

Union Christian Academy

Student Handbook

Christ-Centered Educational Excellence

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TABLE OF CONTENTS

Our History	4
Our Mission	4
Our Vision	5
Our Philosophy of Education	5
Statement of Faith	5
Role and Responsibilities	6
Teacher/Faculty	6
School Administrator/Principal	6
Union Christian Academy Board of Directors	6
Parental Involvement and Cooperation	7
School Policies	7
Evangelism of Students	7
Chapel	7
Prayer	8
Patriotism	8
Financial Information	8
Non-Discriminatory Policy	8
General Information	9
Transportation of Students	9
Closed Campus	9
Visitors	9
Curriculum	9
Inclement Weather	9
Change of Address or Phone Number	9
Immunization	10
Check-in/Check-out Policy	10
Flowers, Gifts, Invitations	10
Lost and Found	10
Medication at School	10
Grievances (Matthew 18 Principle)	11
Telephone Use	11
Cell Phone	11
Dress Code	12
General Statement	12
School Events	12
Pre-school through 6 th Grades	12
7 th through 12 th Grades	13
General School Policies	14
Parent Conferences	14
Before and After School Care	14
Health Standards	14
Head Lice	15
Absentee Policy	15

Tardiness	16
Cumulative Record	16
Library	16
Drug Testing Policy	17
Search Policy	17
Computer Use	17
Discipline and Conduct	18
Behavior Standards	18
Conduct Standard	19
Respect for Property	19
Cheating	19
Discipline Procedures	20
In House Suspension	20
Disposition of Suspension	20
Corporal Punishment	21
School Events	21
Pregnancy Policy	21
Academic Polices	21
Report Cards	22
Honor Roll	22
Grading System	22
Valedictorian/Salutatorian	22
Finals Exemption Policy	22
Athletic Polices (See Athletic Handbook)	23
Health Related Polices	23
HIV, AIDS, and Serious Infectious Disease Policy	23
Students with Serious Infectious Illnesses	24

Our History

In 2000... Union Christian Academy began as our Lord placed a burden on the hearts of seven families in Union Parish. In March of 2000 these families met to share their concerns for children and prayed for guidance concerning the opening of a Christian school in Union Parish. Through answered prayer, the Lord continued to expand this group and open doors of opportunity that would allow Union Christian Academy to become a reality. In May of 2000 the Lord provided the use of Crestview Baptist Church. In June the Lord provided teachers for grades K4 through 4th. Registration began June 22, 2000. Forty percent of Union Christian Academy's target enrollment for the 2000-2001 school year was registered the first week. We praise the Lord for His goodness and grace and rejoice in the opening of Union Christian Academy.

In 2003... A facility became available located at 110 West Hill Street, Farmerville, Louisiana. Renovations to Wing C and Wing D of the building started in the summer of 2003 to be ready for the 2004-2005 school year. This facility welcomed approximately 141 students from K3-7th grades that school year. Wing B was completed in 2004-2005 and Wing C completed for 2005-2006.

In 2006... The Pride Assembly Center was opened, housing the 7th-10th grades, with 11th-12th to be added in 2007 and 2008 respectively, and housing the cafeteria, and gymnasium.

In the spring of 2007, UCA achieved another milestone in its young history receiving an official approval from the Louisiana Board of Elementary and Secondary Education (BESE), opening the door for qualifying graduates of UCA to be eligible for the Tuition Opportunity Program for Students (TOPS) scholarships.

In 2009... UCA received accreditation through the Mississippi Association of Independent Schools (MAIS). MAIS provides both athletic and academic benefits to our students. UCA also completed and used the new football field in the fall of 2009.

In 2012... UCA's new softball field was complete and ready for play. And in 2013, the baseball field was ready for play.

In 2015... UCA gained accreditation with the Southern Association of Colleges and Schools (SACS).

Our Mission

Being directed by God, Union Christian Academy is committed to educating our children in biblical values, character development, and academic excellence. We acknowledge this can only be achieved through obedience to our Lord with prayer, support, and cooperation of the families, Christian churches, and communities in Union Parish.

Our Vision

To change Union Parish by preparing a generation to: 1) view the world through the lens of the gospel of Jesus Christ; 2) have an intimate growing relationship with Jesus Christ; 3) apply biblical principles to everyday life; 4) stand for what is right and moral; 5) unite churches and families in Christ; 6) grow our community spiritually, socially, and economically.

Our Philosophy of Education

The education philosophy of Union Christian Academy is based on a God-centered view, that all truth is God's truth and that the Bible is the inspired and only infallible, authoritative Word of God containing this truth.

The curriculum of UCA arises from the philosophy that places God, not man, in the center of all things. (Colossians 2:3, Proverbs 1:7)

UCA, as an educational institution, believes bringing up a child in Christ-likeness is primarily the responsibility and biblical duty of the parent and church. Our school exists, therefore to assist in that education, without replacing the family or the church's role.

