

SCHOLAR & STAKEHOLDER HANDBOOK

2020/2021

UPROAR LEADERSHIP ACADEMY
5500 NORTH TRYON | CHARLOTTE, NC 28213

Welcome to UpROAR Leadership Academy (ULA). In applying our lifelong learning philosophy to the ULA, we are adjusting our focus from discipline to leadership. We are still committed to providing your child with the finest education possible, but are committing to creating lifelong learners who are also leaders: in their school; in their homes; in their communities; in their lives.

We are proud to present to you our Scholar/Stakeholder Handbook. Like our Scholars, this is an ever evolving document that strives to stay current with academic and cultural trends. Our goal throughout this experience is to provide students with the critical thinking, character building, academic and practical tools that will help them graduate high school and succeed in all levels of their post-secondary, professional and personal life. This document, the Student Manual of Academy Required Tasks (SMART), gives each Scholar-Scholar the basic information necessary for them to achieve the goal of excelling in the program and graduating from Uproar Leadership Academy (ULA).

The SMART document provides information about Scholar Code of Conduct and Core Values, the proper wearing of the uniform, details about day to day education, and discipline procedures. Our mission remains “To develop leaders of tomorrow within a structured quasi-military environment focused on character development, high academic standards, and post-secondary readiness”.

Our hope is that Scholars and Stakeholders will find the SMART document to be a useful reference throughout the upcoming school year. In order for UpROAR Leadership Academy to continue to function effectively and efficiently everyone must understand our school policies. The expectation is for all of our Scholars to know the information in this handbook. We urge you to keep it handy for a quick reference throughout the school year.

If you have any questions at any time, please do not hesitate to contact any member of our administrative team.

Sincerely,

Genesisia Newsome

Director

INTRODUCTION

On 17 March 2020, North Carolina went on lockdown due to the spread of the Coronavirus disease 2019 (COVID-19). Since then, our understanding of the disease and the steps that can be taken to mitigate its effects have increased greatly. UpROAR Leadership Academy has kept abreast of the recommendations of the Center for Disease Control (CDC) and the North Carolina Department of Health and Human Services (NCDHHS) and continues to follow and implement them. As a result, we have/will take the following actions to ensure the health and safety of our scholars, stakeholders and staff.

1. The professional cleaning and sanitizing of the schoolhouse before students arrive.
2. Weekly professional cleaning of high touch points throughout the school
3. The removal of all carpeting in instruction spaces.
4. The placement of hand sanitizer dispensers in every classroom and throughout the school.
5. The placement of signs throughout the building identifying “Face Covering Do’s and Don’ts”, “How to Protect Yourself and Others” and “Stop the Spread of Germs”.
6. The implementation of temperature checks for ALL staff and scholars prior to their entering the building.
7. The implementation of social distancing throughout the building and of desks within the classroom.
8. The creation of cohort classes (non-mixing of students between classes).
9. The cleaning of classrooms after each class.
10. The cleaning of restrooms after each class uses them
11. The requirement that all bus riding scholars get their temperatures checked before boarding the bus.
12. The requirement that there be one scholar to a seat on the bus and that all scholars keep their masks on throughout the ride.
13. The requirement that all staff and scholars wear masks from arrival through the end of the school day.
14. The requirement that all scholars eat breakfast and lunch in the classroom.
15. All meals will be sealed and served individually to each scholar.

I. OVERVIEW

VISION

Opening doors to empower our Scholars through educational excellence.

MISSION STATEMENT

To develop leaders of tomorrow within a structured quasi-military environment focused on character development, high academic standards, and post-secondary readiness.

II. CODE OF CONDUCT

SCHOLAR'S HONOR CODE

UpROAR Leadership Academy embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the school, and represents the highest possible expression of shared values among the members of the academic community. The core values underlying and reflected in the Honor Code are:

CONFIDENCE: Belief in oneself and one's powers or abilities. (Dictionary.com)

Fairness is demonstrated so that every Scholar can experience an academic environment that is free from injustice, bias, or favoritism caused by any form of intellectual dishonesty. Fairness, or impartiality, is expected from our instructors and staff as they deal with each other, the students and Stakeholders. In addition, it is expected from our Scholars to the extent that they can understand the concept in accordance with their age.

Integrity of all members of the school community as demonstrated by a commitment to academic honesty and support of our quest for authentic leadership and learning. In addition, integrity should be exercised every minute of every day to create an honest, open and safe academic environment. The commitment to consistently doing what is right directly contributes to the effectiveness of the learning environment.

DISCIPLINE: is behavior exercised in accordance with rules of conduct. (Dictionary.com)

Loyalty by doing your share for yourself, your school, and your community. Believing in and devoting yourself to complete all tasks and goals assigned to you. Loyalty can also be demonstrated by completing tasks that can help advance peers, instructors, or ULA at large. It is looking out for the best interest of those you come in contact with.

Responsibility is recognized by all to demonstrate their best effort to prepare and complete academic tasks. Taking ownership for one's actions and accepting the consequences whether they be positive or negative.

RESPECT: is to hold in esteem or honor or show regard or consideration for others and oneself. Self - respect is having proper esteem and dignity for one's own character. (Dictionary.com)

Academic Honesty is demonstrated by students when the ideas and publications of others are properly cited in; Scholars do not provide unauthorized assistance to others; and Scholars report their research or accomplishments clearly and accurately.

Selfless Service is the commitment to going further, enduring longer, and recognizing what you can do to help ensure that you and your team are successful all around. It is exercised for the benefit of others despite discomfort or inconvenience to oneself.

The function of the Honor Code is to communicate the meaning and importance of intellectual honesty to all students of the school; to articulate and support the interest of the community in maintaining the highest standards of conduct in academic affairs; and to identify, sanction, and educate those who fail to live up to the stated expectations of the school community with regard to these standards.

III. OPERATIONS

Executive Leadership

Board of Directors - See Website

Founder/Executive Director - (Genesia Newsome) – Oversees the business operations of UpROAR Leadership Academy. Issues the direction for the Leadership team to follow.

Leadership Team

To ensure that UpROAR Leadership Academy provides equity to its staff, faculty, Stakeholders and students, ULA applies the North Carolina standards for School Executives to their Leadership Team. These include strategic, instructional, cultural, human resource, managerial, external development, micro-political and academic achievement principles that support lifelong learning and advancement for all involved in the academic education of our Scholars.

UpROAR Leadership Academy believes that school leaders should possess specific competencies and skills. These are:

1. A belief that all children can and will achieve.
2. Building relationships and influencing others by positioning oneself as a leader, motivating others to succeed, actively listening to others, effectively managing conflicts, enhancing the team oriented environment, and excellent communication skills.
3. Setting an environment of high expectations through ambitious goals, continuous monitoring of progress, holding others accountable and consistency of being and action.
4. Instructional leadership through an understanding of research-based instructional techniques, a focus on teaching and learning, and the use of observation and student-performance data to assess levels of learning. Facilitates professional learning communities to promote increased achievement.

