2026-2027
JUNIOR HIGH
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; Jn. 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; Matt. 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/guardians 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, college visits, or a severe family emergency can be considered excused absences if proper documentation is provided. When absent from a class 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. Each unexcused absence to a student's first class period of the school day is equivalent to one (1) unexcused tardy. Unexcused absences must be arranged in advance (more than one school day) with the faculty and administration. All work for the days to be missed must be completed and turned in on the date specified by the teacher for each class in which the student is enrolled. It is the student's responsibility to secure the assignments in advance.

School Hours

School begins at 8:00 a.m. and students are expected to arrive on time. Students may arrive on campus up to twenty (20) minutes prior to their first period class unless checked into extended care, and are to be off of the school campus or checked into extended care no later than fifteen (15) minutes following their last class. Class ends at 2:45 p.m. (11:30 a.m. on minimum days). All junior high students still on campus at 3:00 p.m. (11:45 a.m. on minimum days) will be registered in extended care.

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 PowerSchool 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 of 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.

Make-Up Work for Excused 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.

All long-term projects, book reports, term papers, etc., must be turned in on the assigned date even if the student is absent on that day. Failure to do so will be handled according to the teacher's class policy.

If a student is out ill, he/she has one (1) day for every day absent to submit classwork and homework assigned during the period of absence, unless arrangements are made during the absence with the teacher. The only exception to this policy would be in the instances of previously assigned work, tests, or projects (see above paragraphs). The student is to contact a classmate from home, e-mail the teacher, or check Canvas if he/she desires to have the classwork/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 faculty and administration. All work for the days to be missed must be completed and turned in on the date specified by the teacher for each class in which the student is enrolled. It is the student's responsibility to secure the assignments in advance.

Unexcused Absences

Absences for any other reason must be arranged in advance (more than one school day) with the faculty and administration. Students will be marked absent unexcused but may still be permitted to complete and submit school assignments at the discretion of the teacher and administration. All assigned work must be completed and turned in by the date specified by each teacher, and it is the student's responsibility to obtain all assignments. If a 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.

Absences Due to Athletics

Students who miss any class periods due to sports games are still responsible to turn in work due and pick up homework and classwork assigned for every class period missed on the day of the absence. All work given is due on the following day.

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.

Students with COVID-related symptoms and/or diagnosis must follow the protocol given to the family upon symptoms/diagnosis notification to the school.

Following an absence, the student (including a student over 18 years old) is to present a note signed by a parent or guardian explaining the absence to the school office. The note is to be specific as to the cause of the absence. Saying, "Please excuse Johnny for being absent," is not specific enough for the absence to be excused. A parent or guardian may also call the school office and notify the office personnel of the student's absence along with the specific reason for the absence. A message may be left on the school's answering machine with the student's name, grade level, and date of absence, and specific reason for the absence. In the absence of a call or written notification, the student will be detained in the office until the parent can be contacted. Please note that a doctor's note must be submitted to the attendance office whenever a student is absent due to a medical appointment.

Early Dismissal from Class

A student leaving early from class is as disruptive as a student arriving late to class. A student who must leave before the close of the school day for a medical or dental appointment must bring a note signed by the parent stating the date and time of the appointment or the reason for early dismissal if it is for something other than medical reasons as well as who will be responsible for transportation to and from the appointment. This note must be brought to the office before going to the first period class. The student must sign out in the office when leaving and sign in if returning the same day. Upon returning to campus and signing back in, the student must submit a doctor's note if time off of campus was due to a medical appointment. Remember that a student's regular attendance is vital to his/her success in school; therefore, please do not remove your student from class unnecessarily.

Tardiness

Students are expected to be punctual for all events, especially class. A student is tardy if he/she is not properly seated by the time class is scheduled to begin or is late to class without an excuse from a school official. Students who are late to school within the first five (5) minutes of the school day are to go directly to the classroom. If it is an excused tardy, a parental note should be given directly to the school's office. If it is an unexcused tardy, the student's grade is adjusted according to the grading policy described in the syllabus for that class. Students arriving to school more than five (5) minutes late must sign in at the school office before going to class.

All other tardies will be treated as disrespect for the teacher, other students, and the standards of the school in general. For every five (5) tardies in a half-trimester period (6 weeks) will subject the student to detention. Students who are chronically tardy will have their grades adjusted as outlined in each course syllabus. In addition, continued violations may result in a suspension or further disciplinary action.

Illness, medical appointments, funeral of a close friend or relative, court appearance, or a severe family emergency are the only acceptable excuses for being late to school. Students detained after class for occasional appropriate reasons must present a late pass from that teacher upon entering the next class in order for the tardy to be excused. When late to class for a medical appointment, the student must submit a doctor's note to the attendance office in order for the tardy to be considered as an excused tardy.

Tardy Consequences

The following consequences are delineated for Tardy Detentions:

Tardy Detention #1 – Serve detention (cost - $10)

Tardy Detention #2 – Serve detention (cost - $10). Written notification of further consequences for additional detentions.

Tardy Detention #3 – Serve detention (cost - $10) Mandatory parent meeting with student being unable to attend school until parent meeting occurs. Tardy Behavior Improvement Plan put into place.

Tardy Detention #4 – Serve detention (cost - $10). Loss of activities (such as Pep Rallies, Spirit Days, Parties, Field Trips, etc.) for the remainder of the trimester. Deemed by school administration. Required conference between student, parents and administration.

Tardy Detention #5 – Mandatory parent meeting with student being unable to attend school until parent meeting occurs. Review of Tardy Behavior Improvement Plan.

Tardy Detention #6 – 1 - 3 day Suspension with Mandatory parent meeting. Loss of End of Year Activities.