Statement of Faith

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15, 2 Peter 1:21).
- We believe there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
- We believe in the deity of Christ (John 10:33);
 - His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35);
 - His sinless life (Hebrews 4:15);
 - His miracles (John 2:22);
 - His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9);
 - His resurrection (John 11:25, 1 Corinthians 15:4);
 - His ascension to the right hand of the Father (Mark 16:19);
 - His personal return in power and glory (Acts 1:11, Revelation 19:11)
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Ephesians 2:8-10, Titus 3:5)
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life; and they that are lost unto the resurrection of damnation. (John 5:28-29)

- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

These statements of Faith are important to our school and serve as the foundation of all that we do. If you find yourself in disagreement with these statements, please seriously consider whether or not you should enroll your child in our school. We will not compromise on the tenets of our faith.

ROLES AND RESPONSIBILITIES

Teachers/Faculty

Our teachers have the responsibility and full accountability of the daily activities in their assigned classrooms. Their responsibilities include curriculum preparation and instruction, student discipline and Christian character development, as well as appropriate interaction with students' parents/guardians. Each teacher will have policies and procedures for the management of their individual classrooms that underscore and reinforce the values and character of Union Christian Academy. Each of our teachers is expected to be a committed Christian, actively serving in a church. Our teachers are selected because of their qualifications and proficiency to teach in an area of study, as well as their reputation both in the classroom and community. They are the first level authority in issue/conflict resolution in accordance with Matthew 18.

School Administrator/Principal

The day-to-day operation of the school is the responsibility of the school administrator/principal. These responsibilities include: faculty and staff hiring and supervision, student retention and discipline, academic supervision, curriculum development, business office management, public relations, parent interaction and involvement, fund raising and ensuring the overall success of the school by applying Biblical principles and providing Godly leadership. The administrator/principal is the second level of authority in issue resolution in accordance with Matthew 18.

Union Christian Academy Board of Directors

Union Christian Academy is operated under the authority of the school's board of directors. The Board of Directors consists of 5 – 9 individual members of the school. These members are elected by the school membership. The board is responsible for setting strategic school policy, for recruiting, hiring and supporting the school administrator, approving faculty recommendations, overseeing school finances, and strategic planning. The Board of Directors is the final authority on issue resolution in accordance with Matthew 18.

Parental Involvement and Cooperation

Parents are asked to participate a minimum of 10 hours during the school year in various function and duties. These hours can be filled in attending open school board meetings, PTO meetings, supporting teacher and administrator events and projects, or other activities and events.

Union Christian Academy's educational mission involves working with the home in the overall Christian education of students. On occasion, this cooperation between the school and home may become difficult. To avoid such situations, and for parents to maintain their child's enrollment, the school requires that parents support the following statements.

As a parent of a student of Union Christian Academy, I agree to support the school with my prayers and positive attitude. Complaints or negative comments will be shared only with the teacher, administrator of the school, or person involved and not with my child or other people, following the Matthew 18 principle.

I understand that if at any time the school determines, at its sole discretion, that my actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request withdrawal of my child.

SCHOOL POLICIES

Evangelism of Student

Union Christian Academy shall accept students from non-Christian families providing the families are in agreement with the purposes and practices of the school. It shall be the policy for each teacher to give a clear presentation of the Gospel to each student during the course of the year and to know where each child in their class stands in regard to his/her relationship to Christ. It is the desire of Union Christian Academy that every student have a personal relationship with Christ and that the Gospel be made a natural part of the process.

Union Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant, or to discontinue enrollment of a student.

Chapel

Students will meet for corporate worship and expression in chapel service at least once each week during the school year. It shall be an extension of their Christian training, but not the extent of it. The administrator, teacher, or designated individual is responsible for conducting

the chapel service. A spirit of reverence should be felt in all chapel services. Attentive, courteous conduct that is honoring to the lord should be observed at all assemblies.

Prayer

Prayer is a vital ingredient in our program of Christian training. Students at Union Christian Academy are trained in the importance of establishing a consistent daily prayer life. Teachers lead the students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living. Students are trained in the habit of prayer throughout the school day, before beginning the responsibilities of each day, before eating lunch, for special needs, and to give Him praise for all things. Students are encouraged to make their requests known before God and are given opportunities to pray and to share needs with others as they share their requests with Him.

Patriotism

UCA believes that it is important to teach our students to have respect for America and our form of government. History is taught in a way that encourages students to respect our national heroes. Students are required to memorize historical, American documents. The flag is given proper respect in every classroom and pledges are said regularly.

Financial Information

Christian education is an investment in the lives of our youth. For many families it is a great sacrifice to keep their children in a Christian school.

Because tuition fees do not cover the entire cost of educating a child for one year, additional funds must be raised through special activities and donations. Each family is expected to participate in these activities.

