



Parent/Student Handbook

2016-2017

United Faith Christian Academy

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ABOUT US

Mission:

United Faith Christian Academy is committed to impact the world for Christ by developing and educating hearts, souls, minds and bodies through the passionate teaching of a Christ-centered curriculum in a Christ-centered environment.

Statement of Faith

1. We believe that there is one God eternally existing in three persons: the Father, the Son, and the Holy Spirit.
2. We believe that the Bible is God's written revelation to man and that it is verbally inspired, authoritative, and without error in the original manuscripts.
3. We believe in the deity of Jesus Christ, His virgin birth, sinless life, miracles, death on the cross to provide for our redemption, bodily resurrection and ascension into heaven, present ministry of intercession for us, and His return to earth in power and glory.
4. We believe in the personality and deity of the Holy Spirit - that He performs the miracle of the new birth in an unbeliever and indwells believers, enabling them to live a godly life.
5. We believe that man was created in the image of God, but because of sin was alienated from God. That alienation can be removed only by accepting, through faith alone, God's gift of salvation which was made possible by Christ's death.

Values:

Maximize the Learning, Reflect Christ.

Vision:

1. We are a Christ-centered, TK-12, academically rigorous, college preparatory school. We offer small classes, a caring faculty, and a curriculum that is presented from a biblical world-view.
2. Our curriculum is designed to provide a "whole" education to develop the heart, mind, body, and soul of every student through excellence in academics, athletics, fine arts, and spiritual development.

ACCREDITATION AND MEMBERSHIPS

1. Accreditation:
 - AdvancED formally the Southern Association of Colleges (SACS)
 - Association of Christian Teachers and Schools (ACTS)
2. Memberships:
 - Greater Charlotte Association of Christian Schools (GCACS)

NON-DISCRIMINATION POLICY

United Faith Christian Academy hires without regard for race, color, ethnic or national origin and entitles all employees to the rights and privileges, programs and activities made available to employees at the school. Employees are hired, however, based on their desire to work in a Christ-centered educational setting and with the understanding that all Christian Standards of the school be upheld. Employees are expected to sign a code of conduct at the beginning of the year and to abide by all of the criteria there-in.

ACADEMICS

Advanced Placement Courses

Advanced Placement courses allow a student to compete on the 5.0 scale. Most colleges grant college credit with a grade of 3 or better on the AP exam. The cost for this exam is the responsibility of the student and must be paid before the exam is taken.

Biblical Integration

United Faith Christian Academy will minister to and educate students in a way that develops their minds, bodies, and spirits through programs in academics, athletics, fine arts, and spiritual development. Each class and course will be taught through a biblical worldview by a professional Christian educator.

Chapel

UFCA provides regular chapel experiences as well as other opportunities for service and spiritual development. These weekly services set the spiritual tone for our students and faculty. They provide inspiration, a time for corporate worship, and ministry opportunities for students and staff.

Class Field Trips

As part of our academic program, United Faith provides opportunities for academically relevant on and off campus field trips for the enrichment of the learning environment for our student body. Parents will receive field trip information packets that provide details regarding the specifics of each trip, including relevance, cost (if any), attire, expectations, etc. Field trips require parental/guardian permission and may require parental chaperone/drivers as determined by school Administration. Any parents attending field trips will also follow the guidelines for appropriate attire, etc, as noted in the field trip form.

Conferences

At the end of the first quarter, time is set aside for parents of all Lower School students to participate in a parent-teacher conference. One parent of each student is expected to attend. Upper School conferences may be scheduled by either the parent or the teacher. Additional Lower School or Upper School parent-teacher conferences may be scheduled at any time by either the parent(s) or teacher to discuss the progress of a student. All conferences should be arranged through the classroom teacher.

Course Failure and Grade Recovery Requirements

Our expectation is that all students will be successful and that subject failure is a rare occasion. Students in TK-1 who are not meeting exit level expectations or students in grades 2-12 who fail a course will be expected to follow these guidelines:

Lower School

TK- Grade 1 students who do not meet grade level exit expectations will be considered for retention. In grades 2-5, a student who fails a core subject must complete an individual plan for grade recovery. A student in grades 2-5 who fails two or more core subjects may be recommended for retention. In all of these cases, a meeting including parents and school administrator will be required.

Middle School

A student who fails a core subject must attend and pass an UFCA-approved summer school course. Notification to the Guidance Office of enrollment in an approved summer school program is required. Parents need to submit documentation upon completion of the summer school program for transcript correction. Students who fail more than one core course will be considered for retention.

High School

For a student to receive credit for a failed course, he/she must attend and pass an UFCA approved summer school course. This must be completed in the summer following the failed course. A list of approved summer school providers is available through the Guidance Office. Only two courses may be made up during summer school. Parents must submit a summer school remediation plan in writing to the Guidance Office for approval prior to enrollment in the class and parents must submit documentation to the Guidance Office upon completion of the summer school program for transcript correction.

Curriculum/Courses

United Faith Christian Academy is a Christ-centered college prep Preschool to Grade 12 school. The Academy uses a blend of curricular sources and maintains a biblical worldview approach to teaching. This selective approach allows the Academy to meet a variety of student needs and prepare them with all the knowledge necessary to defend their faith and be fully prepared for the pursuit of higher education.

Lower School

TK

Bible: Exploring God's Love
Handwriting
Math
Phonics
Reading
Science, Social Studies

Source

Positive Action for Christ
Handwriting Without Tears
ABeka
Educators Publishing Service
BJU Press, "Sing and Spell"
Web Sources

Kindergarten

Bible: Learning About God
Handwriting
Math: Saxon 1
Phonics
Reading
Science, Social Studies

Source

Positive Action for Christ
Handwriting Without Tears
Saxon Publishing
BJU Press
Various Guided Reading Books
Web Sources

1st Grade

Bible:
 Handwriting
 Math: Saxon 2
 Phonics, Language, Spelling
 Reading
 Science
 Social Studies

Source

ACSI -Purposeful Design
 Handwriting Without Tears
 Saxon Publishing
 BJU Press
 Various Guided Reading Books; Reading A-Z
 ACSI—Purposeful Design
 ABeka

2nd Grade

Bible:
 Handwriting
 Math: Saxon 3
 Phonics, Language, Spelling
 Reading
 Science
 Social Studies: Our America

Source

ACSI -Purposeful Design
 Handwriting Without Tears
 Saxon Publishing
 BJU Press
 Open Court
 BJU Press
 ABeka

3rd Grade

Bible: Growing with God
 Handwriting
 Math: Saxon 4

Source

Positive Action for Christ
 Handwriting Without Tears
 Saxon Publishing

3rd Grade (con't)

Language, Spelling
 Reading
 Science
 Social Studies: Our American Heritage
 Writing

Source

BJU Press
 Various Novels
 BJU Press
 BJU Press
 BJU Press

4th Grade

Bible: Possessing the Land
 Math: Saxon 5/4
 Language, Spelling
 Reading
 Science
 Social Studies: NC Our Home
 Writing

Source

Positive Action for Christ
 Saxon Publishing
 BJU Press
 Various Novels, BJU Press
 BJU Press
 NC Journeys
 BJU Press

5th Grade

Bible: Possessing the Land
 Math: Saxon 6/5
 Language, Spelling
 Reading
 Science
 Social Studies: The United States
 Writing

Source

Positive Action for Christ
 Saxon Publishing
 BJU Press
 Various Novels
 BJU Press
 Scott Foresman
 BJU Press

TK – Art, Music, PE, --- Kindergarten through grade 5 – Art, Computer, Library, PE, Spanish, --- 4th/5th Grades - Music/Beginning Band Ensemble, Chinese, Spanish

Upper School

6TH Grade

Bible
Computer
English (Literature, Vocabulary, Grammar)
Foreign Language - Chinese/Spanish
History: World Studies

Math
Physical Education
Science: General
Study Skills

7th Grade

Bible
Computer
English (Literature, Vocabulary, Grammar)
Foreign Language - Chinese/Spanish
History: American
Math: Pre-Algebra 7A or 7B
Physical Education
Science: Life Science
Study Skills

8th Grade

Bible
Computer
English (Literature, Vocabulary, Grammar)
Foreign Language - Chinese/Spanish
History: Geography
Math: Pre-Algebra 8 or Algebra I
Physical Education
Science: Earth/Environmental

9th Grade

Bible: OT Survey
Computer
English: Literature and Composition
Foreign Language – Chinese/Spanish
Health
History: World History I
Math: Algebra I or Geometry
Science: Physical

10th Grade

Bible: NT Survey
English: World Literature and Composition
Foreign Language - Chinese/Spanish
History: World History II
Math: Geometry or Algebra II
Science: Biology
Speech

11th Grade

Bible: Apologetic for the Bible
English: American Literature and Composition
Foreign Language – Chinese/Spanish
History: US History or AP US History
Math: Algebra II or Pre-Calculus
Science: Chemistry
Junior Seminar
SAT Prep

12th Grade

Bible: Worldview Comparison
English: British Literature or AP English
Foreign Language – Chinese/Spanish
History: AP Government & Politics or Civics and Economics
Math: Adv. Functions and Models or AP Calculus
Science: Anatomy and Physiology or Physics
Senior Seminar

Electives:

Middle School: Art, Choreography, Choir, Fitness and Leadership, and Theatre (second semester)

High School: Art, Choreography, Fitness and Leadership, Praise Band, Theatre (first semester), and Photography/Yearbook

Summer Reading Requirements

Students in grade levels TK - 12 are required to participate in our summer reading program found online.

