2026-2027
HIGH SCHOOL
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
- Demonstrate innovative problem-solving

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 discipline

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; Deut. 33:27; Psalms 90:2; Psalms 102:27; I Timothy 1:17; John 1:1-2; John 8:58; Hebrews 1:8; I John 1:2; Micah 5:2; Revelation 1:8; Hebrews 9:14; Romans 1:20)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Part B - Christian Conduct

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

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

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

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

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

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

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

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

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

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

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

Parental Responsibilities

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

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

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

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

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

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

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

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

Non-Discrimination Policy

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

RELIGIOUS TEACHING

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

ADMISSIONS

Attendance at UC Academy is a privilege, and admittance is by application only. Acceptance, including terms and conditions, is determined by administration. No incoming freshman whose 16th birthday is attained prior to June 15 (summer before freshman year begins) shall be admitted to UC Academy. 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 (online or print copy), 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 review of the completed application packet, the school will arrange for testing/screening of student's academic ability. Students applying for grades 10–12 must show grade-appropriate credits earned toward graduation requirements.

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.

6. Those students in need of utilizing the Academic Success Program (with IEP) will need to be assessed by the ASP Director for Admission.

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 Student 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.

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 semester 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, or if the illness extends past 3 days, the student must submit a doctor's note to the attendance office upon arrival to school in order for an absence to be considered an excused absence. **All excused absences and tardies must be cleared through the office (note, email or phone call) by the student's parent/guardian within 24 hours of the original date of absence.** If an absence is not cleared within 24 hours, the absence will remain unexcused. Absences of students who are involved with an approved school activity, as determined by administration, are also excused. All other absences are unexcused. Students tardy twenty (20) or more minutes to class will receive an unexcused absence. All work for the days 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 or upon return to school.

Note: More than ten (10) absences (excused <u>and</u> unexcused) in a semester from any class may result in credit being lost for that class. This excludes absences due to approved extracurricular school activities. In cases of extended illness, parents may submit an appeal in writing to the administration for waiver of the penalty. This appeal will include a note from the attending doctor. Credit recovery will be necessary for courses required for graduation.

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 or at the discretion of the teacher.

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 may subject the project to a letter grade deduction for each day late including weekends.

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

Unexcused Absences

Unexcused absences, or truancy, are any absences not cleared by the school office or administration. Students who are truant are not allowed to make-up missed work. Any assessments given will only be allowed to be made up at the teacher's discretion. Any assessments that are allowed to be made up must be done within five (5) school days or the grade will be a zero (0). Truancies will be dealt with by the administration and consequences will be given.

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 assigned due date.

Readmission Following an Absence

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

Following an absence, the student (including a student over 18 years old) is to present a note signed by a parent or guardian within twenty-four (24) hours, 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 voice mail with the student's name, grade level, date of absence, and specific reason for the absence. Please note that a doctor's note must be submitted to the school office whenever a student is absent or tardy due to a medical appointment.

Early Dismissal from Class

A student who must leave before the close of the school day for any reason must be signed out by the parent or a designee on the student's emergency form/list. 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. Any student that drives to/from school and is leaving early due to a medical or dental appointment, must call parent for verbal permission to be given to office staff.

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 the class is scheduled to begin. Students who are late to school within the first ten (10) 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 teacher. If it is an unexcused tardy, the student's grade may be affected according to the grading policy described in the syllabus for that class. Students arriving to school more than ten (10) minutes late must sign in at the school office before going to class. If it is an excused tardy, the parent must send the student with a note, email or call the office. Twenty (20) tardies per semester in any one class may result in loss of credit. In addition, twenty (20) tardies for the school year will constitute failure to achieve perfect attendance.

Tardies will be treated as disrespect for the teacher, other students, and the standards of the school in general. Every three (3) tardies per class will result in consequences. Students who are chronically tardy may have their grades adjusted as outlined in each course syllabus. In addition, continued violations may result in After School Work Detention, 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.