Tardy Detention #7 – Mandatory parent meeting with student being unable to attend school until parent meeting occurs. May be denied registration for the following school year or expulsion.

Truancy

Truancy is an absence from class without clearance from the office. A student is truant when he/she is at least fifteen (15) minutes late to class. Truant students must follow the

same make-up work procedure as for suspension. Non- compliance with the policy may result in failure of the class.

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, a 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.

UC Academy's closed campus policy extends to our after school athletic events and extracurricular activities. For instance, while we welcome our students' attendance at after school events, the students are not allowed to leave our campus (even with parent permission) and return unsupervised by an adult. It is assumed that if a student walks off campus, he/she will not return for the remainder of the day. For example, a common mistake happens during basketball season when the boys have a 5:00 game. They often decide to walk over to a local eatery and get something to eat/drink and return for the game. This is only acceptable if they are accompanied by an adult. Parents are always welcome to take their students off campus and return with them to attend an after school event.

All guests visiting our campus are required to stop 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, football and basketball games, 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 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.

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 textbooks and school property must be returned, and all accounts must be paid in full.

Junior High School (Grades 6–8)

The Junior High years are filled with energy and excitement, and the UC Academy Junior High wants to take best advantage of this dynamic and formative time. Our mission is to channel these energies in a way that will benefit each student for a lifetime to come. The Junior High program sits on a three-legged stool and will strive for a balanced focus on three essential goals. First, it is a community of faith; second, it is a company of friends; and third, it is a house of learning.

Junior High School Courses

6th Grade	7th Grade	8th Grade
Bible	Bible	Bible
Social Studies	World Studies	American Republic
Language Arts	Language Arts	Language Arts
Mathematics	Mathematics	Mathematics
Earth Science	Life Science	Physical Science
Exploratory Course	Exploratory Course	Exploratory Course
P.E.	P.E.	P.E.

The Bible is the standard text used for every class. Each student is required to have access to a bible or the YouVersion Bible App. Paraphrases are not acceptable for classroom study.

7th Grade Advanced Math

7th Grade Advanced math is an advanced math class that combines 7th & 8th grade standard math, for preparation for Algebra 1 in 8th grade. To be eligible for 7th grade Advanced math, several criteria will be considered, including course grades (by trimester), benchmark assessments and Essential Quizzes, MAP test scores and teacher recommendation.

8th Grade Algebra

8th Grade Algebra is an advanced math class that can take the place of Algebra in the 9th grade. However, it is extremely important to get a complete understanding of the material. Algebra I forms the foundation for Algebra II and all the upper division math classes. To be eligible for Geometry in 9th grade, several criteria will be considered, including course grades (by trimester), benchmark assessments and Essential Quizzes, MAP test scores, and teacher recommendation.

To be eligible for Geometry in 9th grade, several criteria will be considered, including course grades (by trimester), benchmark assessments and Essential Quizzes, MAP test scores and teacher recommendation.

Homework Guidelines

Homework will be assigned to further student learning, provide additional practice, and/or provide an additional means of student assessment. Any work not finished in class may be considered homework.

Whenever possible, weekend homework will not be assigned. It is the mission and philosophy of UC Academy to assist and encourage families in the raising of their children. It is in keeping with these goals to not infringe upon family time planned during holidays. Teachers typically will not assign work immediately prior to a holiday break to be completed during vacation time. While long-term assignments may be due after a vacation, and a student may choose to use that time for homework, teachers will make sure that enough time has been allowed without having to use vacation time.

Heart for Service

In junior high, we strive to cultivate a Heart for Service in our students. Heart for Service is an opportunity for UC Academy Junior High students to serve in our local community. Through this service, our students are also serving God, letting others see Jesus shining through them. Students are to serve a minimum of twelve hours per year (four hours per trimester). Students will be held accountable for their four hours per trimester through their Bible class; 10% of their Bible grade is designated as "Heart for Service." Upon completion of their hours for the trimester, and in order for their hours to be counted, students are to turn in a reflection about their service as well as an evaluation of their performance from the on-site supervisor where they served. Forms and requirements are available on the UC Academy website as well as on Canvas.

Eighth Grade Promotion

At UC Academy the eighth grade is the completion of the junior high program. Eighth grade students participate in a promotion ceremony during the last week of the school year. A student must have a minimum grade point average of 1.8 for the entire eighth grade year and a minimum of a 1.8 cumulative grade point average in Bible (cumulative Bible grade will be calculated from all three trimesters of the 8th grade year) in order to promote from eighth grade and participate in promotion activities. Further, we require that our students have a cumulative junior high grade point average of 1.8 to be considered for entrance into United Christian Academy High School (UCAHS) as a student in good standing.

Eighth grade students have the opportunity to attend an awards night when several significant awards are given, including the Perseverance Award, Presidential Academic Achievement Awards, and the recognition of our Christian Character Awards.

Merit-based scholarships are awarded based on student academic achievement. These scholarships are given to 8th graders graduating from UC Academy Junior High. The scholarship amounts are to be used to offset tuition while recipient is enrolled at UC Academy High School. Students may qualify for multiple merit scholarships but may only use one. Merit-based scholarships are renewable from year to year, provided recipients maintain a 3.5 GPA or higher during their high school career.

Valedictorian: $2000 per year

- For the student graduating 8th grade with the highest cumulative (7th and 8th grade) GPA in the class. Student must be continuously enrolled at UCA during his/her 7th and 8th grade years.

Salutatorian: $1500 per year

- For the student graduating 8th grade with the second-highest cumulative (7th and 8th grade) GPA in the class. Student must be continuously enrolled at UCA during his/her 7th and 8th grade years.

