

*Soli Deo Gloria*  
*"To the Glory of God, Alone"*



# *United Christian Academy*

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## **Student/Family Handbook 2011- 2012**

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**MISSION STATEMENT**

**GLORIFYING GOD THROUGH...**

**A**CADEMIC EXCELLENCE

**B**IBLICAL VALUES

**C**HRISTIAN UNITY

## STATEMENTS OF FAITH AND VALUES

### STATEMENT OF FAITH:

We believe in God, the Father Almighty, Creator of heaven and earth, and in Jesus Christ, His only begotten Son, our Lord, who was conceived by the power of the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried; He descended into Hades; on the third day He arose again from the dead; He ascended into Heaven and is seated at the right hand of God, the Father Almighty; from thence He shall come to judge the living and the dead. We believe in the Holy Spirit, the Holy Christian Church, the communion of the saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

### STATEMENT OF VALUES:

Whereas it is the intention to establish this Academy as a Christian school which is based on the Word of God in order to train Christian students to live and work successfully in this fallen world; and whereas it is the intention to staff this Academy with administration and teachers who are Christians, both by their profession of faith in Jesus Christ as Lord and Savior and by living out that profession morally and ethically; and whereas it is the intention to educate the students in Godly character, academics, and social behavior according to the principles and truths which are acceptable to God; it is, therefore, set forth that the following Biblical values shall be taught by this Academy:

1. To give God the glory in all things,
2. To uphold the sanctity of life from conception to natural death,
3. To uphold the traditional Biblical family in which
  - a. the roles of the husband (masculine) and the wife (feminine) are clearly defined by the Word of God, and they are thus given the privilege and responsibility of raising their children together,
  - b. homosexual and lesbian behavior are clearly contrary to God's Word, and
  - c. abstinence before marriage is clearly the Biblical principle.
4. To uphold that the redemptive works of Christ are made available to all.

## **PHILOSOPHY of EDUCATION**

Christian education is the intentional effort of teachers and students through relationship and curricula to increase the measure to which the student favorably bears the image of God. The Word of God establishes standards for our thoughts, feelings, attitudes, and behavior.

We know the will of God and the mind of Christ because He has given us His Word, written and incarnate. The Bible is always the final authority, the necessary filter to determine when human pursuit of knowledge has discovered truth. When scientists announce that the cosmos is the product of time and chance, we do not concur. When others deny human guilt and responsibility, they are wrong. Reality is anchored in God's infallible revelation. He is the ultimate political theorist, historical interpreter, literary guide, lifestyle counselor, public speaker, natural scientist, and ethicist. All truth is indeed God's truth!

Christian Education should lead to obeying Jesus Christ, who is positioned in authority over heaven and earth "that He might have the pre-eminence in all things." Greek idealism sought learning merely to accumulate knowledge. American pragmatism declares knowledge to be valuable if it has practical employability; however, for Christians, learning leads to worship and bold proclamation of Him "in whom we live and move and have our being." The power of intellect is marvelous; the will to excel is useful; however, without wisdom from above, academics only serve the way of selfish ambition. This is unacceptable to God

Thirty-four hundred years ago, Pharaoh told the adult Israelites that they could go aside and worship their God, but leave the children. This plan was rejected by Moses, who articulated God's program that adults should train their children in the things of the faith. Christian education readies the child for service to the King as the plan unfolds "to make the kingdom of this world the Kingdom of the Lord and His Christ" (Revelation 11:15).

Our children do not go to Christian school primarily for personal safety, drug-free zones, or even academic rigor. They need a time of preparation. God is a builder and restorer. The ghettoization of His people is not His plan, but ambassadors and soldiers must be trained, nurtured, informed, and encouraged before being sent and deployed. Each discipline of the curricula offers truth that the disciple uses to be "salt and light" amidst decay and darkness.

Convictions formed during childhood and adolescence are very strong and become the basis for future decision-making. Students interact with what they are taught and with those who teach them. These data and experiences become the "nutrients" that build values, beliefs, habits, and associations. Whom do you want reinforcing in your children the responses to such questions as "Who am I? What is my purpose and duty? Do I have a destiny?" Only educators with the following attributes are appointed to United Christian Academy: a personal relationship with Jesus Christ, a well-developed philosophy of Christian education, a commitment to professional growth, and a passion/calling to teach young people.

Remember: A school is a conformatory. "When a student is fully trained, he will be like his teacher."

As God is present in our school, all these things are possible.

## THE CLASSICAL METHOD

The Classical model in our academy is more about curriculum organization and teaching methodology than it is about the study of ancient Greek and Roman philosophers and writers. Though there are ideas worthy of understanding among the writings of the Ancients, UCA classrooms will never be overrun by ideas and philosophies contrary to the truths of Holy Scripture. The Bible will always be completely sufficient to evaluate the truth of all other books and constructs. However, the UCA staff has discovered the trivium. The trivium is a Classical manner of organizing curriculum so that the student is provided with the tools of future learning. The trivium is made of three stages: grammar, dialectic, and rhetoric. These methods of dealing with subject matter content are concomitant with three stages of student development: poll-parrot, pert, and poetic, respectively.

Through the fifth and sixth grades (or ages 11 and 12), the student is in the "poll-parrot" stage in which memorizing, reciting aloud, observing, identifying, arranging, making lists and accumulating data come easily and pleurably. Therefore, the grammar or the fundamental rules, facts, and language of the various subjects are emphasized. Also, the study of Latin is begun during this stage. More than 80 percent of all English words are of Latin origin, and those of Greek origin make up much of what remains. Serious discourse in law, medicine, and religion are founded on the vocabulary and syntax of these two languages.

During the "pert" stage, the young teen is beginning to think abstractly and analyze data. This age group likes to spot mistakes, argues, and wants things "proved." The student is taught to construct logical arguments, spot fallacious ones, debate, compare and contrast, and search for cause and effect relationships in all of his subjects. In the last years of high school, a yearning for self-expression heightens within the student; therefore, opportunities to write and speak persuasively, eloquently, concisely, and clearly are emphasized. Research projects fueled by the student's desire for exploration, wordsmithing, and oration are enjoyed in this poetic, or rhetoric, stage.

Essentially, a classical education model at UCA focuses on the trivium as an organizer of our curriculum; however, a brief mention of the significance of Western Civilization and its traditions in curriculum selection at UCA might be in order. We do not believe that America's cultural roots become richer by ascribing to Eastern classics and thought or in trumpeting "multiculturalism." The Western tradition of belief in an ordered creation, in the God-given dignity and inalienable rights of the individual, and in the social responsibilities of every person under God has been instrumental in forming national communities that are the desired models of the world. If we want the continued advantages of this culture, students need instruction in the languages, literature, and ideas that have historically shaped the West. The Bible will be used to filter truth from falsehood.

