



UNION
CHRISTIAN ACADEMY

BE HARDWORKING. BE CREATIVE. BE FAITHFUL.

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Student Handbook

2016 - 2017

... Be transformed by the renewing of
your mind. Romans 12:2b

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Mission and Ministry

Mission Statement

To provide innovative educational opportunities for traditional and non-traditional students in a Christian context.

History and Concept

Union Christian Academy is a ministry of the Commerce Center for Christian Education (CCCE). The CCCE began operation in September of 1982. Our original mission was to provide Biblical studies and religious education courses to the public high school in Commerce as a “Release Time” ministry. Students from Commerce High School would attend classes at the Christian Education Center during the school day. These courses were structured as academic courses and students earned units of credit at the public school for successfully completing each course. The courses were elective in nature and parents were required to sign a letter of approval in order for a student to enroll in a Christian Education class.

In 1990, changes began to take place in the public education system that affected the release time ministry. In addition, leadership changes had occurred in the Commerce public school system and there was no longer a strong support for release time. Our release time enrollments had begun to diminish, and by 1992 we faced a decision to either discontinue our program or make changes. We chose to become a full time Christian school, offering a regular Christian school curriculum and a full program for kindergarten through high school.

Since our ministry focus was different, we changed our name. We became Providence Academy. Our first year enrollment was seventeen students and we met in rented space in downtown Commerce. In 1993, we moved to share space with Montgomery Heights Baptist Church. We continued to be, as we have always been a separate organization, not associated with or sponsored by any specific church or denomination, but always working closely with Christian brothers and sisters interested in Christian education. After two years at this location, we shared space for one year with the First Assembly of God in Commerce. We are very grateful to those churches for their hospitality in sharing their buildings to assist us in our educational mission.

In the spring of 1998 we secured additional property at the Lakeview Drive site already owned by the Christian Education Center. We built a new classroom building with four classrooms. We have been located on this small campus since that time, knowing that this also would be a temporary location. In each step along the way we have sought the Lord’s guidance concerning this ministry. We continue to do so, knowing that when the Lord is ready, He will open a new door for a new location and for new growth. In the spring of 2013, Providence decided to close the campus at Lakeview

Drive and relocate to the campus of Union Baptist Church in Hull, Georgia. In conjunction with the move, Providence changed its name to Union Christian Academy.

Union Christian Academy, formerly Providence Academy, is a Ministry of the Commerce Center for Christian Education. We are a nonprofit educational ministry incorporated as a 501(c)(3) organization as defined by the Internal Revenue Service and the state of Georgia. We employ a staff of qualified teachers and utilize curriculum materials well known in the Christian education community. In 2001 we received accreditation from the Accrediting Commission of Independent Study (ACIS), a commission recognized by the Board of Regents of the University System of Georgia. In 2005 the ACIS merged with the Georgia Accrediting Commission (GAC). Our purpose is to provide high quality Christian education that leads to the building up of the Kingdom of God.

Foundations

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).
2. 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).
3. 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; 7:26); His miracles (John 2:11); 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).
4. 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 and through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
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).
6. 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).
7. We believe in the present ministry of the Holy Spirit by whose indwelling of the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

Non-Denominational Position

This ministry's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all

fairness to each family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students, staff, or school board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance. We desire to remain united in the salvation and love of Christ, avoiding the dissension which may be caused by denominational distinction.

Non-Discriminatory Policy

Union Christian Academy does not discriminate against any student on the basis of race, color, national, or ethnic origin and affords each student the rights, privileges, programs, and activities made available to students at the school. This policy extends to the administration of Union Christian Academy, educational policies, financial aid, athletic, and school administered programs.

Academic Format

Elementary and Middle Grades

Our k4-8th grade program utilizes the Abeka curriculum and the effectiveness of small class sizes to promote an atmosphere of learning and respect among the students and the teachers. Throughout the week, students are immersed in a proven educational atmosphere that reaches the whole of the child through the integration of a unique arts program and Bible instruction. This enables a well-rounded educational foundation that is essential to the development of the child.

Hybrid Program (High School Only)

In addition to our regular full-time high school program, Union Christian Academy offers a hybrid distance-learning program. UCA's distance learning approach is an accredited program leading to a regular high school diploma. We use a blended format in which students are on campus for part of the school week and work at home for the remaining time. Students in our distance-learning program are classified as home school students. Our format provides the flexibility of the home school and the structure expected of a high school program that meets the regular graduation standards of the state of Georgia. We plan each student's course schedule, provide daily and weekly lesson planning, administer tests and maintain a permanent record transcript. We assist with instruction and provide referral to tutors when additional help is needed. Students may earn either a college preparatory or a career and technology diploma. Twenty-six units are required for graduation in each program. Students may elect to attend weekly classes during the regular school day or do more of their work at home using online applications. We utilize technology for communication, providing assignments, lesson delivery, and for students submitting assignments. Students will be expected to maintain appropriate technology resources at home to enable them to accomplish their assignments on a timely basis.

Major Aims and Objectives

1. First aim

Our first and most important aim at Union Christian Academy is to glorify and honor God in all that we do (1 Corinthians 10:31, 1 Peter 4:11).

Related Objectives:

- a. We will strive to consistently acknowledge, both in word and deed, the scriptures as our highest rule and final authority for faith and practice in all matters.
- b. We will strive to be in constant and whole-hearted submission to the scriptures in all aspects of school operations in general and the academic program in particular.

2. Second aim

Our second aim at Union Christian Academy is to do all that we do, including academic teaching, in such a way that we train and encourage the students the Lord brings under our tutelage to become His disciples (Matthew 28:18-20).

Related Objectives:

- a. We will encourage parents, whenever we have opportunity, to see their highest calling and their most fundamental responsibility as that of training their children to be faithful disciples of Christ.
- b. We will uphold the Bible as the inspired Word of God and encourage our students to adopt attitudes of love, respect, and appreciation toward both the Holy Scriptures and the One who gave them to us.
- c. We will seek to integrate the propositional revelation of the Word with the natural revelation of creation by interpreting and evaluating what is and has been by the eternal truths of the Holy Scriptures.
- d. We will teach and encourage our students to develop and apply a God-centered perspective to all that they do.
- e. We will strive to avoid doing anything that might distract or discourage students from devotion to the Lord Jesus Christ.
- f. We will challenge our students, their families, and fellow staff members to become progressively more knowledgeable of and obedient to the will of God as revealed in the Holy Scriptures.
- g. We will encourage in our students, both through instruction and policy, the development of self-discipline and responsibility based on respect for and submission to God and all other legitimately constituted authority.