Merit Scholars:

- For students graduating 8th grade with a GPA of 4.0 or higher: $1200 per year
- For students graduating 8th grade with a GPA of 3.8 or higher: $1000 per year

Achiever Scholarship: up to $600 per year

- For students achieving outstanding results on nationally recognized standardized tests (such as Stanford, Terra Nova, MAP, ITBS, etc.)
- Test results from 7th or 8th grade can be used to qualify for this scholarship
- Percentile ranking against the national norm will be used to determined eligibility
- The maximum scholarship amount will be $1000 per year

	75th percentile or higher	85th percentile or higher
Math	$250 per year	$350 per year maximum
Reading	$150 per year	$250 per year maximum

Principal's Choice: $1,200 per year

- Given to outstanding student(s) whose combined character, achievement, and leadership will positively impact the student body
- Awarded at the discretion of the principal (with faculty input)

Please Note: All merit-based scholarships are applied to tuition prior to any other qualifying discounts. Any other qualifying discounts are calculated on the net tuition after merit-based scholarships have been applied.

Academic Probation

Academic probation is calculated with points placed for *Fs* and *Ds*. Each F will receive 2 points with each D receiving 1 point. Any student who has 3 or more points for any 6-week block will be placed on probation for the following 6 weeks. Each trimester is broken into two 6-week blocks with a total of 6 blocks for the entire year. Each set of actions taken are cumulative.

The first time in a school year a student is placed on probation the following action steps will occur:

1. A weekly summary report of academic progress (complete/incomplete work) and behavior will be emailed home to be reviewed by the parent and student.
2. The student's elective will become study hall with no credit earned or grade given.

The second time the student is placed on probation (action steps 1-3 will be taken):

3. There will be a meeting with student, parents and staff.

The third time the student is placed on probation (action steps 1-4 will be taken):

4. The student is required to be placed on an Academic Contract that will consist of attending After-School Help (for designated content area(s)) as determined by junior high faculty. Acquiring an outside tutor is recommended.
5. The junior high academic committee will review the student's file to determine if the student will be eligible to continue for the current year and/or return for the following year.

It should be noted that athletic eligibility is determined by the trimester. For students to be eligible they must have a 2.0 GPA at the end of each trimester.

To avoid any "surprises" during the school year the following line of communication will be followed.

1. All grades are accessible all year through PowerSchool. Parents are encouraged to carefully monitor their student's progress.
2. Each 3 weeks, progress reports are sent by email through PowerSchool.
3. The middle progress report of a 6-week block (therefore, at the 3 week and 9 week marks) will be closely monitored by the administration, and any student who is in danger of academic probation or currently placed on academic probation will be contacted to help support the student and parents.
4. Each time a student is placed on probation, the administration will notify the parent in writing.
5. The Academic Probation Study Hall teacher will monitor probationary

students closely and offer help as needed. Students will be held responsible for completing a Daily Homework Check and learning to monitor their own academic progress.

6. The Academic Success Program Director will be informed of any students who are consistently struggling with academic success and further action may be taken.

Grades

The grade given in any course represents the teacher's considered judgment of the degree to which the student has achieved the goals and objectives of the course. It represents the teacher's professional judgment of the quality of the student's work and the student's degree of mastery. No grade may be changed by an administrator unless a clerical or mechanical mistake, fraud, bad faith, or incompetence can be identified. All work must be submitted at or before the final examination period for the course according to the deadlines set by the teacher. Work and assignments for a course will not be accepted after the final examination period.

A = Superior achievement. The student has excelled, has done work of exceptional quality, and stands apart. (4 grade points)

B = Above average achievement. The student has done more than is expected of a student who has satisfactorily completed the objectives. (3 grade points)

C = Average achievement. The student has satisfactorily accomplished the objectives of the course. (2 grade points)

D = Below average achievement. The student has poorly met the minimum requirements. (1 grade point)

F = Failure to meet the minimum requirements. No grade points will be awarded.

I = Incomplete work. A student who has been given an Incomplete for a class at the end of a grading period must complete the course requirements within two (2) weeks; otherwise, a grade of F will be given for the trimester grade.

Grading Scale

Students in grades 6–8 will be graded by employing the following numerical scale:

A+	(4.3)	100.00-98%	C	(2.0)	77.99-73%
A	(4.0)	97.99-93%	C-	(1.7)	72.99-70%
A-	(3.7)	92.99-90%	D+	(1.3)	69.99-68%
B+	(3.3)	89.99-88%	D	(1.0)	67.99-63%
B	(3.0)	87.99-83%	D-	(0.7)	62.99-60%

B-	(2.7)	82.99-80%	F	(0.0)	59.99- 0%
C+	(2.3)	79.99-78%			

Report Cards and Progress Reports

Official grades are given at the end of each trimester (12 weeks) for grades 6–8. These indicate the grade for each class that is recorded on the student's official record. In addition to the official trimester grades, progress reports are issued every three (3) weeks. These are not recorded grades, but are indicators of how well the student is progressing at that point in the trimester. Parent-teacher conferences will be held at the mid-way point of the first trimester and at the end of the second trimester.

It is the parent's responsibility to be aware of when the trimester progress reports are given. The progress reports are sent to parents via e-mail and official trimester report cards are mailed to the parents.

Honor Roll

Following the issuing of grades each trimester, each student's GPA is computed. Students who earn an academic 3.50 GPA or better are placed on the Honor Roll for that trimester. Any student receiving a letter grade of F in any subject does not qualify for the Honor Roll regardless of the GPA. GPA's are not rounded up.

Achievement Testing

Standardized tests are administered during the fall, winter and spring. These tests measure the student's progress annually and the spring results are shared with the parents.