## CHOOSING THE CURRICULUM

The selection of curriculum is guided by a four-part paradigm describing attributes to be developed in a United Christian Academy graduate. They are as follows:

1. The graduate will have the necessary knowledge and skills to move confidently into the next level of academic pursuit. A core curriculum of English, history, math, and science can be pursued for all four years of high school. The math sequence proceeds through Calculus; the science track, through Physics. Higher-order thinking skills (e.g., evaluating, comparing, contrasting, cause and effect) are emphasized. Note-taking, public speaking, essay writing, and research methodology are skills gained.
2. The graduate will have a developing cultural literacy in order to enhance connecting links with the world for the purposes of strategic socializing/evangelism. Someone has remarked that “the more you learn about less and less, the sooner you’ll know nothing about a whole lot.” We want our graduates to know something about a wide range of current public discussions and move easily among a broad spectrum of people, not fearing the marketplace; however, preoccupation with multiculturalism and differences among peoples is a lack of insight by our politically correct society. Traditional knowledge that has joined Americans for centuries is not to be discarded, but regained.
3. The graduate will have a Christian worldview by which to evaluate and critique the world’s personalities, movements, and events. The sovereignty of God, inevitability of divine judgment, exclusivity of salvation through Jesus Christ, the inherent sinfulness of man, and the benefits of righteous living are emphasized. God’s Word and its view of the Created Order, of manhood, womanhood, nationhood, citizenship, economics, history, and social thought are contemplated. Examples of how this worldview is modeled include:

We emphasize the unity of all who honor Jesus Christ as Savior and Lord.

We are not threatened by inter-denominationalism or our differences on fine points of doctrine.

We celebrate the sanctity of life from the point of conception until the time of natural death.

We encourage students to carefully examine and evaluate the programming of the secular entertainment industry.

We reject the modern ethic that the one who loves best is the one who tolerates more.

We believe homosexuality is sin, the practice thereof never approved by God.

We reject the denial of personal responsibility for wrongdoing through psychologies of victimization.

4. The graduate will evidence Christ-like character by:
  - Loving God through obeying His commandments;
  - Being responsible for the words of his mouth;
  - Finding strength and resolve through God-confidence, not self-esteem;
  - Being diligent in duties and persevering under stress;
  - Having courage to speak truth with patience and kindness towards those who disagree;
  - Having compassion for the hurting.

## PRINCIPLES GUIDING OUR INSTRUCTION

“The philosophy of the classroom in one generation will be the philosophy of government in the next” (Abraham Lincoln). We must never forget that we are preparing future leaders, fathers, mothers, employees, employers, etc.

1. The Bible is held in the highest respect as the inspired, inerrant, and infallible Word of God.
2. It is the Bible that filters truth from mere data.
3. All values are not equal because truth is not relative.
4. All of the curricula reveal God, all truth being His.
5. The student is encouraged to profess Jesus Christ as Savior and Lord.
6. Each subject helps equip the student to marvel in the goodness of the redeemed, transformed life.
7. Each student will be equipped with the confidence and skills to communicate clearly, logically, and effectively through listening, speaking, reading, and writing.
8. It is the teacher who makes the course content reflect the mission of the school.
9. The proper classroom environment for learning:
  - The presence of the Holy Spirit alongside a teacher whose life is pure and prayer is intimate;
  - A teacher with pedagogical expertise who takes responsibility for student success, who is a zealous learner himself, whose attitude engenders enthusiasm, and whose character earns respect;
  - Authority is an important element of the Kingdom of God. The teacher is the authority in the classroom. Disciplining misbehavior should not exasperate the students. A “family feeling” should exist in the classroom, but correction of misbehavior cannot be withheld or neglected.
10. There are no shortcuts to a quality education. The educational mantra that “learning must be fun” is not recited here. Some learning is not fun, but rather hard work, which is often not appreciated until years later.
11. Time is important enough to be managed well.
12. Field trips and off-campus learning opportunities are valid experiences, especially as they supply “hands on” experiences and applications.
13. High expectations motivate students to develop consistent study habits.

## **ADMISSIONS**

### **FOR NON-INTERNATIONAL STUDENTS)**

1. All entering students will be tested in order to determine their grade-level readiness.
2. All entering students' parents/guardians will be interviewed prior to admission. In the interview process, the following items will be discussed:
  - a. Test results and student grade level readiness.
  - b. The behavioral record of the child in other schools he or she may have attended before entering United Christian Academy.
  - c. Willingness of parents/guardians to submit to classroom curriculum and instruction, replete with the teaching of historic Christianity, emphasizing the infallibility and inerrancy of the Bible and the exclusivity of salvation through Christ alone.
3. In addition, students seeking entrance to the Upper School (Grades 7-12) must additionally meet the following criteria:
  - a. Comprehend and be willing to abide by the standards of Christian conduct outlined in the Student/Family Handbook. (Students are strongly encouraged to articulate a personal faith in the Lord Jesus Christ and to exhibit characteristics that demonstrate the fruit of the Spirit.)
4. An International Student Admission Committee will review and make final decisions regarding the admission of all international students.

### **ADDITIONAL POLICIES**

1. Parents/Guardians will be informed of the decisions regarding admission in a timely manner.
2. Final acceptance to UCA is contingent upon the completion of all forms, the reception of all health records, transcripts, behavioral records and acceptable financial arrangements with the Finance Committee.
3. When the maximum number of students is reached on a particular grade level, a waiting list will be formed on a first come, first served basis. Returning students will be given preference in pre-registration until May 15 of each year after which no preference will be given.
4. United Christian Academy does not admit married students or students with dependent children.
5. Home school students are welcome to seek admission as part-time students pursuant to the school's admission policy.
6. All UCA families are strongly encouraged to attend and become involved in a local church.

## **NON-DISCRIMINATORY POLICY**

Every individual is unique, created as an image-bearer of the personal God; therefore, UCA does not discriminate on the basis of race, color, gender, national or ethnic origin in administration of its personnel, admissions, athletic, financial assistance, and educational policies or any other school-administered program.

## **FINANCIAL OBLIGATION POLICY**

“Pay everyone whatever he is owed”. (Romans 13:7)

“Pay all your debts”. (Romans 13:8)

All fees and tuition payments must be made when due. Tuition payments are made from August through May (10 payments) and are payable on the fifth day of each month. Payments become delinquent after the 10th of the month. There will be a \$10.00 late charge after the 10th, which is payable with that month's tuition. Partial payment does not exempt the account from late fees. Should a check be returned to the office because of insufficient funds, a charge may be made. You will be notified and asked to come in, pick up the check, and make cash payment.

If a family is receiving financial aid, 1/10th of the amount awarded will be credited to the tuition account on a monthly matching basis. Financial aid will not be credited until the monthly obligation from the family is paid in full. If the payment is not received by the end of the month, no financial aid will be awarded for that month.

Any student whose account is not paid in full on or before the last day of each month may not be allowed to attend United Christian Academy until such time as the account is paid in full or arrangements have been made with the Treasurer.