3. Third Aim

We will strive to strengthen the family (as the Word defines it), as the first and primary social and educational unit instituted by God, through the educational ministry God has given us (Genesis 2:18-25; Exodus 20:12; Matthew 19:4-6; Ephesians 5:22-6:4).

Related Objectives:

- a. In all that we do, we will strive to demonstrate respect for the God-given authority of the parents.
- b. We will encourage parents to fully accept their responsibility for training their children toward godliness and preparing them for life.
- c. We will seek to involve the parents as much as possible, within the general policy guidelines of the school, in all aspects of their child's academic instruction.
- d. We will strive to affirm, through our institutional structure and the nature of the services we provide, the comprehensive responsibility of the school in all matters relating to their child's education.

4. Fourth Aim

In order that our students might like the Lord - keep increasing in wisdom and stature and in favor with God and men, we aim to provide them with a high quality academic education (Luke 2:52, Proverbs 1:2-7; 3:13-20; 4:1-9; 9:9; 10:14).

Related Objectives:

- a. We will promote and strive to adhere to high academic standards.
- b. We will focus our instructional time and attention on fundamental academic content and skills.
- c. In our curriculum design and teaching practices we will emphasize the acquisition and application of critical and creative thinking skills as well as the acquisition of crucial data and mastery of crucial concepts.
- d. We will seek to develop and implement increasingly effective instructional methods.
- e. We will help and encourage our students to understand that all truth is God's truth, by integrating the Word with the content of the various subject areas and by demonstrating, when possible, the fundamental connections between the various subject areas.
- f. We will teach and encourage the use of good study habits among our students.
- g. We will train our students how to engage in independent study and research.
- h. We will strive to offer a balanced treatment of the arts, humanities, and sciences.

5. Fifth Aim

Inasmuch as both the home and the body of Christ share the responsibility for teaching His children, we aim to effectively and systematically integrate the home and the school in the delivery of an academic education (Ephesians 4:7-16; 6:4; 1 Corinthians 14:26-33; Titus 1:5).

Related Objectives:

- a. We will seek to develop both curricular designs and instructional methods that effectively utilize and integrate the various educational resources of both the home and the school.
- b. We will seek to establish clear guidelines defining the relationship between the home and the school as educational institutions.
- c. We will seek to establish curricular guidelines defining the responsibilities of and relationship between the classroom instructor and the home instructor in all courses.

Spiritual Life Policies and Guidelines

At UCA, we believe that spiritual growth is never the result of superimposed rules and therefore Union Christian Academy's standards of conduct are not designed merely to produce a pattern of outward conformity. Rather, we desire that students demonstrate **by their conduct** an inward acceptance of Christ and a spirit of subjection to His Lordship. It is hoped that all students will be led by the Holy Spirit to live above the letter of the rules and standards.

In order to produce an environment which will encourage these goals, Union expects every student to demonstrate, by attitude and behavior, a life committed to following Christ. ***“Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe.” 1Timothy4:12.***

The code of conduct has been instituted to enable the students to live up to the values placed by the Academy to ensure the full and well-rounded development of each student.

Those core values are as follows:

Devotion: To our Lord, His Word and a life of faith and service to Him.

Christ-likeness: To love others and to conduct our school in accordance with the teachings and example of Jesus Christ.

Respect: To view each student, teacher, volunteer, and parent as a unique creation of God. To view each person, as an unfinished work of God, possessing the potential to become all that God intended for them to be. To regard each person as a person of incomparable value.

Optimism: To believe in the potential for success for each student. To encourage each student to reach beyond his/her current level of performance to a higher standard.

Professionalism: To strive to conduct all aspects of our school by the highest professional standards. To expect excellence in every area of our work.

Cooperation: To work together (administration, teachers, parents, volunteers, and students) in a cooperative manner, to accomplish the mission of the school and the objectives for each student.

Integrity: To conduct our school with the highest standards of accountability. To be ethical in every area of our work.

Innovation: To always seek to find ways to more effectively accomplish our mission.

Learning: To be a community of learners (faculty, staff, and students).

Graciousness: To be a community marked by a generosity of spirit, that welcomes individuals from diverse backgrounds into our community of faith.

If the Code of Conduct could be reduced to one word it would be **HONOR**. As an Academy, we want to honor God, honor each other, and honor the facility we use.

Student Code of Conduct

***It is by his deeds that a lad distinguishes himself, if his conduct is pure and right.
(Proverbs 20:11)***

According to Union Christian Academy's second aim, UCA encourages parents to view their highest calling to train their children to be faithful Disciples of Christ. While Union will enforce the Code of Conduct on campus, the primary responsibility for upholding the Code of Conduct and the Dress Code lies with the parents. The purpose of Union Christian Academy's Code of Conduct is to promote a Christ-like attitude in its learning environment and to encourage the development of positive Christian relationships among the students. The following are guidelines regarding behavior while attending Union Christian Academy. These guidelines are consistent with Scriptural principles of conduct.

1. Students should show respect to adults at all times. A title (Mr., Mrs., Coach, etc.) should be used when addressing an adult. Students must always demonstrate respect for and cooperation with teachers.

2. Students should treat each other with respect, kindness, purity, and compassion just as God commands us in Matthew 7:12 and 2Timothy 2:22. Students are to refrain from gossip, ridicule, mockery, backbiting, and any form of strife.

3. Any manner of disruptive behavior in the classroom is considered an act of disrespect toward the teacher and fellow classmates, and will not be allowed. Communication of any kind between students that is disruptive to the teacher or other classmates is unacceptable.

4. The student should refrain from any illegal or immoral activities.

5. Public displays of affection between sexes such as hand-holding, kissing, etc. are not permitted while on campus or during school events.

6. Tobacco products, illicit drugs, alcohol, and weapons are not allowed on campus or at any Union Christian Academy sponsored event.

7. The use of profanity, including crude speech, or other communication unbecoming a Christian is not permitted.

8. The school facility and grounds should be kept clean, orderly, and in a manner which shows an attitude of gratefulness. Writing on or defacing walls, desks, or any school/church property is strictly prohibited. Any fines assessed to the school by the church will be passed on to the offending student's parents.

9. There will be no horseplay, running, or rough play inside the school buildings during or between classes.

10. Any student found in the halls during a class period must have a pass or note from their teacher in their possession.

11. Food, beverages, gum, candy, and mints will not be consumed in the classrooms without the teacher's approval

12. Water may be brought into the classroom in a closed water bottle. No cups of water and ice, please. No sodas or beverage cups are permitted in the classroom.

13. Although students may bring cell phones to school, they are required to leave them with their home room teacher and are not to use them during school hours. Cell phones may be used only with teacher permission during school hours.