Anyone considering giving a memorial, setting up a trust, establishing an endowment, or donating a significant gift of cash or property to Union Christian Academy should contact the school administrator.

Tuition is due on the first day of each month. After the 15th of the month, tuition is considered late and an additional charge of \$25 will be added to the total. Please do not habitually run late in making your tuition payments. Any account that is more than thirty days delinquent may result in the student being withheld from classes. A list of current tuition rates is available in the school office. The Board of Directors requires that post-dated checks for tuition be turned into the school office at the beginning of the school year.

Non-Discriminatory Policy

Union Christian Academy does not discriminate in the administration of its admissions policies in regard to color, race, or national origin.

GENERAL INFORMATION

Transportation of Students

High school students with proper licenses may drive to and from school. They must park in designated areas upon arrival, return to their vehicles only with passes, and leave school grounds immediately following dismissal. Driving privileges may be suspended for unsafe driving or violation of driving rules. A copy of valid driver's license and insurance card must be on student's file.

Closed Campus

Union Christian Academy is a closed campus. This means no visiting students are allowed in or around the school during normal school hours unless the administrator has granted prior approval. Additionally, this means that no student is allowed to leave the campus during school hours without the expressed written permission to do so by a guardian, and is approved by the administrator.

Visitors

Parents or other visitors are welcome to visit the school at almost any time and students may bring friends with the teacher's and administrator's approval and a day's notice in advance. Visitors must meet all behavioral regulations of Union Christian Academy. They must check in with the school office as soon as they arrive so their whereabouts will be known should they need to be contacted. If you have items to be delivered to a student, bring them to the office and they will be delivered at the appropriate time.

Curriculum

All curriculum used at Union Christian Academy is Christian in orientation, and/or in harmony with Christian values and beliefs. We rely heavily on the A Beka and Bob Jones curriculums, as well as selected materials that have been approved by the administration.

Inclement Weather

UCA's policy will be to follow the lead of the Union Parish School District in determining whether schools are closed due to inclement weather. On bad weather days when the students are supposed to be in school, listen to the local television and radio stations for information. If school is open, your child should go to school. When bad weather occurs after school is in session, the radio and TV stations will announce any school closing and parents will be called.

Change of Address or Phone Number

As cases of sickness and emergencies involving school children often arise, it is extremely important that the school have a viable home, work, and if available mobile telephone

number or beeper for each parent. If any of these numbers are changed during the year, please notify the office immediately. The office should also be notified in the event of a change of address.

Immunization

The State Department of Health requires the Certification of Immunization be on file for each student. This form only needs to be completed once and is available in the doctor's or health unit offices.

Check-in/Check-out Policy

Students must be checked in at the office by the parent if it is after the normal time for school to start or if they are returning to campus. When checking a student out, the parent must come to the office, not the classroom. If someone other than the parent will be checking out the child, the parent or guardian must call ahead or write a note giving permission to let his child go.

Flowers, Gifts, Invitations

No flowers or any other gifts are to be delivered to the students during school hours. Party invitations may only be distributed if all student of that grade are invited, for instance: all girls, all boys, or all boys and girls.

Lost and Found

Please mark all items belonging to your child with his/her name. Lost items will be returned to students if they can be identified. If you are looking for an item, please check with the school office. Any item not claimed from "Lost and Found" by the end of the year will be donated to the rummage sale or Christian ministries.

Medication at School

Teachers will dispense no medication. No medications will be dispensed by the school office without prior consent of the parents (a completed "Authorization of Administration of Medication" form must be turned in to the office).

UCA requests that parents make teachers and administrators aware of any medical needs that could lead to an emergency situation. If any prescribed medication is to be distributed by an employee of UCA a medical release form must be signed by the parent or guardian on file in the school office. Remember, if your child is running a fever, is vomiting, or has diarrhea do not send him to school.

Grievances (Matthew 18 principle)

Because the education process is an emotional journey, it is important that we establish a framework for conflict resolution. The purpose of this policy is to establish a process for timely and orderly resolution of student and/or parent concerns, questions, or appeals. It is the school's intent that all disagreements be resolved at the source (teacher, director, etc.). If this is not possible, then resolution should take place at the lowest possible level. Throughout the appeal or complaint process, all parties should demonstrate mutual respect and the dignity of all parties involved will be preserved. The focus of discussions shall be on problem resolution that is mutually acceptable rather than an adversarial win-lose conclusion. No reprisals or retaliation of any kind shall be taken against a student or parent utilizing this procedure.

Appeal Process Steps:

- First, try to resolve the problem with the person most directly involved with the situation. In most cases, the person will be the teacher. It is our request that parents go to the appropriate source rather than to another parent or a person unaffiliated with the school, in every case.
- If the situation cannot be resolved to the satisfaction of both parties at step one, discuss it with the director of the school.
- Finally, if all other steps have proven unsuccessful, ask the director of the school to set up a meeting with the School Board.