**All diplomas, report cards, and transcripts will be withheld until all outstanding balances are paid in full.**

As budgets, curriculum purchases and staffing decisions are made on the basis of student enrollment, students who withdraw or are dismissed during the school year will be responsible for payment in full for each month during which the student is enrolled. A minimum of two months' tuition is required. Application fees and book fees are non-refundable.

### APPLICATION FEES

It is the policy of United Christian Academy that all application fees are the property of UCA and are not refundable regardless of any circumstance that may prevent the applicant from attending school. Extenuating circumstances may deem it prudent or civil to reimburse this fee but this will be at the discretion of the Board.

### TEXTBOOKS

Texts required for classes are purchased by UCA and remain the property of UCA. Experience tells us that students need some external motivation to take better care of UCA texts; therefore, students who excessively abuse a text (in the judgment of the Head of School) will be charged the cost of a replacement text.

## **ACADEMIC INFORMATION**

### **UCA ACCREDITATION**

UCA is a “Recognized Independent School” by the Vermont State Department of Education and is a member of the Vermont Principals’ Association and the Association of Christian Schools International (ACSI).

### **DOCTRINAL ISSUES**

Bible teachings that are open to numerous and varied interpretations by sincere Christians are not emphasized. If a dispute over doctrine arises, the student is encouraged to seek further counsel from parents and pastor. There is much to be agreed upon by all who name Jesus Christ as Savior and Lord. UCA chooses to build unity as often as possible.

### **CHAPEL**

A mandatory age-appropriate chapel service is held weekly for all students at which time God is worshipped through song and exhortation. Local pastors and youth leaders are frequently invited to address the student body in chapel services.

### **ACADEMIC ASSEMBLIES**

From time to time students participate in academic assemblies. These special assemblies may feature a speaker, film, special presentation, speech or writing contest, or Honor Society induction. Students will be informed as to the content of these assemblies by the Head of School.

### **ACADEMIC RETENTION and EXPULSION**

In grades kindergarten through eight, it may not be assumed that the student will pass forward to the next higher grade. In grades kindergarten through six, a 70 percent mastery level on the final grade report in mathematics and English is required in order to pass forward to the next grade level. In grades seven and eight, two or more failing grades in mathematics, English, science, or history will preclude the student from passing forward to the next grade. Exceptions to this rule will only be made after consultation with the classroom teacher and the Head of School.

In the upper school, a student with a failing grade (below 60) in two or more classes at the end of any year will come under review by the Head of School. The Head of School, after consultation with the faculty, will make a recommendation as to whether or not the student should remain in the Academy.

### **ACADEMIC HONORS IN THE UPPER SCHOOL**

Upper school students with all class grades above 90 percent are members of the Head of School’s List for that quarter. Students with class grades of 80s and 90s are members of the Crusader Honor Roll for that quarter. Academic honors are *posted in the school and the Weekly News and* published in local newspapers after each quarter.

### **NATIONAL ASSESSMENTS**

A nationally recognized test of educational development is administered in April and is designed to measure achievement and knowledge in a complete battery of school subjects. The results will be given to the student and family. The cost of materials and scoring of this test is \$20.

The PSAT/NMSQT is given at the school on the date prescribed by the College Board and National Merit Scholarship Corporation. It produces scholarship opportunities for college-bound juniors and is excellent preparation for taking the SAT test during the senior year. The fee for this test is also paid by the family, not the school. Freshman and sophomores are encouraged to take the PSAT in order to score higher when taking it as a junior. Home schooled students are invited to take this test as space allows. Information will be given regarding details soon after the beginning of each school year.

The ACT PLAN test for sophomores is given each year. Home-schooled students may take this test as space allows. The cost to the student is \$20.

AP examinations are also administered at UCA in conjunction with dates set by the College Board. Fees for AP exams are established by The College Board and must be paid in addition to tuition.

### COLLEGE ENTRANCE

Registration materials for the ACT and SAT (college entrance exams) will be given to juniors and seniors in a timely way.

The Head of School will help the student/family in their search/choice of college to whatever degree the student/family seeks his help. Catalogs from Christian and secular colleges are available for perusal. The Head of School will help with applications if requested.

Financial aid materials (FAFSA and VSAC) and private scholarship information are distributed in a timely manner by the UCA office.

### STUDENT RECORDS AND PORTFOLIO

The permanent record of grade reports, standardized tests, medical records, behavioral reports, and transcripts for each student is kept in the school office. Release of information is only available to parents with legal custody or in response to a directive from a legal document. Parents or legal guardians who wish to review or copy these records should make an appointment with the Head of School.

### CHRISTIAN/COMMUNITY SERVICE

All Upper School students at United Christian Academy shall complete at least 20 hours of Christian/Community Service during each school year. Six (6) of these hours shall be scheduled as part of the academic calendar with the fourteen (14) hours at the discretion of the student. Lists of acceptable activities will be distributed to students at the beginning of each academic year and a master list of student activities will become part of the student's permanent file.

**Students who fail to complete this requirement will not graduate.**

### COURSE CREDIT

One unit of credit = at least 45 minutes per day for at least 165 days. The school calendar includes 180 school days. In the high school, credit is given at the end of the academic year.

## GRADUATION REQUIREMENTS

Credits accumulated in grades 9 through 12:

English	4 units
Social Studies/History	3 units
Science	3 units
Math	3 units
Bible	4 units
Electives*	4 units
Physical Education	2 units
Christian/Community Service	<u>4 units</u> (1 unit equals 20 hrs. in an academic year.)
Total:	27 units

\*Students in the College Prep and Honors program must complete at least two years of a foreign language.

## GRADE REPORTS/GRADING SCALE

Grades are reported four times during the school year. During each quarter, a mid-quarter report will be mailed to the parents of those students in the upper school manifesting deficiencies and difficulties of concern to the teacher. Parent-teacher meetings are scheduled after the first and third quarters. Parents may request meetings at other times if deemed necessary. Grades are cumulative from the beginning of a quarter until the end of the quarter. Quarterly grades, mid-terms, and final exams are calculated to receive a final grade in any given course.

97-100	A+	4.25
93-96	A	4.00
90-92	A-	3.75
87-89	B+	3.50
83-86	B	3.00
80-82	B-	2.75
77-79	C+	2.50
73-76	C	2.00
70-72	C-	1.75
67-69	D+	1.50
63-66	D	1.00
60-62	D-	0.75
Below 60	F	0.00

Honors courses will be weighted by 0.5 grade points. AP courses will be weighted by 1.0 grade point. High school classes will have a mid-term and final exam. Eighth grade students taking Algebra I will be expected to take a mid-term and final exam. Each exam normally counts for 10% of the final grade. A senior with an average of 93 or above may, at the discretion of the teacher, be exempted from the final exam.

## VIDEOTAPED COURSE INSTRUCTION

UCA students will not be permitted to take classroom instruction or earn course credit by videotape, except from accredited institutions that specialize in such courses. If UCA is to grant credit towards graduation, courses taken by videotape from other institutions must be approved by the Head of School prior to taking the course. UCA will not offer its courses by videotaping UCA teachers and providing tapes to students.