14. Electronic devices, such as IPODS, CDs, CD players, video games etc. are not permitted on campus unless given special permission given by administration or teacher. Should such devices be brought to school, they will be held in the school office and released only to the student's parent.
15. Students will be on time to each class and prepared with the necessary materials, complete assignments, and mental attitudes, which indicate a readiness to learn. Students who must leave school early will do so only by arrangements made through the school office.
16. The teachers' desk, computer, purse, briefcase, grade book and other belongings are personal property and will be treated as such by students.
17. Students are to be in class or in study hall while on campus. Parents are to ensure that students immediately leave campus following class completion. Students are not to loiter on school premises.
18. To ensure safety for all students, student drivers are expected to use extreme caution while driving in the parking lot. Students are to leave campus when classes are over and are not to loiter in their cars in the parking lot, either during an open period or during lunch. Any student driving in a manner which endangers another student or disturbs the learning environment of the campus, will lose driving privileges at Union Christian Academy.
19. Students should not bring friends to school with them unless permission is granted, in writing, by each family and the school administrator. All guests are expected to abide by school rules. If the guest becomes a disturbance, they will be asked to leave campus.
20. Whenever a grievance or complaint arises, always speak to the proper school official about it. Grumbling among people who cannot solve the problem only makes a problem worse.

Code of Conduct Discipline Procedures

***Train up a child in the way he should go, even when he is old he will not depart from it.
(Proverbs 22:6)***

Union Christian Academy seeks to work with parents to promote Godly character in the students. If issues arise from offenses to the Code of Conduct, the situation will be addressed at the level of the student's character. The keys to this approach to discipline are that the student feels respected, that he/she knows and accepts the boundaries of Godly behavior and attitude, and that he/she understands what Biblical approaches to use to make correct and Godly decisions. If repeated or serious first-time violations of the Code of Conduct occur, parents will be asked to help correct the problem. Union maintains the right to

limit or withdraw participation privileges and violations could result in suspension or expulsion of the student. Unacceptable behavior is determined at the discretion of the teacher and the administration. Union Christian Academy desires to see students who hunger for a deep relationship with the Lord and desire to walk in obedience to His Word. As a result, we believe that it is more important to teach students how to make good, Godly choices than to provide for them an exhaustive list of required or expected behaviors. However, should a student's behavior become inappropriate or dangerous Union reserves the right to exercise disciplinary measures under the following general guidelines.

Usual Procedures

Unless the situation require otherwise, resolution of most areas of conflict will be handled in a minimally intrusive manner. Initially, this could involve only the student(s) and the Union Christian Academy representative informed of the problem. Repeated or more serious offenses may necessitate communication with the parent(s). More direct parental involvement could also be required. Union strives to find consequences that fit the offense and deal with root issues. These consequences could include Godly character-building classes, Scripture-oriented assignments, contracts, suspension, or expulsion.

Extraordinary Procedures

If the offense is considered by Union Christian Academy to be particularly egregious or could be deemed as a violation of law, more immediate action could be required. Efforts will be made to inform the parents, even if after the fact. In matters that could be deemed to be a violation of law, Union Christian Academy will always strive to do the right thing for all parties, based upon information available at the time.

Student Initials: _____

Parent Initials: _____

FAILURE OR REFUSAL TO DO ASSIGNED WORK

Elementary grades – 1st offense – Teacher Warning and Parent Notification

2nd offense – Parent Notification and In-School Suspension (Zero on Assignment(s))

3rd offense – Parent-Teacher Conference

Chronic -- Administrative Review

Junior/Senior High – 1st offense – Parent Notification

2nd offense – Zero on Assignment(s), parental notification

3rd offense – Zero on Assignment; Parent Conference

Chronic - Administrative Review

VULGAR, ABUSIVE, RACIST, OR OBSCENE GESTURES OR LANGUAGE

Elementary grades – 1st offense – Parent Notification

2nd offense – Parent Notification; In-School Suspension

3rd offense – Parental Conference

Chronic -- Administrative Review

Junior/Senior High – 1st offense – Parent Notification

2nd offense – Parental Notification; In-School Suspension

3rd offense – Parental Conference

Chronic -- Administrative Review

REPEATED MISCONDUCT

The general rules of conduct have been discussed in this handbook. If a student continually violates general conduct rules, parents will be asked to help correct the problem. If this is not effective, further enrollment of the child will fall under Administrative review to determine if further enrollment would be beneficial to the student, and the school as a whole.

PROHIBITED SUBSTANCES AND ITEMS

Possession of, and/or use of alcohol, illegal drugs, and weapons, including pocket knives, b.b. and pellet guns, are a serious offense. Parents will be involved immediately if a student is found to possess prohibited substances and items. Law enforcement authorities will be notified as appropriate. Students who violate this rule will be dismissed.

All Union Christian Academy Campuses are Tobacco Free. Possession of, and/or the use of tobacco products, including smokeless is prohibited. A violation of this rule will result in an automatic parental conference for a first offense. Any subsequent offense may result in dismissal. Matches, lighters, and fireworks are also prohibited items and will carry similar penalties.

Any adult or inappropriate material found in the possession of a student will be removed and thrown away. A violation of this rule will result in an automatic parental conference for a first offense. Any subsequent offense may result in dismissal.

FIGHTING

Fighting will not be tolerated at Union Christian Academy. Students who provoke or initiate physical violence, either by physical or verbal means, against another student will be disciplined in the following manner.

Parental notification in all cases.

1st offense – Parental Conference.

2nd offense – Three days suspension from school.
Any subsequent offense – Dismissal from school.

THEFT

Parental notification and/or conference in all cases. Restoration of stolen property in all cases (or restitution). Possible referral to law enforcement authorities. Suspension or dismissal depending upon magnitude of the crime.

BULLYING

Bullying will not be tolerated and must be reported to the administration as soon as possible. Bullying is defined as being unwanted, aggressive behavior among school aged children, that involves a real or perceived threat and, the behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying can be either verbal, physical, or social in nature.

1st offense – Parent notification and student conference

2nd offense – Parental conference

3rd offense – out of school suspension

Any subsequent offense – Dismissal from school.

VANDALISM

Parental notification and conference in all cases. Reparations for damages in all cases. Suspension from school from three to ten days, depending upon nature of offense. Any subsequent offenses may result in dismissal from school.

Definitions:

Suspension

Can be administered by the Administrator for the following durations:

One Day

Two Days (any combination of 2 successive weekdays)

Three Days (any combination of 3 successive weekdays)

Five Days (any 5 successive weekdays)

Suspensions may carry with them any number of requirements that the Administrator may deem appropriate. Failure to meet those requirements can extend the duration of the suspension or lead to expulsion considerations. Suspension can either be in-school or out of school.