Telephone Use

The telephone is reserved for official school business and emergencies only. If a student is sick or an emergency arises, the teacher should give the student a note to be given to the school secretary stating the situation. The secretary will make the phone call for the student. Students must make all plans with their parents before school hours. This includes plans for after school pick up.

Calls to parents for forgotten progress reports, homework, assignments, practice clothes/uniforms (athletics) will not be allowed.

Cell Phone

Elementary students must turn in cell phones to their teacher at the start of the school day.

Jr. High and high school students may use cell phones before school, during lunch, and after school. No cell phones are to be used during class unless under the direction of the teacher.

DRESS CODE

General Statement

Christians should be especially sensitive to modesty and appropriateness of attire. Dress code compliance is about attitude. Dress standards are required throughout life. Compliance and cooperation are simply the right and appropriate courses of behavior. The way our students dress and act tells the world who we are and for what we stand. All dress code policies will be in effect during official school hours and on the entire campus. We need the full and complete cooperation of parents or guardians in this matter.

School Events

For school events, students are expected to dress in modest and appropriate attire to include the following:

- No garment should be shorter than the width of a dollar bill from the top of the knee.
- No baggy, sloppy pants or shorts allowed. Pants with tears or holes are not allowed.
- No low-cut tops
- No slits in dresses higher than the knee
- No backless garments
- Boys must wear shirts at all times
- No midriff showing

Pre-school through 6th Grades.

- Shirts
 - K3 through 5th Grade - Purple shirts only; 6th Grade – Purple or Gold shirts
 - Undershirts are allowed and must be tucked in.
 - Approved UCA jackets, sweatshirts, and hoodies may be worn in the classroom. No other jacket will be worn in the classroom.
- Pants, Skirts, Skorts, Shorts
 - Khaki pants, skirts, walking shorts, or jumpers.
 - No garment should be shorter than the width of a dollar bill from the top of the knee.
 - No baggy, or sloppy pants or shorts allowed. Pants and shorts with holes are not allowed.
 - Belts should be navy, black, or brown. If pants and shorts have belt loops, then belts should be worn.
 - All girls preschool – 6th grade are encouraged to wear shorts or bloomers under their skirts or dresses that come to the knee for the sake of modesty on the playground.
 - All K3, K4, AND K5 should wear elastic waist band pants.
- Shoes
 - Shoes must be with closed toes and backs. No Crocs
 - Oxfords, loafers, tennis, or short boot type shoes are allowed.

- No sandals, lighted shoes, no pastel colored shoes, no flashy/glittery shoes, no character shoes are allowed.
- Boys and girls must wear socks.
- Girls may wear tights.
- Other
 - Caps, hats, bandanas, sweatbands, or any head coverings are not allowed.
 - Sunglasses are not allowed.
- Grooming
 - Girls must have neatly combed hair so that it is not in their eyes.
 - Boys hair must be well groomed and must not touch the shirt collar or cover the ears.
 - Boys may not wear earrings.
 - No tattoos are allowed.
 - No finger nail polish, no make-up, and no excessive jewelry.
 - Hairstyles and grooming in general must not draw attention to the individual.
- Special Uniform Exemption
 - Spirit Friday: On Spirit Friday students may wear their spirit tee shirts and plain blue jean pants or shorts. Students wearing jeans that are too tight will be considered in violation of the school dress code.
 - Field Trips: Students will dress as instructed.

7th thru 12th Grades

- Shirts
 1. Shirts must have approved UCA logo and may be purple or gold.
9th-12th grade students have the option of wearing white.
 2. Boy's shirts should be tucked in at all times.
 3. Undershirts are allowed and must be tucked in.
 4. UCA jackets, sweatshirts, and hoodies may be worn in the classroom.
No other jacket will be worn in classroom.
- Pants, Skirts, Skorts, Shorts
 1. Khaki or blue jean pants, skirts, skorts or shorts are allowed.
 2. No garment should be shorter than the width of a dollar bill from the top of the knee.
 3. No baggy, or sloppy pants or shorts allowed. Pants with tears or holes are not allowed.
 4. Belts should be navy, black, or brown. If pants and shorts have belt loops, then belts should be worn
- Shoes
 1. Shoes must be with closed toes.
 2. Oxfords, loafers, tennis or short boot type shoes are allowed.
 3. Sandals or flip-flops are not allowed.
 4. Boys and girls must wear socks.
 5. Girls may wear tights if they match the colors of the school-approved plaid.
- D. Other
 1. Caps, hats, bandanas, sweatbands, or any head coverings are not allowed.