5. Integrity through action aligned with beliefs; exhibiting and promoting high standards of honesty, fairness, stewardship, trust, respect and confidentiality. This includes exhibiting ethical and moral behavior throughout daily performance.
6. Endurance, initiative and persistence to overcome challenges in the academic environment; going above and beyond expectations while responding calmly and rationally in high stress situations.
7. Strategic decision-making and problem-solving through clear vision, thorough analysis, timely decision-making, logical action, and effective use of resources while maintaining a strong commitment to the organization's overall mission and vision.
8. Staff/faculty management through effective/authentic coaching and a continued focus on professional development and support of high morale

(<https://prinicpalpipeline.com.k12.nc.us/pages/define.aspx>)

SCHOOL PROPERTY & TECHNOLOGY

Media Center/Library

The Media Center/Library is provided for Scholars to conduct research and acquire information to complete assigned projects. It is also available for studying. Books are available to borrow and computers can be used for scholastic purposes.

The Media Center/Library will not be accessible due to restrictions dictated by the COVID-19 Plan.

Textbook / Equipment Care and Procedure

Textbooks will be issued to Scholars. They are responsible for keeping their textbooks in good condition. Remuneration for lost or damaged textbooks must be completed by the Scholar prior to another textbook being issued. Scholars/Stakeholders are financially responsible for the cost of replacing any damaged school property that is issued to the Scholar by UpROAR Leadership Academy. An example of issued school property includes, but is not limited to Chromebooks, textbooks, uniform items, etc.

Technology Resources

Desktops and laptops are the property of UpROAR Leadership Academy and are readily available and accessible to Scholars. Scholars will be allowed access to the computers provided that UpROAR Network Resources Acceptable Use Policy form has been completed and signed by both the Scholar and Stakeholder/Guardian and is turned in annually. Violations to the policy will result in disciplinary action and revocation of computer/technology privileges.

Chromebooks will be issued to each student and stored at UpROAR Leadership Academy. On rare occasions, Scholars will be allowed to take laptops home. In this case, Chromebooks will have to be signed out by that Scholar's Stakeholder/Guardian. This is

to ensure that all UpROAR Leadership Academy devices are returned in the condition they were issued.

SCHOOL SERVICES

Transportation

UpROAR Leadership Academy provides transportation to and from the academy for those Stakeholders who desire it for their Scholars. This transportation is provided free of charge. Scholars are retrieved in the morning, and dropped off in the afternoon, at established group pick up zones that will require minimal and reasonable travel for Stakeholders and Scholars. Please contact the office to sign your Scholar up for transportation.

Community Service

Scholars of UpROAR are required to participate in community service. Scholars are required to accumulate 60 hours of community service each year. Community service must be provided with/for civic, government or non-profit agencies. The administration team will assist by providing a recommended list of organizations that Scholars may choose to volunteer with. It is a requirement that the Stakeholder or UpROAR representative accompany the Scholar to their volunteer assignment to make the formal introduction, but is not required to stay with the Scholar through the duration of their volunteer assignment.

- a. Scholars may tutor junior Scholars for community service hours. Tutoring between Scholars must be approved by the ULA administration. Junior Scholars are considered to be those in a lower grade than the Scholar tutor. The goal of Scholar tutoring is to provide a ready opportunity for Scholars to attain Community Service hours while reinforcing previously learned knowledge.
- b. Scholars may serve as peer mentors. Peer mentors will help pass on techniques and practices used for their personal success, to students identified to be struggling in their academic progression. Mentors will receive community service hours. Mentors must be approved by ULA staff and the mentored Scholar's Stakeholders.

Clubs/Sports

UpROAR Leadership Academy will offer a wide variety of co-curricular opportunities for all Scholars. Scholar clubs and sports teams will be established in conjunction with Scholars' requests and availability of qualified sponsors and advisors. A minimum GPA of 2.5 is required to participate.

For the 2020-2021 academic year, due to COVID-19, basketball will be based on the State's guidelines.

Daily Bulletins

Each afternoon the bulletin will be read to the entire Scholar body. Announcements of important school events and deadlines are read. Scholars should pay close attention to these announcements for information of interest and importance to them. Daily bulletins are distributed electronically to Stakeholders/Guardians with email addresses on file with the school.

Health Services

UpROAR Leadership Academy does not offer direct health services for Scholars. Minor first aid (antiseptic, bandages etc) may be available in the office. Stakeholders will be notified and will be solely responsible for making health care decisions for their Scholars. In the case of potentially life-threatening medical situations, ULA staff will use existing emergency medical system resources such as the Fire Department, Paramedics, etc. to assist.

Scholar Medication

All Scholars needing to take medications of any kind are required to bring their medications to the front office staff member before school each morning and return to the office at the prescribed time to receive their medications. Under no circumstances are Scholars to be in possession of any medications outside of the office. Medications include prescription drugs as well as all non-prescription medications such as aspirin or Tylenol.

Insurance

Scholar Accident Insurance forms are available from the office manager. Scholar insurance is provided by the school. It is the responsibility of the Stakeholders to fill out the required form in order for the Scholar to be covered.

Lost and Found

Scholars who lose any items while at school should report the loss immediately to the front office. Found items are kept in the office until the last day of school and if they are unclaimed, the items are given to a charitable organization. To see if any lost item has been turned in, Scholars are to contact the office.

Telephones

In an EMERGENCY, Scholars may utilize the classroom telephone. Instructors will contact the front office or the Registrar's office to ensure Administration is aware of the situation.

Mobile Phone Usage

While we recognize that there are many legitimate reasons for Scholars to have cell phones, we also know that cell phones are capable of being disruptive to the educational process. It is the policy of UpROAR Leadership Academy that Scholars who bring cell phones to school must have them turned off and stored in the Scholar's personal locker or belongings. If they do not have a locker, they may turn it in at the front desk until the end of the school day.

No cell phone usage is allowed during school hours 0800-1530 (8:00 AM to 3:30 PM) and they must be turned off.

UpROAR is not responsible for any electronic devices, including cell phones, which are brought to the campus.

See "TELEPHONES" above for emergency information. Failure to adhere to this policy on cell phones will result in disciplinary action including, but not limited to, confiscation of the cell phone and revocation of the privilege of possessing a cell phone on school property.

Summoning Scholars from Class

Call slips or phone calls are used by staff when there is a need to see Scholars during class time. Scholars should report immediately to the person requesting to see them. Class disruptions will be kept to a minimum. Stakeholders needing to leave a message with Scholars may leave the message with office personnel. Every effort will be made to make sure that the Scholar receives the message. Classes will not be interrupted to deliver messages of a non-emergency nature.