CONDUCT STANDARDS AND COURTESIES

Behavior

UC Academy expects all students to demonstrate Christ-like conduct and should behave in a "manner worthy of their calling". (I Peter 2:13-17) This would include, but not necessarily be limited to the following:

1. Students are expected to exhibit exemplary, Christ-like behavior, both on campus and in their communities. (Romans 13:1-5, Deuteronomy 26:17)

2. Students are expected to should refrain from any cyber or in-person bullying, harassment, intimidation, discrimination, threats or other violent behavior.

3. Students are expected to honor God in their conversation. Profanity, gossip, inappropriate language, innuendoes, racist remarks, or other similar actions or conduct are not permitted cyber or in-person. (Colossians 3:17, Ephesians 2:29-30, Proverbs 14:15)

4. Students are expected to refrain from the possession, use, sale and/or furnishing of any illegal substances or other improper materials, which would include illegal drugs, alcohol, or tobacco products. (I Corinthians 6:19, Romans 12:1)

5. Students are expected to respect the personal property of others by leaving the belongings of others alone.

6. Students are expected to respond appropriately and respectfully to the instructions of teachers and staff.

7. Students are to refrain from showing inappropriate personal affection toward each other.

8. Students are to be cooperative, courteous, orderly and accepting of correction. (Hebrews 13:7).

9. Students may not engage in conduct violating the school's standards of morality or otherwise promote or encourage others to engage in such conduct. The school teaches that any sexual behavior, whether premarital, extramarital, or homosexual, outside of the Biblical marital relationship is forbidden and violates scripture. Students may not promote or otherwise encourage others to engage in conduct violating these standards.

10. Students are expected to refrain from posting or viewing on the Internet of improper materials.

11. Upon entering the classroom, students should take their seat promptly and quietly.

12. Students are expected to not speak out or express disapproval when another is speaking; it is both rude and unacceptable behavior.

13. Students are to bring proper equipment to class: iPad, Bible, books, notebook, homework, paper, pen, pencil, etc.

14. Class will be dismissed by the teacher, not the clock. Students should not be discourteous by getting up or packing up before they are dismissed.

15. Classroom lighting, heat, and air-conditioning are to be adjusted by teachers only.

16. Eating in class is strictly forbidden. Gum chewing is not allowed at any time anywhere on campus.

17. Such conduct is not permitted 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. Additionally, the school prohibits either the promoting or encouraging of others to violate the school's standards.

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.

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.

Cell Phones/Earbuds/Games/Equipment and Toys

Cell phones may not be used during the school day. A student may bring a cell phone to school if deemed necessary to the child's welfare by his/her parents; however, the phone must be turned off and kept out of sight. 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 before the start of the school day, after school is dismissed, or with the expressed permission of a teacher. If a student uses his/her cell phone during the school day without permission, or a cell phone causes any disturbance by being left on, the phone will be confiscated by the staff or administration to be returned only to the parent, and the student may lose the privilege of having a cell phone on campus for use before and after school for the remainder of the school year. A cell phone may not be used for music or games while on campus. UC Academy will not assume liability for loss, damage or theft of a cell phone while a phone is being held by the school.

Earbuds/Headphones, electronic games, toys, etc., are not to be brought to school or to any school function. 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 school year. Continued abuse of this policy (5 or more occurrences) will result in a detention or other disciplinary action given. Every subsequent violation after the 5th occurrence will result in an additional detention (please refer to detention consequences on page 34).

Lockers

At all times, lockers are the exclusive property of UC Academy and, as set forth below, are subject to search by the school. Lockers will be assigned at the beginning of each school year depending on availability. Students are required to keep lockers neat and orderly. Tampering with locks or lockers is not permitted. Students should not share their locker and/or combinations with other students. UC Academy reserves the right to search any locker when it has a reasonable basis to suspect that the student has engaged in conduct in violation of school standards or that the locker has contraband material. There is no expectation of privacy of any materials left in lockers. Students who share combinations and lockers will receive an automatic detention.

All personal items (ie. backpacks, iPads, etc.) must be locked in assigned lockers at specified times. Backpacks NOT placed in lockers will be confiscated and will result in students receiving a pink slip.

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.

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.

GENERAL CONDUCT

General

Each student is expected to conduct themselves, both in and out of school, in a Christ-like manner and in a way that will be a credit to a Christian school. Students should adhere to the expectations of student conduct set forth previously in this handbook and also incorporated herein by reference and should also refrain from attitudes and actions which would:

1. Disrupt the activities of others
2. Show disrespect for parents, faculty, fellow students, younger students, or country
3. Show evidence of practices of dishonesty or slothfulness that would dishonor the name of Christ and the school
4. Bring dishonor, discredit or damage to themselves, their testimony, or to the school or the school's testimony
5. Otherwise violate the school's standards and expectations

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 or posts inappropriately on any public website is making a public statement. Any information on that website that is in violation of the Handbook is cause for disciplinary action.

Concern for Property

As an expression of pride and respect toward their school, students are to assume responsibility for keeping all facilities clean and in good repair. Any student who defaces or destroys school property will be charged the full cost of repairs and will be subject to disciplinary action. All students are expected to treat school property as one would treat any other gift from God.

Campus Property

Throughout our school's campus we have fruit trees, play areas/structures, and communal areas. Students are not to pick the fruit on our campus and must adhere to staff instructions in regards to utilizing the above mentioned items. Parents will be held financially responsible for any damage/destruction of school property campus wide.

Illicit Drugs and Alcohol

The possession, use, sale and/or furnishing of tobacco, alcohol, drugs, and other controlled substances harmful to the body are not allowed. Students found possessing, using, selling and/or furnishing using such products, whether on or off campus, will be subject to the most severe discipline. Instances of possession, using, selling and/or furnishing such substances or materials will almost certainly result in expulsion upon the first offense.