Truancy

A truancy is an absence from class without clearance from the office. A student is also truant when he/she is at least twenty (20) 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 signed out at the high school office after completion of classes for the day and sign back in upon their return. In order to leave, a student must have a parent/guardian physically sign out at the office. If this policy is abused, administration has the right to disallow this privilege on an individual basis or overall for the high school student body. In addition, closed campus means that students may not leave for lunch under any circumstances unless accompanied by a family member (with permission from parent). *(Junior/Senior lunch is the one exception if the student has turned in the appropriate form no later than two (2) weeks after the start of school signed by*

the parent/guardian.) Juniors/Seniors must sign out at the office. Students are not allowed to invite guests to be on campus for lunch unless permission is granted by administration ahead of time. Food deliver services are not allowed.

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

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

Guests for school dances must fill out the appropriate form and submit to the high school principal at least three (3) days prior to the event for authorization.

Guests who attend "open events" (e.g., Homecoming, football and basketball games, etc.) must adhere to the guidelines of this handbook.

Student Supervision

Students who do not have a first, second, seventh, or eighth period class and choose to stay on campus must be in the agreed-upon location under proctor/teacher supervision. Students who do not abide by this policy will be subject to discipline. This policy will be strictly enforced for the safety of the students.

If these students leave campus at any time, they may not return until the end of the school day or in time for their sporting event, unless they have signed out/in in the main school office.

Withdrawals and Transfers

Any student who withdraws must complete the necessary forms with the school office. A 60-day notice is required for withdrawal. Fees may apply for lack of notice. Prior to withdrawal, all textbooks and school property must be returned, and all accounts must be paid in full.

ACADEMICS

Grade Point Average

Every student's grade point average (GPA) is computed each quarter, and a cumulative GPA record is kept by the school office for each semester.

Valedictorian and Salutatorian

In determining the Valedictorian and Salutatorian, the cumulative academic GPA is used, along with other criteria. In order for a student to be recognized as the Valedictorian or Salutatorian, he/she must have attended UC Academy three (3) out of four (4) high school years and must have a 4.0 or better cumulative academic GPA.

Should more than one (1) student achieve a 4.0 or better cumulative academic GPA and meet the above stated qualifications, those students will all become members of the Valedictorian Society. The Valedictorian and Salutatorian will have the opportunity to write a speech addressed to fellow graduates on a topic of choice at graduation; however, if they should choose not to participate in speech writing, if their speeches are not completed on time, or if their speeches do not meet the standard of satisfaction, alternative members of the Valedictorian Society may be selected to share at graduation.

An Administrative Committee will review candidates for the Valedictorian Society (or Valedictorian and Salutatorian). This committee will also review the speeches to be presented; the committee's choices are final.

Academic Probation

Academic probation is calculated with points placed for *F*s and *D*s. Each *F* will receive 2 points with each *D* receiving 1 point. Any student who has 3 or more points at the end of a quarter will be placed on probation for the following quarter. Each set of actions taken are cumulative.

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

1. Student will take home each Friday a weekly progress report to be signed by the parent and returned on Monday.
2. Student must participate in any help class offered for the relevant class(es).

The second time the student is placed on probation, action steps 1-2 will be taken:

3. The guidance counselor will set up a meeting with student, parents, and teachers.
4. The family is required to engage a tutor.

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

5. The high school 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.

*Students will be asked to leave the school if they have three or more failing grades in core courses (math, English, science, social science, world language) at the end of a semester unless administration determines that extenuating circumstances exist.

It should be noted that athletic eligibility is determined by each grading period and at the midpoint of each quarter. For students to be eligible, they must have a 2.5 GPA at the end of each quarter.

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

1. All grades are accessible all year through Canvas. Parents are encouraged to carefully monitor their child's progress.
2. Halfway through each quarter, deficiency notices are sent to parents/guardians of students with a C- or below in any class.
3. The progress reports 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. The first time a student is placed on probation, the administration will notify the parent to review the policy and give guidance in improving the grades.
5. The guidance counselor will monitor probationary students closely and offer help as needed.

Academic Guidance

UC Academy provides an academic counselor for students in grades 9–12. The counselor assists students in preparing for college by providing information about the following: required testing, college admissions, college fairs, and scholarships. The counselor will meet with students and parents as necessary to assist them in planning for the student's higher education.

Dual Enrollment

Please obtain the dual enrollment policy form in the guidance office.