Addressing Conflict

Scholars have the right to feel safe and to be free from intimidation, threats, or any form of harassment at UpROAR. The way in which Scholars react to conflict will determine in large part whether or not we maintain a safe and orderly environment at UpROAR. Here are the possibilities and consequences to consider:

Ignore the problem and hope that it goes away: This usually does not work, unless the conflict is truly trivial. It is recommended that Scholars who feel bullied or threatened seek out staff or faculty they trust and advise them of the situation that they are facing.

Ask Counselor/Administrator/Staff Member to help resolve the conflict: This technique is almost always successful. This also puts the school on notice that the Scholar has attempted a mature means of resolving a conflict, which would work in the Scholar's favor should an altercation erupt later.

Try to "Talk it Out": Mediation is recommended when both parties cannot come to a peaceful resolution on their own. When done privately with an adult mediator, a

peaceful solution is almost guaranteed. Mediation done in front of a crowd and with no adult to mediate, usually ends in a fight.

Fight: Possible injury. Definite suspension. Possible dismissal or expulsion.

The staff at UpROAR Leadership Academy is committed to providing a safe campus for its Scholars. We highly recommend that you do not ignore intimidation or bullying, as it usually tends to get worse. In order for us to provide safety for you, you must tell us of any intimidation, threats, etc., and allow us to resolve the problem. Please bring these types of concerns to your instructor, the Behavioral Modification Specialist, or any other staff member on campus.

Two final tips:

- a. Talking about people behind their back (a.k.a. GOSSIP) is the primary cause of the vast majority of conflicts which arise. **JUST SAY NO TO GOSSIP!** If we all refuse to listen to it or participate in it, **IT WILL STOP!**
- b. Avoid gathering at situations of conflict. Being a part of a crowd inciting an argument or fight only adds tension to an already tense situation. You can protect yourself and others by avoiding being an onlooker in this situation. Instead, report the incident to the nearest staff member.

IV. PROCEDURES

Transfer Out of School

Stakeholders must accompany any Scholar withdrawing from UpROAR Leadership Academy and provide the name of the Scholar's next school to the Front Office. All fines and charges must be cleared before permanent records will be forwarded to another school. It is required to report to the Office Manager five days prior to the Scholar withdrawing from the school.

DISCIPLINE, RULES, AND BOUNDARIES

Expectations of Scholars

The following General Orders for Discipline apply to all UpROAR Scholars at all times and will not change. They constitute the foundation of discipline and conduct upon which UpROAR Scholars base their academic and social successes. Scholars are expected to memorize these General Orders. There is a sound logic for the strict requirement that the General Orders be memorized. The General Orders for Discipline represent UpROAR's expectations and will guide Scholar behavior throughout attendance at UpROAR Leadership Academy.

The General Orders for Discipline are as follows:

1. To comply with any instructions or directions given by any adult staff member of UpROAR Leadership Academy. I may disagree with the instructions, but I will always comply with them. If I disagree with any instructions or directions I am given, I have the right to request an appeal.
2. To treat my fellow Scholars, staff, visitors and Stakeholders with absolute courtesy and respect. I am not obliged to socialize with other Scholars, but I am required to be courteous and respectful at all times.
3. To neither commit nor condone any acts of violence or threats of violence against any of my fellow Scholars, faculty or staff for any reason. It is my duty to assist others in resolving conflicts without violence or to seek assistance before any violence is committed.
4. To respect the property of others and of UpROAR Leadership Academy. I will take care of all property entrusted to me and will return all such property in a timely manner and in the same condition as when I received it.
5. To never leave the campus of UpROAR Leadership Academy without permission from staff members.
6. To conduct myself at all times in such a manner as to reflect honor on myself and UpROAR Leadership Academy.
7. Additionally, Scholars are expected to adhere to the Scholar Code of Conduct which states: A Scholar will not lie, cheat or steal, nor tolerate those who do.

In addition to the General Orders for Discipline and the Scholar Code of Conduct, Scholars and Stakeholders are expected to comply with the laws governing the conduct and education of their children. Stakeholders are also expected to cooperate with school authorities regarding the behavior of their children. Scholars/Stakeholders are liable for defacement, injury, or loss of any property belonging to UpROAR. Penalties shall be those specified by the law.

All Scholars are expected to conduct themselves in such a manner as to contribute to a productive learning environment. Each individual's conduct on the campus and while on ULA transportation going to and from school, or school sponsored events, shall be orderly and in keeping with the rules and regulations of the school, the school district, and the laws of the state. An educationally sound environment does not allow anyone to interfere with the instructor's right to teach and/or the Scholar's right to learn. **SCHOLARS WILL BE HELD ACCOUNTABLE IN COMPLIANCE WITH ALL ASPECTS OF THE DISCIPLINE GUIDE.**

Scholars should have the freedom and be encouraged to express their individuality in any way as long as their conduct does not infringe upon the freedom and rights of other Scholars or interfere with the instructional program. Scholars who violate the General Orders for Discipline may be subject to suspension, exclusion, or expulsion.

Scholars that exhibit that following behaviors may be subject to suspension, exclusion or expulsion:

1. willful disobedience or violation of a school rule;
2. defying authority;
3. disruptive behavior;
4. foul, profane, vulgar or abusive language;
5. defacing or destroying school property;
6. truancy;
7. theft;
8. fighting
9. posing a significant threat to the welfare, safety or morals of a student, school personnel or the operation of the school;
10. possessing, using, controlling or being under the influence of alcohol, a drug, an imitation drug or drug paraphernalia or misusing a substance;
11. possessing or using tobacco;
12. hazing, demeaning or assaulting someone or forcing someone to ingest a substance;
13. inappropriate exposure of body parts;
14. sexual or other harassment; or
15. Gang-related attire or activity.

Jurisdiction

It should be noted that a Scholar may be disciplined for violation of articles which are enumerated in The General Orders for Discipline, the Scholar Code of Conduct and related to school activity or attendance which occur at any time within the school's jurisdiction including, but not limited to, the following circumstances:

1. While on school grounds or school transportation
2. While going to or coming from school
3. During the lunch period whether on or off campus
4. During or while going to or coming from a school sponsored activity

Note: Campus jurisdiction also extends 1,000 feet from campus boundaries in all directions, at all times.

Classroom Discipline

Each classroom will have an instructor authorized to apply disciplinary actions to help minimize interruption from instruction. To ensure suitable control, faculty will utilize a variety of methods to control Scholars' behavior. Strategies can include, but are not limited to, the following:

1. Confer with Scholar and explain the school behavior policy.
2. Assign demerits to Scholars.

3. Contact stakeholder via phone call to allow for the opportunity for redirection.
4. Submit a referral

Scholars may be required by their instructors to restore cleanliness to a classroom after involvement in any activity that created physical disorder in the classroom. UpROAR Leadership Academy resists suspension, but will assign ROAR Academy or out of school suspension when necessary. Scholars will be suspended for actions leading to a board hearing for expulsion.