### ACADEMIC RESTRICTIONS and EXTRA-CURRICULAR ACTIVITIES (Academic Probation)

In order to motivate students to strong academic performance, United Christian Academy has adopted the following standard for participation in extra-curricular activities such as sports.

- Any student who receives a grade of “F” (below 60%) in any academic area for a given quarter will be ineligible to participate in extra-curricular activities for the next quarter.
- Any student who receives two grades of “D” (below 63%) in any academic area for a given quarter will be ineligible to participate in extra-curricular activity activities for the next quarter.
- Students who receive failing grades for the fourth quarter of a given academic year will be ineligible for extra-curricular activities for the first quarter of the following year.

Academic courses fall into the following categories: Bible, English, Foreign Language, History, Mathematics, Science

## **ATHLETICS**

### ATHLETIC PROGRAM

UCA is a member of the Vermont Principals’ Association and competes in Division IV. A sports fee set annually by the Board will be charged to each student account for each sport in which he/she participates. No player may play in any official games until the sports fee is paid. UCA seeks to hold its athletes to high practice and performance standards. We want youth to learn that many victories throughout their lives come through perseverance, hard work, and self-discipline. Students may be removed from at team at the discretion of the Head of School, Coach or Athletic Director because of behaviors deemed inappropriate.

### SPECTATOR CONDUCT

Actions or comments of a rude, offensive, or profane nature directed at referees, players, coaches, or fans of the opposing team are unacceptable Christian witness. We will not distract, discourage, or confuse the opposing team in any way. Fans are expected to act in exemplary ways while at every sporting event.

## **DRESS CODE**

### **GENERAL INFORMATION**

**REVISED 08-11-11**

In the interest of Christian modesty, dignity, functionality, and sound educational practice, uniforms will be worn. While recognizing that true Christianity is a matter of the heart and not the outward appearance (1 Samuel 16:7), it is nonetheless necessary to establish a standard for living in this Christian educational community.

The Head of School of UCA reserves the right to make decisions of suitability and meeting code. Uniforms are to be kept clean, in good repair, and must fit properly.

#### **GENERAL DRESS CODE**

- ❑ **Uniforms:** All uniform apparel must be purchased from Land's End via the internet, which insures suitability and satisfaction of the dress code. Students are expected to be in uniform upon arrival at school and remain in uniform when on school grounds, except with prior approval such as for grammar school gym, pre-announced opportunities to "dress-down" or on special occasions.
- ❑ **Sweaters/Vests:** Land's End sweaters and vests are not required but may be worn in the cooler seasons. Logo is optional.
- ❑ **UCA Logo Apparel:** Apparel not purchased from Land's End (*such as logo items sold in the school store*) must be approved by the Head of School prior to wearing.
- ❑ **Boots:** All students will be expected to remove winter boots during the school day.
- ❑ **Shoes/Sneakers:** Leather Shoes/Low Top Sneakers must be worn between the hours of 7:55 AM and 2:45 PM. All shoes/sneakers with laces must have the laces tied at all times.
- ❑ **Hats:** Hats are not to be worn by male or female students during school hours.
- ❑ **Athletic Attire:** Students changing into athletic attire for games or practice are to stay on the lower level of the school and should exit for practices from the side doors.
  - If the athletic jacket is an outer-coat (i.e. designed to be worn outdoors in cooler weather) a logo is not required.
  - If the student intends to wear the athletic jacket indoors during school (i.e. instead of a sweater) a logo would be required.
- ❑ **Jewelry:** Minimal jewelry may be worn. Male students may not wear earrings in school.
- ❑ **Hair:** Hair should remain of natural color and must be neatly trimmed and worn off the face so as not to inhibit reading and writing. Male sideburns may not extend below ear lobes.
- ❑ **Clean Shaven:** Male students will be clean-shaven.
- ❑ **Body Piercings:** Body piercings on male or female students (*with the exception of pierced ears*) are not acceptable.
- ❑ **Tattoos:** Any student with a tattoo must keep it covered at all times during school hours.

Note:

Any changes to the dress code during the school year will be announced and provided in written form to parents and students in a timely manner.

#### **CONCERT APPAREL - Performing Arts/Concert Groups**

Students electing to participate in concert groups such as Choir or Handbells will be required to purchase appropriate concert apparel. The cost of concert apparel is the responsibility of the student/family and is not included in tuition. Students should take this factor into consideration when electing or auditioning for such groups. Fundraising activities are often organized to help students defray the cost of concert apparel.

## UNIFORM REQUIREMENTS

**Grammar School Girls in Grades K-4** – Classic Navy/Evergreen Plaid Jumper (Item # 06501-0BP6) with Heather Gray, Hunter Green or Navy Polo (The polos do not need embroidery because they are covered by the jumper); White, Navy, or Black knee-high/ankle socks or tights may be worn. Shorts of any color are required to be worn under the jumpers. Navy pants may be worn from December 1 until March 31 with Black, Navy or Brown belt. Polo shirts worn with pants must have the UCA embroidery. Brown, Navy or Black low heeled leather shoes and low top sneakers are to be worn.

**Grammar School Girls in Grades 5,6** – Same as girls in grades K-4 but Classic Navy/Evergreen Plaid Skirt (Item #21942-3BP5) may be worn. Polo shirts worn with skirts must have the UCA embroidery.

**Grammar School Boys** – Navy pants with Heather Gray, Hunter Green or Navy Polo with UCA embroidery; Black, Navy or Brown belt. Brown, Navy or Black low heeled leather shoes and low top sneakers are to be worn. Shoes must be worn with socks (White, Navy, or Black).

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**Upper School Girls** – Classic Navy/Evergreen Plaid Skirt with Heather Gray, Hunter Green or Navy Polo with UCA embroidery. A White Oxford cloth shirt with or without embroidery is required on chapel days. White, Navy, or Black knee-high/ankle socks or tights may be worn. Shorts of any color are required to be worn under the skirts. Khaki pants may be worn from December 1 until March 31 with Black, Navy or Brown leather belt or matching belt in Classic Navy/Evergreen Plaid is required with pants. Brown, Navy or Black low heeled leather shoes and low top sneakers are to be worn.

**Upper School Boys** – Khaki pants with Heather Gray, Hunter Green or Navy Polo with UCA embroidery. White Oxford shirt with or without embroidery and Classic Navy/Evergreen Plaid tie are required on chapel days; Black, Navy or Brown leather belt. Brown, Navy or Black leather shoes and low top sneakers are to be worn. Shoes must be worn with socks (White, Navy, or Black).

- ❑ **Sweaters/Vests:** Land's End sweaters and vests are not required but may be worn in the cooler seasons. Logo is optional.

All uniforms items for both boys and girls are available through Lands' End.

- Lands' End may be contacted online @ [www.landsend.com](http://www.landsend.com)
- The preferred school number for UCA is 900097817
- Uniform options for our school will be available when you sign in under United Christian Academy, Newport, VT
- If you have any questions, please contact the school before ordering.