Graduation Requirements

Students are expected to carry a full-time load and take all required classes for graduation. Taking classes at alternate locations for credit is not allowed except under the following conditions:

1. The student needs to repeat a course for credit or UC (University of California) requirement, and it cannot be scheduled at UC Academy.
2. The student has an interest in a specialized class that is not offered (e.g., a foreign language or fine art class).
3. The student desires to take a course that does not work with his/her schedule.

The minimum number of credits required for graduation from UC Academy is 240. Each semester course successfully passed (60%+) earns five (5) credits. Diplomas will be withheld until all requirements are met and all fees and/or financial obligations are paid.

40 credits - English
20 credits - History
10 credits - Government/Economics
30 credits - Mathematics
20 credits - Foreign Language
20 credits - Science (10 must be a Lab Science)
10 credits - Fine Arts
20 credits - P.E./Health/Athletics
70 credits - Electives

Athletic Team Credit

Students must earn a minimum of twenty (20) physical education credits over their four (4) years of high school. They can earn them by participating in the following ways:

1. Two (2) years of physical education during high school (10 credit units/year)
2. One (1) year of physical education during their freshman year (10 credit units) and then two (2) seasons of involvement in UC Academy athletic teams (5 credit units/sport season)
3. Four (4) seasons of involvement in UC Academy athletic teams (5 credit units/sport season with a minimum of twenty (20) credit units).
4. An off-campus athletic activity that is not currently offered at UC Academy during their high school years that is approved by the Physical Education department head and the guidance counselor. The student must provide a detailed practice/competition schedule and a letter from the coach of the student involvement.

Community Service

Community service is very important to the mission of our school. All students must complete ten (10) hours of community service for every semester they are enrolled in UC Academy in order to graduate. These can be completed any time during the duration of high school, including summer. Students with special opportunities may get clearance from the principal for more than twenty (20) hours to be credited in one (1) year or in one (1) place of service. Reflection on school sponsored community service opportunities will take place in Bible classes. If students fail to complete hours by the first week of May in the senior year, students will not be able to participate in the events leading up to graduation or the graduation ceremony itself until all hours are completed and forms submitted. The diploma will also be withheld until the requirement is fulfilled.

Minimum Enrollment

Students in grades 9 and 10 must enroll in eight (8) classes minimum. Students in grade 11 must enroll in seven (7) classes minimum. Students in grade 12 may enroll in six (6) classes if they have earned sufficient credits. Students and parents with questions about this requirement should consult the guidance counselor or principal. *Enrollment in sufficient classes and credits to complete graduation requirements is the joint responsibility of the student and the counselor.*

Grade Level Classification

All students are expected to attend high school for eight (8) semesters. Students are classified as follows:

0 - 59	credits earned and 0 - 1 semesters completed	=	9th grade/Freshman
60 - 119	credits earned and 2 - 3 semesters completed	=	10th grade/Sophomore
120 - 179	credits earned and 4 - 5 semesters completed	=	11th grade/Junior
180 - more	credits earned and 6 - 7 semesters completed	=	12th grade/Senior
240 - more	Eligible for graduation if competency and course requirements have been met.		

Classification may be reviewed each semester.

Students who complete eight (8) semesters of attendance without qualifying to receive a diploma will not necessarily be allowed to enroll for additional semester(s) to complete graduation requirements. Counselor will advise students about options after high school.

Comparison of UNITED CHRISTIAN ACADEMY'S Requirements with the University of California and the California State Systems