Expulsion

Can be administered by the Administrator under the following conditions:

Student is suspended immediately from all classes and activities. The family's admissions agreement with the school is declared null and void. If the family does not wish to appeal, then the student is officially no longer a student at Union and the record of expulsion will appear on the student's transcript. If the family wishes to appeal, they must submit their formal request for readmission in writing, within 10 days, beginning the first day of expulsion. In the appeal, parents should state their reasons for wanting to negotiate a new and more restricted admission agreement with Union. If the formal request is accepted, the student may continue to receive class assignments while the appeal is pending. Both parents (unless parent is single) and the student must schedule a time to appear to discuss the appeal. Re-admittance, if granted, may only be on the condition that the family obligates itself to a new and revised admission agreement, complete with required corrective actions, restrictive measures, and future accountabilities. Failure to keep the new agreement can result in automatic forfeiture of the student's admission status with no permission to appeal. If the new agreement is kept faithfully and without incident, the student may apply to have the record of expulsion deleted from his or her permanent record.

Policy on Academic Dishonesty

Significance and Purpose

One of the major goals of Union Christian Academy is to aid parents in making disciples of the students admitted to the Academy. We expect our families to adhere to high standards of personal integrity. We desire students to understand that academic dishonesty, in any form, is a serious breach of personal integrity and a serious hindrance to real student learning. Because of this, Union has developed the following policy in relationship to academic dishonesty.

Definitions

1. General: Academic dishonesty is broadly defined as any attempt on the part of a student or parent, whether realized or not, to falsely represent the student's level of achievement or mastery in a given course or with regard to any element of that course. This includes but is not limited to:
 - (a) Claiming or indicating that the student has fulfilled an assignment or other academic responsibility, when in fact he has not done so,
 - (b) Using any assistance, such as copying the work of other students, in taking quizzes, tests, or examinations,
 - (c) Using (without permission) any resources, such as solution manuals and teacher editions
 - (d) Obtaining quizzes, tests, examinations, or other academic materials or evaluation instruments belonging to an instructor, other staff member, the Academy itself, or other students currently or previously enrolled in the course,

(e) Engaging in plagiarism, which includes but is not limited to –the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment and the –knowing or negligent unacknowledged use of materials prepared by another person or agency, which customarily sells or offers free of charge term papers or other academic materials,

(f) Altering a graded paper or project for the purpose of disputing the accuracy of the grade, and

(g) Collaborating with another student(s) during any quiz, test, examination or other academic assignment or responsibility.

2. Specific: The following guidelines define the Academy’s standard application of the general definition given above to (a) quizzes, tests, and other examinations, (b) homework, and (c) major papers and projects. Individual course instructors may grant exceptions to these guidelines and should put the exceptions in writing on the student assignment sheets. Any academic assignments that are not addressed by these guidelines will be governed by the course instructor’s guidelines.

(a) Quizzes, tests, and other examinations: all quizzes, tests, and other examinations, whether conducted in the classroom or in some other location, must be taken at a single sitting and without outside assistance of any sort, such as books, notes, other individuals, reference works, and audio or visual media.

(b) Homework: homework should be done by the student alone and without assistance of any sort, such as teacher edition textbooks.

(c) Major papers and projects: major papers and projects should be completed only by the student or members of a student group designated by the instructor without other assistance.

Enforcement

1. Discovery and Determination of Academic Dishonesty: Determination of academic dishonesty may be made by the course instructor. other school officials, including proctors or other instructor substitutes, may alert the instructor to the possibility of academic dishonesty should they have credible evidence. If the instructor determines that academic dishonesty has occurred, the instructor will inform the affected student(s) and relevant school officials. The Administrator shall impose the proper penalties.

2. Appeals Process: Should a student desire to appeal, he/she must request in writing a meeting with the Administrator. The Administrator will arrange for a conference with the student, one or both parents (or guardians), and the instructor of the course. During this conference, all relevant evidence will be presented and examined. At the conclusion of the meeting, the Administrator will determine if the weight and credibility presented evidence represents academic dishonesty.

3. Penalties: The primary intentions of penalizing academic dishonesty are to (a) act as a deterrent against such conduct, (b) to enhance the integrity of grades awarded by UCA, and (c) to influence an errant student in the hope of motivating him/her to change the behavior. The penalties are assessed based

upon the number of instances of academic dishonesty during a full academic year (at least two full semesters).

(a) First offense: a first offense will result in

- (1) a written warning from the teacher to the student and his parent(s),
- (2) a grade of zero (0) for the assignment affected by the academic dishonesty,
- (3) a written report sent to the Administrator.

(b) Second offense: a second offense will result in

- (1) a written warning from the Administrator to both the student and his parent(s),
- (2) a grade of zero (0) for the assignment,
- (3) a conference between the Administrator and the parent(s) of the student, and
- (4) a writing assignment for the student, in which he/she investigates and reports on
Biblical instruction regarding honesty and integrity.

(c) Third offense: a third offense will result in

- (1) a one-day suspension from school, in accordance with the guidelines generally applicable to such a suspension,
- (2) a grade of zero (0) for the assignment,
- (3) placement of the student on scholastic probation for one semester,
- (4) Possible loss of Credit for Course (High School Only)

(d) Fourth offense: a fourth offense will result in expulsion from UCA.

Student Initials: _____

Parent Initials: _____

Student Dress Code

Union Christian Academy's dress code is intended to give a concrete, practical witness to the school's commitment to fulfill its stated aims to honor God and disciple students. It is designed to encourage modesty, decency, and propriety. Furthermore, a dress code allows the instructor to focus on academics without wasting precious classroom time determining if a student's dress is appropriate or inappropriate (Matthew 6:28-34; 1 Corinthians 9:19-23; 1 Peter 3:2-4; 1 Timothy 2:9, 10; James 2:1-5). A dress code will prepare the student for adulthood and the dress codes that will be enforced in the workforce. The Administrator retains the authority to determine the appropriateness of a student's attire or hairstyle and may remove from the campus or discipline any student deemed to be inappropriately dressed. The Administrator may also grant a limited variance to the dress code for special purposes, such as special dress days or instructional exercises. It is expected that students always maintain high standards of modesty and decency.

All elements of the dress code should be honored inside the building from 8:00 AM to 3:30 PM on school days. Students should not change into street clothes and remain on campus. Provisions and standards relating to modesty and decency should be respected by the students and are enforceable by the staff anywhere on the campus (inside the building or on the grounds) and at all times.