Students who use or possess cigarettes, drugs, alcohol, and other substances that are harmful should seek help and counsel from a professional mental health counselor, teacher and/or administrator. Because it is our desire to involve students in positive, corrective discipline, students who seek help before being discovered, will be looked upon with favor.

Dangerous Behavior

Any disturbing behavior such as threats of violence, cutting, suicidal threats, or threats against others may warrant immediate dismissal and/or psychological evaluation and/or reporting to law enforcement authorities.

Public Display of Affection

UC Academy holds to a DAYLIGHT policy concerning student relations. Students are to maintain space between their bodies and may not hold hands, walk arm-in-arm, etc. Inappropriate displays of affection or intimacy will be cause for disciplinary action. This is a moral issue, therefore the more intimate the contact, the more severe the discipline action. This policy affects all school activities whether on or off campus.

Internet Use / Viewing

UC Academy does not permit or tolerate, either in or out of school, use of the Internet, viewing of websites, or otherwise posting on the Internet (including, but not limited to, sites such as Facebook, twitter or Instagram) of material in violation of school standards. Students may be disciplined for any online behavior, whether in or out of school, in violation of school standards. This would include, but not be limited to use of profanity, defamation, libel, improper language, use or viewing of pornographic images or websites, use or viewing of otherwise inappropriate websites, harassment, or threats of harm or violence.

Rules for Online Devices

1. I will not post embarrassing pictures of other people on public sites.

2. I will not post mean/demeaning comments online.
3. I will not give out any personal information about my friends.
4. I will not make up fake identities or fake social media accounts.
5. I will think twice before putting anything online.
6. I will not pretend to be another person online behind their back.
7. I will not post personal stories about my friends online without their permission.
8. I will not give out personal information such as my address, telephone number, parents' work address/telephone number without my parents' permission.
9. I will tell my parents and/or school administration right away if I come across something that makes me feel uncomfortable.
10. I will never agree to get together with someone I "meet" online without first checking with my parents.
11. I will talk with my parents about posting pictures of myself or others online and not post any pictures that our school considers to be inappropriate.
12. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents or teachers right away.
13. I will not give out my passwords to anyone other than my parents.
14. I will check with my parents before downloading or installing software or doing anything that could possibly hurt my iPad or mobile device or jeopardize my family's privacy.
15. I will be a good online citizen and not do anything that hurts other people or is against the law.
16. I will help my parents understand how to have fun and learn things online and teach them things about the Internet, iPads and other technology.
17. I will always act as if Jesus is standing behind me when I am on the internet.

I understand that iPads are only to be used for class work. If I do not follow the rules and handling procedures, I understand that I will lose iPad privileges. I understand that repeat offenses could result in further disciplinary actions deemed by school administration. I understand that school administration reserves the right to inspect or search my iPad at any time if deemed necessary for safety, disciplinary purposes, or to ensure compliance with school polices.

Acceptable Use Policy/Parent Responsibility

UC Academy has an Acceptable Use Policy, signed by all students and parents, which outlines the guidelines and behaviors that students are expected to follow when using technologies in school or on the UC Academy campus. All students and parents are encouraged to read through the Acceptable Use Policy carefully and completely in order to be aware of their responsibilities and expectations.

Parents also share a responsibility to monitor their child's devices outside the school campus. It is each parent's responsibility to monitor his/her child's devices at home, including, but not limited to, emails, text messages, photos, web history, social media, and

apps. Parents are encouraged to use parental controls (Screen Time, Restrictions, OpenDNS, etc.) on their child's devices.

Student Relationships/Friendship Restoration

There are times during the school year when students may come into conflict with one another. Our desire is that our students learn to work through these conflicts in a Christ- like and Biblical manner. Colossians 3:12-14 states, "Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity." We ask that our students come together with a willingness to define the problem, share how they are each responsible for the problem, and commit to a solution. Students can request by completing a Friendship Restoration form and submitting it to the Principal or one of the junior high teachers. Students may also be encouraged by a teacher or principal to complete a Friendship Restoration request in order to address an ongoing problem.

DISCIPLINARY ACTIONS

Detentions are assigned and scheduled by faculty and administration. Students who receive a detention assignment are expected to serve it when the teacher schedules, regardless of co-curricular obligations. Students who fail to appear for detention will be subject to additional discipline as determined by administration.

Suspension is removal of a student from participation in the normal course of school activities, including athletics. 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, in its sole discretion, to 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 detentions, suspensions, and expulsions. This is a guideline to be used by students and parents to better understand consequences as applied to various infractions, but is by no means exhaustive. 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 or athletic events and/or junior high promotion.

Tardiness

Students are expected to be punctual for all events, especially class. A student is tardy if he/she is not properly seated by the time class is scheduled to begin or is late to class without an excuse from a school official. Students who are late to school within the first five (5) minutes of the school day are to go directly to the classroom. If it is an excused tardy, a parental note should be given directly to the school's office. If it is an unexcused tardy, the student's grade is adjusted according to the grading policy described in the syllabus for that class. Students arriving to school more than five (5) minutes late must sign in at the school office before going to class. Ten (10) unexcused first period tardies for the school year will constitute failure to achieve perfect attendance, as deemed by school administration.

All other tardies will be treated as disrespect for the teacher, other students, and the standards of the school in general. For every five (5) tardies in a half-trimester period (6 weeks) will subject the student to detention. Students who are chronically tardy will have their grades adjusted as outlined in each course syllabus. In addition, continued violations may result in a suspension or further disciplinary action.