## **PARENT COMMUNICATION**

### **WEEKLY NEWS**

Please give close attention to the “Weekly News” bulletin that comes from the school office and is given to the students each week to take home. Electronic copies are available via e-mail and on the UCA website. Parents and students are responsible for reading the information published in the “Weekly News”.

### **SNOW DAY NOTIFICATION**

In the event of extreme weather and/or dangerous driving conditions, notice of school closing will be made over the following radio stations: WMOO - 92.1 FM and WIKE - 1490 AM. UCA will also be listed in the school closings on TV stations WPTZ/5 and WCAX/3. Listen between 6:15 and 7:15 a.m. UCA defers to parent’s judgment regarding driving conditions on any particular day. A message regarding school closing will be placed on the school answering machine as well.

### **TELEPHONE**

Any use of the school phone by students should be requested only for school-related business. If you need to inform your son or daughter of something, never hesitate to call the school office. In emergencies, your child will be brought to the telephone immediately. In other situations, we will give messages to the classroom teachers at the lunch hour. Except in the case of emergency, the office staff is unable to get messages to students during the day. Students cannot access the office telephone for securing parental approval of social arrangements (sleep-over; parties) with other students, etc. These arrangements should be made from home.

## **PARENT INFORMATION**

### **PARENT ORIENTATION**

A Parent Orientation meeting before the school year begins is essential for at least one parent to attend. Expectations of parents and students will be discussed. The goal is to insure maximum cooperation of home and school. This meeting is normally held at the end of August and should be a high priority each year.

### **PARENT VISITATION**

Parents are always welcome at UCA; however, classroom visitations during the school day or conferences with a teacher should be scheduled in advance.

### **NON-CUSTODIAL PARENTS**

The school seeks and encourages the involvement of parents. The exception to this is a court order or legal document restricting a parent’s involvement. The school accepts consent for student participation in extracurricular activities or field trips only from parents or those with legal custody. The school refuses to be put in a position of favoring or “choosing sides” between divorced or separated parents.

## PARENT ASSOCIATION

The Parent Association promotes relationships among UCA parents; involvement of parents in programs, activities, and the atmosphere of the school; and communication with the school administration on issues of concern.

## VOLUNTEERS AT UCA

All volunteers at United Christian Academy shall submit to a background check provided by the Department for Children and Families (DCF) to determine whether or not they have been the subject of substantiated reports of child abuse or neglect.

This would include, but is not limited to:

- All substitute teachers
- All cafeteria workers
- All classroom volunteers
- All coaches, assistant coaches and any regular drivers for the athletic program.
- All workers in any after-school or before school program offered by UCA, (i.e. after school clubs, after school babysitting, etc.)

Forms for the background check shall be provided by the Head of School's Office.

## PLANNED VACATIONS

While UCA encourages families to participate in activities together, we also realize that absence from school for any reason can be detrimental to the student in question. For this reason, families are urged to exercise discretion when planning vacations which will require students to miss school. This is particularly true in the upper school where work missed in areas such as mathematics, language, or science is virtually impossible to make up.

When families plan vacations which will require students to miss classes, they should notify the school office and teachers in writing. Teachers will advise parents as to the probable consequences of a prolonged absence and will make a recommendation to the parent as to whether the student will be permanently affected by missing classes.

The school is not responsible to provide classroom work or homework before a family leaves for vacation. Any missed work must be presented to the teacher within five school days of a student's return to class. Exceptions to this rule must be approved by the classroom teacher and/or Head of School.

## COLLEGE VISITS

Juniors and seniors are encouraged to visit prospective colleges and universities during the summer months and at times when UCA does not have classes; i.e., Christmas break, February vacation, April vacation. Nevertheless, there are times when students must miss school in order to make college visits. Juniors and seniors will be given three days of excused absences for college visits in the junior year and three days in the senior year. Other arrangements must be cleared through the Head of School and may or may not result in excused absences.

## FIELD TRIPS AND SENIOR TRIP

Field trips provide learning experiences unavailable in the classroom. There may be financial costs to the student/family for such trips. Parents must sign permission slips. It is the teacher's

responsibility to secure sufficient chaperones. Teachers who assume responsibilities for out-of-town trips recognize their 24-hour/day responsibility from the time of departure until return.

Ministry trips and field trips requiring either international travel or travel in excess of 150 miles in one direction shall receive prior approval of the Head of School (the Board shall approve any rental vehicle contracts for the Academy prior to such trips).

The Head of School shall inform the Board of any trips requiring overnight travel and shall provide the Board with any information deemed necessary to insure the safety and security of students. All drivers for field trips shall be 21 years of age or older and shall transport students in approved car seats/seat belts as required by law. Proof of insurance must be provided by drivers on field trips.

### SENIOR TRIP

Any senior trip is to be planned by the Senior Class Advisor and students of the senior class. The trip shall be approved by the Head of School and the Board. The trip is to last no longer than four days. Finances for this trip are the responsibility of the Senior Class. All decisions regarding the Senior Trip (activities, destinations, chaperones) must be approved by the Head of School.

### EMPLOYED STUDENTS

Students will be allowed to leave school in order to work at outside jobs, provided that they are not required to miss academic classes. Parental permission in writing must be registered in the administrative office. Such notice must include the time of departure and return.

### STUDENT DRIVERS

United Christian Academy does not offer Driver's Education classes as a part of the curriculum. Therefore, students are strongly encouraged to take Driver's Education during the summer months or to arrange for driving instruction after school has ended for the day. Students will not be dismissed from academic classes for Driver's Education.

Automobiles driven by students to school must be parked in the campus lot. Students are not to be in the parking lot during the school day without specific approval of the school administration. UCA is not responsible for the safety or contents of vehicles parked in the campus lot. The first row of parking (next to the fence facing the school) is for the exclusive use of UCA staff, faculty, and administration. Inappropriate activity such as speeding may result in suspension of driving privileges. These determinations shall be made by the Head of School.

## **HEALTH INFORMATION**

### **DISPENSING MEDICINES**

Prescription medicines will be administered only by the office secretary or classroom teacher, and only if a notice with parent's signature accompanies the medicine and describes name of medicine, dosage, and times to be taken. No other medications will be dispensed to students.

### **ILLNESS DURING THE SCHOOL DAY**

The parent will be immediately contacted whenever significant health issues arise. Until the parent/guardian arrives, a student will be asked to lie down and will be overseen by office staff. First aid treatment will be administered to stop bleeding, restore breathing, and treat shock. UCA faculty members are certified in basic first aid and CPR.

### **FIRST AID**

For serious injuries, 911 should be called immediately and appropriate first aid administered. Parents are notified as quickly as possible of any injury to their children. For minor injuries, appropriate first aid should be administered and referral made to the administrative office.

### **HEALTH RECORDS**

A current record of immunizations is necessary for each student file. A physical examination for sports participation is required every 2 years and is to be on file in the UCA office.