Subject	UC Academy Graduation Requirements	University of California Admission Requirements*	California State College & University Admission Requirements*
Social Science	World History-1 year U.S. History-1 year Government-1 semester Economics-1 semester	2 years - To include 1 year of World History and 1 year of U.S. History or 1 year of World History and 1 semester of U.S. History and 1 semester of American Government	2 years - U.S. History and Social Science
English	4 years	4 years college prep including frequent writing and reading of classic and modern literature	Same as University of California
Math	3 years	3 years to include Algebra, Geometry, Intermediate Algebra or higher levels (4 years recommended)	Same as University of California
Science	2 years (lab science)	2 years lab science in 2 of 3 disciplines of Biology, Chemistry or Physics (3 years recommended)	1 year physical science (Chemistry or Physics) 1 year biological science (Biology or Anatomy & Physiology)
Foreign Language	2 years of same foreign language	2 years of same foreign language (3 years recommended)	Same as University of California However, students with competency in a language other than English may qualify for an exemption
Visual & Performing Arts	1 year (same VPA)	1 year (of the same course), including dance, drama, music or visual art	Same as University of California
Specified Electives	College preparatory electives-60 credits taken from the following: Bible (required for each semester of attendance at UCA), History, English, Advanced Math, Lab Science, Foreign Language, Social Science, Computer, approved Fine Arts or Performing Arts	2 semesters of any college preparatory classes in social science, English, mathematics, visual and performing arts, lab science, or foreign language	Same as University of California
Physical Education/ Athletics	2 years	None	None

*University of California and California State requires a "C" or better in all required subjects.

**University of California requires that at least 7 of the 15 required courses must be taken in the last 2 years of high school.

Grades

The grade given in any course represents the teacher's assessment 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 per credit unit.)

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

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

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

F = Failure to meet the minimum requirements. No credit and 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 semester grade.

Grading Scale

Students in grades 9–12 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%			

Weighted Grades

Semester grades in Honors/AP classes will be given an extra weighted grade of 1.0 due to the level of difficulty in these courses unless the earned grade is a D or lower.

						AP/Honors	
A	=	4.0	WEIGHTED	A	=	5.0
B	=	3.0	WEIGHTED	B	=	4.0
C	=	2.0	WEIGHTED	C	=	3.0
D	=	1.0	WEIGHTED	D	=	1.0

The University of California system does not recognize the weighted grades in Honor courses taken in grades 9–10; however, if a student is qualified for entrance into an Honor course, it is still recommended in order to better prepare the student for the Honor courses in grades 11–12.

Advanced Placement (AP) Policy

A student in the AP program at UC Academy will obtain the skills, gain the knowledge, and exhibit the maturity and discipline necessary for passing an introductory college-level course. Students are expected to take and pass the AP exam for each course.

Policy for the potential dropping of students from an AP course:

1. Students who miss 7 classes a semester
2. Students whose behavior becomes a consistent distraction at the detriment of the learning environment
3. Students that earn a C- (72%) or below for their first quarter in the AP course
4. Students that do not complete summer homework by due date given by the teacher (students dropped for incomplete summer homework will not be charged for the class).

Students will receive an F on the transcript for a course dropped after the fourth week of school.

Enrollment: These are the considerations for placement in an AP course. Students not meeting GPA requirements will be assessed on an individual basis.

1. Teacher recommendation
2. 3.0 overall GPA
3. PSAT/MAP test results

Students may be disqualified from admission based on prior behavior issues and record of excessive tardies and/or absences.

It is the students' responsibility to let the AP Testing Coordinator know if they are interested in taking an AP test for a class that is not offered by UCA; however, they must

get the test approved by HS Administration before signing up. Students are responsible for all non-UCA testing fees.

Report Cards and Progress Reports

Official grades are given at the end of each semester for grades 9–12. These indicate the grade for each class that is recorded on the student's official transcript. In addition to the official semester grades, report cards are issued at the end of the first and third quarters. Students will be issued quarter grades as a progress report for the semester. Grades will continue in quarter 1 as quarter 2 begins. This is the same for quarters 3 and 4. Only the semester grade will appear on the transcript. Mandatory parent-teacher conferences will be held once per semester with parents of students receiving deficiency notices or for any class a student is earning a C- or below.

It is the parent's responsibility to be aware of when the quarter report cards are given. Quarter and semester report cards as well as deficiency notices will be e-mailed to the parents.

Credit

Credit is earned for grades A through D in all courses. Standard credit is five (5) units for each semester course passed. Two-hundred forty (240) credits are required to earn the diploma for graduation.

Dropping a Class

A student may drop a year-long class without academic penalty before the end of the third day of classes. After the 1st week of the school year, dropped classes will be shown on the student's transcript with a W for Withdrawal – no credit granted. (This policy will also apply to semester-long classes.) The school will cover textbook/curriculum costs of original classes; however, if a student adds or changes a class after the curriculum has been ordered, families will be billed for any additional textbooks/curriculum. Students will be required to replace a dropped class if necessary to maintain a full schedule of classes. All changes must be approved by parents and administration.

