



## Policies and Behavior Guidelines

### **Mission Statement**

United Learning Academy strives to provide innovative and engaging courses for homeschoolers which allow students to explore and appreciate the world around them. We seek to foster academic, social, and emotional growth that fuels a lifelong passion for knowledge, learning, and understanding.

### **Class Days/Times/Location**

Day: Thursdays

Time: 10:00am - 3:30pm; Classes are 55 minutes in length with a 30 minute lunch period from 12:00-12:30pm

Location: Westminster Presbyterian Church, 1500 Scio Church Rd. Ann Arbor, MI 48103

Semester Length: Semesters are 12-14 weeks and we have 2 semesters (Fall and Winter/Spring) each running after Labor day through December and February through May with an Exhibition/Open House day on the last week of semester (in May) which is open to the public.

Exact dates can be found on the website.

Website: <http://unitedlearningacademy.com/>

### **Director Contact**

Communication is very important to us. Should you ever have questions or concerns, please feel free to contact the President. Email is best: [unitedlearningacademyoffice@gmail.com](mailto:unitedlearningacademyoffice@gmail.com)  
For time-sensitive inquiries only, you may call or text Patricia Arabo at 248-396-2522.

## **Instructors**

United Learning Academy strives to provide exceptional and innovative classes for homeschoolers in the Ann Arbor Area. Our on-site courses, taught by professional instructors and experts in their respective fields, include science and engineering, theater, physical education, music, history and culture, foreign language, and literature. All of our instructors, paid staff, and any additional staff have had full background checks done through the school district.

## **Diversity at ULA**

ULA is unique in that we offer a secular program welcoming all homeschoolers.

At ULA we greatly value diversity. We are always seeking ways to better promote inclusion of all students, and encourage open-mindedness and understanding of others. One immediate way we can begin of course is by you, the parents, having conversations with your own students about this subject. As Vivian Paley said in her book *The Kindness of Children*, “Children are deeply curious about odd behaviors and seldom offended or worried by them. What a remarkable gift to bestow on another person, it occurs to me, and so difficult for adults to accomplish.”

## **Campus Guidelines**

We have the great privilege of sharing space with Westminster Church. It is essential that all ULA students and families respect the rules and guidelines outlined below to ensure our continued use of this space.

1. ULA is located on the Lower Level of the church. Unless students have a class specifically scheduled in a room upstairs (such as Karate), it is ULA policy that all students and families remain in the building, on the lower level during ULA hours. The main level is not for our use. There is a separate program running in the upstairs classrooms and nursery. If you or your student must go upstairs for class, please walk quietly in the hallways. Be aware that there are people working in the church offices in the hallway nearest the front entrance.
2. Students may not leave the building or go outside without direct supervision from an adult. If a student is at ULA and is not in class then they must remain in the Family Lounge (Room 41). Alternatively, parents may have another responsible adult agree to take responsibility for that particular child. The responsible adult must directly supervise the student and must inform the site directors at the sign in table that they are doing so.
3. Be respectful. Please pick up after yourselves and leave things the way you found them. Play areas, bookshelves, couches and tables, restrooms, and the lounge all need to be left tidy and neat at the end of each day. Please do your part to help keep our campus

neat.

4. ULA and Westminster Church are both NUT-FREE. We do have real ULA students and church youth who have medical nut allergies so please refrain from bringing any snacks with peanut butter or tree nuts.
5. Parents are welcome to remain on-site while their children are in class. We have a Family Lounge downstairs in Room 41 with couches and tables which is open all day for families to enjoy.

### **Sign In and Drop Off Policies**

Upon arrival, each ULA student must sign in at the Administration desk downstairs.

Grade K-3:

Parents must accompany the student downstairs and sign in before their first class and must pick up downstairs promptly at the end of their classes.

