2026-2027
ELEMENTARY
Parent-Student Handbook

United Christian Academy
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MISSION, VISION, CORE VALUES

Our Mission:

To educate students by integrating academic excellence with a Christian worldview, equipping them to impact their world for Christ.

Our Vision:

UC Academy shall be a reflection of God's excellence in school instruction and operation.

Our Core Values:

Christ-Centered

- Jesus is the Way, the Truth, and the Life
- Christ is the image of the invisible God…all things were created by him and for him…He is before all things, and in him all things hold together
- We purpose to know Christ and to become like Him
- We seek Christ's pre-eminence in all things

Academic Excellence

- Our teaching is in harmony with Scripture
- We prepare students for college, career, life, and eternity
- Our education meets or exceeds State/National standards
- We use proven, effective teaching methods
- Our students perform at their full potential

Loving Community

- We love one another as Christ first loved us
- We delight in God's grace, extend it to others, and foster its growth
- We practice accountability and uphold one another to high standards
- Our students are committed to building community and serving others

Transformational Learning

- Productive life changes (transformation) is the goal of our education
- We seek growth of the whole person: mental, spiritual, physical, and social
- We cultivate joyful, respectful obedience in students
- We help students discover their life's purpose and equip them to fulfill it with excellence

CHRISTIAN SCHOOL PHILOSOPHY

United Christian Academy is committed to a Christian philosophy of education. This means that every facet of the educational program is conditioned and directed by a Christ-centered, biblical perspective.

Our approach to education is based upon God's character and involvement in human affairs. God is an all-knowing, all-powerful Creator. Yet He is also personal and has made Himself known to people. He has revealed Himself through His creation, through His Son Jesus Christ, and through His written Word, the Holy Bible. God has endowed human beings with the capacity and responsibility to know Him. The task of education is the teaching and learning of God's truth. All truth emanates from God; therefore, a proper study of God's world will harmonize with God's Word.

The ultimate aim of our ministry is to glorify God by leading people to a loving relationship with Him. God created mankind as a perfect creation, bearing His image and His likeness. Above all of His creation, God endowed human beings with the ability to think, to relate, and to choose. Unfortunately, man chose to disobey God, an act of rebellion that brought suffering and death. Yet God reached out to mankind. In an act of perfect love and justice, God sent His Son to die to make payment for sin available to the world. Mankind is again confronted with a choice: those who trust in Christ are fully reconciled to God and will enjoy eternal life with Him; those who reject Christ remain under God's condemnation.

God has given parents the primary responsibility to educate and train their children. The purpose of Christian schools is to assist parents in fulfilling their responsibility for rearing their children in a God-honoring way. God requires that His people live responsible, productive lives on earth. They are to grow in Christ-like character, bear fruit, advance God's kingdom, and store up treasures in heaven. A Christian education must nurture students to become responsible, productive citizens of earth and of heaven.

United Christian Academy's Learning Goals

UC Academy nurtures students to become

Maturing Christians who are able to…

- define and defend a Biblical worldview
- study, learn, and apply Scripture
- understand God's progressive revelation throughout time
- recognize and utilize gifts and talents

Critical and Creative Thinkers who are able to…

- access and assess data
- recognize problems and develop a plan to solve them
- learn independently
- investigate beyond the obvious, distinguish fact from opinion, and integrate various disciplines

- demonstrate innovative problem-solving

Effective Communicators who are able to…
- comprehend and retain information through listening and reading skills
- organize and express effectively through verbal and written communication
- express themselves through the arts, athletics, and media
- use appropriate forms of current technology

Responsible Citizens who are able to…
- understand various viewpoints, belief systems, and cultures in today's world
- develop and maintain proper relationships (with peers and authorities)
- take personal responsibility and accepting consequences for life choices
- serve and impact the community they live in
- demonstrate a knowledge of general life skills
- live healthy lives, including appropriate nutrition and physical fitness

Statement of Faith and Christian Conduct

United Christian Academy is a religious institution providing an education in a distinctly Christian environment. To maintain our identity and culture, we expect all school leaders (including but not limited to school board members, employees, IMPACT board members and officers, student body officers, and all others in a position representing the school) to promote and live lives that are consistent with our Statement of Faith and Christian Conduct. The school may admit students from families of different faiths and religious backgrounds, provided that they agree to support the school's beliefs, philosophy, and mission. The school's core beliefs are best summarized in our Statement of Faith and Christian Conduct:

Part A - Faith

Section 1. The Bible: We believe that the Bible is the written Word of God, inspired by the Holy Spirit, and completely truthful in all it affirms. It bears witness to Jesus Christ, the Living Word and is infallible in its purposes. While reason, experience, and tradition together with the Bible serve to inform truth and life, the Scriptures are the primary and final authority in the rule of faith and practice. (II Timothy 3:16-17; I Peter 1:23-25; Hebrews 4:12)

Section 2. God: We believe in one God, creator of all things, who has revealed Himself in three persons, the Father, the Son and the Holy Spirit. These three are one in eternity, deity, and purpose; everlasting, of infinite power, wisdom, and goodness. (Genesis 21:33; Deuteronomy 33:27; Psalms 90:2; Psalms 102:27; I Timothy 1:17; John 1:1-2; John 8:58; Hebrews 1:8; I John 1:2; Micah 5:2; Revelation 1:8; Hebrews 9:14; Romans 1:20)

Section 3. Jesus Christ: We believe in the incarnation and virgin birth of Jesus Christ who came into the world to reveal the Father, and was the reflection of His glory and the express image of the Father; that Jesus Christ, together with the Father and the Holy Spirit, was the Creator of all things. We further believe that in Christ dwelt all the fullness of the

Godhead bodily, and that He is our savior, the one perfect mediator between God and humanity. We acknowledge that Jesus Christ is Lord over all things in heaven and in earth, and under the earth. (John 1:1-2 & 14; I Timothy 3:16; Acts 7:37-38; Hebrews 1:1-5; Philippians 2:9-10)

Section 4. Christ's Resurrection and Imminent Return: We believe in Jesus Christ's sinless life, miracles, substitutionary death, bodily resurrection and His ascension into Heaven. He will return in power and glory to judge all people. As His return may occur at any moment, the believer's response is joyous expectation, watchfulness, and diligence. We anticipate His return at which time there will be a new heaven and a new earth, a resurrection of those who are lost to eternal death and those who are saved to eternal life, and the enemies of Christ will be subdued and the reign of God will be established. (Acts 1:11; 3:19-21; Daniel 7:14; Revelation 20:4; Revelation 14:6, 21:3-8, 22:1-5, 17)

Section 5. The Holy Spirit: We believe that the ministry of the Holy Spirit is being manifested in the Church through the fruit of the Spirit. The gifts of the Holy Spirit are operative in the Church today in order for the Church to experience the fullness of God and are imparted by the Holy Spirit. We believe in the sanctifying work of the Holy Spirit that begins at regeneration. The Holy Spirit continually empowers a believer to live a holy life like Christ. The evidence of the work of the Holy Spirit is a person's obedient response to the Word of God, a Christ-like life of holiness, and manifesting the fruit and gifts of the Holy Spirit. (John 15:26; 16:14; Ephesians 5:18-21; Galatians 5:22-23; I Corinthians 12:8-11; I Corinthians 12:11; Acts 2:4; 10:46; 19:6; John 16:13)

Section 6. The Creation of Humanity: We believe that humanity was created by a direct act of God, innocent and morally free with the responsibility to choose between good and evil, right and wrong. All people are created by God and in His image have the same inherent rights regardless of race, gender, or color. (Genesis 1:26-27, 2:4; Romans 5:17-19)

Section 7. The Fall of Humanity: We believe that through disobedience humanity fell from a state of righteousness and holiness into total depravity, a state of sinfulness, unable in their own strength to obtain a right relationship with God and restore His image within. (Romans 5:12-21; I Corinthians 15:1-4)

Section 8. Satan: We believe in the reality and personality of Satan, that he was defeated by Christ through His death, burial and resurrection, and that Christ has given authority over the works of Satan to His body, the Church. (Matthew 28:18-20; Job 1:7; Matthew 4:1-11; Ephesians 1:19-23; Colossians 2:15)