A student dropping Honors or Advanced Placement (AP) classes will be assessed a fee for each dropped Honors or AP class if the drop request happens after June 30.

Final Examinations

A final examination schedule is in effect during the closing days of each semester. The purpose is to provide students the best opportunity to perform well on final examinations. Final exams should be taken seriously, and students should make every effort to achieve their highest potential. In addition, all textbooks and other school property must be returned at the end of the class term prior to taking final examinations.

Students are required to attend final exams on the day assigned; no early or late exams will be administered. In the case of illness, a doctor's note must be presented to the office. Such cases will be dealt with on a case -by-case matter and only approved by the high school principal. For any student not present for a final exam, a zero will be entered into the gradebook for the exam.

Honor Roll

Following the issuing of grades each semester, each student's GPA is computed. Students who earn an academic 3.50 GPA or better are placed on the Honor Roll for that semester. Any student receiving a letter grade of F in any subject does not qualify for the Honor Roll regardless of the GPA. Grades for physical education teacher/classroom aide classes will not be factored into consideration for Honor Roll status. GPA's will not be rounded up.

Honor Society

Graduating seniors who have earned honor roll status six (6) of their eight (8) high school semesters, one of which is their senior year, become a member of the UC Academy Honor Society.

Achievement Testing

Standardized tests are administered in grades 9–11 in the fall 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 to 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 should exhibit exemplary, Christ-like behavior, both on campus and in their communities. (Romans 13:1-5, Deut. 26:17)

2. Students should refrain from any bullying, harassment, intimidation, discrimination, threats, or other violent behavior.

3. Students should honor God in their conversation. Profanity, gossip, inappropriate language, innuendoes, racist remarks, or other similar actions or conduct are not permitted. (Col. 3:17, Eph. 2:29-30, Proverbs 14:15)

4. Students should refrain from the possession, use, sale and/or furnishing of any illegal substances or other improper materials, which would include illegal drugs, alcohol, vape devices or tobacco products. (I Cor. 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. (Heb. 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 or extramarital, outside of the marital relationship including homosexual behavior is forbidden and violates scripture. Students may not promote or otherwise encourage others to engage in conduct violating these standards.

10. Students should refrain from posting or viewing improper materials on the Internet and all social media platforms.

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

12. Students should 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 (including AI)
- 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 (including AI)

Below are examples of cheating and academic dishonesty:

- Copying another student's work, including electronic and visual mediums
- Use of AI programs
- 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.

Homework

Homework is an integral part of the school program. It is assigned to further student learning and/or provide additional means of student assessment. The work assigned to be done outside the classroom is not just "busy work" but is vital and necessary. Any work not finished in class may be considered homework.

Advanced level and honors classes will likely require a greater amount of homework. To help prepare students for the rigor of college, independent reading assignments and student accountability for the material will increase progressively through the high school years, especially in grades 11–12.

Typically, teachers 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.

Cell Phones and Other Electronic Devices

Cell phones and electronic devices are used for educational and safety reasons only and must remain off during school hours (7:55 a.m.–3:00 p.m.) unless indicated by a teacher during that teacher's class time or during snack, lunch, or passing periods. Teachers or other school personnel may confiscate any such device from students at any time if they feel the device is distracting from the educational environment or the privilege is being abused. Cell phones and iPads will be left on the teacher's desk when a student is using the restroom. The device may be picked up from the high school office at the end of the school day. A detention may be issued.

Ear pods, headphones or any listening device is not allowed during class time. UC Academy will not assume liability for loss, damage, or theft of ear pods, headphones, etc., while being held by the school.

Students will incur additional consequences if electronic devices are being misused for one of the following reasons:

- Taking unauthorized, unwanted, or inappropriate pictures
- Making unauthorized, unwanted, or inappropriate video or audio recordings
- Displaying inappropriate content whether in audio, picture, web, or video format.