### **COMMUNICABLE CHILDHOOD DISEASES**

Upon having the following diseases, a student must have written consent from either a physician or a state health agent to return to school: chicken pox, measles, mumps, pneumonia, whooping cough, pinworms, scabies, ringworm, impetigo, pink eye.

## STUDENT INFORMATION

### EMERGENCY EVACUATION

Specific procedures to ensure student safety in the event of a fire, etc. are addressed to every student on the first day of school. Periodic drills will help to properly inform and train the student.

### LOCKERS

Each student in grades 7 – 12 is issued a locker for books and belongings. Locks are encouraged. Combinations are to be registered in the school office. Your combination should not be shared with anyone. Valuables should not be brought to school. Lockers are to be kept clean; decorations are to be easily removable *and* not offensive. The Head of School may authorize the opening of a student's locker at any time.

### FOOD, DRINK, and LUNCH

Food and drink are to be consumed only in the designated cafeteria areas or in areas designated by the school administration. Items may be purchased in the school store. Students may bring their lunch each day from home or purchase hot lunch at school as it is offered.

A lunch meal is served each school day. The daily required fee is as follows:

Grammar School Hot Lunch:	\$2.25
High School Hot Lunch:	\$2.50
Adult Meals:	\$3.00
Milk at snack or Extra at Lunch:	\$ .35

**PLEASE NOTE: ANY STUDENT WHO HAS AN UNPAID LUNCH BALANCE OF OVER 15 DAYS MAY NOT BE SERVED HOT LUNCH.**

Participation is optional; students may bring their own lunches, but microwaves are not available. Milk and other beverages may be purchased by students not purchasing the hot lunch.

### COMPUTER LAB USE & GUIDELINES

At UCA students are encouraged to develop the technological skills which are necessary to function at full efficiency in institutions of higher learning as well as in the marketplace. For this reason, UCA students will be required to:

- Learn touch-typing at a speed of at least 30 words per minute;
- Develop proficiency in general computer operations such as word processing, basic spreadsheet, presentation programs, e-mail, and searching the internet.

The computer lab at UCA is set up to meet these goals and to provide students with a space to practice their computer skills.

**REWRITE: Unrestricted and unsupervised use of the computer lab and/or the Internet is neither wise nor prudent; and for this reason, the following general guidelines are necessary.**

1. No student shall have unsupervised access to the Internet at any time. Students may not use the internet without parental permission.
2. Normally, students will not be allowed access to the computer lab before, during, or after school unless a teacher or staff member is present in the room.
3. Use of the computers is on a first-come, first-served basis.

UCA will do everything in its power to provide supervisors in the computer lab at times that will allow students to work on their skills before, during, and after school.

Rules for the computer room:

1. Students will not change settings on computers.
2. No food or drink in computer lab.
3. Pick up all papers when leaving computer room.

**Please Beware: Because UCA is located in the downtown area of Newport, it is possible for students with laptop computers to access the Internet via the wireless systems in the city. Parents should keep this in mind when sending students to school with laptops. Students who are found to be on the Internet during class or study hall contrary to policy will have their laptops confiscated and will lose the privilege of having a laptop computer at school.**

**It is not always possible for UCA to guarantee that students are able to print papers on the school printers. Students should make arrangements to have papers printed at home and should come to school with assignments completed.**

LOST AND FOUND

Misplaced articles turned in to the school office or collected by the school staff will be placed in a designated area and kept for 10 days. Unclaimed items are periodically donated to charity. (Announcements are regularly made to students reminding them to check the lost and found.)

## DAILY OPERATIONS

### OFFICE HOURS

The office will be open from 7:30 a.m. to 3:30 p.m. each school day.

### ARRIVAL TO SCHOOL

Students are to use the front door upon arrival in the morning. Late arrivals should report to the office. Interruption and disruption of the teaching hour due to late arrival will not be permitted. A tardy is defined as not being in the classroom when the homeroom bell rings. Late arrival due to extreme weather, a medical appointment, or an unusual extenuating circumstance will not count against the student, unless this understanding is misused.

**A special note on tardiness in the grammar school:** Teachers make careful plans for each school day so that it flows smoothly and so that students derive the maximum benefit from the day's instruction. When students arrive late or leave early, the flow and instructional effectiveness of the class are hampered.

### PICKING-UP YOUR CHILD

Grammar school students should be picked up promptly at dismissal. Any arrangements for students needing to remain after school will be contingent on participation in the after-school program. Details of this program will be provided during the Parent Orientation meeting each year. Students above the sixth grade level are not eligible for after-school care.

To avoid congestion, parents should park in the school lot and walk over to the school in order to drop-off or pick-up their children. In respect for our neighbors, please do not block or turn around in our neighbor's driveways or double-park on School Street.

PLEASE REMEMBER THAT THE STATE SPEED LIMIT IN A SCHOOL ZONE IS 15 MPH.

Upper school students who are not staying after school for sports practice, help from a teacher, or other school-sponsored activity are urged to vacate the building within 20 minutes of dismissal. If extenuating circumstances prevent compliance, please notify the UCA office.

### CLOSED CAMPUS POLICY

No student may leave the school building or grounds before school is dismissed each day without parental notification in writing. This includes students who have reached the age of 18. Only seniors who are on the honor roll are permitted to leave after their last class of the day provided that parental permission is given in writing.

### ATTENDANCE AND ABSENCES

Every school day is vital. Every class period is planned and presented by teachers in expectation of student attendance. It is not possible to replicate on a subsequent day the particulars of a day missed. Excessive absences will adversely affect the student's academic performance. Any absence for whatever reason places a strain on the student. The parent should notify the office by phone of a student absence. If no call is received in the school office, the office secretary will attempt to determine the parent's knowledge of the student's absence. Students requiring dismissal during the school day for an appointment are asked to present a note to the school office upon arrival that day. Students coming late to school should report to the school office

immediately upon entering the building. Even students who have reached the age of 18 must have a note from a parent or guardian for absences or early dismissal.

Students with five or more unexcused absences during a marking period may have grades adjusted accordingly.

Students who miss more than 18 days of school during an academic year, without a medical doctor's written excuse will not receive academic credit for that year.

Excused and unexcused absences will be determined by the Head of School.

All attendance records will be supervised by the office secretary. Daily records will be kept for every student and entered on his or her permanent record at the end of every school year.

#### CLASSROOM MATERIALS IN UPPER SCHOOL

Each student in Upper School must have a daily assignment book in which he/she records the work due in each class. In addition, spiral notebooks are ideal for note-taking; however, pages from a spiral notebook may not be torn out and turned in for grading. Loose-leaf pages only may be used for assignments to be turned in to the teacher (unless printed on computer paper.)

Teachers will mail a list to the student's home before the school year begins, detailing classroom supplies needed to be brought as the school year begins.

#### VISITORS TO CAMPUS

Anyone other than students coming onto the campus or into the building must first give notice in the school office. Student visitors must give overnight notice of their visit and respect the UCA dress code through their own modest, neat attire. No student visitors are allowed only for lunch. Students may not bring non-UCA students as visitors without receiving prior permission from the Head of School.