Section 9. Repentance: We believe that repentance is the result of the convicting work of the Holy Spirit in the lives of believers and non-believers. The conviction of the Holy Spirit, which often accompanies the preaching of the Gospel of Jesus Christ, will result in the revelation of one's sinfulness which should lead to remorse. Remorse causes us to turn away from sin and selfishness and to receive faith for change. (II Corinthians 7:10; Psalms 51; Acts 11:18; II Timothy 2:25; Genesis 6:3; Romans 1:18-32; Matthew 9:12-13)

Section 10. Justification: We believe that repentance and faith in the Lord Jesus Christ results in justification whereby the believer, through faith in the atoning work of Jesus

Christ, is accounted as righteous and made free from the guilt and the penalty of their sins. (Romans 5:1-9; Luke 22:20; Romans 3:21-26, 28, 5:8-9)

Section 11. Regeneration: We believe that by a new relationship with Jesus Christ one is born again and is a new creation. With a new life and a new spiritual nature capable of faith, love, and obedience to Christ, the old life is past and the new life is begun. (John 5:24; II Corinthians 5:17; Colossians 3:9-10; Titus 3:4-5)

Section 12. Sanctification: We believe that by grace every believer may be sanctified by the Holy Spirit, subsequent to regeneration, through faith in the atoning blood of Christ, whereby they are cleansed in that moment of inward sin and empowered for service. The resulting relationship of righteousness and purity is attested by the Holy Spirit and maintained by faith and obedience enabling the believer to love God with all their heart, soul, strength, and mind. Further, this work causes believers not to be conformed to this world and prepares them for greater growth in grace. (Jude 24; Romans 8:1-25; Galatians 5:16-25; Romans 4:1-5; 12:1-2; Leviticus 20:7-8; Romans 5:3-5; Galatians 5:22-25)

Section 13. Restoration: We believe in divine restoration to the image of God for the whole person. This restoration was obtained through the atonement in Christ's sacrificial death and, by faith, brings healing and wholeness in mind, body, soul, and spirit. Although Christians may grieve the Holy Spirit without returning to the dominion of sin, God's grace is sufficient for those who humbly repent, accept the correction of the Holy Spirit, trust the advocacy of Jesus, and mend their relationships. (Acts 4:30; 19:11; Romans 8:11; I Corinthians 12:9; James 5:14; I Peter 2:24-25; I John 1:9; Isaiah 53:4-5)

Section 14. Baptism: We believe that water baptism is a sacrament, commanded by our Lord Jesus, administered to believers as a declaration of their faith in Jesus Christ as Savior, and a symbol of the new covenant of grace. (Romans 2:28-29; Colossians 2:9-13; Hebrews 6:2; Acts 2:38)

Section 15. The Lord's Supper: We believe that the Lord's Supper is a sacrament of our redemption by Christ's death. To those who rightly, worthily, and with faith receive it, the bread and the cup is a partaking of the body and blood of Christ. The supper is also a symbol of the love and unity that Christians have among themselves. (Mark 14:22-24; John 6:53-58; I Corinthians 5:7-8, 10:16, 11:20, 23-29)

Section 16. Faith and Works: We believe that faith without works is dead. Faith results in an accompanying and corresponding action. Personal holiness and social holiness are essential to a living, active faith. Right practice is as important as right belief. (James 2:14-26; Ephesians 2:8-10; Matthew 7:21; Matthew 7:24-27; Matthew 5:16; II Corinthians 5:10; Matthew 16:27; Revelation 2:23; Revelation 22:12)

Section 17. The Church: The Church is the Body of Christ in the world. In worship the Church comes together to meet the holy God and to respond in obedience and love. In witness, the Church makes known the good news of Christ throughout the local community and to the ends of the earth, calling the lost to repentance and faith. In making disciples, converts are brought into the body, baptized, trained and equipped for service to Christ. In fellowship, redeemed people experience their oneness in Christ by sharing in one

another's lives with love and concern. In service, the Church corporately cares for the needs of its own and others. (Revelation 4; Acts 1:8; Matthew 28:18-20; Ephesians 4:11-13; Acts 2:42; 26:17) The Body of Christ may corporately join together in specific geographic areas in what is referred to as local churches. These local churches are manifestations of the larger Body of Christ and reflect through their various traditions and history the nature of discipleship and growth for their members toward Christ-likeness.

Part B - Christian Conduct

Section 1. Worship: Christians are called to the regular practice of public worship first for glorifying God, and for the edification and salvation of people. Worship should be in the language of the people and should guard against centering upon personality, performance, or object, instead calling those participating to draw near to God with their whole being. (Ephesians 5:18-19; Psalms 150; Acts 24:14)

Section 2. Financial Giving: Scriptures provide a pattern for financial support of the Church through tithing a tenth part, which should be expected of all believers, as well as through special offerings, as one is able and compelled, as a means to provide for specific needs as well as to express love for God, and to obey the command to care for the poor. Giving tithes and offerings should be practiced continually by all believers and are outward expressions of the unity of the church as it joins together in support of the work of God in the world. (Genesis 14:18-20; 28:20-22; Proverbs 11:24, 25, Malachi 3:8-10; Matthew 23:23; Luke 11:42; 1 Corinthians 16:22; 2 Corinthians 8:7; 9:6-9)

Section 3. Benevolence: Scriptures are clear concerning helping those in need. We are encouraged to do good to all people as we have opportunity, with a special emphasis upon caring for those who profess to be fellow Christians, especially those of our own fellowship of believers. This is true for the local church as an organization as well as for the individual members of the church. (Proverbs 25:21; Isaiah 58:10; Galatians 6:10; I Timothy 6:18-19; Hebrews 13:16.)

Section 4. Marriage and Family: At creation God instituted marriage for the well-being of humanity and procreation. Marriage is an institution of God described singularly as the lifelong and exclusive union of one man and one woman in a faithful relationship that the Scriptures call "one flesh." Marriage is the only proper setting for sexual intimacy. Scriptures require purity before and faithfulness within marriage. Likewise, the Bible condemns all unnatural sexual behavior such as incest, child molestation, homosexual activity, bestiality, and prostitution. It clearly renounces as sinful, behaviors such as adultery, fornication, bisexual conduct, pornography or any attempt to alter one's gender. A healthy marriage should provide a loving, life-giving context for raising children in the fear and instruction of the Lord. It is the foundation of the family, the basic structure of human society. (1 Corinthians 7:9-11; Romans 12:6-21; 1 Timothy 1:9-11)

Section 5. Guidance and Biblical Counsel: The Body of Christ has spiritual resources for those seeking help. The chief resources are the renewing power of the Holy Spirit and the Word, prayer and sacraments, counsel and support, and Christian community. Through these, God can bring healing and reconciliation. Such care and nurture of people

is offered in programs through the wisdom, counsel, and support of those who are gifted and mature in faith.

Section 6. Discipline: We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that every person is to be afforded compassion, love, kindness, respect, and dignity, and that hateful and harassing behavior or attitudes directed towards any individual are to be repudiated and are not in accord with Scripture nor the spirit of our calling. It is within this context and with this mindset that Scriptural discipline is to be conducted.

Discipline of employees and volunteers administered in truth and love, in a spirit of meekness and confidentiality provides for the restoration of the one subject to the discipline and hence the strengthening of the community. The steps of discipline are according to the pattern of Scripture: private confrontation, private confrontation with witnesses, meeting with an appropriate oversight group, review by the board or it's designees for judgment leading to restoration or separation. (Matthew 18:15-20; Galatians 6:1; Romans 16:17; II John 9-11; I Corinthians 5; II Corinthians 2:6-8; I Timothy 5:20)

Section 7. Language and Communication: We embrace a culture of respect through our language and communication. We are people who communicate well: upward, downward, and across. We provide appropriate notifications, clarity, follow-up, and follow-through. Our communication is *PROFESSIONA*L. It is authentic, consistent, swift, and clear, always avoiding gossip and/or discord. We take the time to listen to others and consider others' viewpoints. We talk to people, not about people. We are committed to healthy communication between all members of the organization. (James 1:19; Ephesians 4:25)

Our vocabulary is a reflection of our success and professionalism here at UCA. As a K-12 educational institution, we do not use inappropriate language. This would include cursing or the spelling of curse words. It is our desire to uphold a professional standard of language, both spoken and written, that reflects respect to our families, students and colleagues.