2. Sunglasses are not allowed.

E. Grooming

1. Girls must have neatly combed hair so that it is not in their eyes.
2. Boys hair must be well groomed and must not touch the shirt collar or cover the ears.
3. Boys may not wear earrings.
5. No excessive jewelry
6. Hairstyles and grooming in general must not draw attention to the individual.
7. In regards to tattoos, the administrator may choose to admit a student with a tattoo. Current students are encouraged to refrain from getting tattoos. If a current student gets a tattoo, the administrator may choose to discipline the student. All tattoos must be covered at school and at school functions.

F. Special Uniform Exemption

1. Spirit Friday: On Spirit Friday students may wear their spirit tee shirts and plain blue jeans pants or shorts. Students wearing jeans that are too tight will be considered in violation of the school dress code.
2. Field Trips: Students will dress as instructed.

GENERAL SCHOOL POLICIES

Parent Conferences

If you wish to have a conference with your child's teacher, please call the school office or write the teacher a note for an appointment. Parent/teacher conferences will be announced at a later date. Information regarding these conferences will be sent home with the students prior to the conference dates.

Before and After School Care

An after school program is provided. The hours are 3:00 p.m. until 6:00 p.m. The cost is \$3.00 per hour. If it is after 6:00 p.m. when your child is picked up, you will be charged \$1.00 per minute until 6:05. After 6:05, you will be charged \$5.00 per minute.

Health Standards

Your child's health is a matter of importance to all of us. To that end, all children attending this school should be free of contagious diseases, and all immunization records are to be in good standing. To prevent spreading of germs to other children and adults, it is recommended that a child does not come to school sick. The staff will take the temperature of any child who seems ill during the school day. Any child running a significant temperature of about 99.5 will be sent home in order not to infect other children. Please keep your child at home if he/she has any of the following:

- A yellow or green discharge from a runny nose
- Begun taking antibiotics in the last 12 hours
- A constant cough
- Had diarrhea or vomiting in the last 12 hours

Had a fever within the last 24 hours

A respiratory infection, pharyngitis, tonsillitis, viruses, or group A streptococcus (strep throat).

Conjunctivitis: This appears as pink or red conjunctiva with white or yellow eye discharge, often matted eyelids after sleep and eye pain or redness of the eyelids or surrounding skin. A physician's consent is required for readmission.

Poison Ivy is not contagious after the child has bathed and his clothes have been washed.

Head Lice

Head lice infest millions of school-age children every year, however, the condition is not something to be ashamed of because it has nothing to do with cleanliness, who you are, or where you live. If parents will take the responsibility to check a head and screen the entire family often, these parasites can be prevented or detected early and controlled. If this problem should occur with a student, the student has information from the Union Parish Health Unit on the treatment of lice.

Absentee Policy

Attendance at school provides a student with the classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." For this reason, failure of a student to attend class will be seen as a serious problem and will not be allowed.

Failure of a student to attend school will be considered an absence. Each absence will be considered excused or unexcused.

An excused absence is an absence due to a personal illness, serious illness in the family, death in the family, school-approved trips, medical or dental appointments, court appearances, prearranged (three days notice) family trips, or absences due to providential hindrance. When a student will be out of school for another reason and the time of the absence is known ahead of time, it is the responsibility of the parents to contact the principal and teachers and secure the class assignments for that period of time. All course work and homework assignments are due on the day the student returns to class. The teacher must schedule any make-up exams within three (3) school days after the student returns. Failure to meet this requirement will result in an unexcused absence for the days missed. A reasonable amount of time for make-up work due to an excused absence will be one day for each day of school missed. (The authority for determining the legitimacy of an absence rests with the school administration.) For instance, a student who is out sick for three school days will be allowed three school days to make up work missed. If a student misses class the day of a major exam, he may be required to take an alternate exam. Should a student consistently miss the day of major tests, a parent/teacher conference may be in order. Students are responsible for getting their missed assignments when they return after an excused absence.

Work missed because of an unexcused absence will be recorded as a zero. If your child (K5 through High School) is absent, please call the school office by 9:30 a.m. (368-8890). Also, upon returning to school, the student will need to bring a note signed by the parent giving specific explanation of the absence. This note should be brought to the school office BEFORE school begins.

If a student is absent because of a school function (such as a field trip or athletic event) they must get their homework before they leave. If they will miss a test because of this absence, they must meet with the teachers and prearrange a time to take the test. If they fail to do so, the student will take the test the day they get back.

Excessive unexcused absences may result in grade retention or expulsion. No refunds of tuition are made because of absences. K5 – High School students who miss a total of more than fifteen school days will not receive credit for the entire year. Any appeal of this policy must be made in writing to the School Board.

Tardiness

Students who arrive after the late bell but before the attendance slip has been filed are to be marked tardy by the teacher on the attendance slip. Those who arrive after the slip has been sent must report to the office so the slip can be corrected. Tardy students must have a note from the office in order to be admitted to class. PLEASE TAKE NOTE: three tardies equal one absence and will count against the student's attendance.