Lockers

All lockers are the property of the school and may be subject to search at any time. Lockers will be issued to high school students during orientation when requested. Students are strongly discouraged from sharing their locker combination with anyone. All lockers should be kept locked at all times. No stickers are allowed on the inside or outside of any locker for any reason. The outside of all lockers is to remain exactly as they are at the time of distribution. Students will be responsible to pay for any damage made to their locker (stickers, markings, dents, etc.) whether damage was willful or accidental. A cleaning fee of $10 will be charged to the family account for any locker left dirty on the inside at the close of the school year. Students are responsible to report locker problems to the high school office immediately so the student may be issued a new locker. It is not recommended that items be kept in lockers over the weekend. Students are to keep appropriate items in the lockers. No items may be left outside the lockers. Any items left outside the lockers will be placed in the lost and found (and donated to charity if not claimed in a timely fashion). The school is not responsible for loss from lockers. Tampering with another student's locker will be considered a serious breach of school rules.

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 he/she has been harassed by another individual, he/she 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 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. Cyberbullying/harassment includes derogatory comments made about an individual, any visual content that displays a person in a negative way or threatens an individual's safety and health.

DISCIPLINARY ACTIONS

Detentions and after schoolwork detention are assigned and scheduled by administration. Students who receive a detention or after school work detention assignment are expected to serve it when the administration schedules, regardless of co-curricular obligations. Students who fail to appear for detention or after school work detention will be assigned 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 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, after school work detention, 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, in its sole discretion to 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 commencement.

1. Detention
    a. Six (6) tardies per course
    b. Dress code violation
    c. Unexcused absences
    d. Inappropriate response to authority
    e. Eating in class
    f. Leaving school campus without permission
    g. Misuse of technology

2. Afterschool Work Detention
    a. Insubordination
    b. Stealing, lying, cheating, forgery
    c. Inappropriate language
    d. Skipping class/truancy

3. Suspension
    a. Stealing, lying, cheating, forgery
    b. Truancy, which includes leaving school grounds without permission
    c. Fighting, inappropriate language, sexual misconduct, defacing school property
    d. Harassment of fellow or younger students
    e. Severe disrespect of authority or Conduct Standards and Courtesies
    f. Possession of nicotine in any form

4. 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

Consequences

- Detention
- After School Work Detention
- May lose privilege of field trips and student activities, including athletics

- Suspension – length determined based on severity of offense
- Parent conferences
- Behavior contracts
- Expulsion

Detention Details

Detention will be arranged on a weekly basis as needed. It will be served at the discretion of the principal regardless of the student's co-curricular obligations.

If a student is unable to attend for any reason, he/she must notify the principal at least one day prior to the date of the detention. Permission to postpone depends on the reason.

The calculation of detentions starts anew at the beginning of each school year.

Parents will receive notification of all detentions via e-mail, phone call, or written notice.

Afterschool Work Detention

Will be arranged as the need arises.

Hours:	3:05 to 4:00 p.m.
Activities:	Specific work will be assigned on the UCA Campus.
No Shows:	Will be rescheduled for another day. Second No Show will result in suspension until a parent and administration conference is held.
Tardy:	Being tardy to Work Detention is the same as a No Show (3:06 p.m. is tardy).

GENERAL CONDUCT

General

Each student is expected to conduct him/herself, 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.

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 such products, whether on or off campus, will be subject to the most severe discipline. Instances of possession, use, sale and/or furnishing of such substances including prescription and over-the counter medications, or materials will almost certainly result in expulsion upon the first offense.

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

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 by a licensed counselor and/or reporting to law enforcement authorities.

Public Display of Affection

UC Academy holds to a DAYLIGHT policy concerning student relations. High school students are to maintain space between their bodies but may hold hands (refer to the Christian Conduct B, section 4). 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 the viewing or production of material in violation of school standards, either in or out of school, via the use of the Internet. This includes viewing of websites or otherwise posting on the Internet (including but not limited to sites such as TikTok, Twitter, or Instagram). Students may be disciplined for any online behavior, including texting, 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.

Weapons

UC Academy does not permit any weapon on campus or at any UC Academy event. A weapon is defined as any device that can cause harm to an individual. The following is not a comprehensive list: knife, pocketknife, gun, taser. Possessing a weapon on campus or at a UC Academy event could result in immediate expulsion.