Conclusion: Consistent with our Wesleyan Holiness heritage, we seek to be instruments of unity and grace among many by developing the lives of youth to assume leadership and influence in culture through Christ like lives of service in excellence. We draw upon the consensual wisdom of a variety of churches whose experience and wisdom may inform us for greater effectiveness in our calling.

Parental Responsibilities

It is the God-given responsibility of the parent to "raise up a child in the way he/she should go" (Proverbs 22:6). UC Academy seeks to educate children in accordance with biblical truth. We seek to prepare students to live as examples of a Christ-like life. UC Academy views its role as that of a partner with parents, collaborating with parents in the education of their children under a biblical worldview. As a result, it is imperative that parents are in agreement with the philosophy, ministry, religious teaching, policies, procedures, and discipline of the school. Where the school, in its sole discretion, determines that the

conduct, actions, or attitudes of a parent, guardian, or student demonstrate a lack of support for the school's policies and procedures, beliefs, standards, moral principles, discipline, or religious teaching, then the school reserves the right to limit the student's or parent's involvement with the school. These actions may include, but are not limited to, loss of opportunity to participate or volunteer in school activities, removal from leadership positions, and/or dis-enrollment from our school.

UC Academy requires parents/guardians of all our students to support the school. This would include, but not necessarily be limited to, the following:

1. Attend the one-evening back-to-school orientation meeting for all parents at the beginning of each school year.

2. Support UC Academy with your prayers, gifts, and "Active Servanthood" commitment, assisting with fundraising and other school-related activities. The "Active Servanthood" commitment consists of twenty (20) hours per family or $200 per family ($10 per service hour).

3. Support the overall philosophy and ministry of the school, including not only the policies and procedures of the school but also the academic and disciplinary decisions of the school. Cooperate with the school in the education of your child.

4. Follow Conflict Resolution policy outlined in General Information section of Parent-Student Handbook.

5. Refrain from taking your child out of school unnecessarily.

Non-Discrimination Policy

United Christian Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its hiring policies, educational policies, admissions policies, or school programs.

RELIGIOUS TEACHING

United Christian Academy teaches students from a biblical worldview. Parents acknowledge and agree that their child will receive instruction in every subject from a biblical perspective, consistent with the Bible and the school's Statement of Faith and Christian Conduct. Parents and guardians must agree to support the school's mission and philosophy, including the religious teaching that will be provided to students enrolled at UC Academy.

ADMISSIONS

Attendance at UC Academy is a privilege, and admittance is by application only. Acceptance, including terms and conditions, is determined by administration. Applications are available on our school's website, www.UCAcademy.org and from the school office and must be completed in detail. The enrollment process is as follows:

1. Submit a completed application, including a copy of the student's latest basic skills test, up-to-date immunization record, most recent report card, and all other forms requested in the enrollment packet.

2. Following a review of the completed application packet, the school will arrange for testing/screening of student's academic ability.

3. If it is determined that the student is able to work successfully in the UC Academy's course of study, the applicant and his/her parents will be scheduled for an interview with the principal.

4. Test results indicating that a student is achieving at six (6) to nine (9) months below grade level will affect the student's enrollment status.

5. After admission is granted, student's family must complete remaining financial matters and complete other forms as required.

While the majority of students are able to perform grade-level requirements, we recognize that students come to us with a variety of abilities, gifts, and talents. UC Academy does not, at this time, maintain a program for those with moderate to severe special needs. Students who are struggling academically in our program may be referred to our Academic Success Program for additional assessment and support. There are some academic/behavioral challenges that can be addressed in the private school setting; however, some students and their families may need help beyond what is offered at our school.

FINANCIAL

Tuition is calculated on the basis of the entire year; therefore, no deductions are made for vacations, school holidays, or a student's absence during the school year.

Tuition payments are due on the 1st of each month and considered late after the 10th. All accounts require AUTOPAY for tuition plans and all incidental expenses.

Past due accounts of 10 days or more are a serious matter and will incur penalties. In addition to late fees, a $30 NSF fee will be charged for returned payments. Accounts delinquent for 30 days or more may have their enrollment suspended.

Enrollment for future school years will be placed on hold if the current tuition account is past due. Registration fees paid for future terms will be applied to the past due balance and families will have to resubmit their enrollment fees at the non-priority rate. If space is not available for your grade, the student will be placed on a waitlist.

Extended Care begins at 6:30 a.m. and concludes at 6:00 p.m. Extended care payments should be paid in advance of extended care attendance.

Refunds for tuition due to early withdrawal will be given to those parties who have paid the tuition in full at the beginning of the year. The refund will be calculated 60 days after the date of the 60-day written notice is received. (Example: Withdrawal notice is dated March 10. Refund will be calculated from May 10.) Attendance of any portion of the month will require full tuition payment for that month.

Grades will be released when ALL accounts with UC Academy are current each trimester of attendance.

ATTENDANCE

Regular attendance is vital to the student's success in school. All parents are asked to use good judgment and not allow their child to be absent unless it is absolutely necessary. Parents should make all appointments, including doctor and dentist, outside of school hours whenever possible.

Illness, medical appointments, funeral of a close friend or relative, court appearance, or a severe family emergency can be considered excused absences if proper documentation is provided. When absent from school due to a medical appointment, submit a doctor's note via email to K8attendance@UCAcademy.org in order for an absence to be considered as an excused absence. Absences of students who are involved with an approved school activity, as determined by administration, are also excused. All other absences are unexcused. Unexcused absences must be arranged in advance (if more than one school day) with the teacher and administration. All work for the days to be missed must be completed and turned in on the date specified by the teacher. It is the student's responsibility to secure the assignments in advance.

Note: More than 10 (ten) absences (excused and unexcused) in a trimester may result in a student being placed on a Student Behavior Plan and/or being retained in that grade. In cases of extended illness, parents may submit an appeal in writing to the administration for a waiver of the penalty. This appeal must include a note from the attending doctor.

School Hours

School begins at 8:00 a.m. and students are expected to arrive on time. Arrival, drop-off and pick-up procedures will be posted in Parent Square. **Parents must escort any student arriving late on campus to the school office to obtain and sign a tardy slip before the student will be admitted to class.**

School is dismissed at 2:45 p.m. (11:30 a.m. on minimum days). At the end of the school day, parents or an Authorized Person must pick students up from their classrooms. The teacher will bring students not picked up from the classroom by 3:00 p.m. (11:45 a.m. on minimum days) to extended care. An "Authorized Person" is a person who has been authorized through Power School to pick up a child. No child will be released to any person who is not an Authorized Person at any time. If a pickup is attempted by a person who is not an Authorized Person, the pickup will not be permitted, the child will be taken to extended care so that arrangements may be promptly made to pick up him or her by a parent or an Authorized Person.

Please do not detain the teacher at the opening or closing of class. If you wish for a conference, please email the teacher.

Student Pick Ups From School

No student may be picked up from school at any time except by an Authorized Person. In the registration packet there will be information about using the Power School online system to create a list of persons who are an Authorized Person. An Authorized Person may be a parent, a relative, or a third party. If the third party is any form a contracting ride providing service, then in addition to registering persons as Authorized Persons, you may list the ride providing service as an Authorized Person, but the school will nevertheless not permit a pickup by a ride providing service unless you have also completed and returned a Ride Service Authorization and Release form which has been accepted by the school. If a student must be picked up from school at any time for any reason (illness, dress code, behavior, etc.) parent or authorized persons must pick up the student within thirty (30) minutes of the initial notice.

Make-Up Work for Absences

All previously assigned work due on the date of the absence must be handed in on the day the student returns from the absence. Any previously assigned test missed during an absence must be taken the day the student returns from the absence.