Drop/Add Policy (Grades 9 -12)

To drop or add a course, a student must get the approval of one parent/guardian, the Guidance Counselor, and the Head of School. A schedule change request form from the Guidance Counselor must be completed.

The Drop/Add date is twelve school days from the beginning of the semester. Students who withdraw after the Drop/Add date will receive a grade of “W” for the semester. A student who withdraws from a course or from the Academy after the drop/add date will receive a “WP” (withdrawn/passing) or a “WF” (withdrawn/failing) on his/her permanent record. The designation is determined by the student’s performance in the class at the time of withdrawal by the instructor. A student with extreme circumstances may petition the Administration for a “W” to be recorded on their transcript.

Evaluation/Reporting

Report Cards: Report cards are published via Sycamore at the end of each quarterly grading period. At the end of the school year, the final report card will indicate the year’s average for every full year course. The final report card is published via Sycamore provided there is no outstanding account balance, outstanding books (text or library), or outstanding athletic uniforms.

Progress Reports: Progress reports are posted online at mid-quarter. TK and K reports are send home at mid-quarter. Academic grades may be seen at any time by using your online account (if tuition account is current). Parents and students are encouraged to check grades on a regular basis.

Exams

All students in 8th – 12th grades will take an end of semester exam in all core subjects. Students in 6th grade will take math and English semester exams. Students in 7th grade will take math, English, and science exams first semester and math, English and social studies exams second semester. Non-core classes may have a semester exam as approved by the Head of School.

- Exams account for 10% of the semester grade for grades 6-8.
- Exams account for 20% of the semester grade for grades 9-12.
- The final grade will be an average of first and second semester grades.

Exam Exemptions (Seniors):

Seniors are not exempt from 1st semester exams.

A senior must meet the following requirements to be exempt from 2nd semester exams:

1. 90 average for the second semester must be achieved and maintained through the week immediately prior to the exam.
2. No more than 3 unapproved absences for the second semester.
3. No more than 3 tardies for the second semester.
4. No discipline referrals.

Graduation Requirements

A minimum 20 service hours/year required for each year a student attends UFCA High School.

A minimum of twenty-four credits (plus Bible for each year of attendance at UFCA) is required for students to graduate from United Faith Christian Academy.

Students must earn the following credits:

- 2 Bible (requirement of .5 for every year a student is in attendance at UFCA)
- 4 English
- 4 Mathematics
- 4 Social Studies
- 4 Science
- 2 Foreign Language through second level in the same language (through third level for entrance into competitive colleges)
- 4 Electives (must include 1 Fine Arts credit)
- 1 Physical and Health Education
- .5 Public Speaking
- .5 Junior Seminar/SAT Prep

In addition to successful completion of the credit requirements above, the student must be cleared through the Academy Office of any outstanding tuition, fees, books, and uniforms.

A student who fails one class during his/her senior year will be permitted to walk in the graduation ceremony. However, he/she will not receive a diploma until an UFCA approved recovery class has been successfully completed. A student who fails more than one class his/her senior year will not participate in graduation.

Homework

Homework serves two purposes: 1) it reinforces, and 2) it allows enrichment and creativity. As a guideline, total nightly homework should average fifteen minutes times the grade level per night, but will vary from day to day dependent on the individual student, grade level, and the nature of the assignment. Teachers will attempt to assign a reasonable amount of homework in light of the subject matter and the abilities and needs of the students. We urge that each parent/student plan out-of-school activities wisely so that adequate time is provided for homework. Which will aide in the development of personal responsibility.

Honors Courses

Honors credit may be offered in core classes. Honors credit will be on a 4.5 grading scale. Honors coursework may include any of the following:

- 1. Additional reading assignments
- 2. More rigorous tests
- 3. Additional projects
- 4. Other coursework as assigned by the teacher

Learning Support

A Learning Support Coordinator is on staff to oversee and coordinate support to families with students who have diagnosed learning needs. UFCA also works with academic support providers including speech pathologists, learning specialists, and tutors to support students with academic needs. For more information, please contact the Academy Office.

Transcripts and Requests for Records

Requests for records must be made in writing to the Guidance Office using the UFCA “Request for Records” form. Please allow two weeks to process. Transcripts (9th-12th grade) requested during a student’s senior year will be prepared and sent to colleges/universities at no charge to the student. A fee of \$5.00 per transcript will be charged once a student has left the Academy (9th – 12th grade).

Translators for International Students

The school policy on the use of translators by international students is as follows:

1. Electronic Translators:
 - a. A student’s electronic translator should be a hand-held device. (Translators on cell phones, iPods, iPads, and computers are not acceptable.)
 - b. Translators may be used in class the first 4 weeks of school.
 - c. Translators may not be used on tests/quizzes.
 - d. Translators may be used at home for studying purposes or for assistance in completing homework assignments.
 - e. Translators may be used all year in the library or after school.
2. Word-for-Word Chinese-English Dictionary:
 - a. *Word-for-word dictionaries do not give the definition of a word. It is simply the English word beside the Chinese word.*
 - b. Word-for-word Chinese-English dictionaries may be used all year in class and at home.
3. Test policy:
 - a. No translators may be used on tests/quizzes.
 - b. Word-for-word dictionaries may be used on tests/quizzes.
4. Class notes:
 - a. If the teachers email notes to the whole class, then notes will be sent to international students. This should only last for the first 4 weeks, unless the teacher deems it necessary.
 - b. Teachers are encouraged to ask other students to assist international students in making sure that class notes are recorded properly for the first 4 weeks.

Valedictorian/Salutatorian Criteria

To be eligible for valedictorian or salutatorian, a graduate must have been a student for six consecutive semesters at UFCA immediately prior to graduation. Students with excessive behavioral/discipline issues may lose consideration for this prestigious honor (at the discretion of the Administration).

APPEARANCE GUIDELINES

All United Faith students are expected to dress according to “Appropriate Dress” guidelines whether on campus during the academic day or while attending extra-curricular activities.

Consequences of Appearance Code Violations

If a student's appearance is not in compliance with the appearance code, he/she will be sent to the Academy Office. A call will be placed to inform the parent, and the student will wait in the office until appropriate dress is delivered. In the event that appropriate dress cannot be delivered to UFCA in a timely manner, the student will be loaned UFCA attire to wear and return laundered the following day. Repeated violations will be considered willful disobedience and may result in additional disciplinary action and/or parent conference.

Final Authority

Administration has the discretion to approve or disapprove attire that may not be clearly defined by the following policies. The Administration is the final authority in determining the appropriateness of a student's dress at school or school related functions (including all athletic events, field trips, class trips, and retreats).

Lower School Students (TK through 5th Grade)

Uniform Vendor- Lands' End

All Lower School uniform tops must be purchased from Lands' End. These items can be purchased by phone (800-469-2222) or on their website (www.landsend.com/school). Enter the United Faith Christian Academy code 900096140 in the Optional Ordering Instruction field for logo information. Fifth grade PE uniforms must be purchased through Lands' End.

1. All Lower School students are required to wear solid colored black, navy or khaki bottoms (shorts, pants, capris, slacks, jumpers, skirts or skorts) that can be purchased at a store of the parent's choosing. Burgundy plaid skirts or jumpers must be purchased from Lands' End.
2. Uniform shirts, sweaters, jackets, and sweatshirts worn in the classroom must be purchased through the school's shirt vendor, Lands' End, and have the school logo on them.
3. Clothing must fit properly with no extremes regarding size. Belts should be worn if needed. All students are encouraged to keep shirttails neatly tucked in.
4. Clothing must cover undergarments at all times.
5. Garments must be clean and neat - not torn, ragged, frayed, or cut.
6. Garments or jewelry may not depict, either by connotation or denotation: violence, vulgarity, profanity, immodesty, tobacco, liquor, drugs, bands, cults, the occult, gangs, or other images counter to Christian culture or determined inappropriate by the Administration.
7. Only the UFCA logo sweatshirts, girls' uniform cardigan sweaters, spirit wear fleeces and spirit wear sweatshirts are approved for wear in the classroom.
8. Shoes (tennis shoes are preferred) must be worn at all times; shoes must enclose the entire foot from toe to heel. Heelies, flip flops, sandals, Crocs and any backless shoes are not permitted for safety reasons. Shoes with laces must be tied.
9. Tattoos (temporary or permanent) are unacceptable.
10. Uniforms are to be worn on class field trips unless otherwise noted by the teacher.