Cumulative Record

The school shall keep records, which will provide for the registration and attendance of students and shall maintain an up-to-date permanent cumulative record of individual students showing personal data and progress through school, including academic achievement, health information, and test results. These records will be kept on each student and will be available in the main office for certified staff. No individual may request the records of a student without the written permission of that student's parents. Parents may request to review their child's cumulative records and Union Christian Academy will, upon reasonable time, review the cumulative records with the parents. Subjective information (such as discipline information) shall be removed from the cumulative file each year.

Library

The Union Christian Academy Media Library has been established to support the Philosophy and Mission Statement of Union Christian Academy. **Purpose:** The purpose of the Media Library is to support the administration, teachers and support staff by providing media that will supplement, enhance and enrich the curricula that is being used. The library is also used to encourage students by providing a central area that houses information, introduces and familiarizes students with the skills needed to locate and use various sources of information in a library, sparks an interest in learning, and promotes lifelong reading. The library provides reference material that can be researched by students to complete homework assignments.

Book selection: In support of the Philosophy and Mission Statement of Union Christian Academy, the library includes books that:

- a. model positive character traits
- b. will show conclusive results of actions whether positive or negative.
- c. will clearly draw the line between good and evil
- d. will not contain blatant and frequent objectionable language
- e. may include humanistic influence in parts of the book when the major trust emulates wholesome values

Books are selected for the library to fulfill the purpose of the library. Parents should be aware that not all books selected for the library shall be Christian or acceptable to every family. Because it is the school's desire to teach students to critically evaluate what they read, some non-Christian materials will be included in the library collection. It is important for parents to know that they should be actively involved in helping their children evaluate what they read and further censor where they feel it is necessary.

Donations are gladly accepted. A monetary donation is our first choice. This allows for purchases that will meet specific staff and student needs. Gifts books are accepted if they meet the selection criteria and if shelf space permits housing these books.

Drug Testing Policy

UCA reserves the right to randomly drug test students during the year. UCA may randomly drug test 10% of its junior high and high school student body. UCA may require a drug test of any student under suspension for drug use. In the case of random drug testing the school will be responsible for the cost of the drug testing. In the case of suspicion of drug use the parents will be responsible for the cost of drug testing.

Search Policy

UCA has the right to search student lockers, personal belongings, and vehicles when deemed necessary by the administration.

Computer Use

Computers are supplied by the school for academic use and are not to be used inappropriately.

“Inappropriate Use” may be defined as, but not limited to the following:

- Accessing Internet sites containing controversial material, sexually explicit material, destructive information, material inconsistent with the purpose of Union Christian Academy, or material determined to be illegal.
- Downloading music, software, shareware, movies or any other copyrighted material.
- Game playing not allowed on school computers, except as a formal component of an academic subject or through a school sponsored event.
- Any use that is not considered academic use.

Parents and students should be advised that any Internet access will be filtered but no filter is 100% effective. If a student unintentionally accesses an inappropriate site, they must “back out”

immediately or turn off the monitor and notify the teacher/school personnel without drawing other students' attention to the screen.

UCA reserves the right to access and monitor email, web sites, server logs, and electronic files and any computer or electronic device connected to the school's network including personally owned equipment, should it be determined that there is a reason to do so. Reasons would include, but not limited to: suspected or reported breaches of this Acceptable Use Policy, policies of the Board of Directors, or federal/state and local law.

DISCIPLINE AND CONDUCT

In order to maintain high standards of behavior, the school reserves the right to take appropriate disciplinary action in the case of any student misconduct. This must be understood clearly by all students. When a student enters Union Christian Academy, he becomes identified with the school. Because the school is judged by the way its students conduct themselves, each student's conduct must reflect favorably on him and on the school at all times.

Our philosophy of discipline is to teach and encourage self-discipline. Self-discipline includes self-control, character, orderliness, and efficiency. If any student is thought to be involved in any questionable conduct, he should be prepared to offer, without hesitation, the complete truth when being questioned by the administration. Each case will be evaluated individually,

The Administrator is charged with the final responsibility to see that students abide by the school's standards. Minor infractions are handled by the teacher. More serious violations of conduct are handled by the Administrator and/or Disciplinary Board.

Behavior Standards

Generally, students should abide by these basic guidelines:

- Immediate obedience – Students should respond positively to any instruction given by those in authority. (Ephesians 6:5-7)
- Honor Authority – Students are expected to give honor to all those in authority in both attitude and action. (Romans 13:1-2)
- Absolute Honesty – Students should never lie, deceive, mislead, or fail to tell the truth. (Romans 13:13)
- Christ-like Behavior – In all attitudes and actions, students should live according to Biblical principles and values. (Ephesians 2:10, 5:1)
- Complete Dependability – Students should keep their word and accept the necessary responsibilities. (Matthew 5:34-37)