School Leadership will assign disciplinary consequences as needed based on scholar's progression through the sequence of consequences. Actions taken by the School Leadership can include, but are not limited to the following: ROAR Academy, out-of-school suspension, transfer to virtual learning, and/or exclusion hearing.

Demerit Program

The demerit program will be overseen by the Administration and employed by all faculty and staff within UpROAR Leadership Academy. Demerits will be applied for those actions or behaviors that detract from a positive learning environment or academic excellence. When a Scholar has accumulated a certain amount of demerits, they are assigned to follow-on punitive actions.

- 5 demerits=1 day of ROAR Academy
- 10 demerits=2 days of ROAR Academy
- 15 demerits=1 day of Out of School Suspension (OSS)
- 20 demerits=3 days of Out of School Suspension (OSS)
- 25 demerits=Meeting with scholar, stakeholder, School Leadership and teachers working with the student to discuss a behavior plan/contract

Scholars that do not collect demerits will be eligible for rewards.

ROAR Academy

ROAR Academy provides the Scholar an opportunity for self-reflection. Each student will begin ROAR Academy with the completion of the Detention Self-Referral. Following will be focused assignments that further the Scholar's academic progress.

- a. ROAR Academy will begin at 0830 and conclude at 1530 (8:30 AM to 3:30 PM)
- b. Scholars will be required to attend a conference with School Leadership prior to beginning ROAR Academy.
- c. ROAR Academy will be no longer than two (2) days.
- d. Failure to successfully complete ROAR Academy will result in OSS (Out of School Suspension) and consideration for exclusion or expulsion.

Out of School Suspension (OSS)

The Scholar will be required to stay home for a designated number of days based on the severity of the infraction. The Scholar referred to OSS will not be allowed to use ULA's transportation and will not be allowed in the building if dropped off or using public transportation. Out of School Suspension (OSS) is automatic for fighting and destruction of school property. OSS is also assigned to those Scholars who fail to complete ROAR Academy, communicate threats, show affiliation with gang culture, participate in physical altercations, or are caught with illegal substances or weapons of any kind. Scholars who lie, cheat or steal can also be placed on OSS without incurring a minor behavior modification technique. Depending on their violation, Scholars receiving OSS may also be referred to a hearing in front of ULA's Board of Directors. This hearing may result in exclusion or expulsion. All OSS will be logged with the state of North Carolina through PowerSchool.

Discipline Review Board (DRB)

Scholars referred to OSS while pending an Exclusion/Expulsion hearing will not be permitted on campus until the date of their hearing. Referral to the Discipline Review Board shall be made for those Scholars who commit major violations of the Code of Conduct, continue to violate the Code of Conduct after less severe disciplinary actions, or refuse to accept those actions. The Discipline Review Board is composed of the Executive Director and the Board of Directors. The Discipline Review Board will conduct a panel investigation of the alleged infraction based on documentation and other provided evidence before rendering a decision. If the decision is a "true" finding, the DRB will then make a recommendation for consequences commensurate with the violation. The DRB's recommendation is final. Any appeals must be made during the DRB.

Dress and Grooming

Scholars are required to wear the UpROAR Leadership Academy uniform for their grade during school hours. Scholars are required to adhere to the grooming standards of ULA. Scholars who report for school without the entire approved uniform will be required to make arrangements to have the uniform brought to them before they are allowed to class. Scholars who are not in complete uniform, will be assigned to ROAR Academy until the appropriate uniform pieces can be provided by stakeholder. Minor uniform infractions may result in a demerit, but the absence of major uniform components, (i.e. appropriate tops and bottoms) will result in the scholar being assigned ROAR Academy until the appropriate pieces have been provided by stakeholder.

Dress down days can be earned by avoiding the attainment of demerits for two consecutive weeks. The following guidelines shall be enforced and shall apply to all extra-curricular activities where the uniform is not required or to authorized dress down days:

1. Clothing, hats, and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, sexually suggestive, or which advocate violence, racial slurs, sexism, religious prejudice, or the use of drugs or alcohol. Anything worn, carried, or gestures that indicate gang involvement will be referred to the School Leadership Team for disciplinary action. When a new fashion trend becomes

a symbol that may be dangerous, anti-social, or the arrangement of specific clothing items denote gang affiliation, ULA Administration reserves the right to prohibit such items and arrangements. Stakeholders of offending Scholars will be notified. It is important for staff, Scholars and Stakeholders to recognize and prohibit the trend.

2. Clothing shall be modest in nature and not reveal any under-garment. Females shall not wear tube tops, off- the-shoulder tops, or tops that do not extend to the waist with arms at their sides. Males shall not wear any sleeveless or tank-tops and trousers or shorts shall be secured at the waist (by a belt if there are loops), and not sagged. Trousers shall be hemmed so that there is no cuff dragging on the ground at a normal pace. All clothing is to be neat, clean and in good repair.
3. Caps may be required as part of the designated uniform. During dress down days, caps may be worn for the purpose of protection from the elements. Caps, when worn, are to be worn in the manner in which they were designed. Bills are to be worn squarely to the front so as to provide optimum protection from the sun. Caps are never to be worn inside a building or classroom. **Hooded sweatshirts are not authorized at any time at UpROAR Leadership Academy.**
4. Clothing shall be appropriate for an academic setting. At UpROAR the authorized UpROAR Leadership Academy uniform of the day is approved and required.
5. Board of Directors will annually review the uniform regulations and make changes as necessary. Uniform changes will be announced in sufficient time to allow for all Scholars to receive the required uniforms.
6. Uniform specifications and standards are to be followed and will be enforced rigorously.
7. Determinations of dress code and uniform violations are made solely by ULA Administration.

Personal Appearance

Each Scholar is expected to develop a sense of pride in his personal appearance. Accordingly, UpROAR Leadership Academy requires that all Scholars will keep facial hair neat, will have their hair properly cut and combed, shoes neat, uniforms neat and clean, and all items properly buttoned.

The length and style of hair facilitates the proper wearing of all uniforms. Scholars' hair is to be well groomed, neat and uniform in color. Hair will be off the forehead. The sides and the back will be tapered and not blocked. Sideburns will not extend below the highest part of the exterior ear opening. Extreme or fashionable haircuts are not authorized, this is to include extreme hair coloring, i.e. neon and / or coloring that causes classroom distraction.

Uniform Requirements

The proper wearing of a uniform develops mental discipline and displays pride in the organization to which the wearer belongs. Enrollment in UpROAR Leadership Academy acknowledges that Scholars are required to wear a designated uniform in the prescribed manner every day. Enrollment also signifies that the Scholar's parent/guardian understands the uniform requirement and will support the fulfillment of that requirement. The uniform of UpROAR Leadership Academy identifies the wearer as being affiliated with ULA; therefore, any time the uniform is worn it must be worn according to prescribed standards and specifications. Modifications to the uniform of any kind are not allowed at any time. Scholars who fail to wear the designated uniform in the prescribed manner are subject to disciplinary action which may include demerits or ROAR Academy. Stakeholders will be notified of the uniform discrepancy and will be provided with the options of correction or taking the Scholar home.