11. Spirit wear, if purchased from or provided by the school, may be worn on Fridays in the Lower School. Jeans (in good repair) and college-wear is acceptable attire for Fridays.
12. Camouflage may be worn only for special events such as Spirit Week or Pajama Day.

Lower School Girls:

1. Shorts should be at least mid-thigh in length.
2. Skirts/dresses without leggings underneath must be no shorter than three inches from the floor when kneeling.
3. Hair needs to be clean and neat. Hair must not be in the eyes. So as not to distract from the learning environment, unnatural hues, colors and hairstyles deemed extreme by administration are not acceptable.
4. Jewelry and make up should be modest.
5. Tights and leggings (any color or pattern, including “jeggings”) are appropriate only when worn under appropriate length skirt, jumper or shorts. Yoga pants are not permitted.
6. Fridays: Spirit Wear (must have school designed Falcons, UFCA, or United Faith logos), collegiate wear, or collared shirts and jeans (in good repair) may be worn.
7. Caps, hats and other head coverings may not be worn inside any building on campus during the academic day.

Lower School Boys:

1. Hair is to be neatly trimmed. The length must be off the collar. When combed straight down, the front and sides must be out of the eyes and above the eyebrows and earlobes. Hair braids must be neat and well-kept and otherwise meet all appearance code guidelines. Ponytails are not permitted. So as not to distract from the learning environment, unnatural hues, colors and hairstyles deemed extreme by administration are not acceptable.
2. Earrings are not acceptable. Loose chains and/or other jewelry pose a safety concern and are discouraged.
3. Fridays: Spirit Wear (must have school designed Falcons, UFCA, or United Faith logos), collegiate wear, or collared shirts and jeans (in good repair) may be worn.
4. Caps, hats, and other head coverings may not be worn inside any building on campus during the academic day.

Upper School Students (6th through 12th Grades)

1. Clothing must fit properly with no extremes regarding size. Belts should be worn if needed.
2. Clothing must cover undergarments at all times.
3. Garments must be clean and neat - not torn, ragged, frayed, or cut.
4. Garments or jewelry may not depict, either by connotation or denotation: violence, vulgarity, profanity, tobacco, liquor, drugs, bands, the occult, gangs, weapons, guns or other images counter to Christian culture or determined inappropriate by the Administration.
5. Camouflage is not approved to be worn at UFCA unless approved by administration for a special theme day.
6. Footwear is to be worn at all times.
7. No visible tattoos (including temporary or hand-drawn) are permitted (including athletic/extra-curricular participation).

8. No body piercings or plugs are permitted (including athletic/extra-curricular participation). This includes facial piercings of any kind.
9. Jeans, casual slacks, and dress pants may not drag on the floor and must be properly hemmed/trimmed. Distressed jeans with holes are not permitted.
10. Lounge wear, pajama wear, sweatpants, warm-up/track suits, velour suits, athletic shorts/pants, (or garments made of similar materials), yoga pants, and muscle shirts are not approved as classroom attire.
11. At no time, whether sitting, standing, walking, or raising one's hand, may apparel expose the midriff, the lower back, or undergarments.
12. PE uniforms are required for all upper school students. All PE uniforms must be purchased from Lands' End. These items can be purchased by phone (800-469-2222) or on their website (www.landsend.com/school). Enter the United Faith Christian Academy code 900096140 in the Optional Ordering Instruction field for logo information.

Upper School – Ladies:

1. It is important that ladies' apparel meets the modesty expectations of UFCA.
2. Acceptable attire for ladies includes: Tops noted in the above section, non-collared shirts as long as the top meets all other requirements noted herein, skirts, capris, shorts, or pants.
3. Tights and leggings are permitted but must be worn with a shirt or skirt that is at least mid-thigh in length. If the top/skirt has a slit, it must meet the mid-thigh length requirement.
4. Skirts/dresses without leggings underneath must be no shorter than three inches from the floor when kneeling. Skirts/dresses with slits may be worn, provided the slit meets the same length requirements as noted for skirts/dresses without leggings.
5. Lycra, spandex fabric (including "jeggings") are not acceptable except as leggings under an appropriate length shirt, dress or skirt.
6. Shorts must be no shorter than mid-thigh.
7. Skirts, dresses, shorts, and pants must not be skin tight or too revealing.
8. Cleavage, midriff, and back must be covered at all times.
9. Sleeveless dresses or tops worn alone or under "see-through" fabric must be a minimum of 2" wide at the shoulder.
10. Spaghetti straps may not be visible. They must be covered by a sweater, jacket or other non "see – through" top at all times.
11. Strapless tops or dresses, with or without a sweater or jacket, are not permitted.
12. Hair needs to be clean and neat. Hair must not be in the eyes. So as not to distract from the learning environment, unnatural hues, colors and hairstyles deemed extreme by administration are not acceptable.
13. Caps, hats, and other head coverings may not be worn inside any building on campus during the academic day.
14. No body piercings or plugs are permitted (including athletic/extra-curricular participation). This includes facial piercings of any kind. Earrings are acceptable.

Upper School – Gentlemen:

1. Hair is to be neatly trimmed. The length must be off the collar. When combed straight down, the front and sides must be out of the eyes and above the eyebrows and earlobes. Hair braids must be neat and well-kept and otherwise meet all appearance code guidelines. Ponytails are not

permitted. So as not to distract from the learning environment, unnatural hues, colors and hairstyles deemed extreme by administration are not acceptable.

2. Gentlemen are required to wear shirts at all times.
3. No body piercings, earrings or plugs are permitted (including athletic/extra-curricular participation). This includes facial piercings of any kind.
4. Gentlemen must be clean shaven. (Exception: male seniors may have facial hair as long as it is neat and trimmed. NOTE: a general failure to shave is not acceptable). Sideburns must not be longer than the bottom of the ear.
5. Caps, hats, and other head coverings may not be worn inside any building on campus during the academic day.

ATHLETICS - PHILOSOPHY AND GUIDELINES

Athletics at United Faith Christian Academy is an extension of our academic program and should support the development of a student's mind, body and spirit, in combination with our academic, fine arts and spiritual life programs. All athletic programs should strive to maximize learning and reflect Christ.

Purpose of Falcon Athletics:

1. Exalt Jesus Christ through the medium of athletic competition.
2. Promote unity by putting Christ at the center of all things.
3. Promote athletic excellence in all areas, from organization to participation.
4. Promote spiritual growth through fellowship.
5. Provide a regulated atmosphere where students have the opportunity to engage in athletic events and enjoy Christian fellowship.
6. Provide a positive testimony in all aspects of these programs from the coaches, athletes, and fans.
7. Use athletics to teach Christian principles that may be used not only on the athletics courts and fields, but also in all aspects of life.

Sportsmanship

The ideals of good sportsmanship, ethical behavior and integrity should permeate all interscholastic athletics in our school. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by Christian character and a genuine concern for others. Athletes not displaying Christ-like behavior and/or good sportsmanship may lose athletic privileges and/or incur discipline at the discretion of the Athletic Director and UFCA Administration. Coaches not displaying Christ-like behavior and/or good sportsmanship will meet with the Athletic Director and appropriate action will be taken. Our athletic fields should be the laboratory to produce good citizens reflecting "fair play" in every area of life and a testimony that is uncompromisingly Christian.

Athletic Department Structure

Head coaches, and their respective assistant coaches, serve as the first and primary point of contact for athletes and their parents. Athletes and their parents should direct any concerns first to the coaching staff. Parents are advised to wait at least 24 hours before expressing any concerns to the coaching staff, especially if the concern involves an athletic contest. Then, if any concern is not addressed by the

coaching staff, the concern may be directed to the Athletic Director by phone call, email, or by appointment. Lastly, if the Athletic Director is unable to address the concern, it will be elevated to the Head of School.

Athletic Events – Entrance Fee

- **Booster Club Members.** The Booster Club Officers are currently reviewing the membership levels and will communicate several new programs that will hopefully encourage UFCA family and friends to become a Booster Club Member in the near future.
- **UFCA Faculty and Staff.** All current full and part-time UFCA faculty and staff are admitted into home athletic events at no charge (exception: conference/state tournament games). Also included are the spouse and immediate family living in the home (married children, aunts, uncles, cousins, grandparents, godparents, and longtime friends are not covered under the Faculty/Staff pass).
- **Alumni and UFCA Students.** Alumni and UFCA students are welcome and admitted at no charge.
- **Special Guests:** The opposing team’s Athletic Director, the participating team members, trainers, and their coaches are admitted at no charge.

Eligibility

Academic Eligibility

Playing any athletic sport at UFCA is a privilege and not a right. It is our belief that a student athlete must earn and maintain this privilege in order for him/her to participate on a UFCA athletic team. The academic eligibility policy is intended to serve as a motivation for student athletes to earn the very best grades they are capable of rather than a punishment for poor grades. A student athlete’s eligibility shall be based on his/her most recent report card, progress report (or communication report for reinstatement only).