The biblical and philosophical goal of Union Christian Academy is to develop students into mature, Christlike individuals who will be able to exhibit a Christlike life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. Even though parents may personally believe differently, while enrolled at Union Christian Academy, all students are expected to exhibit the qualities of a Christlike life espoused and taught by the school and to refrain

from certain activities or behavior. Thus, Union Christian Academy retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices. (Leviticus 20:13, Romans 1:27)

Conduct Standard

A complete list of unacceptable behaviors would be impractical, but certain unacceptable behaviors are listed below:

1. Chewing gum or eating in class
2. Talking without permission, or interrupting the teacher or class.
3. Writing or passing notes or throwing objects indoors
4. Out of dress code
5. No homework turned in on-time
6. Disrespect or disobedience to a teacher or any staff member.
7. Lying to teacher or any staff member
8. Any type of vandalism
9. Smoking, drinking alcoholic beverages, using illegal drugs, gambling, or any involvement in pornography or sexual immorality.
10. Fighting, excessive noise, disorderly conduct in restrooms, halls, lunchroom, playground or classroom.
11. Profanity, obscene gestures, immoral actions, or suggestive conversation
12. Leaving school grounds without permission

Any behavior or display of attitude in opposition to the basic principles and purposes of the school that restricts the spiritual or academic atmosphere of the school will be considered a violation of the conduct standard.

Respect for Property

Emphasis is placed upon the respect for property of others and the right of each individual to the free use of his own possessions. Borrowing and lending are practices that will be discouraged. "Borrowing" without consent of the owner is considered theft by the school. Damaging property, whether it is personal or school property, is a violation of the rights of others.

It is expected that all damage, even though it be accidental, will be acknowledged by the person involved and amends made insofar as possible. The offender will be expected to make an immediate report to the office. Proper care of all school property is the responsibility of everyone. Any student known to deface or destroy property will be assessed the full cost of repairs and be subject to disciplinary action.

Cheating

Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. This source of information can be from published works to

information cut and pasted from the Internet. Thus, it involves both the components of stealing and lying. Adults are prosecuted and sent to prison for these kinds of crimes. Therefore, students must come to understand the seriousness of an act of cheating. Teachers are required to take precautions in terms of test security and the structure of the classroom-testing environment in order to protect students from temptation. The teacher should always remind classes of the consequences of cheating. Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes.

If it is determined that a student has indeed cheated, the following actions will be taken:

- The student will receive a zero on the test or assignment.
- The principal will be notified.
- The student will confer with the principal.
- The parents will be called.
- A second offense will cause the student to automatically fail nine weeks, (4th – 10th grades) in the class in which the offense occurred. A conference with the parents, student, teacher, and principal will be held.
- A third offense will result in the permanent expulsion of the student from Union Christian Academy.

Discipline Procedures

Infractions are divided into three categories: detention, suspension, or expulsion. They are classified in the following way:

In House Suspension: cutting class, disrespectful behavior, insubordination, and uncooperative behavior, theft, fighting, gambling, harassment, vandalism, profanity, obscenity, cutting detention, use of drugs/alcohol, violent behavior toward any disciplinarian, and violent behavior toward a fellow student.

Expulsion: possession of dangerous items.

Suspension shall include but not be limited to the above. At any given time a student can be expelled from Union Christian Academy. This will be determined by the student's record of conduct and/or nature of the incident. Three suspensions may result in expulsion from Union Christian Academy.

In House Suspension

In house suspension will be on the Tuesday or Thursday following the offense. No excuses will be accepted for missing. Failure to serve in house suspension will result in additional suspension time.

Disposition of Suspension

The student will be suspended for 1-5 days. Parents will be fully informed and asked to assist in helping the student become a more responsible citizen. One or both parents of a suspended

student must attend a conference with the director before the student is allowed to return to school. A zero will be recorded in the grade book on any work missed during the suspension period:

1st Suspension – Student will be suspended for 1-3 days and must meet with the director.

2nd Suspension – Student will be suspended for 2-5 days and placed on probation for the remainder of the school year.

3rd Suspension – Student may be expelled from Union Christian Academy.

Corporal Punishment

Corporal punishment may be administered by the school administration when deemed appropriate and necessary. Another staff member must witness it. A discipline report will be filed when action is taken. This report will be signed by the person who administered the punishment and by the witness. The action will be recorded on the child's discipline sheet the day of the incident. The shell must be signed and returned the following day.

School Events

Students are representatives of UCA both at school and away from school. Students' actions in public are a reflection of UCA. Student's behavior before and after school events are expected to represent the standards of UCA. Students found to engage in behavior that brings dishonor to Christ and to UCA are subject to disciplinary action including detention, suspension, or expulsion.

Pregnancy Policy

In the case of sexual misconduct which leads to pregnancy, Union Christian Academy takes a stand against the sin, but hopes to restore the individuals involved. The discipline is as follows:

- The boy (if he attends UCA) and the girl (if she attends UCA) will be suspended and must sit out an entire year of school.
- Before the student re-enters school, he/she must have an interview with the administration.