The prescribed uniform for each grade level is as follows:

5th Grade- Navy Blue polo with khaki pants, skirts and/or jumper dress and black or brown belt.

6th Grade- Baby Blue polo with khaki pants and black or brown belt.

7th Grade- Purple Polo with khaki pants and black or brown belt.

8th Grade- Orange Polo with khaki pants and black or brown belt.

High School- Choice of white, black and gray polo/button down with khaki or navy blue pants. Black or brown belt must be worn. If a button down is worn, the burgundy tie is required. During fall/winter months and College Trips, the School Blazer is required with the button down shirt and tie.

CHARACTER AND LEADERSHIP

New Scholar Program

The start of the school year each Scholar, new and returning, undergoes a one-week orientation period designed to familiarize them with the traditions and standards of UpROAR Leadership Academy. This orientation is then put to practical use during the school year.

The objective of this training cycle is to provide an avenue for all Scholars to make a smooth and quick transition from their time off during the summer into the structured environment at UpROAR Leadership Academy. The program is designed to supervise the Scholars development and integration through repetitive exercises in routine movement procedures and fundamental academic rigor. The Scholars will be provided a positive learning environment designed to refresh fundamentals in Math, English/Language Arts and Annotation techniques while developing personal attributes of confidence, self-discipline, neatness, courtesy, a regard for others, and a strong relationship with competent authority.

The goal of annotation is to ensure that Scholars have the ability to identify pertinent pieces of information in order to successfully apply critical thinking to problem solving. Annotation techniques will be required for all classes and subjects.

Classroom Entrance (Morning)

Due to Covid-19, upon morning arrival, Scholars will proceed directly to their classroom where their instructor will be standing outside the door to receive them. Maintaining social distancing, the Scholar will retrieve a bagged breakfast and proceed to their seat. Once there, they will place their bag on the back of their chair, sit down and begin to eat. Breakfast will end at 0820. Trash will be collected by the instructor who will roll a trash can by each desk. Once this is completed, attendance will be taken and instruction will begin at 0830.

Classroom Transition

Once the instructor indicates the end of instruction, Scholars will be required to wipe down their desks with a paper towel and disinfectant. The instructor will supervise this by handing out paper towels, spraying each desk and monitoring the students as they wipe their desk down. Once complete, directions will be given for scholars to gather their gear and line up at the classroom entrance with consideration for social distancing. Keeping social distancing in mind, the instructor will guide the scholars into the hallway. **Hallways are a quiet zone (voice level zero) for all scholars and staff.** Instructors will guide their class to the restroom and monitor the hallway as the scholars enter and exit the restroom. Instructors will ensure the use of hand sanitizer upon their exit. Instructors will then lead the scholars to their next class, lining them up along the wall next to the entrance in a socially distanced formation.

Classroom Entrance

Each Scholar will form up, in a single file, socially distanced line outside their classroom and stand silently at parade rest. At the direction of the instructor, the class will enter the classroom quietly, store personal property, place necessary materials on their assigned desks and stand by the left side of that desk. The students will stand at parade rest. Talking inside the classroom at this time is not permitted. Once all scholars are in position, the instructor will give the command for them to take their seats. The class will sit with their hands flat on their desks, backs straight, and eyes to the front of the room. The instructor will take attendance so that absentees and tardies may be verified..

Prepare to Learn

Each Scholar will immediately prepare their materials for class. Scholars are required to have the appropriate textbook, paper, pen or pencil, homework assignments and notebooks. There is no talking during this time. The instructor may have a “warm up” exercise assigned that the Scholars are to be working on at this time. Scholars with questions may raise their hands and ask for assistance from the instructor or tutor.

Goals for the Day

The instructor will address the class first by outlining the day's learning goals and then explaining the day's learning activities. There is no Scholar talking at this point. Scholars should write the learning goals for the day in the appropriate place in a Scholar planner or notebook.

Quote of the Day

The school day will begin with a motivational quote that has been identified and administered to the entire Academy. The quote will provide a positive affirmation for Scholars, faculty and staff to focus on throughout the day as a catalyst to accomplish that day's goals. The quotes will be provided by Scholars and/or faculty and chosen by the administration on the previous day.

Homework

Homework will be posted on the upper far left corner of the board in all classes before the beginning of instruction. This is to ensure that all Scholars can find and annotate the assignments prior to the beginning of, or at the end of class.

Learning Activity Behaviors

Although each instructor may employ a wide variety of learning activities to assist the Scholars in attaining the daily learning goals, middle school Scholars use four primary ways of responding, doing and behaving in class. The instructor instructs the Scholars as to which one of the following four classroom learning activity behaviors is to be used during the day's learning activities.

- a. Quiet Work** – This classroom behavior includes listening to a instructor's instructional lesson, taking notes in either the planner or notebook, writing an essay, taking a test or listening to a Scholar presentation. No talking is allowed.
- b. Stand and Deliver** – When called upon, a Scholar responds by standing next to the left side of the desk and, in a clear and strong voice, answers the question, contributes to the discussion, or asks a question.
- c. Teamwork** – Scholars work together in small teams to accomplish a particular goal. The instructor may have assigned specific tasks to each team member or organized the team in various ways. Scholars must cooperate with each other, perform the assigned task, listen to each team member's ideas or contributions or questions, respect the ideas of other teammates and be a helpful contributor to the overall success of the team.
- d. Open Discussion** – Scholars are free to contribute their ideas to a class discussion by listening to each other's comments thoughtfully, waiting for the appropriate time to contribute their ideas and practicing polite discussion interaction.

Preparation for the End of Class

Once the instructor indicates the end of instruction, Scholars will be required to wipe down their desks with a paper towel and disinfectant. The instructor will supervise this. Once complete, directions will be given for scholars to gather their gear and line up at the classroom entrance with consideration for social distancing. Keeping social distancing in mind, the instructor will guide the scholars into the hallway. **Hallways are a quiet zone (voice level zero) for all scholars and staff.** Instructors will guide their class to the restroom and monitor the hallway as the scholars enter and exit the restroom. Instructors will ensure the use of hand sanitizer upon their exit. Instructors will then lead the scholars to their next class, lining them up along the wall next to the entrance in a socially distanced formation.

Scholar Behavior

Appropriate Public Behavior

No public displays of affection (including, but not limited to hugging, kissing or hand holding) on campus or at any school sponsored activity are allowed. Due to the age of Scholars in attendance and the example such behavior sets, such display is punishable in accordance with ULA's discipline, rules and boundaries.