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 be issued loaner clothes to wear for the duration of the school day. Once loaner clothes have been put on, the student will be allowed to return to class. Dress code violations are subject to discipline consequences. If the outfit/clothing is questionable, ask first.

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.

Dress and Grooming Guidelines for all Students

1. Hair is to be neat and clean. Hair color should resemble a natural hair color.
2. Good hygiene is crucial. Students' physical appearance and clothes should be clean.
3. Shoes must be safe, practical, and worn at all times. Slippers are not permitted except on appropriate spirit days.
4. Garments should not be extreme—torn, cut-off, or excessively tight or loose. Jeans with holes are permitted as long as no skin or undergarments are revealed above the knee while standing or sitting. They must, however, not be extreme.
5. Undergarments must be worn inside outer garments and must not be visible.
6. Clothing and hats with suggestive or inappropriate writing, slogans, pictures, emblems, etc. that are contrary to God's Word or a Christian lifestyle are not permitted. Any band that could be in question, even if the picture or words on the shirt are not offensive, should not be worn on campus or to any school event.
7. No athletic shorts, or warm-ups are permitted, unless part of team uniform worn on game day.
8. No body markings/tattoos should be visible at any point.
9. Visible body piercings (except for ear piercings) are not allowed.
10. No clothing, backpacks, stickers on items used at school (including cars), etc., which promote/display a political candidate or political party.

The dress and grooming code applies to all student activities (i.e., field trips, sporting events –although athletic attire is acceptable for participants and non-participants alike as

long as appropriate–, graduation, banquets, etc.) on or off campus. At special school functions and field trips, modifications to the dress and grooming code may be given by the administration.

Students who fail to follow these guidelines will be referred to the high school office if necessary, issued a detention, and required to obtain clothing consistent with the Dress Code before returning to class.

The goal is not for teachers and administration to focus on the dos and don'ts of the dress code. We would much rather spend our time and energy focused on the inner person. However, we need to be clear from the start so that we can all operate under clear guidelines. It is UCA's desire to partner with parents in raising young men and women who reflect modesty both inwardly and outwardly.

Dress Code for Male Students

1. Hair should be neat, clean, and groomed. No extreme hairstyle or color.
2. No ear gauges
3. Shorts should be at least 2" below fingertip length

Dress Code for Female Students

1. Make-up should be stylish and neat but not excessive.
2. Dresses and skirts must be loose-fitting enough to provide modesty when sitting, walking upstairs, or casual activity. Shorts and skirts should be at least 2" below fingertip length. Leggings and jeggings are only allowed if the skirt, dress, or shorts worn over, reach the bottom of fingertip length when arms are fully extended.
3. Necklines of tops should be modest and not low enough to expose any cleavage or undergarments. Necklines should not gap or hang open when the student bends over. No midriff (front or back) should be visible at any time (even if covered with an over shirt).
4. All tank tops must have straps that are at least an inch wide. The shirt should not have low-cut arm holes that draw below the armpit unless another shirt is worn underneath, and no skin or undergarments are showing.
5. Any see-through shirts or sweaters must have dress-code approved shirts underneath (e.g., no spaghetti straps).
6. Any camisoles or form-fitting shirts are to be worn as undergarments and should be covered with a shirt or sweater.

GENERAL INFORMATION

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 the spiritual, mental, and emotional aspects of our being. It is the intent that a good athletic program become an integral part of the curriculum of UC Academy.

It is expected of students participating in these programs that they display Christian conduct which would exemplify Christ at all times. 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 50% of their class day on the day of a game or practice to participate.

For more detailed information, refer to the Athletics Handbook.

Automobiles

Driving an automobile to school and parking at school is a privilege and not a right. Students are required to apply for a parking permit (cost - $25) and register any vehicles driven to school through the school office and will, upon approval by the school, be assigned a parking location. Any student who has not obtained a parking permit but parks on campus is subject to a detention and possible towing of the vehicle. Vehicles left on campus after 10pm, without prior approval, are subject to towing at owners expense.