General Guidelines:

1. Appropriate school shirts must be ordered through the school office.
2. All clothes should be neat and clean at the beginning of the day and should not be torn or frayed.
3. Clothes should fit properly and not be excessively tight and form fitting or excessively loose. Clothing should be worn in a modest manner. Shirts should cover the stomach area when a student lifts their arms.
4. Skirts or shorts must meet fingertip guidelines, no slits above fingertip.
5. Students should wear jeans or slacks that are neat in appearance. There should be no tears, rips, or holes.
6. All shoes need to have some type of back. Other than sandals, shoes should be worn with socks or hose.
7. Hair should be neat and clean in appearance and should not be of bizarre coloring or styles. Girls' and boys' hair should not cover the eyes.
8. Girls may have two piercings in each ear lobe and are limited to studs. No dangling pierced jewelry should be worn on campus, unless permission is given for special circumstances. Guys are not allowed to wear any pierced jewelry while on campus. Any other type of pierced jewelry is prohibited while on campus and must either be removed or covered while on campus.
9. Tattoos, either temporary or permanent, should not be exposed on campus.
10. Please do not wear hats, scarves or bandannas, in the building. (They will be taken up and returned at the end of the day.)
11. Parents should make sure the student's name is on each piece of clothing in case it gets misplaced or lost.

Students May Not Wear:

Any top/shirt other than a Union Christian Academy uniform shirt.

Rock or Country music slogans, demons or devil slogans.

Clothing or accessories that have offensive or suggestive pictures or language.

Clothing or accessories that promote tobacco products, alcoholic beverages, or other prohibited substances.

Clothing or accessories that are derisive, or promote attitudes not conducive to Christian character.

Shirts with sleeves removed.

Head coverings other than appropriate hats.

Tight or ill-fitting clothes.

Jackets with inappropriate slogans or designs.

Cut-off pants.

Enforcement

Although a dress code has been written to cover most areas of dress for students, it can never be, “all inclusive.” For this reason any questions concerning appropriate attire can be addressed by the school administration. All decisions made by the administration are final. If in doubt as to whether an item and/or style of clothing is permissible, consult an administrator before wearing it to school. The members of the faculty and administration will be respected in the decision they make regarding a student’s compliance with the dress code.

We believe that parents are the primary enforcers of the dress code. At UCA, the dress code will be enforced primarily by the faculty, who will check dress code compliance while taking attendance. If a student is not within dress code, the teacher will individually speak to the student and ask the student to correct the violation. If the student is not able to correct it, he/she will be sent to the office. Faculty and staff may also address dress code violations outside of the classroom. Any student dressed immodestly will be removed from class or other student areas. Consequently, the following guidelines are used for dress code violations:

- 1st warning - verbal notification and correction
- 2nd warning - email and phone parents
- 3rd warning - parents will be asked to come to school to correct the infraction.
- 4th warning - considered a disciplinary issue and may result in suspension or expulsion.

Student Initials: _____

Parent Initials: _____

Student Use of Cell Phones and Other Telecommunications Devices

Students may bring cell phones to the UCA campus but they must be turned off and given to the homeroom teacher at the beginning of the school day. Students’ cell phones will be returned at the end of the school day. All student communications with parties outside the school should be made through the school office while a student is on campus. Any variation of this policy must be granted by the administrator. If a student uses a telecommunications device inappropriately, the following consequences will be enforced: (Per Semester basis)

- 1) The 1st time the cell phone is heard; the device will be confiscated by any staff member and stored in the administrator’s office. It may be picked up by the student at the end of the school day.

- 2) The 2nd time a student's cell phone is heard OR the first time the student's cell phone is seen in use, the device will be confiscated by any staff member, stored in the administrator's office, and must be retrieved by the parents.
- 3) The 3rd time a student's cell phone is heard OR the 2nd time it is seen in use, will result in the student not being allowed to bring a cell phone to school for one quarter.
- 4) Subsequent violations will result in a student not being allowed to have a cell phone on campus indefinitely.

No IPODS or other forms of similar entertainment are allowed on the UCA campus unless special permission is given via the administrator or teacher. Should a student bring such a device to UCA, the device will be confiscated and stored in the Administrator's office. The device will be returned only to the student's parent when they personally retrieve it from the Administrator one week from confiscation.

Note: We are aware and sensitive to the fact that computers and smart-phones are capable of being valuable tools when used for educational purposes. With this in mind, we will incorporate these tools in the educational process in a prudent manner. Appropriate use of these tools will be guided in a strategic manner as part of the general educational process of the school. Guidelines for acceptable use of electronic devices are provided in the Acceptable Use agreement signed by students and parents at the beginning of the school term.

Academic Policies and Guidelines

High School Course Offerings

In order to provide a solid, well-rounded education, Union Christian Academy seeks to provide both the basic core courses and as many elective choices as possible. The following listing of courses is routinely offered:

1. English and Literature

- a. Writing and Grammar 9 and Fundamentals of Literature
- b. Writing and Grammar 10 and Elements of Literature
- c. Writing and Grammar 11 and American Literature
- d. Writing and Grammar 12 and British Literature

2. Mathematics

- | | |
|---|-----------------|
| a. Pre-Algebra (Only if not taken in 8 th Grade) | e. Geometry |
| b. Algebra I | f. Trigonometry |
| c. Algebra II | d. Algebra II |

3. Social Sciences

- a. World History
- b. American History
- c. U.S. Government
- d. Economics
- e. Cultural Geography

4. Science

- a. Physical Science
- b. Biology
- c. Chemistry
- d. Advanced Biology, Environmental Science, or Physics

5. Foreign Language

- a. Spanish I
- b. Spanish II

6. Technology

- a. Understanding Media: Living and Learning with Electronic Technology

7. Electives

- a. Bible Survey (required for graduation)
- b. The Life, Times, and Teachings of Jesus /The Life and Letters of Paul
- d. Great Stories of the Bible/Introduction to Church History
- e. History of Ideas
- f. Computer Applications
- h. High School Health/PE (one unit required for graduation)
- i. Fine Arts – Music and Performing Arts/Visual Arts
- j. Weight training
- k. Business and Consumer Math (required for graduation)

Diploma Tracks

Diploma Requirements

In planning for your student's high school classes, please be aware of the requirements for graduation from Union Christian Academy. There are two diploma pathways, (1) college preparatory (2) Career and Technology. Beginning with the class of 2012, four units of science will be required for graduation. A summary of the requirements are shown below:

Diploma Requirements for class of 2012 and after:

Career and Technical Prep

4 English
4 Math
4 Social Studies
4 Science
2 Bible
3 Electives
4 Technology
1 Physical Education/Health

26 Total credits

College Prep Diploma

4 English
4 Math
4 Social Studies
4 Science
2 Bible
3 Electives
2 Technology
1 Physical Education/ Health
2 Foreign Language

26 Total credits

Adding and Dropping Courses

Courses may be added or dropped from a student's initial registration no later than the end of the first full week of classes, provided that the student is in good standing with the school and that space for him or her is available in the desired course. If after the first week of class, the office of Union Christian Academy has not been contacted and a Drop/Add form turned in, the student will be held academically responsible for completing the course.