Grade 3-12 students:

Parents may drop students at the door and wait for their child after class if they choose. Students must sign themselves in at the desk before their first class and must remain downstairs until they finish classes. Students waiting to be picked up may do so at the front entrance but please be aware that there are people working in the church offices directly down the hall. Students must remain inside and may not wait outside for pickup. Students who cannot wait quietly for pickup will have to be picked up downstairs by the parent. It is the parent's responsibility to work out details for dropoff/pick up with their child. Any students with parental permission to come and go from ULA on their own must have a signed permission slip on file. These students are not to leave the building until they are leaving for the day. Students are NOT permitted to go outside without a supervising adult, unless they have a signed permission slip on file for self-transportation.

**Medical Issues:** If your student has severe medical issues that may require emergency treatment an adult with proper training must remain on site as we do not have a medical staff person.

**Food Allergies:** Food items are sometimes used in classrooms at ULA. If your student has severe food allergies, please inform the director. If a student has dietary restrictions it is the parent's responsibility to be sure the student is informed of what they may or may not consume.

### **Volunteer Opportunities**

ULA is not a co-op and therefore does not require any work hours from parents, but we are

growing and we need your help! Tasks like setting up in the morning, assisting at lunchtime, monitoring the hallways/main level as needed, being a “floater” to pitch in on-site, and/or assisting with end-of-day clean up are all small essential tasks that help keep ULA running smoothly. We greatly appreciate you taking a more active role by contacting us directly for ways in which you can assist!

### **Behavioral Standards**

Each student will need to bring a signed copy of the ULA Code of Conduct on the first day of class. Please review these expectations with your student to help us maintain a safe learning environment for everyone.

### **Discipline**

ULA strives to ensure each student’s success in all areas of learning, including social and emotional growth. Each student is welcome in each class in which they are enrolled unless their behavior is taking away from the ability of the other students to learn and benefit from the class. If a student’s behavior is found to be hindering the entirety of the class, instructors will have a conversation with the student. If a student is not responding to a teacher’s request for improved behavior and/or effort, the teacher will contact the parent directly to try to determine next steps. We believe that learning appropriate behavior and conduct starts at home and want to ensure that families have an opportunity to address any issues that may arise without direct intervention. Out of respect for our teacher’s personal time, if the initial effort by the teacher and parent to address the issue does not succeed, the Director will step in to assist on behalf of the teacher. If no improvement is made, or if it is determined that the disruption continues to affect the other students’ in class, the Director may remove the student from that class for the remainder of the term.

### **Attendance**

Full attendance is recommended in order for classes to progress throughout the semester. If a student is absent for more than three classes in a row, the student will be dropped from the class without refund.

### **Illness/Absence**

Please keep students home if they have had fever or vomited in the last 24 hours, or if they have a serious cough or cold. If a student appears too ill to be in class we will have the student wait in the lobby and call the parent to come pick them up. If your student cannot make it to class, please inform us via email at [unitedlearningacademyoffice@gmail.com](mailto:unitedlearningacademyoffice@gmail.com).

Please read our **Health & Safety Policies and Procedures** for more information.

### **Weather Cancellations**

If the Ann Arbor Public Schools are cancelled for any reason, there will be no UnitedLearning Academy classes. All school closings will be announced on many of the local TV and radio stations and every effort will be made to send a notice to the ULA Group List ASAP.

If classes must be canceled due to inclement weather, ULA will offer up to two make updates after the end of the scheduled semester: January for Fall semester and May for Spring semester. Please keep this in mind when considering your plans.

### **Age level/grade level placement**

ULA offers courses for students grade K-12. In general, we prefer to keep students of similar ages in our classes as we value the interaction with peers as well as class content. Any requests for out-of-grade-level placement will be approved at the discretion of the directors and will be based on the student's academic and behavioral status as well as the current makeup of the class. Please contact the director for any special requests.

### **Add/Drop Process**

Add/Drop Fees- ULA

Courses added or dropped BEFORE registration closes: No fee

Courses added or dropped AFTER registration closes: \$25 per class.

There will be NO add/drop/changes allowed and NO refunds after September 8th, 2021.

### **Submission of waivers and forms**

Signed liability waivers, Medical Release forms, and Code of Conduct forms are due on or before the first day of classes. No student will be allowed to participate in classes until we have completed forms on file.