If a student is out ill, he/she has one (1) day for every day absent to submit class work and homework assigned during the period of absence. The only exception to this policy would be in the instances of previously assigned work, tests, or projects (see above paragraph). The parent/student can check Canvas if he/she desires to have class work/homework assignments prior to his/her return from illness.

Special arrangements will be made for long-term absences due to illness.

Absences for any other reasons must be arranged in advance (more than one school day) with the teacher(s) and administration. All work for the days to be missed must be completed and turned in on the date specified by the teacher. It is the student's responsibility to secure the assignments in advance.

If a parent or student does not pre-arrange an unexcused absence via e-mail or letter to a teacher, make-up work may not be accepted and/or tests or quizzes may not be made up.

Readmission Following an Absence

Students may not return to school until 24 hours have passed after vomiting or having a fever of 100.4 degrees or higher, and the fever has subsided for 24 hours without the use of fever-reducing medications.

Following an absence, a parent or guardian may also call the elementary school office and notify the office personnel of the student's absence along with the specific reason for the

absence. A message may also be left on the school's answering machine with the student's name, teacher's name, and date of absence, and specific reason for the absence. Please note that a doctor's note must be submitted to the school office whenever a student is absent due to a medical appointment.

Tardiness

Students are expected to be punctual for all events, especially class. Tardies will be treated as disrespect for the teacher, other students, and the standards of the school in general. A student is tardy if he/she is not properly seated by the time class is scheduled to begin. Students who are not in class by 8:00 a.m. must be signed in at the school office by a parent/guardian and take a late slip to class for entrance. If it is an excused tardy, a parental/doctor note should be turned into the elementary office.

Illness, medical appointments, funeral of a close friend or relative, court appearance, or a severe family emergency are the only acceptable reasons for being late to school. When late to school for a medical appointment, the student must submit a doctor's note to the school office for the tardy to be considered as an excused tardy.

Excessive Tardies: When students are excessively tardy, it negatively impacts their teacher and fellow classmates. After ten (10) tardies within a trimester, you will be charged $10 for every tardy after your tenth tardy, families are subject to a formal conference with administration. Ten (10) tardies (excused or unexcused) in a trimester may be subject to administrative review, and subject to placement on a Student Behavior Plan.

Closed Campus

UC Academy has a closed campus policy. Once students arrive at school they may not leave until the school day is over, unless approved by the administration and a parent. In addition, closed campus means that students may not leave for lunch under any circumstances unless accompanied by their own parent, guardian, or teacher. Students are not allowed to invite guests to be on campus for lunch.

All guests visiting our campus are required to obtain administrative clearance through the school office. The school reserves the right to limit or deny access to any visitor whose presence would compromise the safety of our school or disrupt its operation.

Guests must dress in accordance with the dress code guidelines and must wear a visitor's badge while on campus.

Guests who attend "open events" (e.g., Homecoming, sports games, musical productions, etc.) must adhere to the guidelines of this handbook.

Extended Care

Extended care hours are 6:30-7:45 a.m. and afternoon extended care begins at 3:00 p.m., closing at 6:00 p.m. on school days (11:45 a.m.-6:00 p.m. on most minimum days). No student will be accepted into extended care before 6:30 a.m. Please do not leave your student(s) before this time, as appropriate adult supervision is not on campus until 6:30 a.m. Arrival of any student between 6:30-7:45 a.m. will be noted and parents' accounts charged accordingly. Any pickup **after** 6:00 p.m. will be charged stated late fees. Persistent abuse of this pick-up time will result in the request for withdrawal from extended care.

Any student on campus at 3:00 p.m. (or 11:45 a.m. on minimum days) will be checked into extended care. If a student is participating in an after-school activity, he/she must be picked up at the completion of the activity or be checked into extended care.

In the event of an early dismissal or closure when extended care is not available, students are expected to be picked up by the designated end-of-day time. A late pickup fee of $5 per minute will be assessed for any student remaining after that time.

Please be aware that our extended care staff are instructed at risk of their positions to verify the identification of any person picking up a student from their care. **No person will be allowed to pick up a student unless they are an Authorized Person as defined in this Handbook and he/she has proper identification when asked to show it.** Security of our students is foremost in our minds, and we only hope that you will appreciate the degree of precaution that we show in our extended care procedures.

Withdrawals and Transfers

Any student who withdraws must complete the necessary forms with the school office. Prior to withdrawal, all library books and school property must be returned, and all accounts must be paid in full.

ACADEMICS

When God created the world, He spoke it into being. To understand God's creation, we must seek to discover how the disciplines we study fit into God's creation and His plan for man. All too often we attempt to make God fit into our own plan. At UC Academy we take a biblical worldview approach to learning. All truth is God's truth.

Subjects Taught

Kindergarten

Bible
Language Arts:
- Phonics/Reading
- Reading Comprehension
- Academic Writing
- Grammar
- Spelling
- Science

Social Studies
Math
Music
Physical Education
Spanish
STEAM

1st Grade

Bible
Language Arts:
- Phonics/Reading
- Reading Comprehension
- Academic Writing
- Grammar
- Spelling

Social Studies
Science
Math
Music
Physical Education
Spanish
STEAM

2nd Grade

Bible
Language Arts:
- Phonics/Reading
- Reading Comprehension
- Academic Writing
- Grammar
- Spelling

Social Studies
Science
Math
Music
Physical Education
Spanish
STEAM

3rd Grade

Bible
Language Arts:
- Phonics/Reading/Comprehension
- Academic Writing
- Grammar
- Language

Social Studies
Science
Math
Music
Physical Education
Spanish
STEAM

4th-5th Grade

Bible
Language Arts:
- Reading/Comprehension
- Academic Writing
- Grammar
- Language

Social Studies
Science
Math
Music
Physical Education
Spanish
STEAM

Bible Instruction

Four (4) regular class periods per week will be devoted to Bible instruction. This class will include a systematic study of the Word of God, memorization of scripture, written assignments and application.

All students must have their own Bibles and will be expected to have them for class work. Each student is required to have a New International Version Bible. Paraphrases are not acceptable for classroom study (grades 3-5 only).

Discovery Den

Discovery Den classes are held after school from 3:00-4:00pm (or as otherwise noted). Most programs run once a week for nine weeks. Discovery Den will be offered in four seasons per year. Fall, Winter, Spring and Summer. Enrichment classes fall into three categories: Sports, Academics and Creative Arts. Our elementary athletic teams are part of the Inland Empire Christian League and may include sports such as cross-country and soccer. Academic enrichments may include robotics, book club and more. Creative Arts enrichments may include dance, band, drawing and more.

Library

UC Academy has an extensive children's library. The students are taught early how to use and respect the library and its contents. Student accounts will be charged for lost resources.

S(cience)T(echnology)E(ngineering)A(rts)M(athematics)

Once a week all K-5th grade students will experience S.T.E.A.M. class with NGSS Science Standard informed and biblically integrated projects promoting critical thinking, technology proficiency, and a growth mindset that encourages the character traits necessary to become successful life-long learners. Students will engage in biblically integrated projects guided by the scientific method and engineering design process.

Weekly Chapel

Elementary chapel services are held weekly. These services include worship, special music, guest speakers, and/or classroom presentations. Students will be required to sit with their classes. Parents may attend the chapel services.

Grading Scale

Students in grades 2–5 will be graded by employing the following numerical scale:

Academic

A+	(4.0)	97-100%
A	(4.0)	93-96%
A-	(3.7)	90-92%
B+	(3.3)	87-89%
B	(3.0)	83-86%
B-	(2.7)	80-82%
C+	(2.3)	77-79%
C	(2.0)	73-76%
C-	(1.7)	70-72%
D+	(1.3)	67-69%
D	(1.0)	63- 66%
D-	(0.7)	60- 62%
F	(0.0)	0- 59%

Students in grades 2–5 will be graded by employing the following scale:

Citizenship

Outstanding	O
Outstanding	O
Outstanding	O
Satisfactory	S
Satisfactory	S
Satisfactory	S
Unsatisfactory	U

Students in Kindergarten are just beginning the educational process. They will be scored on the following scale:

4- Mastery
3- Proficient
2- Developing
1- Emerging
0- Not Introduced

Students in 1st grade are familiarizing the educational process. They will be scored on the following scale:

O- Outstanding

S- Satisfactory
NI- Needs Improvement
U- Unsatisfactory

Grade Point Averages

Grade Point Averages (GPA's) are used to determine eligibility for extracurricular activities, and student status and honors. GPA's are calculated by giving 4 points for each A; 3 points for each B; 2 points for each C; 1 point for each D; and no points for an F. The total points are added then divided by the number of grades given. GPA's are not rounded up.