Credits and Attendance

Attendance Requirements

For the Hybrid/Blended Program: Due to the importance of the student's on campus involvement in the Hybrid program and the flexibility that it provides, a student should not miss any more than three scheduled class sessions (per subject) over the course of one semester. If a student misses more than six without an excused reason, such as an extended illness, he/she will not receive credit for the registered courses and will not be allowed to continue to the next course in the sequence.

According to state law, children are under the requirements of state attendance policies from the age six (6) until the age sixteen (16). This means that students in this age range must attend either a public, private or home school. Attendance records must be maintained and made available to the school system of the student's attendance area according to the policies of the Georgia Department of Education.

There must be a minimum of one hundred and eighty scheduled school days that consist of

at least five and one half hours of instruction. The five and one half hours of instruction must include the four main subject areas (math, language, science and social studies).

Students in public or private schools may not miss more than ten (10) school days per semester nor more than twenty (20) school days for the school year. However, if the student has more than the allowed number of absences (but no more than thirty), and there are legitimate and compelling* reasons for the excessive absences, an appeal may be made to the school's ruling board to allow credit for the school year. Evidence must be shown that home instruction was provided during this time of absences. If there are more than thirty absences per school year, the student may be allowed to make up the missed days.

Students are required to bring an excuse signed by a parent, or a doctor's note for all absences.

All students in our hybrid program must be registered as a home school student through the state Board of Education . The parents must submit attendance records to the Georgia Board of Education as well as the Union Christian Academy office.

Parents, please realize that we are required by law to report non-attendance to the truant officer of the student's public school district.

Should a circumstance arise during which a student must be away from school for an extended illness or other compelling* reason, the parent should secure from the office a form for "Homebound or Travel Study". This form provides a record of homebound studies planned by the student's teacher and administered by the parent. This record documents the accomplishment of a minimum of four and one half hours of supervised study per day, in the four main subject areas. The documentation shall be validated by the signature of the supervising parent and the accomplishment of assigned tasks.

Absences and Make-Up Work

Parents should contact the school office any morning their student is unable to attend classes for any reason. Union Christian Academy encourages that planned vacations, mission trips, etc be scheduled around the school calendar. However if a student is absent, arrangements may be made in advance (preferably two weeks) with the school office and with each of the student's teachers. If a student has repeated absences due to illnesses, a doctor's certificate must be submitted to the office. Otherwise, the absences are considered unexcused*, possibly jeopardizing course credit. Refer to attendance policies requirements. Students will be given a day for each day missed to turn in make-up work.

*An excused absence shall be limited to include illness (doctor's note needed for any appeal), a trip that would enhance a student's education, or an urgent family concern such as the death of a close relative.

Tardy Policy

All classes start promptly at the time designated on the published schedule, with the first class of the day starting at 8:00 AM. If a student arrives after 8:00 AM or leaves before 2:45pm, he/she will be considered tardy. The doors for drop-off will be locked at 8:00 am and a parent will be required to sign the student in at the main office. If a student arrives after 8:30 Am, the student will remain in the office until after the first class period has ended. **High school students in the distance-learning program, who have a first period class, must arrive at the school no later than 7:50 am on Tuesdays and Thursdays to ensure that they are on time for class.** The late arrival of a student to class is very disruptive to the class environment. When someone arrives late, the class is disrupted and results in the teacher using precious time to repeat information. Repetitive tardies are disrespectful to both the teacher and fellow students. Because most tardies are during the first hour, UCA regards promptness as primarily a matter of parental responsibility. Repeated tardiness is viewed as a matter of disrespect and will be enforced by addressing the character issues relating to respectfulness. Chronic tardiness may be considered a disciplinary issue; parents and student will meet with the Administrator and may result in loss of course credit.

Subject to change the enforcement policy is as follows:

- 1st - verbal warning from the teacher
- 2nd and 3rd - parents will be contacted by email
- 4th - parents will be contacted via phone
- 5th - student will be considered as absent

** Once the student has been late 5 times in a quarter, a \$5 fee will be added to the students tuition bill for each additional tardy after 5. This will reset at the beginning of each new quarter. **Being tardy five times during a quarter is the equivalent of one absence.** If a student is late, it is the parent's responsibility to sign them in at the office, otherwise he/she will not be allowed in class.

Grading, Evaluation and Feedback

At Union Christian Academy we desire to responsibly implement Godly principles in our grading and evaluation practices. We will strive to view and present grades not as a commentary on the worth and value of the individual but rather as accurate reflections of the quality of his/her work in a given subject at a given time. While many in our society do indeed use grades for the purpose of classifying students, we commit ourselves to avoid this tendency. At Union Christian Academy, grades serve four basic purposes:

- 1) to help us teach, rebuke, correct and train;
- 2) to help us in the on-going placement of students at a level and in subjects responsive to their needs, background and abilities;
- 3) to provide us with a just and legitimate means of holding students accountable for the quality of their work; and

4) to provide us with an on-going and widely understood means of communicating a student's relative progress and achievement to parents and other parties, such as college entrance boards or other schools to which the students may transfer, who have a legitimate interest in knowing such information.

In order to accomplish this, we purpose to establish just and objective standards that are based on legitimate expectations. This means that students will be graded by comparing their level of accomplishment against reasonable expectations of what they should be able to accomplish. It also means that we will make every reasonable effort to place students properly, basing such placement upon their background and abilities rather than any social criteria (such as age). Finally, it means that students will receive (or not receive) credit based upon what they have (or have not) done relative to a common standard, rather than upon individual considerations.

The grading standards themselves will be oriented toward the work of the student rather than the student himself. They will be objective and evenly applied within a given class. They will also allow for individual differences by defining minimum passing standards in terms that allow for a range (as it currently stands, 70% - 100% proficiency) of acceptable achievement. The ultimate purpose of these standards is to give students and parents valid and meaningful feedback, to encourage a disciplined approach to academic study and to encourage the student to progress in his learning and achievement.