1. If the student athlete has a grade point average below 2.3 or has two “D’s” or one “F” on either the report card or progress report, then he/she will be placed on a two-week academic probation. (Note: Spring reporting affects fall eligibility). If, at the conclusion of the two-week period, the student athlete still has a grade point average below a 2.3 or still holds two “D’s” or one “F”, he/she will then become ineligible to continue playing his/ her current sport at UFCA for that academic year.
2. A student on Academic Probation will not participate in games, but will participate in practices and travel to away games.
3. At any time, the coach, Athletic Director, or administration may deem it necessary to remove a player from a team for academic, behavioral, or any other concerns at their discretion.

Behavioral Eligibility

It is expected that student athletes will maintain a good standard of behavior wherever they are. Student athletes need to remember that they are representatives of their team, their school, and most importantly, Christ.

Student athletes must arrive by 10:00 AM in order to play in a scheduled game that day. Any exception must be appealed through the Athletic Director. A signed doctor or dentist excuse will be accepted as long

as they are not hand written by a parent. Notes from home and phone calls will not be accepted. Any athlete who misses part of the school day due to illness will not be allowed to attend the game or practice.

Athletes who arrive at school after 10:00 AM without approved excuse note, are expected to attend all scheduled team activities and to dress accordingly but will not be allowed to participate in games.

Student athletes who are under disciplinary actions (in-school suspension, out-of-school suspension, or expulsion) are ineligible for all athletic participation.

Student athletes who fail to obey team rules are also subject to being declared ineligible for one or more games, depending on the seriousness of the violation. If any team rule violations are serious enough, the coach has the option of recommending that the player be removed from the team.

Equipment and Uniforms

Each team's head coach, with direct guidance from the Athletic Director will issue each uniform. Players must have a Uniform Agreement Form signed by one of their parents and returned to the Athletic Director prior to receiving a uniform.

The student athlete's parents must pay for each uniform not returned by the deadline given at the end of a season or for each damaged uniform. Report cards are held until all outstanding athletic fees are paid in full.

During the course of the school year, and with the approval of the Athletic Director, the team, coaches, and parents may decide to purchase new team uniforms that the student athletes purchase and are allowed to keep at the end of the season. In many cases, this allows for the uniform to be used again the following year(s).

Facilities Usage

Crown Room Use

The Crown Room may be used as a home locker room if available on the days when home basketball or volleyball games are scheduled. The Crown Room is to be left clean and in order after the conclusion of the home contest. It is not the responsibility of the Academy custodian (or any school staff) to do so. Any individual not leaving the room in good condition may lose the use of the room altogether.

Gym Use

Our gym, which includes the weight room, locker rooms and the Crown Room, are to be treated respectfully at all times. In general, athletes and **ALL** students are expected to leave the gym and Crown Room clean, with balls or equipment properly stored.

All coaches, teachers, activity leaders, or persons in charge are responsible to see that these policies are observed by all when using the athletic areas of our school.

1. The entire gym floor is to be cleaned after each activity including games and practice and debris put into a trash can.
2. Balls and PE or athletic equipment are never to be removed from any storage closet without permission from the Athletic Director, a PE teacher, UFCA employee or UFCA approved volunteer supervising activities in the gym.
3. Balls or equipment removed from any storage closet are to be returned at the end of each activity

and the storage closet kept locked.

4. A UFCA employee must supervise students /student athletes in the gym at all times. All tables, stage props, cafeteria, or kitchen items are never to be left in the gym.
5. No tables, props or other items are to be propped up against the gym walls or the bleachers after use.
6. All sports and cleaning equipment is to be stored properly after each use.
7. Gym doors should not be propped open during gym use at any time.
8. During home athletic contests held in the gym, no re-entry from doors marked for exit is allowed for any reason. Violations may result in being asked to leave the contest.
9. Any group or individual not observing these policies may be denied use of the athletic areas.

No Quit Policy

As a general rule, we expect student athletes to remain on a team once they have tried out and made the team. If a trend of quitting occurs, the student athlete will lose the privilege of participating in athletics for a twelve - month period. Special circumstances can be appealed to the Athletic Director.

Parents/Coaches Season Meeting

All athletes and at least one parent (guardian) must attend the Fall, Winter, or Spring Parent and Coaches meeting to be eligible to participate in that season's sports. Generally, the meeting will be held three times each year within a few days of the beginning of the fall, winter, and spring sports seasons.

If at least one parent or legal guardian of an athlete does not attend the pre-season Parent and Coach's Meeting, then a parent or legal guardian is responsible for contacting the head coach of the team to obtain all necessary paperwork that was distributed at the meeting, gain a briefing from the head coach and at least one person who attended the meeting, and submitting athlete's participation fees and paperwork to the Athletic Department, head coach, or Academy Office within five days of the meeting. If all paperwork and participation fees are not submitted to the Athletic Department within five days of the meeting, then the athlete will be ineligible to participate in their sport until at least 10 days after the meeting and until all paperwork is submitted and participation fees paid.

Participation Fee for Athletics

There is a \$100/child/sport athletic participation fee that is communicated to parents at the Parent Meeting at the beginning of each season. This fee is capped at \$200/child for those who play multiple sports.

Physical Forms and Injuries

No student will be allowed to practice or play without a physical form on file, completed by a licensed doctor or physician's assistant, in the athletic office a minimum of three days before the first day of practice. A doctor's decision to have an athlete sit out a game or practice will always be honored by the athletic staff.

If an athlete desires to try out for a team, but has a prior existing injury or illness on the first day of practice (tryouts), the athlete must be cleared by a doctor and a written notice showing as such provided to the Athletic Director no more than one week after the first day of practice. If the athlete will not be cleared within one week of the first day of practice, the athlete will not be allowed to participate that season. An exception may be granted if appealed in writing to the Athletic Director noting the circumstances, and is approved.

Practices and Games

Players, coaches, and parents should be aware of the rules and regulations of the NCISAA (North Carolina Independent Schools Athletic Association) in reference to practices and games. An internet version of the state handbook can be found at: www.ncisaa.org.

The coach has the authority to close and any UFCA practice to parents and students. Parents must provide other arrangements for children waiting for a ride or another sibling to finish their practice and will not be allowed to wait in the gym or elsewhere on campus.

Players must not loiter on campus after games and practices. The coach will stay until each athlete has left the practice or game facility.

Sports Offered

Varsity: Grades 9 through 12*

Junior Varsity: Grades 7 through 10

Middle School: Grades 6 through 8 (5th with parental permission)

*In cases where a competitive team cannot be fielded and as approved by the NCISAA, students in grades 7-8 may be approved for Varsity participation. This will require parental, Athletic Director, and Head of School approval.

When possible, United Faith will field a Varsity, Junior Varsity, and Middle School squad in each sport offered. On occasion throughout the school year, the number of student athletes may dictate the omission of a certain team. Therefore, in most cases the student athlete will be asked to try out at the next level in which the sport is available.

FALL

HS/MS Girls' Volleyball

MS Boys' Soccer

HS/MS Cross Country (Co-ed)

WINTER

HS/MS Girls' Basketball

HS/MS Boys' Basketball

HS/MS Cheerleading

Swimming (Co-ed)

SPRING

MS Girls Soccer

HS/MS Boys Baseball

HS/MS Sand Volleyball (Co-ed)

Transportation

The coach, with assistance from the Athletic Director or Booster Club, may arrange transportation for players to some games. Players and parents are responsible for all rides to and from practice. Student athletes may drive to practice with written permission from parents on file with the Athletic Director. Student athletes may ride to or from practice or a competition with another student **only** if written parental permission is on file with the Athletic Director. If the coach is unaware of such permission, the player must ride with a coach or parent. Players may ride with their own parents at any time.

Try Outs

Every potential student athlete must attend the scheduled tryouts. Tryouts are mandatory. It is the student's responsibility either through school announcements or postings by the Athletic Director or coach to know and understand this will be the only communication they will receive announcing try outs.

Prior obligations or commitments during scheduled tryouts will be taken into consideration; however, those who do not attend all scheduled tryouts risk not making the team due to absence.

Our goal is to stress “commitment” and “responsibility” to each other. This cannot be achieved without total cooperation with regard to attendance of tryouts and practices. Coaches have the option of dropping a player from a team or squad because of excessive tardiness or absences

ATTENDANCE

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study to achieve the goal of maximum educational benefit for each child. Essential to this process is the regular contact of students with one another in an appropriate learning environment and their participation in planned instructional activities under the leadership of a teacher.

Absences

In specifying the maximum number of absences a student may have and still receive academic credit, United Faith Christian Academy has determined:

1. The maximum potential benefit of schooling is available to the student with no absences.
2. Once a student has accrued excessive absences, he will not realize the minimum educational benefit available and, therefore, will not earn academic credit.
3. Any student with 10 or more unexcused absences in a school year will be ineligible to receive credit for those courses.
4. Absences are documented by $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or full-day.