Example of GPA:

Bible	A	=	4.0
STEAM	B	=	3.0
Reading	B-	=	2.7
Language	B+	=	3.3
Math	C+	=	2.3
P.E.	B	=	3.0
Social Studies	C	=	2.0
Science	D	=	1.0
Spanish	A	=	4.0
Total Points		=	25.3 divided by 9 grades = 2.81 GPA

Homework

UCA operates as a college prep academy, providing rich and rigorous academic instruction. In addition, UCA recognizes the importance of a well-rounded education including specials and enrichment opportunities. The benefit of receiving this quality education relies on the partnership of home and school. Teachers may assign homework when it is necessary to further student learning and/or provide an additional means of review and practice. Any work not finished in class may be considered additional homework.

UCA recognizes and values family time during the school week and has implemented a maximum number of minutes to be assigned at each grade level. These minutes provide continuous review and practice for our students. These minutes do not include reading; however, teachers do provide opportunities within the school day that can and should be counted towards any daily reading and logs required by teachers.

Typically, homework is assigned on Monday and throughout the school week (Monday through Thursday night).

All assignments are due the next day unless the teacher has directed otherwise. Students who have missed school due to illness or other unforeseen reasons may have an extension of time (e.g., one day missed gives one day extension of time).

Projects will not be assigned immediately before a holiday break (less than a week). While long-term assignments may be due after a vacation, and a student may choose to use that time for homework, the teacher will make sure that enough time has been allowed prior to and after vacation time.

Please contact the teacher directly if there are concerns with your child completing the homework within the following guidelines.

Homework Minute Guidelines

Grade Level	Minutes	Reading/Log
Kindergarten	10 minutes	Plus 15 minutes
1st	20 minutes	Plus 15 minutes
2nd	30 minutes	Plus 20 minutes
3rd	40 minutes	Plus 20 minutes
4th	50 minutes	Plus 30 minutes
5th	60 minutes	Plus 30 minutes

Report Cards and Progress Reports

Parent-Teacher Conferences are one of the most important times of communication between the school and the home, and it is expected that all parents participate in the fall conferences, which are scheduled approximately six weeks after the beginning of school. Official grades are given at the end of each trimester (12 weeks) for all of grades K–5, and report cards are sent home. A copy of the final report card is filed in each student's permanent record.

Progress Reports are given at mid-trimester and are used to communicate the student's progress to that point in the trimester. This report is not part of the student's permanent record (report card).

Honor Roll

Following the issuing of grades each trimester, each student's GPA is computed. Students in grades 4–5 who earn a 3.5 GPA or better are placed on the Honor Roll for that trimester. All three trimesters of honor roll will qualify a student to make Principal's list for the year. Eagle of Excellence who earn a 4.0 GPA for all three trimesters will be given out to top GPA earners in 4th and 5th grade. Any student receiving a letter grade of F in any subject does not qualify for the Honor Roll regardless of the GPA. GPAs are not rounded up.

Student Success Plan

Our desire is to set students up for long-term academic success, thereby removing the risk of retention or dis-enrollment. As a school, we have identified the following as crucial to student access.

- Regular Attendance
- 2nd-5th: 2.0 GPA or higher; kindergarten and 1st grade meeting academic standards
- Classwork/homework completed and turned in
- Assessments and projects completed and turned in

The following may result in placement on a Student Success Plan:

Academics: Any 2nd –5th grade student who has a GPA of less than 2.0 on any progress report/report card may be placed on a Student Behavior Plan until the end of the trimester. For 1st grade and kindergarten, academic success is determined based on each student's ability to meet academic standards as monitored by their classroom teacher.

Attendance: More than 10 (ten) absences (excused and unexcused) in a trimester may result in a student being placed on a Student Behavior Plan and/or being retained in that grade. This excludes absences due to approved extracurricular school activities. In cases of extended illness, parents may submit an appeal in writing to administration for a waiver of penalty. This appeal must include a note from the attending doctor. Additionally, students are expected to be punctual for all events, especially class. When students are excessively tardy, it negatively impacts their teacher and fellow classmates. Ten (10) tardies (excused or unexcused) be subject to administrative review and subject to placement on a Student Behavior Plan.

Behavior: Placement on a Student Behavior Plan will be based on continued deliberate disobedience, repetition of office referrals, or committing a serious breach of the student conduct code inside or outside of the school which may have an adverse effect on the school's testimony in the community. The lack of parental support in dealing with student's disciplinary problems may also be a cause for placement on a Student Behavior Plan. A student on a Student Behavior Plan for behavior may not participate in any extracurricular activities. The length and terms of the plan will be determined by administration. If the student does not meet the terms of the plan within the required time, the student may be expelled from UC Academy. Parents are expected to support the school by helping curb inappropriate behavior when notified.

Achievement Testing

Standardized tests are administered to students in grades K–5 during Fall, Winter and Spring (three times a year). These tests measure the student's progress annually and the results are shared with the parents.

STUDENT CONDUCT

General

We expect the highest in Christian behavior and attitude at UC Academy. We do not expect everyone to live under a lengthy system of burdensome laws; however, we do expect everyone to strive for the higher standard of grace reflected by respect toward others, thoughtfulness, unselfishness, and the fruit of the Spirit. (Galatians 5:22)

The following "laws" are given simply as a "tutor" to the greater law of love.

1. Respect for Authority
2. Respect for Other Students
3. Respect for School Property

These are the three laws from which all others are derived. They should be discussed at home with the parents. They also will be discussed within the classroom early in the year. In addition to these three, the following specifics are necessary to help the school run smoothly and safely and in a Godly manner.

1. Students are not to damage or deface school property; this includes all textbooks. Damaged property will be repaired or replaced and the cost charged to the student's account.

2. Students are not to use profane or vulgar language, or act in a disorderly manner.

3. Students are not to steal, cheat or lie (misrepresent the truth).

4. There is to be no gum chewing on campus or at school functions. Candy and other foods may not be eaten in the classroom except on special occasions with the teacher's permission.

5. Skateboards, knives, articles resembling weapons, matches or lighters, and firecrackers or other types of incendiary devices or explosives are not allowed.

6. Electronic music devices, iPods, toys, video/electronic/battery operated games, etc., are not to be brought to school or to any school function unless instructed to do so by a teacher. If any of the above-mentioned items are brought to school without the teacher's permission or instruction, they will be confiscated by the staff or administration, and parents must pick-up at the end of the day.

7. Students are not to fight, kick, hit, shove, bite or spit on each other. Students are expected to keep their hands and objects to themselves and respect others' personal space and privacy.

8. Possession, use, sale and/or furnishing of illegal drugs or tobacco is not permitted at any time or place. Will result in immediate expulsion from UC Academy.

9. Running or shouting in the hallways is strictly forbidden.

10. On the playground students are not to:

    a. Play tackle football
    b. Climb on, over, or lean on fences and gates
    c. Kick balls against or onto any part of the buildings
    d. Throw rocks, dirt, or anything else that can cause injury
    e. Continue to play after the whistle has blown
    f. Use jump ropes for other than jumping rope

11. Students are not to be any place on campus where they do not have permission to be.

12. General classroom standards are:

    a. Be respectful of the teacher and all other adults in authority
    b. Be respectful of all other students (keep hands and objects to yourself)
    c. Sit in assigned seat
    d. Pay attention to the teacher or person who is speaking
    e. Do not throw anything
    f. Wait for permission to speak and refrain from interrupting the speaker
    g. Be ready for class with proper books, paper, pencils, pens, etc.