Students must earn a score of 70% or higher to successfully complete and pass a given course. Students must achieve a cumulative score of 80% or above and not have any class with less than a 70% average for a given grading period in order to remain in good academic standing. A student whose cumulative score falls below 80% or has any grade less than 70% for a course at the end of a semester may be placed on scholastic probation for the following semester. A student placed on scholastic probation must earn a cumulative score of 80% and be passing all their courses the following semester to return to good academic standing. Any student and family placed on academic probation will be required to meet with the Academic Advisor to outline an appropriate course of action to raise those scores. If a student should earn a cumulative score less than 80%, he/she may be blocked from further enrollment in classes at Union Christian Academy.

For high school students, any semester in which a student fails (receives a score of below 70%) must be successfully repeated before the student will be allowed to continue enrollment in that course sequence. If the course is repeated and successfully completed, the passing grade earned will absolve the failing grade. The new grade will replace the failing grade on the student's transcript. When a failing grade has been absolved in this manner, both attempts at taking the course will be noted on the transcript, but only the passing grade will be recorded and affect the cumulative score. On the transcript, the absolved failing grade will be recorded with NG (no grade). One significant exception to this policy to note is that transcripts for the Hope scholarship require all grades for all courses be submitted.

Grading Standards

All students will receive numerical scores for the courses in which they are enrolled. These scores will reflect the quality of work they have done for those particular classes. Each teacher will outline the percentages used to determine those scores. These standards will include a daily grade for each student of 10%. This 10% will be based on attendance, preparedness, and conduct. The remaining 90% will be subject to teacher determination to include but not limited to tests, homework, quizzes, projects, papers, and oral presentations. Teachers will communicate grading policies to parents during parent orientation.

Late Work Policy

Whoever loves discipline loves knowledge, but he who hates correction is stupid.

(Proverbs 12:1)

Diligent hands will rule, but laziness ends in slave labor. (Proverbs 12:24)

But the fruit of the Spirit is . . . self-control, against such things there is no law.

(Galatians 5:22-23)

Desiring to promote both Godly character and high academic standards, Union Christian Academy has adopted the following general principles concerning late student assignments. These principles are designed to promote the development of Godly character qualities such as self-discipline, diligence, and self-control in the lives of our students and to give all faculty members a framework for their individual class policies.

1. An academic (i.e., grade) penalty will be assessed for any work turned in late, unless the teacher feels that the student had sufficient reasons for the tardiness or unless prior arrangements have been made. In general, sufficient reasons are events or conditions, (such as illness) whose initiation or termination is outside of the immediate control of either the student or his family. This principle was adopted as a means of encouraging our students to adopt and cultivate the Biblical values of self-discipline, diligence, and self-control.
2. Late work, if turned in within a reasonable period of time following the original due date, will be accepted and evaluated, allowing the student to receive at least some credit for his efforts. This principle was adopted primarily as a means of encouraging students to complete assignments, even when late, so that they might benefit from the learning opportunities those assignments represent.
3. Unless prior arrangements have been made with the individual teacher or unless there are sufficient reasons for turning the work in later, no late work will be accepted more than three days beyond its due date, or any time after the end of the semester in which it is due. This principle was adopted in order to assure that a student's grade at any given time is a reasonable accurate reflection of both his actual level of work and achievement up to that time and his current standing in the course.

4. Teachers will communicate to students their policies on late work the first week of school. Union Christian Academy allows three days for a student to turn in late assignments at the cost of one letter grade per day. After three days, the student will be given the grade of “zero”.

Absences and Make-Up Work

A note explaining the reason for a student’s absence will be required before allowing the student to make up work or escape late penalties. Whenever possible, arrangements for making up work should be made with the teacher prior to the absence.

Academic Incompletes

Students may be awarded a grade of –I (incomplete) when circumstances **beyond their control** render them incapable of fulfilling all of the requirements for completing a given course by the end of the semester in which it is offered. All academic incompletes must be approved by both the course instructor and the administration. A conference between the course instructor, Academic Advisor, parent and student will determine if the course can be completed and in what manner it will be completed.

All course requirements must be fulfilled by whatever date may be determined by the course instructor and the administration. Any required work not completed by that date will be awarded a grade of zero. The student’s final grade will be calculated after the date given for completion of the course and will include all grades earned up to that time.

Administrative Policies and Guidelines

Admissions

Admission Policy and Requirements

- Union Christian Academy is a non-denominational Christian school. Our primary focus is to assist parents in following the command of Ephesians 6:4 “...bring them (children) up in the discipline of the Lord.” (RSV).
- Students who are having disciplinary problems in another school will not meet admissions guidelines, unless the parent is able to furnish proof that exceptional circumstances prevail.
- All incoming students will be placed on an academic and behavioral probation for **one semester** upon entering Union Christian Academy.
- Students in grades 9-12 will be enrolled only if they can complete their high school program and graduate by the age of 19 ½.

- Students in grades 7-12 must express a desire to be admitted into Union Christian Academy.
- Students in grades 1-8 who are performing more than two grade levels below what is appropriate for their age are not eligible for admission. This will be determined on a review of previous testing scores and the entrance test into Union Christian Academy.
- K4, K5, or first grade students must have reached age 4, 5, or 6 respectively by September 1st of the school year.
- Because our curriculum tends to be more advanced than that of public schools, it may be necessary to place a child in a different level than that deemed appropriate by another school.
- Parents who enroll their children in Union must be willing to commit to being active in the educational process of their child and in the life of the school.

Note: We are sensitive to the fact that students who have special needs should have Christian education available to them as well. Unfortunately, meeting those special needs is very expensive and is beyond the scope of what we can do in a regular classroom setting. We are open to ways to begin a special education program. We would need appropriate classroom space, a trained special education teacher, and enough income from the program for it to pay for itself. Parents seeking this help should talk to the administrator concerning possibilities.

Parent and Student Responsibilities

Parental involvement and student cooperation are essential if Union is to successfully fulfill its mission. This mission has both an educational element and a vital spiritual element. Therefore, as a condition of acceptance to this school, the parents of a student applying for admission must be in agreement with the school's doctrinal position. It also is necessary that Union Christian Academy have parent and student guidelines to facilitate the acceptance of those students into its academic programs. Those guidelines are as follows:

a. Parent Guidelines

1. Parents must be in agreement with the school's purpose and spiritual objectives, and be willing to abide by the school's rules and regulations.
2. Parents must be committed to the parental responsibility for providing a quality, Christian education for their children in accordance with existing law (if you are not familiar with the laws regarding home schooling please contact the office).