Illness, medical appointments, funeral of a close friend or relative, court appearance, or a severe family emergency are the only acceptable excuses for being late to school. Students detained after class for occasional appropriate reasons must present a late pass from that teacher upon entering the next class in order for the tardy to be excused. When late to class for a medical appointment, the student must submit a doctor's note to the attendance office in order for the tardy to be considered as an excused tardy.

1. Detention
    a. Five (5) tardies
    b. Five (5) Dress Code violations
    c. Continued classroom disruption
    d. Repeatedly unprepared for class
    e. Gum chewing
    f. Tampering with someone else's lock or locker
    g. Disrespect toward authority
    h. Misuse of technology (texting, messaging, taking unauthorized photos)
    i. Throwing/dropping anything off second floor of building
    j. Tampering with school property
    k. Unauthorized use of the elevator
    l. Inappropriate language
    m. Sharing lockers
    n. Five (5) total yellow/pink slips
    o. Five (5) total cellphone violations

2. Suspension
    a. Stealing, lying, cheating, forgery
    b. Truancy, which includes leaving school grounds without permission
    c. Fighting, inappropriate language, sexual misconduct, defacing school property, threatening words or behavior
    d. Harassment of fellow or younger students
    e. Bringing any kind of weapon (real or toy) to school
    f. Tampering with someone else's lock or locker
    g. Severe or continuous disrespect toward authority
    h. Misuse of technology

3. 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 of tobacco, alcohol, or drugs
    h. Harassment of fellow or younger students

Detention Consequences

The following consequences are delineated for Disciplinary Detentions.

Detention #1 – Serve detention (cost - $10)

Detention #2 – Serve detention (cost - $10). Written notification of further consequences for additional detentions.

Detention #3 – Serve detention (cost - $10) Written notification of further consequences for additional detentions. Required conference between student, parents and administration.

Detention #4 – Serve detention (cost - $10). Loss of activities (such as pep rallies, spirit days, parties, field trips, etc.) for the remainder of the trimester. Deemed by school administration. Required conference between student, parents and administration.

Detention #5 – One (1) day suspension. Required conference between student, parents, and administration resulting in student being placed on a behavior contract.

Detention #6 – Three (3) day suspension. Required conference between student, parents and administration. Loss of end-of-year party/trip activities.

Detention #7 – Required conference between student, parents and administration. May be denied registration for the following school year or Expulsion.

Detention Details

Detention will be arranged on a weekly basis. It will be served for one (1) hour as designated by the school administration regardless of the student's co-curricular obligations.

Students will be fined $10 for detentions, which can be billed to the parents FACTS account. The $10 cost for detention is to offset the cost of our detention supervision. If a student fails to show up for detention without making prior arrangements with the school administration, the student's school account will be billed an additional $10 and the detention will still be served the following scheduled detention. If a student misses two (2) consecutive detentions (without rescheduling the detention with the school administration) a 1-3 day suspension will be issued.

Every UC Academy student is expected to conduct him/herself in a Christ-like manner, a manner "worthy of their calling" (I Peter 2:13-17). During Detention, students will complete a Behavior Reflection and/or a Restorative Writing Reflection on their behavior choices and how they can make changes in the future. If another person was affected by the student's poor behavior, the student may be expected to write a letter of apology in an effort to make amends and end the conflict between them.

Detention consequences are cumulative. Parents will receive notification of all detentions via e-mail.

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.

Continued abuse of this policy (5 or more occurrences) will result in a detention or other disciplinary actions given. **Every subsequent violation after the 5th occurrence** will result in an additional detention (please refer to detention consequences on page 34).

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.

Boys' Dress

Boys must be neat in dress. Hair must be neat and well-groomed and should not impair vision. The hairstyle must not draw undue attention to the student (e.g., mohawks, tails, spikes, etc.), and the hair must be kept out of the student's eyes (may not fall below the eyebrows). Male students with facial hair must keep it neat and well-groomed. Shoes and socks must be worn at all times. Clothing, backpacks, stickers on items used at school, etc., which promote/display a political candidate or political party are not permitted.

Uniform Dress Code – Boys

The boys are to adhere to the following dress code daily:

a. Uniform polos must be purchased online through Lands' End. Shorts and pants may be purchased from Lands' End or other stores which sell uniform clothing. Shorts and pants must be identical to the look on Lands' End online.
b. Boys may wear grey, navy, black or khaki colored pants/shorts. No jeans of any color.
c. Boys may not wear scarves or sunglasses.
d. Boys may wear sweatshirts bearing a UC Academy logo, Patria logo (purchased from Lands' End or the online UCA Spirit Store), a sweatshirt from one of the junior high field trips, or a sweatshirt/jacket/sweater with appropriate imagery

and messages, logos, embellishments, emblems, graphics, etc. (may not contain skulls, offensive language or content)

e. No accessory items (including, but not limited to, shoes, socks, or belts) may contain skulls or offensive content.

Spirit Day Dress Code – Boys

a. Boys may wear spirit shirts, UC Academy attire, jeans, or standard school uniforms. All clothing and accessories must adhere to the standard dress code.
b. No inappropriate, offensive, or disruptive clothing or accessories may be worn.
c. Spirit dress wear MUST be clearly identifiable to the theme for the day.