Absences -- Definitions and Procedures

1. Attendance is reported on each student’s report card as issued at the end of each marking period. It is the parent’s responsibility to monitor their child’s attendance via Sycamore and his/her child’s report cards.
2. Any absence for whatever reason shall be charged against the student’s record, except when a student participates in an approved school activity requiring his/her presence.
3. It is required that parents submit to the Academy Office a signed note which states that the reason for the student absence.
4. Excused (Lawful) Absences:
 - Illness or Injury: When the absence results from illness or injury which prevents the student from being physically able to attend school or a chronic medical condition exists that has been verified by a physician.
 - Quarantine: When isolation of the student is ordered by the local health officer or by the State Board of Health.
 - Death in the Immediate Family: When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
 - Medical or Dental Appointments: When the absence results from a medical or dental appointment of a student. A doctor’s note must be turned into the Academy Office upon the student’s return.
 - Court or Administrative Proceedings: When the absence results from the attendance of a student at the proceedings of a court.
 - Religious Observance: School principals are required to authorize a minimum of two excused

- absences each academic year for religious observances required by faith of a student or a student's parents.
- Educational Opportunity: When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity. Approval for such an absence must be granted prior to the absence.
 - Up to four (4) days per year will be approved for Juniors and Seniors for college visits (college verification is required).
 - Absence related to deployment activities: - A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian.
 - One Preapproved Family trip per year (up to 5 days). Approval form must be initialed by teachers and a copy submitted to the Academy Office.
5. Unexcused Absences:
- A student's willful absence from school with or without the knowledge of the parent.
 - A student's absence from school for any reason other than those listed under "Lawful Absences."
 - When students are not permitted to attend school because they lack proper immunization.

Absences – Parent and Student Responsibilities

1. Students are responsible for informing teachers and for securing assignments prior to absence. Parents should limit such absences.
2. A note stating the reason for the student absence should be presented to the Academy Office before school begins on the first day of the student's return to school. If a note is not submitted, the absence is considered unexcused.
3. Teachers will provide students an opportunity to make up assignments which were missed during an absence. Such make-up must be done promptly, and the initiative for commencing and completing make-up work rests with the student.
 - a. Work must be made up within two days upon returning to school.
 - b. If the work is not made up within two days, an "F" grade will be recorded.
 - c. Long-term excused absences may be an exception to this two-day policy.
 - d. If a student is present the day an assignment is given, the HW must be handed in the day the student returns.
4. When parents are aware of special problems concerning their student, which are of a continuing nature and are related to patterns of absence, the parents must apprise the Academy of the special nature of the problem in order that school administration can arrange for alternative educational experiences which ensure that minimum course requirements are met.
5. If it is absolutely necessary to schedule medical or dental appointments during school hours, these appointments should be in the afternoon.
 - a. A student must bring a parent note to their teacher (Lower School) or to the Academy Office (Upper School).
 - b. All students who leave the school during the school day must check out in the Academy Office.
6. The Academy recognizes that some family-related events may impact school attendance. Please contact the Academy Office when such special circumstances occur.
7. If a student is absent for part of a school day or an entire day and a test is given, the student is responsible to take the test(s) on the day of his/her return. Any homework due must be given to

- the teacher on the first day back to school. A failing grade will be recorded when this is not done.
8. Long-term homework assignments (those given five or more days prior to the due date) must be turned in on the due date regardless of whether the student is in attendance. Unless the student is excused by administration, a failing grade will be given for long-term assignments not turned in at the Academy Office on or before the due date.

Illness

1. For the welfare of your child and others in the Academy, all children who are sick must not come to school.
2. Children must be free of fever and diarrhea for 24 hours before returning to school.
3. In order to have office personnel distribute medications, a medication authorization form must be filled out and signed by a physician and a parent.
4. Teachers or staff (other than the school nurse or approved office staff) will not administer medication.

Leaving School Building/Property

1. Students must sign out through the Academy Office and obtain a pass to leave the Academy building at all times including lunch.
2. Seniors will have one day per week for senior privilege lunch off campus, parental approval form must be on file in the Academy Office.

Tardies

Homeroom begins promptly at 8:00 AM. Students who are not in their homeroom classroom by 8:00 should report to the Academy Office. They will receive a tardy for the day. Three unexcused tardies will result in one full, unexcused absence. In addition, three unexcused tardies will result in an EMD/ASD administered by UFCA staff. Students who are tardy due to illness or appointments must bring a doctor's note to be considered excused.

DISCIPLINE/STUDENT CONDUCT

UFCA has as one of its goals the proper character development of young people. These standards of conduct are also necessary for the safe, smooth operation of the Academy. Parents agree as a condition of enrollment to uphold and support the Academy and its policies at all times.

United Faith Christian Academy reserves the right to dismiss any student who persistently and willfully fails to uphold our Five Spiritual Principles and our Code of Conduct. Listed below are five Scriptural principles which the Academy has identified as having direct application in the daily lives of students. Below the supporting verses is a list of infractions which by nature would be a violation of that Scriptural principle.

Biblical Principle #1: Live to Christ

Examples of supporting verses: Col. 3:5-10, 1 Thess. 4:3, 1 Cor. 6:19

Ways this principle would be violated:

Sexual promiscuity/immoral behavior

Stealing/cheating/lying/plagiarism

Impure/unedifying speech

Use/possession of alcohol, tobacco, and other illegal drugs

Misconduct in or out of school

Biblical Principle #2: Be Gentle and Kind to Others

Examples of supporting verses: Gal. 5:22-23, Eph. 4:31-32, Phil. 4:5

Ways this principle would be violated:

- Damaging another's property to include school property
- Improper behavior toward other students
- Instigating a fight, verbally or physically
- Bullying other students (including cyber bullying)
- Insulting others

Biblical Principle #3: Submit to Authority

Examples of supporting verses: 1 Pet. 5:5, 1 Thess. 5:12-13, Rom. 13:7, Jude 1:8

Ways this principle would be violated:

- Arguing with a teacher/showing contempt for his/her authority
- Disrespect to a teacher by causing a distraction in class
- Direct disobedience
- Disrespect to faculty/staff (including body language/tone/expression)
- Failure to obey specific classroom guidelines (according to teacher expectations)
- Unauthorized (i.e., without school permission) absence from a detention

Biblical Principle #4: Strive for Excellence

Examples of supporting verses: Col. 3:23-24, Gal. 6:7, Prov. 22:29

Ways this principle would be violated:

- Being unprepared for class (without paper, pencil, books, homework)
- Skipping class/school
- Unexcused tardy
- Unexcused absence
- Consistent failure to participate in class discussions
- Consistent failure to turn in required assignments

Biblical Principle #5: Obey Policies Made for the Good of the Academy

Examples of supporting verses: Rom. 13:1-2, 1 Pet. 2:13-14

Ways this principle would be violated:

- Dress code infractions
- Food and drink in undesignated places
- Littering the buildings and grounds
- Negligent driving (speed/vehicle control)
- Displays of physical affection

Bullying

UFCA upholds the belief as Christians that we should treat each other with love and respect. As such any student or parent who participates in bullying (verbal, social, physical, cyber, or other) will immediately be notified that such behavior is in violation of our mission and purpose. Such behavior will be investigated and appropriate action will be taken.

UFCA Code of Conduct:

1. Act with Integrity
Integrity Defined: Do the right thing even when no one is looking. (Matthew 5:17-19)
2. Treat others according to the Golden Rule:
Do to others whatever you would want them to do to you.
(Matthew 7:12)
3. Resolve conflict in a Christ-honoring manner.
(Matthew 18:15-17, 1 Peter 3:9)
4. Seek to be a blessing.
(1 Peter 3:8, Matthew 22:37-40, Matthew 28:19)
5. Live in a way that you will not cause another believer to stumble and fall.
(Romans 14:13)

Disciplinary Action

When misbehavior or other infraction of school/classroom standards occurs, a teacher may verbally correct the problem, conference with the student and/or parents, assign an early morning detention (EMD) or after school work detail (ASD), or send the student to the Academy Office for further disciplinary action.

Early Morning Detention (EMD) / After School Work Detail (ASD)

7:00 – 7:45 AM

3:00 – 3:45 PM

An upper school student may be assigned a detention /work detail for any infraction of the Academy/classroom standards. It is the responsibility of the student to have his/her parent sign the EMD/ASD notice and return it the next day. Missing a detention because of the student's failure to inform the parent will **not** be considered an excused absence from detention. Tardiness or misconduct during detention/work detail will result in the issuance of an additional EMD/ASD.

Suspension

1. If a student accumulates repeated EMD's/ASD's, he/she will be suspended. Administration will determine whether a suspension is to be served out of school or in school.
2. Students on suspension are prohibited from attending after-hours school activities unless the activity is primarily of a spiritual nature, in which case administration may grant permission.