3. Parents must agree to release enough responsibility to the school and teachers concerning curriculum, course load, classroom instruction and pace, and school discipline, academic and student progress standards to ensure the greatest success the student at Union Christian Academy.
4. Parents must acknowledge that they have read with their child and understand and agree with the –Code of Conduct and –Dress Code. The student will abide by said policies and parents must agree to hold them accountable for completing assignments and adhering to the Dress Code and Code of Conduct.
5. Parents must be willing to provide Union with a completed application form for each child applying for admission.
6. Parents must be in agreement with, and supportive of, the school’s procedures for handling student discipline.
7. Parents must be willing to update immunization records for their child upon request.
8. Parents must be willing to have their child’s photo appear in the school yearbook unless special circumstances prevail.
9. Parents must be willing to follow the Matthew 18 principle of conflict resolution and go first to the person who has offended, in a spirit of humility and love, in order to resolve the problem, rather than discussing it with other parents or teachers. If the problem is not resolved in this step, I/We will then go to the Administrator for the next step – always with the goal to resolve problems and restore relationships.

b. Student Guidelines

1. Students must be willing to adhere to Union Christian Academy’s –Student Code of Conduct.
2. Students must be willing to adhere to Union Christian Academy’s –Dress Code Policy.

Admissions Procedures

1. *Screening Interview (may be conducted by phone—information mailed to perspective parents):* The admission process begins with a simple screening interview. This is the initial contact concerning the basic information about the school such as background, standards, and curriculum. If the parent and/or guardian still express interest, additional information will be given to them or sent via email/mail to be reviewed.
2. *Review of the School’s documentation and fill out enrollment application:* The parent/guardian will review the information given to them and fill out the accompanying application.
3. *Call to arrange a pre-enrollment interview, bring application and application fee:* One application per student needs to be completed and brought to the school on the date specified. Students will be scheduled for admissions testing. Please have the student’s latest school records and test results sent to the Union Christian Academy office. If the student has been home schooled, please send a list of the

curriculum used in the past 2 years and the latest standardized test results. This interview also serves the purpose of the school gathering information concerning the student’s past educational experiences such as behavior issues and the strengths and weaknesses of his educational abilities. The parent/guardian needs to bring the completed application and the application fee.

4. *Testing and Evaluation:* Potential student will undergo entrance testing to ensure that the student gets placed in the appropriate grade level. Because our curriculum tends to be more advanced than that of public schools, it may be necessary to place a child in a different level than that deemed appropriate by another school.

6. *Interviewer assessment referred to the Executive Committee:* The Executive Committee will review the information gathered during the pre-enrollment interview and determine if the student meets the eligibility requirements of Union Christian Academy.

7. *Applicant will be informed by phone of the committee’s decision:* The parent/guardian will be contacted concerning the committee’s decision whether or not the student is accepted. If accepted, the parent/guardian will be given additional forms to be filled out such as health history forms. The forms will need to be returned along with additional fees (tuition, book fees, and registration fees) as soon as possible to allow the child to begin his/her educational experience at Union Christian Academy.

Financial Policies

Union Christian Academy relies upon the parents of students to fulfill their financial commitments to it so that it may, in turn, fulfill its financial commitments to others made on behalf of the parents and students.

FINANCIAL INFORMATION – TUITION & FEE SCHEDULE – 2015-2016

Matriculation Fee*

K3-K4.....	\$250.00
Elementary	\$375.00
Jr. & High.....	\$425.00

Tuition**

K3 – K4	\$250/12 mo.....	\$3000/yr
Full Time	\$330/12 mo....	\$3960/yr
Distance Learning	\$250/12 mo....	\$3000/yr

Additional Fees

New Student Admission and Testing Fee	\$150.00
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Withdrawal Fee.....\$50 (per family)

Uniform Fee (required) See uniform ordering sheet for details.

Other Fees.....Some courses may require additional fees (i.e. science, field trips, etc.)

***Matriculation Fee includes Books, Supplies, Testing, and Technology Fees**

****Tuition: Family Discount: The family discount applies to full time students only. For families with more than one full time student, a 20% discount will be applied to each student's tuition after the first student.**

***** E-Textbook option requires the purchase of a tablet computer that is able to support the required textbooks.**

Tuition Note:

Tuition is due on the 1st of each month. There will be a late charge of \$15 on tuition paid after the 5th. Students with a 30 day late tuition payment may not return until the office has been contacted and arrangements have been made and approved by the Board of Directors. No official records will be released for students who withdraw with a delinquent account. There will be a returned check fee of \$30.00 applied to your account for each returned check. *Full time students may transfer to distance learning only at the beginning of a new semester, and only with approval of the administration.*

School-Home Communications

Communication between the school and the home are vital in any healthy academic setting. Daily communication between a child's teacher and their parents are very important in the operation of Union Christian Academy. The majority of the communication for our High School students such as assignments and follow-ups with specific teachers will be primarily through Engrade. It is very important that if any concerns arise that the teachers and the parents work together to work it out. Communication is the key.

Fire and Tornado Procedures and Snow Days

In compliance with the local and state safety laws, Union Christian Academy will randomly conduct fire and tornado drills. Teachers shall have the direct evacuation route procedures which students should follow.

It is the policy of Union Christian Academy to be closed due to inclement weather conditions if any of the three county school systems that are our primary service area are closed. Those three systems include Franklin, Jackson, and Madison counties. Consult area TV and radio stations for information concerning these closings. In addition, we will place a school closing message on the school website if we are able to do so.

Visitors Policy

By its very nature, Union Christian Academy encourages a high level of parental participation in education. However, in order to enhance both student safety and operational efficiency, Union Christian Academy has adopted the following guidelines governing the presence of visitors on the campus during regular school operating hours. For the purposes of this policy, –visitors are defined as all individuals other than staff, parents, or students (on their respective class days) present in any part of the building other than the front entrance and the parking area adjacent to it.

1. All visitors should call the office before coming to the school.
2. All visitors must check in with the Union office upon arrival on campus. At a minimum, visitors must identify themselves, explain their intended business, and indicate how long they expect to be on campus. A written record of this information will be kept.
3. All visitors must be willing to comply with all rules and regulations governing student and/or staff conduct, including the appropriate dress regulations.
4. Non-Union Christian Academy students are not allowed to attend classes or lunch on campus due to space constraints.

Anyone failing to abide by these provisions may be denied access to any and all restricted areas or be required to leave the campus. Persons with no legitimate reason for being present on the school campus will be expected to leave immediately.

Use of Computers

All Union Christian Academy students should have access to a personal computer at home to complete school assignments. UCA is a “Bring Your Own Device” campus. Rules and guidelines for the use of computers on the UCA campus are provided in the “Acceptable Use Agreement.”

Note: Throughout the year, the administration of Union Christian Academy may find it necessary to amend the handbook as certain situations arise in order to provide a safe and productive educational environment.***