13. Any other conduct that would bring dishonor or discredit to the student, the student's testimony, to the school or school's testimony or otherwise violate the expectations that students demonstrate a Christ-like life is prohibited. Additionally, the school prohibits either the promoting or encouraging of others to violate the school's standards.

Plagiarism, Cheating and other Breaches of Academic Integrity

Our purpose is to help develop wise leaders of strong Christian character, and part of the development of Christian character includes the ability to maintain academic integrity. Plagiarism is cheating, and is not acceptable on any assignment in any class.

Plagiarism (i.e., submitting another's work as one's own) includes, but is not limited to the following:

- Copying another student's work or previously published material or ideas from any source and submitting them as one's own
- Copying an author's work without citation
- Making alterations to words or the order of words from another source and submitting them as one's own

Below are examples of cheating and academic dishonesty:

- Copying another student's work, including electronic and visual mediums
- Recycling previous work
- Providing homework to another student
- Disclosing and/or distributing material related to quizzes and tests
- Submitting information copied from the Internet
- Contributing to the academic dishonesty of another student
- Changing answers after work is graded to present it as improperly graded
- Using/possessing disallowed material during a quiz or test to gain an advantage
- Lying to a teacher regarding work submitted, excuses, grades, or other information
- Dishonest actions as reported by the teacher
- Submitting work as one's own that was produced by unauthorized collaboration on assignment designed to be completed independently (*see note below)

*Students are often encouraged to discuss their responses to assigned work with peers. Meaningful discussion often leads to deeper insight and helps students make personal connections with subject matter. All written work produced as a result of these discussions and shared inquiries, however, must be generated independently. Students must not write assignments together or share work written by one student unless it is authorized for the group to submit one paper as a group.

Students who engage in plagiarism and other forms of cheating will be confronted. Cheating defeats the basic purpose of an education and will have significant consequences. Cheating will result in zero (0) credit on the assignment and disciplinary action such as detention or suspension, as well as documentation and lowering of the citizenship grade for that class.

EAGLE Code of Conduct

"So whether you eat or drink or whatever you do, do it all for the glory of God,"
1 Corinthians 10:31

E agles are Respectful
A cknowledge Others
G ive Thanks and Offer Help
L isten to Instruction
E xhibit Safe Behaviors
S how Self-Control

"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." Galatians 5:22

Anti-Harassment / Non-Violence

UC Academy expressly prohibits any form of sexual, racial, or other harassment, whether in or out of school, directed towards others. If a student believes another individual has harassed them, they should report the alleged harassment to a teacher or administrator. The school will initiate an investigation into any complaints and based upon the investigation, contact parents, and/or initiate disciplinary action.

The following provides additional information concerning some of the types of behavior that would constitute improper harassment:

> Verbal harassment includes offensive comments, jokes or slurs, graphic verbal comments about an individual's body, and graphic verbal comments of a sexual or racist nature.
>
> Visual harassment includes the creation of and/or displaying of offensive posters, cards, cartoons, graffiti, drawings, objects, or gestures.
>
> Physical harassment includes unwelcome or offensive touching or impeding or blocking of movement, bullying or intimidating others with name calling or threats to physically harm or destroy another's property.
>
> In today's age of technology, it is important that students also respect others and refrain from any cyber-bullying tactics, messaging inappropriate photos or derogatory messages.

UC Academy also expressly prohibits, both in and out of school, any violence, threats of violence (even if joking), fighting, or the use, possession, or bringing to school of any weapon. The school takes all threats or potential threats of violence seriously. Accordingly, threats of harm to others or the school, even if in jest or joking, will be considered a violation of this policy. Any violation of this policy is grounds for immediate disciplinary action, including, but not limited to suspension or expulsion and reporting to law enforcement authorities. Students who overhear or otherwise become aware of any violation of this policy should report the violation to a teacher or administrator.

Gender and Student Privacy Policy

We believe that God wonderfully created each person as either male or female in conformity with their biological sex at birth. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27). Therefore, to protect student safety and privacy, we require students to use gender-specific facilities (e.g., restrooms, locker rooms, showers, and other school facilities where students may be in a state of undress) that are consistent with their biological sex at birth.

Discipline

UC Academy is dedicated to the training of children in a program of study, activity, and living that is Christ centered. We appreciate your confidence in asking our staff to assist you in training your child. Discipline is maintained, and is firm, consistent, just, and tempered with love. Our faculty upholds standards of behavior in the classroom through kindness, love, and genuine regard for their students. However, when disciplinary action becomes necessary, it is firmly carried out with good judgment and understanding.

The basic responsibility for discipline resides with the home. Parents will therefore be informed when unusual circumstances needing disciplinary action arise. It is expected that there will be godly parental follow-through should this occur. It is impossible to be of any real help to your child unless you are in active sympathy with our disciplinary efforts. (Proverbs 19:18, I Timothy 3:4-5)

We believe that good classroom behavior and citizenship is vital for a healthy learning environment. If one student or a small group decides to disrupt that environment, it steals important time away from their fellow students and teacher. To that end, our elementary discipline policy includes the use of Power School documentation, office referrals, and suspensions. These help us keep students more accountable for their actions, and will be useful in keeping parents informed of any problems related to their child's behavior.

Behavior Contract

Behavior Contract will be based on continued deliberate disobedience, repetition of office referrals, or committing a serious breach of the student conduct code inside or outside of the school which may have an adverse effect on the school's testimony in the community. The lack of parental support in dealing with a student's disciplinary problems may also be a cause for disciplinary probation.

A student on a Behavior Contract may not participate in any extracurricular activities.

The length and terms of the contract will be determined by administration. If the student does not meet the terms of the contract within the required time, the student may be expelled from UC Academy. Parents are expected to support the school by helping to curb inappropriate behavior when notified.

Disciplinary Action

The elementary school's behavior policy will involve students being corrected for both Major and Minor Infractions. Minor Infractions are counted as warnings. Upon three Minor Infractions, the behavior issue will be treated as a Major Infraction, whereupon the Administration and the parents will agree upon proper consequences and plans for growth going forward. Upon two Major Infractions in one year, students will be placed on a Behavior Plan. Under a Behavior Plan, the student's continuation at UCA will be dependent upon improvement in behavior. All behavior issues and infractions will be communicated with parents through Power School.

Minor Infractions include but are not limited to:

- Defiance/Disrespect to others
- Inappropriate language
- Unsafe behavior
- Lying
- Borrowing/theft
- Physical contact
- Sexual misconduct
- Property misuse
- Academic dishonesty (cheating)
- Academic Irresponsibility

Major Infractions include but are not limited to:

- Harassment/Bullying
- Property Damage/Vandalism
- Inappropriate Location/Out of Bounds
- Fighting/Physical Aggression
- Major Defiance; disrespect; insubordination

- 4th Minor Incident
- Lying/cheating
- Abusive Language
- Major Disruptions

Suspension is removal of a student from participation in the normal course of school activities. In special cases, students can receive indefinite suspension. It will be the parents' responsibility to find childcare outside of UCA for the day that suspension is given. We consider suspension to be a serious disciplinary action, which is imposed only after student and faculty perspectives have been voiced. Parents will receive verbal and written notification of the decision, complete with explanation and consequences, and a copy of the notice will be placed in the student's file. The administration will determine the length and conditions of the suspension. Students with a suspension must turn in any missed work on the day the student returns to school. No additional days will be given to a suspended student. The student may also be prohibited from participating in the next student activity. As suspension is a serious consequence for inappropriate behavior, we desire that students learn from the discipline. After a student receives a suspension, he/she may be placed on a behavioral probation contract.