Horse Play

“Horseplay” is a dangerous activity that has the potential for serious injury. Pushing or shoving others, jumping on others, tripping or making intentional contact of any kind, to include the throwing of any object at or in the general direction of another—even if “just playing”—is not permitted. Scholars are required to keep their hands and feet to themselves and are not to engage in horseplay. **Scholars and their Stakeholders are liable for all damages and injury to others or others' property arising out of engagement in horseplay.**

Anti-Bullying Policy

Bullying refers to any intentional written, electronic, verbal, or physical act or actions against another student, school employee, or school volunteer. Placing a student, employee, or volunteer in reasonable fear of considerable harm to his/her emotional or physical well-being or considerable damage to his/her property; creating a hostile, threatening, humiliating, or abusive environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target or; interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or perpetuating bullying or inciting, soliciting, or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional psychological or physical harm to another student, school employee, or school volunteer. Acts of bullying will be handled through parent contact and disciplinary action as set-forth within this Code of Conduct being issued. When a situation rises to actual bullying it may be treated as a criminal offense and may be reported to the appropriate authorities. The student will also be required to appear before the Board of Directors.

UpROAR Leadership Academy reserves the right to consider action against any Scholar that violates Academy policy or municipal or county laws, rules or regulations, while wearing official institution attire. UpROAR Leadership Academy requires its Scholars to be intolerant of lying, cheating or stealing and holds itself and its staff to the same standard. This also applies to gross violators of rules and laws meant to maintain the safety of Scholars and the public in general.

V. ACADEMICS

Curriculum

The school curriculum provides achievable academic and personal goals for the Scholars’ wellbeing. The curriculum is designed to meet the North Carolina State standards and the diverse needs of the targeted population. Scholars will have courses in the areas of language arts, mathematics, history, reading, science, leadership, and physical education (Due to Covid-19, PE will not occur for fall SY20/21).

Grades

Grades represent an assessment of a Scholar’s work. Grades are used to measure their individual strengths and weaknesses and are used as incentives to promote academic growth. If there are any questions regarding a grade the first attempt to resolve the problem would be for the Scholar or Stakeholders to request for a grade review conference. The request for a grade review must be made within two weeks of the grade being issued. If there is a dispute that cannot be resolved in the initial meeting, the teacher and/or the Scholar or Stakeholder may appeal to the Director of Curriculum. Continued stalemate will be referred to the Assistant Head of School who will make the final decision.

Academic Grading

Please see a description of grades below:

Quality Pts.	Grade	Scale (5 th -8 th)	Scale (9 th -12 th)
4	A	93-100	90-100
3	B	85-92	80-89
2	C	77-84	70-79
1	D	70-76	60-69
0	F	69 & below	Below 59

Grading Procedures

1. The above scale shall be adhered to for all subject areas.
2. The following weights will be applied: 60% tests (and/or projects, essays, labs, etc.); 40% classwork/homework/quiz participation.
3. State of North Carolina EOC/EOG test will serve as the final exam and will account for 20% of the final course grade. In the event of North Carolina Final Examinations (NCFEs), for other subjects, these exams will account for 20% of the final grade.
4. In determining semester averages, numerical averages will be used to assign a letter grade. Only letter grades will be shown on the report card.
5. The semester exam will count as 20% of the semester grade and will appear on the report card as a separate grade.
6. Scholars cannot miss more than 8 days of school to receive credit.

Academic Expectations and Probations

UpROAR Leadership Academy has high expectations for academic achievement. Scholars are expected to maintain at least a 2.5 GPA in order to be eligible for any of the school extracurricular activities.

- *Grade five:* students must receive a passing grade of “C” or higher in Reading, Math, English, Social Studies, and Science and maintain a 2.5 or better GPA. A mandatory retention following fifth grade will be required for students not meeting the mastery levels in any core subjects.
- *Grades six through eight:* students must receive a passing grade of “C” or higher in English Language Arts, Math, English, Social Studies, and Science and maintain a 2.5 or better GPA. A mandatory retention following eighth grade will be required for students not meeting the mastery levels in any core subjects
- *Grades nine through twelve:* students must receive 6 credits to move to 10th grade. In order to be promoted to 11th grade, students must receive 12 credits including passing English I, English II, and Math I. To move to 12th grade, students must receive 18 credits. For graduation, students must acquire a minimum of 24 credits. Scholars must receive a passing grade of “C” in all core subjects and maintain a 2.5 or better GPA. A minimum of 40 community service hours are to be completed prior to graduation.

****All Scholars below a 2.0 GPA will be placed on an Academic Probationary Period (APP) of 1 semester. These Scholars will partake in remedial core classes and suspend their elective course options for that semester. Admin will review Scholar’s progress at the end of this APP to determine if and when the probation will be lifted. ****

Homework

It is understood that quality feedback on homework is more motivating for students than completion points (Stiggins 2006, Vatterott 2011). At UpROAR Leadership Academy it is a requirement for all Scholars to complete all of their homework assignments. If a Scholar is absent from class, it does not excuse them from completing or turning in homework. It is their responsibility to obtain their homework assignments and strongly encouraged to contact their teacher and/or classmates for appropriate assignment information.

Assessments

Assessments will be given 3 times throughout the year. All Scholars will be tested prior to start of school to determine their placement. Based off of their results, each Scholar will have a Personal Education Plan in place and will be updated each time an assessment has been taken.

Academic Progress Reporting & Report Cards

Progress reports are given to the Scholars and report cards are mailed home. Progress reports are issued every week and report cards at the end of every quarter. If, by any chance you do not receive either the progress report or the report card please contact the school immediately.

Writing and Plagiarism

Plagiarism is a direct violation of intellectual and academic honesty and the Scholar Code of Conduct. Plagiarism refers to representing someone else's words or ideas as one's own. The most extreme forms of plagiarism are the use of a paper written by another person or obtained from a commercial source. The use of a paper made up of passages copied word for word without acknowledgment may be plagiarism. In none of its forms can plagiarism be tolerated in an academic community. Plagiarism constitutes grounds for disciplinary action including, but not limited to, a failing grade or withdrawal from the class with no credit. Continued plagiarism can result in ROAR Academy or out of school suspension.

One distinctive mark of an educated person is the ability to use language correctly and effectively to express ideas. Instructors assign written work for the purpose of helping Scholars achieve that mark. Each instructor will outline specific ideas required, but all expect Scholars to present work that represents the Scholar's understanding of the subject in their own words. It is seldom expected that Scholar papers will be based entirely or even primarily on original ideas or original research. Therefore, to incorporate the concepts of others may be appropriate with proper acknowledgment of sources, and to quote others directly by means of quotation marks and acknowledgments is proper. However, if a paper consists entirely of quotations and citations, the paper should be rewritten to show the Scholar's own understanding and expressive ability. The purpose of the written assignment (i.e., development of communication and analytic skills) should be kept in mind as each paper is prepared. Research and understanding should not be evaded through plagiarism.