## CONDUCT & DISCIPLINE GENERAL PRINCIPLES

1. Parents will be kept informed of their children's progress. Parents and teachers will work together to address any areas that need improvement.
2. Ordinarily, discipline issues will be handled by the classroom teacher; however, the school Head of School will be personally brought in to the discipline process in cases of flagrant misbehavior that is found to be both disruptive and detrimental to the rest of the class. The Head of School also will become involved in cases where misconduct continues despite the teachers' and parents' efforts to address such behaviors.
3. The teachers and staff at United Christian Academy view discipline as an ongoing process of training up students in Christ likeness and as an expression of love. Hebrews 12:5b-6. "My son, do not make light of the Lord's discipline and do not lose heart when he rebukes you, because the Lord disciplines those he loves, and he punishes everyone he accepts as a son."
4. The school wants to cooperate with the home in forming positive habits of cheerful obedience to authority, integrity and honesty in every environment, responsibility for completing assigned tasks, and respect for the dignity and property of others. The school also expects the family to support the teachers, Head of School and staff in their efforts to maintain a Christian atmosphere in the school.
5. All correction is designed to help the student discern right from wrong and to take personal responsibility for his /her own behavior. Opportunities to repent and receive forgiveness will be offered.
6. The teacher is the authority in the classroom and is charged with maintaining a quality learning environment. Teachers are to explain and describe the school's expectations of student behavior and enforce them consistently. The Head of School becomes actively involved when the efforts of the teacher need support. **Corporal punishment will not be administered at UCA by any UCA employee.**

### RECONCILIATION OF PERSON-TO-PERSON PROBLEMS

Matthew 18:15-17 is our guide in relational frictions. Keep offenses and conflicts confidential. Try to resolve them first on a one-to-one basis. Be straightforward. Be forgiving. Only seek additional counselors if the two of you can't resolve the problem. Gossip and slander grieve the Holy Spirit and give the enemy a foothold. The Head of School is available when students, parents, and teachers need help resolving disputes/issues. The boards of governance (Directors and Overseers) also are ultimately available.

## CONDUCT & DISCIPLINE – ALL STUDENTS

### CONDUCT EXPECTATIONS

Our desire is to guide our students toward excellence in academic achievement and in Christian character. We understand that this is a maturing process and these guidelines provide a framework for which each parent, teacher and student may assess growth in these areas. We expect that a UCA student:

1. **Obeys promptly.** Hebrews 13:17. “Obey your leaders and submit to them, for they keep watch over your souls as those who will give an account. Let them do this with joy and not with grief, for this would be unprofitable for you.” It is expected that students will obey immediately without reminder. Students should have a respectful attitude and make attentive eye contact with the person giving directions.
2. **Obeys completely.** Deuteronomy 4:2. “Do not add to what I command you and do not subtract from it, but keep the commands of the Lord that I give you.” It is expected that students will not obey “half-way” nor re-interpret a command given by the teacher.
3. **Obeys cheerfully.** Philippians 2:14-15. “Do everything without complaining or arguing so that you may become blameless and pure, children of God without fault in a crooked and depraved generation in which you shine like stars in the universe....” It is expected that students will obey with a thankful attitude. Grumbling, grimacing expressions, sighing, and non-verbal complaining will be addressed.
4. **Exercises diligence in work.** Colossians 3:23. “Whatever you do, work at it with all your heart, as working for the Lord, not for men.” It is expected that students will be hard workers. Their work should give evidence of neatness, precision, and strong effort. They should be focused on, attending to, and engaged in the task given. Assignments should be complete.
5. **Displays consideration, kindness and compassion.** Ephesians 4:29, 32. “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen... Be kind to one another, tenderhearted, forgiving one another, just as God in Christ has forgiven you.” It is expected that students will treat everyone with kindness in action and in speech. Harsh words and harmful behavior will be addressed.
6. **Speaks with honesty and edification.** Ephesians 4:25. “Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.” It is expected that students will speak honestly without rationalization and excuse. Gossip, slander, and “tattle tales” will be addressed. Students will be encouraged to speak directly with the person with whom they have a concern and to model the Biblical principle in Matthew 18:15-17.
7. **Exercises self-control.** Proverbs 25: 28. “Whoever has no rule over his own spirit is like a city broken down, without walls.” It is expected that children will control their tongues and actions. Students will be encouraged to speak at appropriate times and to control their bodies.

8. **Displays order.** I Corinthians 14:40. “ Everything should be done in a fitting and orderly way.” It is expected that students will take an active part in maintaining their personal belongings (for example: lockers, desks) and the school’s appearance.

### DISCIPLINARY ACTIONS

**Minor infractions in the grammar school:** Students in the grammar school will be accountable for the appropriateness of their attitude and behavior according to the eight expectations outlined previously. Violations and non-observance of any one of these eight behavioral expectations are referred to as "grammar school minor infractions." These minor infractions will be handled by the teacher at the classroom level. The teacher understands that children of this age are being trained in many areas; therefore, misbehavior is not surprising. UCA wants to help parents bring godly discipline into their children's lives.

However, a student's habitual minor infractions that fail to respond to parents' and teachers' efforts at correction will result in a student being referred to the Head of School.

**Major infractions in the grammar school:**

- Habitual minor infractions,
- Exhibition of physical violence intended to harm someone while at United Christian Academy,
- Brazen disrespect or defiance shown to any staff member or parent volunteer,
- Continuing in or rehearsing a lie after the initial confrontation,
- Bringing a gun, knife, or other weapon onto school property,
- Malicious vandalism of United Christian Academy property,
- Obscene, vulgar or profane language, including taking the Lord's name in vain,
- Possession of pornographic material.

A first occurrence major infraction in the grammar school will result in the child being sent to the Head of School's office. The Head of School will on that occasion seek to persuade the child of the need to correct his/her behavior. A second occurrence of a major infraction will result in the parents being telephoned and asked to take the child home for the remainder of the day. The third occurrence of a major infraction will result in the child's suspension from school.

## CONDUCT & DISCIPLINE – UPPER SCHOOL (7-12)

### CONDUCT STANDARDS

To put UCA's core values into practice, students must commit themselves to abide by the Academy's standards of conduct, as well as the laws of our land. The standards listed come from eternal principles given to people in God's Word. Consequently, we believe these standards are valid for UCA students at all times and in all places, not just during school hours. Students are asked to subscribe annually to the standards. The response of Academy faculty and administration to violations of these standards will be appropriate for the circumstances.