The school reserves the right, any time that it has a reasonable basis to suspect that a student has violated conduct standards or otherwise has contraband substances or materials, to remove a student from school and request the student to open his/her vehicle for inspection by the school or law enforcement authorities. If the student refuses, the school will then contact a parent/guardian to open the vehicle for inspection. If the parent refuses, then students and parents agree that the school may assume that the student either

has violated school conduct standards and/or does have contraband materials and proceed with appropriate disciplinary action.

Students who drive cars to school must park and leave them until school is dismissed and they are ready to go home. Students are not to be in their cars during the school day unless they first receive permission from the high school office. (Teachers are not authorized to give that permission.) A student leaving campus during the school day for a medical appointment must submit a written note from the parent giving permission for the student to leave in his/her automobile and time of dismissal from class. In order to ensure a safe campus, the school reserves the right to revoke on-campus driving privileges if unsafe driving habits are observed.

UC Academy cannot assume responsibility for, nor supervise, students riding home in cars with other students. Written parent permission from both sets of parents is required for students either to drive or ride with another student for a school activity. Student drivers must fill out the Driver Affidavit form in the school office before transporting other students.

Bicycles, Skateboards, Skates, Etc.

Students are welcome to ride bicycles to and from school. Each bicycle must be placed in and locked to the assigned rack located on campus immediately upon arriving. Each student who 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 the earthquake shed in a clearly marked container with instructions.**

Elevators

Elevators are not to be used by students at any time. The only exception is for injured students using a wheelchair, crutches, or a medical boot. Permission must be granted by the principal.

Extracurricular Eligibility

In order for any student in grades 9–12 to be eligible to participate in any extracurricular activities where the student represents the student body and school, the student must maintain a 2.5 (C) or better GPA at each reporting period. If the student is ineligible, he/she will be considered ineligible until the end of the next reporting period. Students must be present for 50% of their class day 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 are 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.

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. MPACT 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. Participation in these activities may earn credit in Fine Arts. 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 back packs) 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 9–10 must participate in P.E. (grades 11–12 as desired or required to complete graduation requirement). Students may earn a maximum of 20 P.E. credits (of the required 20) through participation on UC Academy athletic teams. For each season of school athletics participation, a student will earn five (5) P.E. credits.

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 Property Usage

The facilities of United Christian Academy include any real property or assets, whether connected to the corporate location or remote, and includes all sites. UC Academy facilities are to be used in a manner consistent with our purpose and mission and to bring God glory. As part of our mission, we make our facilities available to approved persons and groups who are not incongruous with our corporate identity as a witness to our faith, and as a hospitable community neighbor in a spirit of Christian charity. Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the school's Purpose and Statement of Faith and Christian Conduct.

School-Sponsored Activities

Parents should always be aware of the activities of their children 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. School sponsors and chaperones, locations, and times of events will be communicated by the school.

Students are to conduct themselves as mature, responsible individuals. Obedience to chaperones and school officials is expected at all times. Undesirable or improper conduct of a student at a school-sponsored event results in the loss of student activities, notification of parents, and/or disciplinary action by the administration. Students are responsible for the dress, condition, and actions of their guests.

Dances – Music will be approved by the administration. Dress code will be communicated in flyers announcing each event. Guest forms must be turned in three (3) school days before each dance. Students are expected to maintain conservative dancing styles and refrain from excessive displays of affection. Students are required to stay for the entire duration of the dance.

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 child 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 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 pick up 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.

Work Permits

Any individual under the age of 18 who has not graduated from high school or passed the California High School Proficiency Exam must hold a valid work permit in order to be employed.

You may obtain a work permit from the UC Academy office. Work permits are only issued to students who are enrolled and actively attending school.

The procedure for obtaining a work permit is as follows:

1. Obtain form from the school office.
2. Complete form, acquire all signatures, and return form to the school office.
3. The Permit to Employ will then be issued within three (3) school days.

Students are expected to be performing satisfactorily in school in regard to academics and attendance. Any student who receives two (2) or more unsatisfactory marks on his/her progress report may receive a probationary work permit or have his/her work permit revoked.

Work permits are issued for a maximum of one (1) school year. All permits expire five (5) days after the beginning of the next school year.

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.