Cheating

Instructors have the responsibility of planning and supervising all academic work in order to encourage honest individual effort and of taking appropriate action if instances of academic dishonesty are discovered. However, honesty is primarily the responsibility of each Scholar. UpROAR considers cheating to be a voluntary act for which there is no acceptable excuse. The term “cheating” includes, but is not limited to:

- a. Plagiarism
- b. Receiving or knowingly supplying unauthorized information during an examination
- c. Using unauthorized material or sources during an examination
- d. Changing an answer after work has been graded and presenting it as graded
- e. Forging or altering roll sheet information

The Scholar who is caught cheating may be subject to a punitive grade for the assignment. Furthermore, the Scholar may be withdrawn from the class without credit. Theft of any examination will result in disciplinary action determined to be appropriate by the school administration.

VI. ATTENDANCE

Attendance

We believe that the absence of a Scholar from class creates a situation where the loss of educational experience is irretrievable. More than ten (10) unexcused absences alerts the Head of School. Communication will be made with Stakeholders to ensure Scholars correct their truancy and return to school.

There are 175 days per academic calendar which equals to 1,750 hours. A Scholar’s instructional day starts at 8:30AM and ends at 3:30PM. All Scholars 5th through 8th grade are expected to be in their first class at 8:00AM.

Attendance Responsibilities

Stakeholders are responsible for the punctual and regular attendance of their children. Illness, death, or funerals in the immediate family, required attendance to a court or legal proceeding and medical/dental appointments are the only excusable reasons for absence. It is recommended that dental and medical appointments be made for non-school hours. Because of the need to interpret North Carolina School Attendance laws, the school determines whether the absence was excused or not. Excessive tardiness and/or unexcused absences may lead to loss of credits, removal from class, or referral to the Counselor for possible placement in an alternative education setting.

Attendance Codes

1. **Excused** — Absence for illness, funeral or death of any immediate family member, medical/dental appointments, and court. Scholars are allowed to make up missed work.
2. **Unexcused** — Absences that don't qualify according to 16 NCAC 6E.0102. Scholars may not make up missed schoolwork.
3. **Truant** — Absences that are not cleared by Stakeholders. Scholar may not make up schoolwork missed while truant.
4. **Tardy** – Attendance after the required arrival time. Scholars are required to make up school work missed due to tardiness.

Exceptions

1. School-related activities, with prior approval from administration, will be excluded from the number of allowable absences.
2. A Scholar suffering serious illness or injury may be eligible for home/hospital teaching or an independent study contract if deemed appropriate by the administrator in charge of attendance.
3. Scholars absent from class due to school-related business are considered in attendance.
4. Scholars participating in religious instruction or exercises are excused if they attend minimum day not to exceed more than four days a year.

Request for Waiver

A Scholar who accumulates absences because of a legitimate medical reason, a special religious holiday or a personal family tragedy may request for a waiver. Waivers must be submitted in writing to the Head of School and the applicant must have appropriate documentation in support of the waiver request. Waiver requests will be reviewed and approved by the administrator in charge of attendance. Waiver requests must be submitted within 20 days of absence. A medical doctor must verify legitimate medical reasons with appropriate written documentation.

Home Notification of School Absence

When a Scholar is absent, the school will attempt to notify the Stakeholders by calling home or emailing to report the absence. This contact will be made by the Administrative Assistant. In addition to notifying Stakeholders of a potential truancy or unexcused absence, this phone call and/or email is a reminder to Scholars/Stakeholders to contact the school to excuse the absence. Stakeholders should make sure that the school has the correct and updated contact information on file.

Scholar Absence

Stakeholders must call the school at (980) 299-0080 during normal business hours 0800-1600 (8:00am-4:00pm) the first day the Scholar is absent.

Make Up Work Policy

Scholars are expected to complete all work assigned in each class. When a Scholar has an excused absence, they will be given one day for each day of absence to make up class work. Homework may be requested for absences of three (3) or more days. Please contact the office to make arrangements. Allow at least 24 hours for make-up work to be collected and be ready for pick up.

Scholars Leaving School Grounds

Whenever a Scholar leaves school grounds during the day with or without permission, the parent or guardian of that pupil is hereby notified that neither UpROAR Leadership Academy, nor any officer or employee of the institution, shall be liable for the conduct or safety of any Scholar during such time as the Scholar is off the school grounds. Uproar Leadership Academy does maintain the right to protect its attendant students, community visibility, and property should a student not on grounds misrepresent the institution in any way.

Truancy

A “truant” is defined as a Scholar who has been absent ten (10) or more times during the school year or has been tardy in excess of 20 minutes on ten (10) or more days. Stakeholders are required by various laws to compel their children to attend school. Stakeholders of habitual truants will be notified and asked to attend a meeting to determine the reasons for the truancies. Scholars who are habitually truant from UpROAR Leadership Academy are subject to a hearing with the Board of Directors to determine continued retention at the school.

Closed Campus

The Board of Directors has established a closed campus at UpROAR Leadership Academy. Once a Scholar arrives on school grounds, they must remain on school grounds until the end of the school day. Scholars may not leave the UpROAR campus for lunch or at any other time during the school day. (See section VIII. Visitors & Early Release)

VII. AWARDS AND RECOGNITION

Scholars will be recognized for their achievements throughout the academic year. Recognition does not just apply to academic achievements. Awards and recognition will be given for:

- Academic Achievement
- Athletic Achievement
- Civic Achievement
- Tutoring
- Selfless-service

The absence of demerits allows Scholars to earn benefits such as “dress down” days, special lunch items, etc. This serves as a means for UpROAR Leadership Academy to passively reward Scholars for positive performance throughout their academic career at the academy.

VIII. SAFETY PROCEDURES

Visitors

Visitors are not permitted on campus without authorization from school officials and a pass. Stakeholders and officials must check into the Administration Office and sign in at the reception desk prior to entering the campus to receive their pass. Visitors will be required to provide satisfactory identification prior to being given a pass to enter the campus. Any visitor on campus without a pass issued by the office will be asked to leave the campus.

It is recommended that students inform the Administration Office at least 24 hours before a visitor attends UpROAR Leadership Academy. This will ease the verification and entry process at the reception desk.

Passes

As a rule, Scholars will not be allowed passes on a regular basis. Scholars will be allowed passes only if they are summoned by an administrative staff member. It is the Scholar’s responsibility to obtain a valid pass when out of class for any reason. This includes all Scholars, regardless of status or schedule. Unscheduled visits to classes will not be tolerated. Any Scholar out of class without a legitimate pass from the responsible teacher will receive a demerit for skipping class, be required to complete a Reflection form, and have their Stakeholder notified of their violation.

Fire and Disaster Drills

Scholars are responsible to their instructor in case of an emergency. Scholars should listen carefully to all directions from instructors and administrators in the event of a lockdown, fire, earthquake or tornado.