Expulsion represents the most extreme form of disciplinary action. Expulsion is the removal of the student as an enrolled member of UC Academy. The duration of the expulsion shall be for a minimum of the remainder of the academic year. Based upon the particular facts and circumstances, the school may, but is not obligated to, in its sole discretion, permit the student to re-apply for admission at a later date. Expulsion may result when there has been a violation of the law or infraction of our Parent-Student Handbook. It is imposed on those rare instances when a student evidences persistent and/or otherwise inappropriate behavior that threatens the academic, social, or spiritual integrity of the school. Such behavior includes, but is not limited to, the following: stealing, lying, cheating, sexual misconduct, harassment, threats of violence, violence directed to another person, damaging of school or another student's property, possession and/or use and/or sale and/or furnishing of a weapon, tobacco, alcohol or illicit drugs, abusing prescription drugs or controlled substances, and/or the reluctance to behave in a manner that is consistent with the highest principles of Christian faith and practice as determined by the administration, faculty, staff, and School Board. The school also reserves the right to remove or dismiss any student based upon the failure of a parent or guardian to adhere to their parental commitment to cooperate with the school or otherwise support the philosophy, ministry, policies, procedures, and decisions of the school.

The following are some of the reasons and causes for suspensions and expulsions. These are guidelines and not meant to be an exhaustive list. The school reserves the right based upon the seriousness of the offense, as determined by the school, and based upon the particular facts and circumstances to, in its sole discretion utilize any or all of the consequences or punishments listed below for any offense. The school reserves the right to impose a more or less stringent punishment for any offense based upon the particular facts

and circumstances, the history of misconduct by the student, the contrition of the student, and what is in the best overall interest of the school. Students are advised that their consequences for any violation may also include loss of student privileges and activities, including participation in extracurricular events.

1. Suspension
    a. Stealing, lying, cheating, forgery
    b. Truancy, which includes leaving school grounds without permission
    c. Fighting, inappropriate language, sexual misconduct, defacing school property
    d. Harassment or bullying of fellow or younger students
    e. Bringing any kind of weapon (real or toy) to school
    f. Severe or continuous disrespect toward authority

2. Expulsion
    a. Stealing, lying, cheating, forgery
    b. Sexual misconduct
    c. Fighting
    d. Damaging school property or another student's personal property
    e. Possession and/or use of a dangerous weapon
    f. Persistent evidence of a reluctance to behave in a manner that is consistent with the highest principles of Christian faith and practice
    g. Possession, use, sale, and/or furnishing tobacco, alcohol, or drugs
    h. Harassment or bullying of fellow or younger students

While the school does not actively monitor behavior outside of school and school activities, any time the school reasonably believes that a student has engaged in conduct that violates school standards, disrupts campus life, or otherwise damages, discredits or dishonors either the student, their testimony, or the school or the school's testimony, the school may follow up on that behavior with disciplinary action. For example, a student who creates an offensive website on the Internet is making a public statement. Any information on that website that is in violation of the Handbook is cause for disciplinary action.

DRESS CODE

At UC Academy, we agree that our appearance, inside and out, is a reflection of God in our lives to those we encounter. Dress and grooming at United Christian Academy should be characterized by neatness, modesty, and moderation. The purpose of appropriate dress is to show honor to others, focus on the heart, and not regard dress as simply a matter of individual expression. As such, we require students to follow these policies, and for families to support them.

In all issues of school dress, UC Academy reserves the right to determine what is immodest, immoderate, extreme, or otherwise unacceptable in clothing and hairstyle. Students who are not properly dressed will not be admitted to class and must be brought a change of

clothing from home or picked up by a parent. If the outfit/clothing is questionable, ask first.

Daily School Attire/Uniform

1. **Tops**
   Tops must all have the school logo, so they must be purchased from Lands' End online. UC Academy has selected many colors & styles for both genders.

2. **Bottoms**
   Solid-color bottoms may be purchased at any store and are also available online at Lands' End. *Plaid skirts for girls must be purchased with Lands' End.* The solid colors for bottoms allowed are **Navy, Gray & Khaki**. Tights or leggings (girls) worn under skirts, jumpers or shorts must be ***solid uniform colors*** (white, navy, tan, gray).

   The bottom styles allowed are:
   a. Jumper (Girls)
   b. Skirt/Skort (Girls)
   c. Shorts (Boy or Girl styles)
   d. Pants (Boy or Girl styles)

3. **Shoes**
   All shoes must have a flat heel and closed heel and toe. No sandals or croc style shoes allowed.

4. **Outerwear**
   UCA spirit wear is always acceptable and can be worn throughout the school day. It can be purchased online at Land's End. If not approved UCA spirit wear, it is encouraged that outerwear be a solid uniform color (navy, black, white, gray).

5. **Field Trip Attire**
   Field Trip attire will be at the teacher's discretion, depending on the type of trip they are taking. Unless the teacher specifies a different dress for that day, the students must wear their school uniforms or class color shirts.

6. **Theme Dress Up Days & Free Dress Days**
   There will be opportunities for students to have "theme dress up days" and "free dress days" on school announced or teacher-announced occasions. Theme/Free dress days must remain within the dress code guidelines.

   Friday Spirit Days – Students may wear UCA class color shirts/spirit shirts and must wear approved dress code bottoms. *Begins the Friday after spirit shirts are distributed.

7. **Hair**

Girls – Hairstyles must be neat and not draw undue attention to the individual; the hair must be kept out of the eyes (may not fall below eyebrows). Unnatural hair color or hairstyles will not be allowed.

Boys – Hair must be neat and well-groomed and should not impair vision. The length of the hair may not be longer than the top of the collar, cover more than half of the ear, or fall below the eyebrows (use regular collared shirt as guideline). The hairstyle must not draw undue attention to the individual (e.g., mohawks, faux-hawks, tails, spikes, etc.). Unnatural hair color or hairstyles will not be allowed.

Certain exceptions may be made for cultural and religious considerations. All such exceptions must be requested in writing to school Administration and will be considered on a case-by-case basis.

Know the No's for Dress Code

1. **Clothing**
   a. Tattered clothes or clothing with holes/cut off jean shorts
   b. Denim fabric or jeans, except on casual days/no jeggings allowed
   c. Leggings or spandex without shorts or skirts
   d. Tank tops, muscle shirts, spaghetti straps
   e. Tops that do not cover the midriff section
   f. Sweatpants, joggers or athletic bottoms (boys and girls)
   g. Athletic/Basketball type shorts
   h. Skirts or shorts shorter than 2" below fingertip length
   i. Disruptive clothing (e.g., emblems, lettering, colors, or pictures pertaining to drugs, alcohol, sex, profanity)
   j. Sandals, open-back shoes, open-toe shoes, Heelys, and Crocs
   k. Undersized uniform items
   l. Clothing which promotes/displays a political candidate or political party

2. **Accessories**
   a. Unnatural hair color or hairstyles
   b. Tattoos of any type
   c. Boys – earrings, observable body piercings
   d. Girls – earrings that dangle more than ½ inch below the ear, observable body piercings (other than ears)
   e. Hats and gloves, except on special occasions when advised
   f. Glasses, other than prescription
   g. Fake, press-on or acrylic nails
   h. Items promoting/displaying a political candidate/ or party
   i. Any costume accessories such as animal or Halloween at administrations discretion.

Dress Code Violation Consequences

Uniform compliance will be assessed each day during morning attendance.

1st – 3rd Violations– Student is sent to the office. Parent must bring school- approved attire. Violation will be documented in Power School.

If more than three (3) violations occur in a trimester, a parent conference will be arranged with administration to discuss further actions.

Allergies

Students with known allergies must have an Allergy Action Plan completed by the child's physician and submitted to UCA nurse for monitoring and/or further follow-up. In addition to the Allergy Action Plan, physician must complete Administration of Medication form. Allergy Action Plan and Administration of Medication form are valid for one school year.

Cell Phones and Smart Watches

Cell phones and smart watches may not be used during the school day. A student may bring a cell phone or smart watch to school if deemed necessary to the child's welfare by his/her parents; however, the phone must be turned off/silenced and kept in the student's backpack, and the watch must be used only as a watch with all other functions turned off. If cell phone use is necessary, it may only be used as a phone (not as a camera or for games or music) and may only be used in the school office with permission from the classroom teacher. If a student uses his/her cell phone during the school day outside of the school office and/or without permission or a cell phone or smart watch causes any disturbance by being left on, the phone or smart watch will be confiscated by the staff or administration to be returned only to the parent at the end of the day. The student may lose the privilege of having a cell phone or smart watch on campus for the remainder of the school year. UC Academy will not assume liability for loss, damage or theft of a cell phone or smart watch after it has been confiscated.