Plagiarism and Cheating

1. **Plagiarism** – Everyone who submits class work in the Academy must be the author of that class work. When a student uses facts or ideas originating from others, they must make clear what is theirs and what is not. Anyone who knowingly offers as their own what is in fact someone else's work participates in a form of cheating and if caught, the work submitted will receive a grade of zero (0) and suspension or expulsion will be implemented.
2. **Cheating** is any attempt to deceive a teacher concerning the extent of one's work or knowledge so as to cause the teacher to grant a higher grade than deserved. Therefore, cheating is a type of lie and demonstrates both a lack of respect to the one in authority as well as a lack of respect to another person. Cheating in any form is a major violation of school ethics and morality. A first offense will result in a zero for that assignment/test and parents will be notified. A second offense will result in a suspension. A third offense will result in an expulsion.

Student Dismissal from UFCA

The Academy reserves the right to dismiss a student at any time, for any reason if such action is deemed necessary to safeguard the ideals of scholarship, cooperation, integrity, or the spiritual atmosphere of the Academy. Attendance at UFCA is a privilege. The following offenses may result in immediate and permanent dismissal from UFCA along with the possibility of criminal charges being filed against the student by the Academy.

- Possession of a firearm or deadly weapon on campus
- Possession of drugs including alcohol and tobacco (on or off campus)
- Criminal misconduct (on or off campus)
- Assaulting a staff member Assaulting another student
- Sexual assault of any person Blatant disrespect toward a student or staff member

FALCON'S NEST (Before/After School Program)

Before School Care (Registration and Fees apply)

- The **Before School Care** Program runs from 7:00 am to 7:40 am each day that school is in session.

After School Care (Registration and Fees apply)

- The Falcon's Nest **After School Care** Program is for **TK-5th grade** students and runs from 3:00 pm to 6:00 pm most days that school is in session and includes structured times for homework/snacks/recreation.
 - ASC is not provided on half-day/early dismissals
- All children must be picked up by 6:00 pm to avoid additional fees (at the rate of \$5 per 10 minute increments).
- All parents, guardians, and designated others must be on file and have proper ID when picking up a student from Falcon's Nest.
- Registration for the Falcon's Nest program must be made through the Academy Office.
- Continued enrollment in this program is subject to behavioral guidelines.

After School Study Hall (Registration and Fees apply for 6th – 12th Grades)

- After School Study Hall Program is for Grade 6-12 students and operates from 3:00 pm to 6:00 p.m. most days that school is in session.
 - After School Study Hall is not provided on half-day/early dismissals
- All students must be picked up by 6:00 pm to avoid additional fees (at the rate of \$5 per 10 minute increments).

FINANCIAL

Tuition Delinquency Policy

All accounts must remain current for continued active enrollment at United Faith Christian Academy. If an account should become delinquent, the following actions will be taken:

1. 30 days delinquent: Contact will be made by the business office (in the form of an email with the past due invoice attached). The Head of School and UFCA Board will be included in the email. Sycamore account is locked.
2. 60 days delinquent: An email will be sent from the business office that the account is delinquent and a payment plan must be set up with the Business Office within the next 5 days. The Head of School and UFCA Board will be included in the email. If the balance is not brought current or a satisfactory agreement is not reached with Head of School and UFCA Board approval, the student(s) may be subject to dismissal at 10 business days.
3. 90 days delinquent: Contact by Head of School and/or UFCA Board Member - Student(s) is subject to dismissal from the Academy. At time of dismissal, any unpaid balances will be turned over to an attorney for collection.
4. All delinquent accounts as of May 1 will be contacted by Head of School and/or UFCA Board Member and informed that reports cards, transcripts, and diplomas will not be released until all balances are paid in full. Families who have a graduating senior will receive a call from the Head of School or a UFCA Board Member at least 10 days prior to graduation if the balance has not been paid. Diplomas will be held and Seniors may not be permitted to participate in the graduation ceremony.
5. All delinquent accounts will lose re-enrollment privileges for the next school year. Re-enrollment privileges may be reinstated 30 days after account made current and is subject to a financial counseling session with the UFCA business office.
6. All delinquent accounts after the close of the calendar school year will be turned over to an attorney for collection. Sycamore account access, report cards and transcripts are unavailable with delinquent accounts.

Withdrawal Policy

Families that withdraw their child(ren) prior to August 1st, will be responsible for a \$500 (per student) withdrawal fee. Families that withdraw their child(ren) after August 1st, will be responsible for the tuition for all marking periods in which their child(ren) was(were) enrolled in UFCA in the current year, in addition to the \$500 (per student) withdrawal fee. (From the 1st of August through the end of the 1st marking period = $\frac{1}{4}$ tuition due, 2nd marking period = $\frac{1}{2}$ tuition due, 3rd marking period = $\frac{3}{4}$ tuition due, during the 4th marking period = full year's tuition).

INTERNATIONAL STUDENT PROGRAM

United Faith Christian Academy is a designated I-20 (for F-I Visas) granting organization, approved by the Student Exchange and Visitor Information Service (SEVIS) of The Immigration Dept. of the U.S.

Purpose of the Program

The purpose of the International Student program at United Faith is fourfold:

1. To honor God by fulfilling our mission to “impact the world through the teaching of a Christ-centered curriculum in a Christ-centered environment.”
2. To enrich the cultural and academic experience of UFCA students by bringing international, cultural perspectives into our classrooms/campus.
3. To give opportunity for international students to have a cross cultural experience and an American college experience.
4. To fulfill the Great Commission by preparing international disciples to return to their home countries and impact their culture for Christ.

POLICIES/PROCEDURES

Cell Phone – Student Use.

1. Lower School students are not permitted to have cell phones during the school day. Phones should be turned off and stored in the student's book bag during the school day.
2. Middle School students are not permitted to have cell phones during the school day. This includes no cell phones during lunch. Phones should be turned off and stored in the student's book bag or locked in the students' lockers.
3. High School students are only permitted to use cell phones in the cafeteria during their lunch period as a high school privilege. This phone use must align with the UFCA mission and policies. **During any other time**, it should be turned off and stored in the student's book bag or locked in students' lockers.
4. If a Middle School or High School student's cell phone is seen or heard at a time that is not permitted, the following consequence(s) will be enforced:
 - **First Offense**: Cell phone will be taken from student and returned only to the parent at the end of the day.
 - **Second Offense**: Cell phone will be taken from student and returned only to the parent at the end of the day. If the parent allows the student to bring the phone to school on subsequent days, it will be signed into and out of the office by the student or parent for a total of fifteen (15) school days.
 - **Third Offense**: Cell phone will be taken from student and returned only to the parent at the end of the day. **Student will be assigned one (1) day of in-school suspension and a parent/student meeting will be required with the Head of School or Dean of Students. Student will be required to complete work missed during the suspension, but will not receive credit for the missed work.** If the parent allows the student to bring the phone to school on subsequent days, it will be signed into and out of the office by the student or parent for a total of thirty (30) school days.
 - **Fourth Offense**: Cell phone will be taken from student and returned only to the parent at the end of the day. **The following school day, the student will begin a five (5) day out-of-school suspension. Student will be required to complete work missed during the**

suspension, but will not receive credit for the missed work. The student's cell phone privilege will be revoked for the remainder of the year.

- Fifth Offense: A fifth offense will result in expulsion.

Class Trips (8th Grade/Junior/Senior)

If a student does not wish to attend his/her Class Trip, he/she will not be required to attend school during the days of the trip.

Communication

Online Grade Reporting: Academic grades can be seen at any time by using your Sycamore account. Parents and students are encouraged to check grades on a regular basis.

Wednesday Folders: Our desire is to maintain a high level of communication. Each Wednesday, all Lower School students will be given a folder to be signed by the parent/guardian and returned to the classroom teacher. The folder will include: class work, tests, quizzes, general school communications, or reminders pertaining to that grade level.

Website: www.ufca.org is our primary means of communication for parents and students. The school calendar, updated announcements, lunch menus, forms, and much more may be viewed through this media. Parents may communicate with teachers via email. Teachers' email addresses are accessible through the UFCA Website.

Computer Access Policy

Many hours are required to make all computer stations user friendly. All of the stations contain a uniform software base. In order to maintain an efficient level of operation for all users, each computer station must not be altered or reconfigured by any student at any time for any reason. The following guidelines will be in effect and enforced:

Internet access is to be restricted to approved research sites.

All computer lab CPU and monitor settings are to be left alone i.e.: remain the same. This includes, but is not limited to, the screen saver, background color, wallpaper, font size, the deletion or modification of any icons (including the mouse pointer) in the Windows screens, the use of the Program or File Manager, the use of any program to develop new screen savers, and the deletion of any preloaded programs.

No additional software is permitted to be installed on any UFCA computer. This includes downloaded programs and files from Internet sites.

Each student enrolled in a computer applications course will be assigned to an individual station in one of the computer labs, and all course work will be done from the assigned station for the duration of the course.

Usage of the computer labs is restricted to students in the Computer Application courses and several elective courses that require periodic computer lab use.

Computer access covers any computer located in the UFCA computer network.