1. I will show reverence for God by respecting spiritual life activities and refraining from profane, obscene or vulgar language or behavior.
2. I will treat my fellow students with respect and kindness, looking out for their welfare as much as my own. I will refrain from cruel or abusive words and deeds. Hazing (or any initiation practices or any sort~~of~~) is contrary to the spirit of our Standards of Conduct and is banned at the Academy. Likewise, actions that intentionally exclude, taunt, or intimidate are not allowed.
3. I will show respect for my teachers, attending to their instruction and following their directions.
4. I will respect others' property. Specifically, I will not steal.
5. Respecting others' time and personal rights. I will exercise self-control and not distract others or disrupt a class.
6. I will do all I can to build up others and make the Academy a safe and secure place. I will do all I can to promote the good of our school community.
7. I will refrain from the use of tobacco, alcoholic beverages and illegal drugs.
8. I will uphold biblical standards of morality concerning sexual activity and refrain from public displays of affection.
9. I will be truthful, honest and fair in my dealings with everyone. In my academic work I will not cheat or misrepresent another person's work as my own.
10. I will pursue excellence in all I do, faithfully meeting my obligations and completing my assignments to the best of my ability.

### CONDUCT EXPECTATIONS

Operational Values:

**Respect** – Each person is created in God's image and therefore will be treated with respect.

**Excellence** – Continuous improvement and the pursuit of excellence will underlie all that we do.

**Honesty** – Our relationships and academic performance will be based on honesty and fairness.

## CONDUCT EXPECTATIONS – MALE/FEMALE

Soli Deo Gloria is more than just a motto at UCA. This phrase, "To God Alone Be the Glory", is the defining principle by which we are to lead our lives. As a school and as individuals, we are people who reject the standards of the world, choosing rather to adopt the morals, values, and conduct expectations outlined in the Word of God.

Scripture clearly teaches that it was God who created the human race as both male and female. It was God who ordained that "It is not good that man should be alone" (Genesis 2:18). It was also God who placed within men and women an attraction to one another, which finds its ultimate fulfillment in sexual intimacy in marriage.

At the same time, God was careful to outline the appropriate guidelines within which this mutual attraction was to be exercised. In addition to the obvious prohibitions against homosexual and lesbian behavior and the commandment against adultery, God has also provided practical guidelines for single men and women as well. These can be found throughout scripture but are best summarized in two passages from the New Testament:

**"Command and teach these things. Don't let anyone look down on you because you are young but set an example for the believers in speech, in life, in love, in faith, and in purity."  
I Timothy 4:11-12**

**"You are not your own; you were bought at a price. Therefore, honor God with your body."  
I Corinthians 6:19-20**

At United Christian Academy we live "Coram Deo" (under the watch of God), and we recognize that our conduct and attitudes will both be judged by the Lord. For this reason, we strive toward the highest standards in all areas including our relationships with members of the opposite sex.

Therefore, the following conduct expectations are placed upon our students as being consistent with the teaching of the Bible. Since UCA is an academic institution whose primary mission is the education and discipleship for young people, certain behaviors which may be appropriate in other places and at other times are not appropriate in school. (The following standards apply at school, on field trips, at athletic events, etc.)

### STUDENTS AT UCA ARE EXPECTED TO

1. Refrain from all physical contact with members of the opposite sex which may be construed as being displays of affection. These include, but are not limited to, holding hands, hugging, leaning against one another, placing hands, feet, etc. on the body of a member of the opposite sex, sitting on someone's lap, etc. Any member of the faculty, staff, or administration may determine that a particular action is inappropriate.
2. Refrain from pairing off during the school day or during school activities such as field trips, athletic trips, etc. so as to exclude other students.
3. Avoid being found "off together" in a remote place in the school building or in the school parking lot.

Students who sit together and exhibit inappropriate physical activity will be asked to separate and will lose the privilege of sitting with one another for the remainder of the academic year. In the interests of honoring Jesus Christ, of enhancing and preserving the testimony of UCA, and of protecting righteousness and integrity in the lifestyles of UCA students, a student whose lifestyle away from school is determined to be in contradiction to stated Biblical injunctions concerning sexual immorality and alcohol/drug use becomes the subject of disciplinary action by the UCA Disciplinary Board:

Any violation of these conduct expectations will result in a detention. A second violation will result in a consultation between the students and the Head of School.

A third violation will require a meeting with the faculty, Head of School, students, and students' parents.

Further violations may result in suspension or expulsion.

### DISCIPLINARY ACTIONS IN THE UPPER SCHOOL

**For minor infractions:** At the teacher's discretion a verbal warning will result or the student will serve one hour of detention that may involve manual labor such as cleaning the classroom. Said work will be supervised by a UCA staff member and is to be served on Friday afternoon at the end of the school day. Failure to do so will result in a meeting with the Head of School.

**For major infractions:** The student may be suspended by the Head of School and may serve an at home or in-school suspension. A Disciplinary Board may meet to adjudicate the matter. After returning from a suspension, a student will be placed on academic and behavioral probation for two-quarters. Recurring behavior problems will be referred to the Disciplinary Board for further action.

The following are considered major infractions:

- Plagiarism or cheating on tests, homework, or any other class assignment;
- Threats or exhibition of physical violence intended to harm someone while at UCA;
- Being present on UCA property or at a UCA-sponsored activity while under the influence of or otherwise detected using tobacco, alcohol, or non-prescribed drugs;
- Malicious vandalism of UCA property;
- Exaggerated defiance of or brazen insults toward any UCA staff member;
- Bringing a gun, knife, or other weapon onto school property;
- Harassment through unwelcome sexual advances, request for sexual favors, or sexually suggestive jokes or comments; offensive touching, pinching, grabbing or restraining another's movement in order to sexually intimidate;
- Hazing: Defined as any act committed against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization or activity affiliated with UCA;
- Possession of any pornographic material;
- Continuing in and rehearsing a lie after the initial confrontation;
- Scoffing at the preaching of God's Word or peculiar disruption during Bible class;

- Exaggerated defiance is described as, but not limited to, excessive challenge to a teacher, disrespectful language to a teacher or staff member, or, about a teacher or staff member to another student, willful refusal to do class assignments, or the refusal to obey specific directions given by UCA faculty and staff member.
- Profanity, lewd, or coarse language heard by a UCA teacher/staff member or reported by two or more students.
- Any other infraction added by vote of the Board of Directors and made known to the students through announcement from the Head of School.

### **Sexting:**

In keeping with the school's responsibility to provide a safe learning environment for all students, the Board has established the following policy regarding the issue of "sexting." *Sexting* is the act of sending, receiving or forwarding sexually explicit or suggestive messages, photos or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing or even viewing pictures, text messages or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline up to and including expulsion, and the notification of local law enforcement. Students are required to *immediately* report any such activities to a teacher or a school administrator.

**The UCA Disciplinary Board is an ad-hoc group of at least three members who are appointed by the Head of School. The Disciplinary Board adjudicates student disciplinary issues that have not been successfully resolved by teacher-parent-Head of School efforts.**

**Only the UCA Board of Directors may expel a student from UCA. Recommendation to expel must come from the Disciplinary Board. Other action the Disciplinary Board may take includes probationary and restorative, corrective action plans.**

## **ADDENDUM**

### **ASBESTOS ABATEMENT**

United Christian Academy has been certified by the State of Vermont Environmental Agency as being “Asbestos Free”. A copy of the Asbestos Abatement Plan for the Academy is on file in the Head of School’s Office and is available at any time for public access.