Class Parties

Classroom parties are a part of the fun of school but must be kept within reason. There are three (3) regularly scheduled parties each year: Christmas, Valentine's Day, and Easter. Any communication sent home to parents regarding these parties must be cleared through the teacher and administration before they are copied and distributed. Younger siblings are not permitted to attend classroom parties. Private birthday party invitations are permitted as long as you invite all the boys, or all the girls, or the entire class. We do not want anyone of the same gender as your child to feel left out.

Conflict Resolution

Follow the teachings of Matthew 18:15-17 to resolve conflicts. Any concerns with school personnel, policies, or procedures should be addressed in a professional, courteous manner. Please talk to the person most immediately involved first (e.g., teacher). If the person did not resolve the issue, then talk to the person's supervisor (e.g., principal). If the issue remains unresolved, follow the chain of command until reaching the highest administrative level, which is the superintendent of the school. The decision of the

superintendent is final and binding on all parties. Please do not share your concerns or problems with anyone who is not directly involved or is not part of the resolution process; doing so leads to gossip and further complicates the issues.

Earthquake Preparedness

UC Academy has prepared and implemented a comprehensive and complete evacuation/rescue earthquake plan. In the event of a major earthquake, please be assured that your student will be kept from as much danger as humanly possible. We maintain an adequate stock of food/water and first aid supplies to subsist on school premises for several days. When you come to pick up your student, you will be directed to the Student Release Station where you can sign out your student and take him/her with you at that time. Your cooperation and calmness at this crucial stage in our plan is critical. **Parents must make sure any vital ongoing medications are stored in a clearly marked container with instructions.**

Electronic Music Devices/Games/Equipment, iPods, and Toys

Electronic music devices, iPods, toys, electronic games, etc., are not to be brought to school or to any school function unless instructed to do so by the teacher. If any of the above-mentioned items are brought to school, they will be confiscated by the staff or administration and not returned until the end of the day.

Field Trips

Students
Anytime students leave the campus for sports events, field trips, or any other school sponsored trips, they are expected to maintain the same responsible behavior as on campus. On these trips, UC Academy is being represented and we would expect that school standards be followed. Teachers, parents, bus driver, and other chaperones are in charge and should be obeyed at all times. The supervising teacher is the final authority on all matters.

Chaperones
We welcome parent participation in these outings and will always make sure there are proper parent/student ratios before leaving campus.

All parents who attend field trips, even if they do not have students in their care due to high chaperone participation, are considered chaperones and are required to sign in, be on the Approved Chaperones list in the school office (approved through Raptor Technologies), and abide by the Chaperone Application and Guidelines Form prior to the field trip. If a parent is at the field trip venue, they are considered to be attending the field trip even if they did not come with the group. All adults who are planning on attending *any part* of the trip are required to sign up for the field trip with the teacher prior to the field trip.

All chaperones will be expected to follow the directions of the teacher(s), or those responsible for organizing the trip.

ALL students MUST ride to and from field trips on the school bus provided for the field trip.

We ask that younger siblings not be brought on a field trip so that the parent chaperone can give undivided attention to their assigned tasks.

Chaperones will be required to follow the UC Academy dress code while involved in activities of the school.

First Aid/ Illness Policy

First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parent is notified. It is essential that the emergency call number is in Power School and that it is always up-to-date. We would encourage a parent to have two (2) emergency numbers available to the school at all times. The school office cannot:

1. Treat old wounds, cuts, remove splinters, etc.
2. Treat skin diseases (itch, impetigo, poison oak, etc.)
3. Treat pink eye
4. Administer any remedy (aspirin, etc.)
5. Diagnose illness

Parents will be called and asked to pick up students if they are feeling unwell. Any students with fever, vomiting, diarrhea may NOT return to school until twenty-four (24) hours have passed with no incident and no administration of medication that would reduce otherwise reduce symptoms. Students may not return to school until (24) hours have passed after vomiting or having a fever of 100.4 degrees or higher, and the fever has subsided for (24) hours without the use of fever-reducing medications. Students must be readmitted to class **through the school office** after being absent due to any contagious diseases or conditions (e.g., chicken pox, head lice, measles, pink eye, impetigo, etc.)

Hand Foot Mouth Disease
If the student has symptoms of HFMD, parent(s) will be called for pick up. HFMD viruses are found in nose and throat secretions, fluid in blisters, and stool of infected persons. The viruses may also be spread when an infected person touched objects and surfaces that are then touched by others. A student with HFMD should stay home from school if they are ill to prevent the disease from spreading to others. Your student may not attend school for five (5) days, no exceptions.

Pink Eye
Any student with symptoms of pink eye, such as pink or redness in the white area of their eye(s) or watery eyes, white, yellow or green discharge will be sent home. We ask that the student be seen by their pediatrician as certain types of pink eye are highly contagious. Your student should not go to school with pink eye or pink eye-like symptoms. Once the child has started treatment twenty-four (24) hours and are no longer showing symptoms, your doctor may approve your student return to school.

For students requiring prescription or non-prescription medication during the school day, please refer to the section ***Prescription and Non-Prescription Medication*** in this handbook.

IMPACT

IMPACT is a parent-teacher organization with the purpose of providing support to, and communication with, parents, teachers, students, administrators, and the greater community. IMPACT's purpose is to develop between educators and the general public such united efforts as will secure for all children and youth of UC Academy the highest advantages in physical, mental, social, and spiritual education. Another purpose is to raise funds for supplemental programs or enrichment of our children's education. All parents are encouraged to participate in IMPACT activities.

Lunch

Parents may send their child to school with a packed lunch or they may purchase lunches for their elementary age child. Students bringing a packed lunch to school may not use the microwave. If a child does not have a lunch, an emergency lunch will be provided at additional cost to the parent.

Personal Property

All personal belongings of our students must have identification labels on them. All abandoned personal articles will be placed in lost and found (and donated to charity if not claimed in a timely fashion). Please make it a habit of checking this location at least weekly. UC Academy is not responsible for personal property brought to school or school-sponsored activities.

Pets

Pets are **not permitted** on the campus, even if they are leashed or being held.

Physical Education

All students attending UC Academy must participate in P.E. A note from a parent will excuse a student for up to three (3) days. For a longer duration a note from a doctor must be on file in the office. If a student has a medical excuse from P.E., he/she may not participate in the after-school sports program for the duration of the excuse.

Prescription and Non-Prescription Medication

The school nurse/health representative giving medication to a student must follow specific written directions from a physician or dentist; e.g., Tylenol, cough drops/syrup, eye drops, inhalers, etc. Medication (in the original prescription container) can be given through the office only if a properly signed doctor's form is submitted to the school office (form available in the school office).

Students are not allowed to have medication in their possession at school. This practice provides for the safety of all students on campus. The only exception to this policy is if the student's well-being is in jeopardy unless the medication, such as an inhaler for asthma, is carried on his/her person. If an inhaler is to be carried at all times by your child, a properly completed/signed doctor's form must be submitted to the school office (form available in the school office).

The administering of medications during school hours on a regular basis must be the responsibility of the school nurse/health representative. Office staff or teachers are not responsible for the systematic administering of medications either at school or on field trips.

Use of Telephone

Parents who find it necessary in an emergency to call students should leave the message with the office to be delivered to the students at the next available opportunity. Students will not be called from class to the telephone except in the case of an extreme emergency. **Students are not allowed to use the office phone for personal calls (including calls for forgotten homework, books, etc.).** Students will only be allowed to use the office phone in the event of an emergency and must ask for permission from their teacher before coming to the office.

UC Academy Policy or Procedure Modification

The school reserves the right, in its sole discretion to alter, repeal, amend, or modify any policy or procedure, when it is determined to be in the best overall interest of the school. Students and parents agree to abide by any such future changes or modifications to school policies and procedures.