Violation of the any of the above guidelines will result in the following consequences*:

- First infraction:** UFCA computer use denied for a week and an EMD/ASD will be assigned.
Second infraction: UFCA computer use denied for two weeks and a one-day suspension will be given.
Third infraction: UFCA computer use denied for a period of time to be determined by the administration.

*Any student found accessing forbidden material sites will immediately be denied use of all UFCA computers for a period of time to be determined by the Administration.

Computers – Student Laptop/Tablet

With permission from the teacher and Administration, students may use a laptop in the classroom. A signed “Request to Use Electronics” form is required.

Drop Off/Pick Up Procedures

Morning

1. Before School Care – 7:00 am to 7:35 am

- a. Parents dropping off their child for BSC should proceed to the back of the gymnasium for drop-off.
- b. Students will enter the gym for supervised care through the rear door.
- c. No traffic personnel are in place during this time.

2. Morning Drop Off Procedure – 7:35 am to 7:55 am

- a. ENTER the UFCA parking lot through the (north) ENTRANCE only
- b. Please do not enter through the Exit at any time.
- c. Watch for faculty vehicles which are parking along the north wall of the campus.
- d. Once the regular morning drop-off begins at 7:35 am, no students may be dropped off at the rear of the building.
- e. Once carpool is closed, students must be accompanied to the office by a parent/guardian.
- f. **Parents dropping off students** (Lower or Upper School) should use the LEFT lane to circle the buildings for drop-off, which is located under the front portico.
 - i. Watch for traffic personnel’s instructions as to when to move forward.
 - ii. Please be alert and prepared to move as directed.
 - iii. All students should enter/exit only on the passenger side of the vehicle.
 - iv. Students should have all belongings ready to go (book bag, lunch, lunch money, field trip forms, papers requiring a signature, band instruments, etc.).
- g. **Licensed Student Drivers with UFCA Parking Permits** should take an immediate RIGHT to the Student Parking Section and park in assigned spot only.
 - i. Student drivers with Lower School siblings should escort them across the parking lots to the designated area in the school building.
- h. **Parents who wish to park and walk their child into school** should turn in to the Park & Escort lot located immediately in front of the main Academy building, park and proceed into the building.

Campus Drop Off -- Special Notes

- All vehicles will EXIT the UFCA parking lot through the (south) EXIT only
 - Please do not exit through the Entrance at any time.
- Campus speed limit is 5 mph – please observe at all times.
- Student drivers who consistently exceed this speed limit are at risk of losing their driving/parking privileges on campus.
- Please be considerate and refrain from cell phone use and prolonged conversations with your child and/or the traffic personnel as this holds up the line.
- The Drop-Off line will normally close at 7:55 am (unless traffic problems warrant an extension of the time).
 - Cones will be placed at the entrance of the drop-off lane at that time.
 - Once the lane is closed, parents should use the Park & Escort Lot.
 - Lower School students must be escorted to the office for check in.
 - Upper School students must check in at the Academy office.
- If you circle the building for any reason, you must exit the parking lot, go out onto Providence Road, and re-enter the (north) entrance to the campus.

Afternoon Pick Up

Lower School Only (TK – 5th Grade -- daily from 2:40 to 2:55 pm):

1. Parents/guardians will form a carpool line circling the building for afternoon pick-up which is located under the front portico.
2. Beginning at approximately 2:30 pm, all TK – 5th grade students will be escorted to the front pick-up location by classroom teachers or teachers' aides.
3. Please prominently display your UFCA issued FAMILY NAME SIGN in your front window for traffic personnel to see and call for your child to be ready for pick-up under the portico.
4. Only parents or approved individuals (with Family Name sign displayed) may pick up a student (you must submit names to the Academy office prior to pick up using the form for afternoon pickup); all others will be referred to the office to show a valid picture ID for verification.
5. Walk-Ups – If you choose to pick up your child via “Walk-Up” – please park in the front parking lot (NOT student parking please) and use the sidewalk between the buildings to pick up your child at the side door of the church building.
 - a. You MUST have your family sign with you when you walk up to get your child.
 - b. You will be met by a faculty member who will then call for your child to come to you.
 - c. Walk-Ups may NOT pick up their child from the front portico area for safety reasons.
6. All students who are not picked up by 2:55 p.m. will be escorted to Falcon's Nest.
 - a. Please note that associated fees will apply.

Upper School Only (6th – 12th Grade – daily from 2:50 to 3:05 pm):

1. At 2:50 pm, all 6th – 12th grade students will be dismissed through the front doors.
2. Upper School students WILL be picked up in the front parking lot only.
3. All Upper School students who are on campus after 3:05 pm will be directed to the After School Study Hall.

Electronic devices to play music

1. Lower and Middle School students are not permitted to use electronic devices that play music any time during the academic day.

2. High School students are not permitted to listen to iPods or electronic devices to play music during the academic day, during any academic class, or in the hallways between classes.
3. High School students are permitted to listen to iPods or electronic devices that play music during:
 - a. Their scheduled study halls
 - b. After School Study Hall
 - c. During lunchtime
4. HS Students will lose this privilege if their music is played loudly enough that other students or UFCA staff members are unable to work because of the volume of their device.
5. Only appropriate music may be played. Music that is not appropriate to Christian school students will be viewed as sufficient reason for a student to lose this privilege.
6. Students should not share earbuds or headphones.

Food and Drink on Campus

There should be no food or drink in the classrooms except for plain water in a screw top bottle and the following note specific to High School students.

- All Students may only use the vending machines before school, after school, and during lunch.
- Seniors are permitted to bring outside food into the school at the beginning of the school day. All food brought into the school at the start of the school day must be consumed and disposed of before the start of the first academic period.

Food Service

Students may purchase meals/snacks from The Lunch Basket Café, from other food providers UFCA contracts with, or may bring lunches from home. Some Lower School grades will eat in their classrooms. Students may heat lunches from home in the microwaves if they can do so independently. For the safety of your child, please practice at home before sending items to school to be heated. Your child should be able to open all containers unassisted. Please provide all utensils, paper plates, condiments, and other products needed for your child's lunch; neither UFCA nor the Lunch Basket Café provides these items.

Holiday Celebrations

We recognize the fact that Christians celebrate holidays in a variety of ways. However, the Academy does not celebrate Halloween nor promote reference to Santa Claus or the Easter Bunny. Note: In Lower School, any invitations to parties/celebrations (i.e. birthday parties) must be coordinated/distributed through the classroom teacher.

Lockers

Students in 5th – 12th grade are assigned an individual locker. Lockers remain the property of the Academy and may be inspected at any time by a school representative (may include cutting the lock).

Students are expected to use a lock on their lockers. Failure to use a lock means the student is accepting responsibility for any missing items. The Academy is not responsible for lost, stolen, or damaged goods stored in lockers. The outside of student lockers must be kept clean and neat. Neither stickers nor writing are to be placed on the inside or the outside of lockers. Students are responsible for damages to lockers during the school year and for their cleaning at the end of the school year. Failure to maintain the locker or to leave it clean and in good repair at the end of the year may result in fees charged to the student.

Lost and Found

Students with concerns over lost items may check at the Academy Office and/or the lost and found.

Medications

If a student is required to take a medication (prescription or non-prescription), a 'Student Medical Release Form' must be completed and signed by the student's physician and parent. All medications to be dispensed during the school day will be stored in the Academy Office and will be dispensed by the school nurse or by office personnel. The UFCA Medical Release Form and/or the Allergy Action Plan must be on file before medication is dispensed. All medication must be in the original container and be properly labeled with the student name. The Academy Office does not provide any medication (including Tylenol, Advil, or their equivalents.) At the end of the school year all medications must be picked up or they will be disposed of.

Meeting with Teachers

If parents wish to talk to their child's teacher, they should arrange for a private conference by contacting the teacher via email to set up an appointment. Please confirm the email address for each teacher on the school's website.

Nut (Allergy) Policy

United Faith Christian Academy enrolls students who suffer from severe allergies to peanuts, tree nuts, or byproducts of both. We ask for your full support in order to provide a safe environment for students who suffer these life-threatening allergies. United Faith cannot guarantee a nut-free environment, but it is our top priority to keep our students safe. This policy is intended to provide a reasonable assurance of safety for students allergic to nuts.

Students:

1. Peanuts and nut products will be totally prohibited from any self-contained classroom of an allergic student. Students in classrooms with a student who has a nut allergy will receive additional information and instructions on nut allergies.
2. All students are asked to voluntarily refrain from bringing anything containing peanuts or tree nuts in their lunch box or as a snack.
3. Our food service is not run by the Academy but is an independent vendor. They will be asked to eliminate nuts from their menu and lunch line offerings. Because of the prevalence of nut contact in food processing and the prevalence of nut products in processed food, they cannot guarantee a totally nut-free food service.
4. A peanut/tree nut zone is established in the cafeteria. In the event that a student brings a peanut/tree nut product to the cafeteria for lunch, he/she will be asked to sit in the peanut/tree nut zone. This area will receive additional scrutiny in the cleaning of the cafeteria.
5. We will place clear and visible signs outside classrooms with students who are allergic to nuts that prohibit nuts in that classroom.
6. We will place additional signs as a reminder to avoid bringing nuts or nut-products to school.