Married students will not be allowed to attend UCA.

ACADEMIC POLICIES

Union Christian Academy does not discriminate on the basis of race, color, sex, or national origin in the administration of its educational policies, admission policies, and other school programs. All of the following materials must be in the school office prior to final admission:

- Completed application.
- Immunization records.
- Birth certificate.
- Transcript request form (1st – 12th)
- All registration fees and tuition to date.
- A signed statement of cooperation.

Please have your own copies of these materials made before you come to the office. K4 students must be 4 years old by September 30th. K5 students must be 5 years old by September 30th. First grade students must be 6 years old by September 30th. No exceptions can be made.

Report Cards

Report cards will be sent home with the students at the end of each nine weeks as indicated on the school calendar published at the beginning of each school year. Students have one week from date of issue to return report cards to their teacher. A parent or guardian must sign report cards.

Honor Roll

Union Christian Academy has two categories of students who are recognized for their academic achievements:

PRINCIPAL'S LIST: Students who make all A's

HONOR ROLL: Students who make all A's and B's

Grading System

Union Christian Academy seeks to emphasize learning for the sake of knowledge rather than making a particular grade. However, grades are required as a prerequisite to college entrance. The grades at Union Christian Academy are defined as follows:

100 – 93	= A	Excellent work
92 – 84	= B	Above average work
83 – 74	= C	Average work
73 – 65	= D	Below average work
65 – below	= F	Failing work
	I	Incomplete work

S – Satisfactory, I – Improving, U – Unsatisfactory

Valedictorian/Salutatorian

In order to be eligible for Valedictorian or Salutatorian, a student must be in UCA his entire senior year and more than one half of his or her high school credits must come from UCA.

Finals Exemption Policy

High school students may be exempt from final exams. The policy is as follows:

Student has an A in the class with 5 or fewer absences

Student has a B in the class with 3 or fewer absences

Student has a C in the class with 0 day absences

This policy is per class.

ATHLETIC POLICIES – See Athletic Handbook

HEALTH RELATED POLICIES

HIV, AIDS, and Serious Infectious Diseases Policy

Union Christian Academy recognizes that serious infectious illnesses, such as Hepatitis, Human Immunodeficiency Virus (HIV), or Acquired Immune Deficiency Syndrome (AIDS) have a tragic impact on those afflicted and involve significant and sensitive issues for students and faculty. The school also recognizes that both employees and students who contact such serious infectious illnesses may wish to continue their employment or education at Union Christian Academy.

At the same time, Union Christian Academy is committed to satisfying its obligation to provide a safe and effective educational and working environment for its students, staff, and visitors. Accordingly, Union Christian Academy will take appropriate precautions to ensure that any health and safety concerns arising out of any individual's illness are managed in accordance with current medical knowledge and procedures.

With these principles in mind, the school has established the following principles for students, staff, and faculty with serious infectious illnesses. In promulgating this policy, Union Christian Academy is aware that the best course of action for dealing with an illness may vary from case to case.

General Policies:

- Union Christian Academy will hold all medical information that it receives about the medical condition of an employee or student with HIV infection, AIDS, or other serious infectious illnesses in strict confidence. This means that the school restricts access to such information to those with a legitimate need for the information.
- Union Christian Academy will adopt “universal” precautions in dealing with blood and/or all body fluids regardless of whether or not persons with serious infectious illnesses are known to be in attendance. Persons involved in such clean ups as well as persons attending to others with injuries should use such precautions to avoid exposure to blood or other body fluids.
- Union Christian Academy will provide students, staff members, and faculty with the opportunity to learn about HIV infection and AIDS, its causes, effects, and prevention at appropriate times and grade levels as determined by the school.
- HIV infection will not, by itself as a diagnosis standing alone, be a reason to exclude a student from admission (or continued enrollment) or an adult from employment (or continued employment).
- These policies are subject to continuing review as new research findings emerge or as the school deems appropriate.

Student with Serious Infectious Illnesses:

- Students with AIDS or other serious infectious illnesses are expected to inform the director of their medical condition so that the school can effectively implement the provisions on this policy. Union Christian Academy may also, from time to time, require further medical examinations by a physician designated by the school to ascertain the propriety of the student attending the school.
- Union Christian Academy will make reasonable modifications in its policies, practices, and procedures in order to allow a student with AIDS or other serious infectious illnesses to benefit from academic and other services offered by the school.
- A student with AIDS or other serious infectious illnesses will be allowed to remain at Union Christian Academy so long as his/her medical condition allows him/her to perform up to the school's standards and does not present a health or safety risk to other student, faculty, or staff. While at the school, a student with said illnesses will be allowed to partake fully and equally in the educational, social, and extracurricular activities offered by the school, so long as such participation does not present a health or safety risk to the student or other students, faculty, or staff.