmacy or the health care provider, including the date the prescription was filled)

This medication **process must be restarted each school year**, beginning with the first day of school and ending on the last day of school.

Under special circumstances, the school nurse may give permission for the scholar to take his/her own medication if the **Scholar Contract Form** has been completed and signed by the parent/guardian and the scholar.

## **CONFIDENTIALITY STATEMENT**

UACHS maintains a firm policy regarding the confidentiality of its scholars, and prohibits the discussion of any scholar or matters pertaining to scholars in any public venue.

## **CHILD ABUSE AND NEGLECT**

It is the policy of the UACHS that all of its employees are to be aware of, and comply with, the Child Protective Services law of the Commonwealth of Pennsylvania. This law makes it mandatory for UACHS employees to report suspected cases of child abuse and/or neglect to the Administration, and required, by law, to file a report with the Department of Human Services. Compliance with the laws of Pennsylvania, and the policies of UACHS, will serve to protect everyone concerned.