Parents:

1. Parents are asked to voluntarily choose not to pack anything containing peanuts or tree nuts in any meal or snack that will be brought to school.
2. Parents are asked to voluntarily choose not to send anything to school containing peanuts or tree nuts for snacks, treats, or refreshments.
3. Please read labels before sending any food items to school.

Parent Questions/Concerns

All questions/concerns regarding your child(ren) are best addressed to the particular teacher involved. A listing of faculty email addresses is available through our website (www.ufca.org). Administration should only be contacted if responses and/or solutions are not satisfied through this means. (Matthew 18 principle).

Parent Teacher Fellowship (PTF)

United Faith Christian Academy strongly endorses the coming together of parents to provide a forum for the school community, to learn from one another, to support the students, their teachers and staff, to unite for common objectives, and to pray together for the Academy. Investing tuition money in a child's Christian education is important, but it is only a beginning. Investing a family's time is the ingredient that will make the difference in a child's school experience. PTF exists to help facilitate 1) communication 2) volunteer assistance and 3) fundraisers. The PTF can be reached via email at ptf@ufca.org.

Parking (Student)

Parking Permits are required for all student drivers. Student parking spaces are assigned in designated lots. A permit may be obtained from the Academy Office. Parking privileges may be revoked for disciplinary or academic reasons at the discretion of the Administration.

PDA (Public Displays of Affection)

Inappropriate public displays of romantic affection are prohibited on campus and at all school sponsored/associated events. (PDA is defined to include hand holding, sitting on laps, kissing, prolonged hugging, etc.).

Pets

Students and parents are not allowed to bring animals on campus at any time.

School Closing

In the event of questionable weather, check the website at www.ufca.org. Do not assume that UFCA is closed/delayed because other schools are closed/delayed. You may also check one of the following: *TV Channel 9 WSOC, TV Channel 3 WBTV,*

School Hours

<u>Grade Level</u>	<u>Begins</u>	<u>Ends</u>
TK – 5 th	8:00 am	2:40 pm
Grades 6 – 12	8:00 am	2:50 pm

Senior Privileges

Senior privileges include the following:

1. One day per week off campus lunch
2. Facial hair for males
3. Extra day at annual retreat
4. Second semester exam exemptions if requirements are met.
- 5.

Service Hours – “Be the Blessing”

Upper School students will be provided with service opportunities.

1. Middle School students are expected to fulfill 10 hours of service projects each school year. These hours will be met through school sponsored opportunities.
2. High School students must fulfill 20 hours/year of attendance at UFCA in order to graduate. They be provided school sponsored opportunities and are encouraged to perform service beyond these requirements.
3. Students who transfer from other schools to UFCA during their high school years will be required to fulfill their 20 service hours/year for each year they attend UFCA.

Sexual Harassment

United Faith Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Anyone who violates this policy will be subject to discipline up to and including expulsion (student) or loss of employment (employee).

Student Field Day (TK-5) and Retreat (6-12)

- LS Field Day: In the spring, Lower School students (TK-5) attend a student field day.
- US Retreat: In the fall, all Upper School students (6th-12th), are encouraged to attend an age appropriate retreat designed to set a spiritual tone for the year, build relationships, and be mentored by Christian adults.

Student Drivers

Students who drive to UFCA may park in the designated areas for students. Students must register their vehicle and license in the Academy Office. Parking spaces will be assigned to all student driver. Any violation of UFCA regulations may result in the loss of driving privileges. Students are not allowed to go to their cars during school hours without permission from the Academy Office. The campus speed limit is 5 mph.

Student Driver Eligibility Form – North Carolina

Student Driver Eligibility Forms may be obtained through the Academy Office. The Academy provides one per child per year. The form expires 30 days from the issue date. If it expires or is lost, another form may be purchased for a fee of \$5.00.

Student Government Organization (SGO)

Student Government at UFCA is a privilege and not a right. It is our belief that a student leader must earn and maintain this privilege in order for him/her to participate in SGO. The academic eligibility policy is intended to serve as a motivation for student leaders to earn the very best grades they are capable of rather than a punishment for poor grades. A student leader’s eligibility shall be based on his/her most recent report card, progress report (or communication report for reinstatement only).

1. If the student leader has a grade point average below 2.3 or has two “D’s” or one “F” on either the report card or progress report, then he/she will be placed on a two-week academic probation. (Note: Spring reporting affects fall eligibility). If, at the conclusion of the two-week period, the student leader still has a grade point average below a 2.3 or still holds two “D’s” or one “F”, he/she will then become ineligible to continue participating in SGO.

2. At any time, the SGO Adviser or Administration may, at their discretion, deem it necessary to remove a leader from a SGO for academic, behavioral, or any other concerns.

Threats of Violence

United Faith Christian Academy has a no tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the Academy's first responsibility is the protection of all its students. The Academy takes this responsibility very seriously. Therefore, if a student brings a weapon to school, or to an Academy function, or has a weapon on his/her person, the Academy will immediately expel the student. Parents are advised that the Academy will contact the local police or appropriate authorities, and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, book bag, purse, or vehicle. (The Academy may define what constitutes a weapon.) Toy weapons are not permitted. The Administration should be notified immediately of any toy weapon brought on campus.

If the Academy determines that a threat of violence is credible and specific (directed toward particular students or staff), the Head of School or designee will report the threat to the student and/or staff member threatened and appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of Academy administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect expulsion for making a threat of violence.

In those circumstances in which the Academy determines that the threat is likely, not credible, the Academy may suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the Academy may conduct further investigation and may require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the Academy. Students may or may not be permitted to continue enrollment at the Head of School's discretion.

Visitors on Campus

Parents are welcome on our campus during lunch or for specifically designated classroom/school activities. All Academy visitors, including parents, must check in and out of the Academy Office upon arrival and must wear a visitor tag while on campus. Visitors may not go directly to the classroom, sanctuary, or cafeteria, etc. before having first checked in and obtaining a pass. All visitors are encouraged to dress in business casual or modest casual while on campus during the school day. The purpose of this request is to model appropriate attire for our students and to encourage an atmosphere of professionalism.

Students and faculty are only allowed visits by immediate family members or their pastor(s) only. These visits must take place during the lunch period in the cafeteria only, and visitors must check in at the Academy Office to obtain a visitor's badge. Additionally, former UFCA students (who may or may not have graduated from UFCA) may visit the campus for lunch if the following criteria are met:

1. Must be part of an existing UFCA family;
2. One parent must accompany the student visitor (if under 18 years of age);

3. The visitor must obtain a visitor's badge and may visit the lunchroom only (no classrooms, playground, recess, etc.); and must check out through the Academy Office immediately following lunch.

NOTE: All visitors are registered in the Academy Office with photo taken and are provided with a photo badge to wear while visiting on campus.

Alumni (UFCA graduates) are encouraged to visit and have lunch during scheduled lunch times. Alumni should stop by the Academy Office to sign in and obtain a visitor's badge. (Please note that classes and teachers may not be visited during instructional time.)

Any person violating the Visitor Badge policy may be asked to identify himself and explain why he is on campus. If that person cannot give an acceptable reason for being on campus, he will be asked to leave. If he does not comply, authorities will be contacted. Any person on school property who uses abusive or obscene language or behavior will also be asked to leave immediately.

Volunteers

Volunteers are an important part of United Faith Christian Academy. All non-parent volunteers must be at least 21 years of age. Parents and grandparents can make a difference by volunteering their time both on and off campus. Many opportunities exist through our PTF, Booster Club, and through individual classrooms. Those who are interested should contact the Administration. All volunteers are asked to register at the Academy Office and obtain a Visitor/Volunteer badge to be worn while on campus. All volunteers are encouraged to dress in business casual or modest casual while on campus during the school day. The purpose of this request is to model for our students appropriate attire and to encourage an atmosphere of professionalism. Faculty members must complete the volunteer request form for all frequent volunteers. This includes a background check.

No volunteer will be approved for any UFCA activity that requires an overnight stay (class trip, retreat, missions trip, etc.) until a criminal/child abuse clearance check is on file and approved.

Closing Statement

The UFCA Head of School, Board of Directors and Leadership Team reserve the right to make changes to the UFCA Faculty/Staff Handbook during the school year if deemed necessary.



Handbook Acknowledgement Form

The UFCA Parent/Student Handbook can be accessed electronically from the school website at www.ufca.org.

I have read the UFCA Parent/Student Handbook and I understand the information in it. I agree to uphold the policies contained therein. I have also reviewed the policies and procedures particularly the UFCA Statement of Faith and Student Code of Conduct.

Name of Student (printed) _____ Grade _____

Father/Guardian Signature _____ Date _____

Mother/Guardian Signature _____ Date _____

Student Signature (required for grades 6-12) _____ Date _____