Standard Dress Code – Boys

The boys will **not be allowed** to wear the following at any time:

a. Mohawk hairstyles
b. Make-up, unnatural hair color or hairstyles, or tattoos of any type
c. Tattered clothes (clothing must have finished hems) or clothing with holes
d. Tight pants/clothing (including "skinny" pants, spandex, stretch denim, etc.)
e. Low-slung/low-rise or oversized baggy pants (no more than 5" of material when pants/shorts are gathered at the knee), shorts that are shorter than 2" below fingertip length. Pants/shorts must be worn and fit at the waist, without a belt being required to keep the pants/shorts on the waist, pants may not be longer than the heel of the shoe, and undergarments must not be visible. No rolling of shorts is allowed.
f. No ripped jeans, no joggers no athletic shorts including golf shorts
g. Earrings, wristbands or bracelets (except medical)
h. Suspenders off the shoulders
i. Caps, hairnets, or other types of head coverings (indoors/inside of buildings)
j. Glasses, other than prescription
k. Gloves
l. Plain white T-shirts alone, sleeveless shirts, tank tops, muscle shirts, or long shirts, which come below the hip
m. Sweatpants or sweat suits except to P.E. (includes sweatpants or sweat suits which are silky or mesh material, basketball/athletic shorts or pants and knit or jersey pants)
n. Any disruptive clothing (e.g., music bands, emblems, lettering, colors, or pictures pertaining to drugs, alcohol, sex, profanity)
o. Boots/shoes with steel toes/heels
p. Flip-flops, or sandals/shoes/ slides
q. Crocs; strap or strapless
r. Chains, spikes, headbands, bandannas, long dangling belts, gang related paraphernalia, or leather bracelets or chokers with metal studs
s. Sweatshirts/jackets to cover clothing items being worn that are out of dress code
t. Body piercing

Girls' Dress

Girls must be neat appearing in dress. Hairstyles must be neat and not draw undue attention to the student; the hair must be kept out of the student's eyes (may not fall below eyebrows). Excessive amounts of facial make-up, outlandish styles of make-up, unnatural hair color or hairstyles will not be allowed. Shoes must be worn at all times. Clothing, backpacks, stickers on items used at school, etc., which promote/display a political candidate or political party are not permitted.

Uniform Dress Code – Girls

The girls are to adhere to the following dress code daily:

a. Uniform polos and plaid skirts must be purchased from online through Lands' End. Shorts, pants, and skirts may be purchased from Lands' End or other stores which sell uniform clothing. Shorts, pants, and skirts must be identical to the look on Lands' End online. No 5-pocket (denim-type), jeggings, or cargo pants are allowed.
b. Girls may wear grey, navy, black or khaki colored pants/shorts.
c. Girls may wear sweatshirts bearing a UC Academy logo, Patria logo (purchased online from Lands' End or the online UCA Spirit Store), a sweatshirt from one of the junior high field trips, or a plain sweatshirt/jacket/sweater with appropriate imagery and messages logos, embellishments, emblems, graphics, etc. (may not contain skulls, offensive language or content)
d. Skirts and shorts must be no shorter than 2 inches below fingertips. No rolling of skirts or shorts is allowed.
e. Camisoles may be worn under shirts. Camis should be solid colored with plain hems – no ruffles, no lace, etc. Camis are acceptable in the following colors only: navy blue, white, grey, and black.
f. If a belt is worn, belts should be plain brown or black leather with buckles no larger than 2 inches by 2 inches. No logos or embellishments on belts.
g. No accessory items (including, but not limited to, shoes, socks, or belts) may contain skulls or offensive content.

Spirit Day Dress Code – Girls

a. Girls may wear spirit shirts, UC Academy attire, jeans, or standard school uniforms. All clothing and accessories must adhere to the standard dress code.
b. No inappropriate, offensive, or disruptive clothing or accessories may be worn.
c. Spirit dress wear MUST be clearly identifiable to the theme for the day.

Standard Dress Code – Girls

The girls will **not be allowed** to wear the following at any time:

a. Dresses, skirts, or capris, with slits or shorter than 2" below fingertip length
b. Tattered clothes (clothing must have finished hems) or clothing with holes
c. Tight pants/clothing (including "skinny" pants, spandex, stretch denim, etc.)

d. Low-slung/low-rise or oversized baggy pants (no more than 5" of material when pants/shorts are gathered at the knee), shorts/skirts that are shorter than 2" below fingertip length. Pants/shorts/skirts must be worn and fit at the waist, without a belt being required to keep the pants/shorts/skirts on the waist, pants may not be longer than the heel of the shoe, and undergarments must not be visible
e. Earrings that dangle more than ½" below the ear
f. Backless or strapless dresses, sundresses that do not cover the shoulder with fabric at least 3" wide
g. Any outfit where undergarments are exposed
h. Caps, hairnets, or other types of head coverings (indoors/inside of buildings)
i. Glasses, other than prescription
j. Revealing tops, tank tops, tops with spaghetti straps worn under another garment, halter tops, tops with necklines lower than 2" from the collarbone, tops which do not cover the midriff section (***absolutely no midriff area exposed during normal activity throughout the day***), tops which do not cover the shoulder with fabric at least 3" wide, or mesh style tops
k. Girls are not allowed to reveal any cleavage at any time, whether standing, sitting, or bent over. Violations will be determined at UC Academy staff discretion.
l. Gloves
m. Sweatpants or sweat suits except for P.E. (includes sweatpants or suits which are silky or mesh material, basketball/athletic shorts or pants and knit or jersey pants)
n. Any disruptive clothing (e.g., music bands, emblems, lettering, colors, or pictures pertaining to drugs, alcohol, sex, profanity)
o. Excessive amounts of facial make-up, outlandish styles of make-up, unnatural hair color or hairstyles, or tattoos
p. Boots/shoes that have a heel that exceeds 1-½" or a platform greater than 1"
q. Flip-flops or sandals/shoes/slides
r. Crocs; strap or strapless
s. Chains, spikes, bandannas, long dangling belts, gang related paraphernalia, or leather bracelets or chokers with metal studs
t. Sweatshirts/jackets to cover clothing items being worn that are out of dress code
u. Fishnet stockings
v. Observable body piercings other than ears

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.