1. **Fire** – Repeated, short bursts from the bell system and a flashing strobe light indicates a fire drill. Everyone in the building should calmly proceed to the nearest exit and continue to the designated assembly area. Accountability of all Scholars, staff and faculty should be confirmed and reported to the Assistant Head of School. The AHoS will give the all clear when personnel are permitted to re-enter the building.
2. **Lockdowns** – When a lock down is declared Scholars and staff are to remain in the classroom. Instructors are to lock the classroom door. Scholars and instructors are to remain low either sitting or prone on the floor away from windows. Scholars who are not in a classroom when a lock down is declared are to report immediately to the nearest classroom or office. Only the administrator in charge may cancel the lock down.

3. **Tornadoes** - If there is a tornado, all personnel should move toward the center of the building. The greatest danger during a tornado comes from flying or falling debris or glass. All personnel should stay away from windows. Scholars and Instructors are advised to move to the centermost point in the building, get low along the center walls in the hallway and await an all clear from Administration.
4. **Earthquake** - If there is an earthquake, all personnel should move toward the center of the building. The greatest danger during a quake comes from flying or falling debris or glass. All personnel should stay away from windows. Move away from tall bookcases or lockers. The center point of the building is usually strongest and should hold up even if the rest of the building starts to collapse. Scholars and Instructors should get low along the center walls in the hallway and await an all clear from Administration.

Reporting Accidents

Anytime a Scholar is injured on campus, they should report the injury to their instructor, the office staff, administrative counselor or the Athletic Director immediately. An accident report form must be filled out and signed by all parties involved, then filed with the administrative team in the office for further handling.

Electronic Surveillance

It may be necessary, to insure campus safety and security, to install electronic surveillance devices in and around the campus of UpROAR Leadership Academy. These devices may electronically record the activities of individuals in public areas of our campus. Electronic surveillance recordings are not available to the public and will be maintained by the Assistant Head of School and Assistant Head of School.

Drug, Alcohol, and Tobacco

The use of any non-prescribed drugs, alcohol, or tobacco or possession of a lighter or matches and/or smoking papers on school grounds, at school-related functions, or prior to attending school-related functions, is strictly prohibited. A Scholar who abuses this policy is subject to suspension, dismissal and/or expulsion. UpROAR is a Tobacco-Free Campus. Use of tobacco in any form is prohibited on the school grounds. Campus jurisdiction extends 1000 feet from campus grounds.

Weapons

Items that could be classified in the weapons category, including knives, firearms, fireworks, or other dangerous objects, are not permitted on school grounds unless at the request and under the supervision of a school official or faculty member. Any violation of this rule will be considered a major disciplinary infraction requiring suspension or involvement with law enforcement.

Laser Pointer

A laser pointer is a dangerous object and any use of a laser pointer on the school campus or at any school activity without staff permission and supervision is prohibited.

COVID-19 PROTOCOLS

General Disinfection Measures

All school sites will be 100% disinfected prior to students returning to class. Once the school reopens, instructors and staff will sanitize and disinfect all areas of the building with special attention to:

Classrooms • Workstations and equipment • Restrooms • Kitchen/Cafeteria
• Lockers • Common surface areas • Computer screens and keyboards

These General Disinfection Measures are implemented to reduce the risk of spreading any infection and will be taken routinely as instructed by the CDC and NCDHHS. Along with these instituted disinfection activities, proper personal sanitary practices including washing hands often and routinely throughout the day are also necessary.

Space How Often Responsible Party

Instructor

- Classroom light switch/door knobs
- Before class transition and end of day
- Classroom desk before class transition, before and after meals and end of day
- Instructor workspace Daily By instructor

Custodial Staff

- Bathrooms after each class
- Common Areas including light switches and doorknobs
- Classroom/Common area flooring
- After every transition

Kitchen Staff

- Kitchen Before and after meals are dispersed
- Cafeteria Daily

Administrative Staff

- Office Work Stations

Office Manager
-Front Desk

Transportation Director
-Buses Before and after routes Bus drivers

d. Deep-Cleaning and Disinfection Protocol

The General Disinfection Measures should be followed regularly whereas the Deep-Cleaning and Disinfection Protocol is triggered monthly or when a Staff Member or Scholar is identified as positive for COVID-19 based on testing.

Deep cleaning should be performed as soon after the confirmation of a positive test as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so effectively.

Notwithstanding the above, if an active employee or scholar is confirmed to have a COVID-19 positive test, in lieu of performing deep cleaning, the building may shut down the site for a period of at least 72 hours to allow for natural deactivation of the virus, followed by school personnel performing a comprehensive disinfection of all common surfaces.

Social Distancing Protocol

Social distancing is a simple yet highly effective mechanism to prevent potential infection, that relies on simple distance to avoid infection. In practice this means:

- Staying 6(six) feet away from others as a normal practice
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors or friends
- Avoiding touching surfaces touched by others, to the extent feasible.
- Avoiding anyone who is coughing, sneezing or appears to be sick.

On-Site Health Screening

To help prevent the spread of COVID-19 and reduce the potential risk of exposure, temperature and health screenings will be implemented. Both will be conducted prior to staff members and Scholars entering the building.

On-site screenings will be completed daily by UpROAR personnel (internal or external) of all incoming staff/scholars/stakeholders/contractors/suppliers before accessing UpROAR facilities/offices. If an employee or scholar does not accept the screening, UpROAR will direct that individual to leave the premises and provide an official medical certificate prior to returning to the UpROAR Leadership Academy. If Staff or Scholar is confirmed to have COVID-19, the school will inform employees in the immediate area.

Staff and Scholars returning to work from an approved medical leave will be directed to contact the office manager and submit a medical certificate releasing them to return to work.

Self-Quarantining and Return to Work Protocol

Staff and Scholars are requested to remain off campus property for 14 days if they have:

- COVID-19 symptoms
- Been directly exposed to COVID-19
- A COVID-19 positive test result

Scholars should avoid leaving home if possible, but if necessary, should practice exceedingly good hygiene and social distancing. Working from home is expected to continue when possible.

Scholars who have been under home isolation/quarantine can return to work under the following conditions, consistent with NCDHHS/CDC guidelines:

- They have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers) AND
- Other symptoms have improved AND
- At least 7 days have passed since symptoms first appeared
AND
- Second test after being quarantined is negative

IX. STAKEHOLDER GUIDELINES

Stakeholder Involvement

Stakeholders play an essential role in supporting their child's learning and are encouraged to be actively involved in their child's education at school. Along with Faculty and Staff, Stakeholders are full partners in their child's education and are included in the decision-making processes as it lends to the child's academic development.

Child Abuse and Neglect

The law requires that we report any seen or suspected form of child abuse and/or neglect immediately to state authorities and UpROAR Leadership Academy personnel will uphold this policy accordingly.

Contact Information

Stakeholders, please make sure that UpROAR has the most up to date contact information on file, including **home and/or cell phone #, work #** and the **hours that you can be reached** at work, along with a **valid mailing / home address and email**.

Our signatures certify that we have read and agree with the conditions outlined contained in this Scholar and parent handbook.

Parent/Guardian

Date

Student

Date

Head of School

Date

School Director

Date