Athletics

Athletics, in proper context, can be very valuable in the development of Christ-like character. Athletics encompass not only the physical, but also the spiritual, mental, and emotional aspects of our being. It is the intent that a good athletic program becomes an integral part of the curriculum of UC Academy.

Participation in athletic teams sometimes requires students to leave for events during the school day. Students are responsible for turning in work and getting classwork/homework assignments before they leave campus. Failure to do so could result in a zero (0) on those assignments.

It is expected of students participating in these programs that they display Christian conduct, which would exemplify Christ at all times. Any student athletes MUST sign an Athletic Behavior Contract in order to participate in athletics at United Christian Academy. Any student displaying conduct which would be a detriment to the testimony of the school or team may be disciplined, including suspension from team practices, games, or events and/or removal from the team.

Students must be present for four (4) or more class periods on the day of a game or practice to participate in a game or a practice. In order for any student in grades 6 – 8 to be eligible to participate in athletics, the student must maintain a 2.0 (C) or better GPA and not incur three (3) academic points per the six (6) week grade check. Each F will receive two (2) points with each D receiving one (1) point. Any student who has three (3) or more points for any six (6) week block will be placed on probation for the following six (6) weeks. The student will be considered ineligible to play sports for the entirety of the six (6) week period.

Bicycles, Skateboards, Skates, Etc.

Students are welcome to ride bicycles to and from school after submitting a parent signed permission slip to the office. Each bicycle must be placed in and locked to the assigned rack located on campus immediately upon arriving. Each student that rides a bicycle to and from school is required by the State of California to wear a helmet. If the student does not

wear the required helmet, he/she will not be permitted to ride the bike to school. Due to pedestrian traffic, no riding shall take place on sidewalks. Violations of bicycle rules may warrant bicycle restriction. UC Academy is not responsible for stolen property. No skateboards, skates, hover boards, or other modes of transportation are permitted to be used on campus at any time (including parking lots).

Booster Club

The UC Academy Booster Club is a volunteer-based, fundraising organization made up of UCA parents, alumni, and friends that seeks to support UC Academy Athletics directly through fundraising efforts that help defray the cost of running the department. The organization serves as a resource for the athletic department, striving to help reduce athletic fees for students, improve athletic facilities and resources for each team, and to help each of our sports teams grow and develop to their full potential. Boosters is proud to continue to host UC Academy's Annual Golf Tournament and be present at our home sporting events by providing concessions. The club also seeks to connect the athletic program with local and supporting businesses through the UCA Seasonal Sports Programs. The Booster Club meets monthly, and welcomes you to be involved wherever you feel called to serve.

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 child 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 child, you will be directed to the Student Release Station where you can sign out your child 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.**

Extracurricular Eligibility

In order for any student in grades 6–8 to be eligible to participate in any extracurricular activities where the student represents the student body and school, the student must maintain a 2.0 (C) or better GPA for the trimester. If the student is ineligible, he/she will be considered ineligible until the end of the next trimester. Students must be present four (4) or more class periods on the day of an extracurricular event to participate in that event.

Field Trips

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 the 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. All discipline rules will be strictly enforced, and continued disorderly conduct while on the bus or van shall be sufficient reason for a student to be denied transportation. Parent's release must be on file in the school office for a student to participate in any off-campus school sponsored activity.

Certified, contracted buses and drivers will always be used in compliance with state laws if bus transportation is required.

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

First Aid

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 also purposes 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.

Insurance

All students are to be covered under their parents' medical insurance policy. The insurance policy carried by UC Academy is secondary only to the parents' insurance policy.

Music and Drama

Special effort is made annually to provide students with opportunities to participate in Music and Drama. The emphasis is on performance. This is considered an outreach ministry of the school. However, students who participate in these programs must be aware of the after school commitment for both practices and performances.

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.

Students may creatively express themselves with appropriate artistic expressions on their personal property. At all times, such expressions (drawings or writing on notebook covers or backpacks) need to reflect what is considered to be true, honorable, right, pure, lovely, and of good repute. Personal property with inappropriate expressions will be sent home either to be remedied or removed from campus.

Pets

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

Physical Education

All UC Academy students in grades 6–8 must participate in P.E. All students must dress out in official UC Academy PE uniform that can be purchased online through Land's End. A note from a parent will excuse a student for up to three (3) days; however, the student must dress out in P.E. attire. For a longer duration a note from a doctor must be on file in the school 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.

School-Sponsored Activities

Parents should always be aware of the activities of their students attend after normal school hours. Not all activities held after hours are school-sponsored.

We are not to be held responsible for private, non-school sponsored activities. These are defined as those events, which do not have faculty chaperones or are held without the written consent of the administration. School-sponsored activities must have a faculty sponsor, adequate number of chaperones and administrative approval. Prior notification of activities such as these must follow official school procedures and be communicated to parents. The school will communicate school sponsors and chaperones, locations, and times of events.

Parents, please remember to make proper arrangements for prompt pick up of your child after all school-sponsored events. In order to ensure safety, staff members in charge of an event or a co-curricular activity must remain with your student until he/she is picked up. Your cooperation in timely pick up of your child shows respect to our faculty and is greatly appreciated.

Student Government

The Junior High will have elections in September for offices of student government. These officers will be involved with planning various school activities. Students holding these positions are to be models for the entire student body in both academic and spiritual manners. They must comply with all aspects of the ASB Code of Conduct, which they sign upon being elected to office. All students involved in student government must maintain a 2.0 (C) or better GPA for all the trimesters in the school year.

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. 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 permission from their teacher before coming to the office. Using the telephone is not an acceptable excuse for tardies.

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.