



UNITED FAITH
CHRISTIAN ACADEMY

Parent/Student Handbook

2019-2020

United Faith Christian Academy
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M. CLOSING STATEMENT44

The members of the Board of Trustees, the Faculty and the student body represent various denominations and practices. The school is not under the direction, influence or support of any particular church. United Faith Christian Academy is dedicated to, and operates according to, our core statements:

A. CORE STATEMENTS

1. *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.

2. *Vision*

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 worldview.

Our curriculum is designed to provide a whole education to develop the heart, soul, mind and body of every student through excellence in academics, athletics, fine arts, and spiritual development.

3. *Statement of Faith*

- a. We believe that there is one God eternally existing in three persons: the Father, the Son and the Holy Spirit.
- b. 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.
- c. 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.
- d. 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.
- e. 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 that was made possible by Christ's death.

4. *Code of Conduct*

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

5. Values

Serve. Lead. Succeed.

6. Position Statements

a. Diversity

United Faith Christian Academy places a high priority on attracting students from around the world to our school. The cultural exposure, as well as the global perspective these students bring to our campus is invaluable. Our Charlottean students sit in classes next to students that have been from Russia, Sudan, Nigeria, Colombia, Korea, China and Serbia to name a few of the countries represented on our campus. Our students graduate with the advantage of having experienced a global perspective which will best prepare them for the world in which they will live, work, and serve.

United Faith Christian Academy admits students without regard for race, color, ethnic, or national origin and entitles all students to the rights, privileges, programs, and activities made available to students at the school. Students are admitted, however, based on their desire for a Christ-centered education and with the understanding that all Christian Standards of the school be upheld. Students are expected to sign a code of conduct at the beginning of the year and to abide by all of the criteria therein.

b. Marriage and Sexual Moral Conduct

We believe that man, male and female, was created in the image of God, but fell into sin through the disobedience of Adam and Eve. As a result of the fall, all people are born sinful and in need of salvation.

Our Core Statements promote a lifestyle based on traditional Biblical standards of moral conduct. As an organization, we believe that Biblical marriage is a union, limited to a covenant relationship between one man and one woman (Gen. 2:22-24; Prov. 18:22; Matt. 19:4-6; I Cor. 7:1-16; Eph. 5:21-33; Hebrews 13:4). We believe that marriage between one man and one woman for life uniquely reflects Christ's relationship with His Church. We believe that marriage also serves as the foundational unit of a stable society, as it provides the best opportunity that children will grow up in the same home with both their mother and father. Among many other Biblically negative cultural developments over the last several decades, the general acceptance of lifestyles and sexual conduct outside of what is outlined in the Bible, is in direct opposition to this timeless and universal institution.

It is the goal of United Faith Christian Academy that each student, employee, board member, parent or legal guardian ("parent") and volunteer models a lifestyle that is a Biblical standard of purity in which "He (Jesus Christ) might have the preeminence" (Colossians 1:18 ASV). The Biblical standard of purity will be in accordance with God's original design, which is one male and one female united in marriage. Any

sexual orientation other than heterosexual would be in violation of the unique roles of male and female (Romans 1:21–27, 1 Corinthians 6:9–20).

Sexual intimacy is a gift from God and has its proper place only within the context of marriage between a man and a woman. UFCA supports the principle and practice of purity in singleness and fidelity in marriage, which is the union of one man and one woman.

In addition, UFCA recognizes that the gift of gender is part of the goodness of God's creation and is predetermined by God and revealed at conception. We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God (Gen 1:26–27). According to God's original design, we embrace the uniqueness of the male and female genders.

c. The Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps 139).

d. Final Authority for Matters of Belief and Conduct

The United Faith Christian Academy core statements do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of UFCA's faith, doctrine, practice, policy, and discipline, the leadership of the school looks to the Bible as the standard for all faith and practices.

UFCA desires that the personal behavior of all students, staff, parents, administration and all affiliates of UFCA reflect a Biblical lifestyle as outlined in these core statements. In so doing, we reflect Christ by speaking, living and walking in a manner that is pleasing to Him.

B. ACCREDITATION AND MEMBERSHIPS

1. Accreditation

AdvancED – formerly the Southern Association of Colleges (SACS)

Association of Christian Teachers and Schools (ACTS)

2. Memberships

Greater Charlotte Association of Christian Schools (GCACS)

C. 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 therein.

D. ACADEMICS

1. *Advanced Placement Courses*

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

2. *Biblical Integration*

United Faith Christian Academy will minister to and educate students in a way that develops their hearts, souls, minds and bodies through programs in academics, athletics, fine arts, and spiritual development. A professional Christian educator will teach each class and course through a Biblical worldview.

3. *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.

4. *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, behavior, etc. as noted in the field trip form.

5. *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. At least 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.

6. *Course Failure and Grade Recovery Requirements; Course Advancement*

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 of students in grades 2–12 who fail a course will be expected to follow these guidelines:

a. Lower School

TK–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 a school administrator will be required.

b. Middle School

A student who fails a core subject must attend and pass an UFCA–approved summer school course. A list of approved summer school providers is available through the Guidance Office. Notification to the Guidance Office of enrollment in an approved summer school program is required prior to enrollment in the summer school. Parents must submit documentation upon completion of the summer school program for transcript correction. (Note: Students who fail more than one core course will be considered for retention.)

c. High School

A student who fails a core subject will not receive credit for the failed course and 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. Parents must submit documentation to the Guidance Office upon completion of the summer school program for transcript correction.

A student who wishes to advance in their coursework may also attend and pass an UFCA–approved summer school course. A list of approved summer school providers is available through the Guidance Office. No more than two courses may be taken for credit during summer school. Parents must submit a summer school course plan in writing to the Guidance Office for approval prior to enrollment in the class. Parents must submit documentation to the Guidance Office upon completion of the summer school program for transcript correction.

A student who earns an Incomplete grade in any subject will have 4 weeks following the last day of the marking period in which the Incomplete grade was earned to complete their coursework. At that time, the coursework will be considered final and the grade earned will be based on whatever work has been turned in by that time. This policy does not apply to students under the Extended Absence Policy

7. 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.

Up-to-date curriculum specifics can be obtained through the Dean of Academics office.

8. Drop/Add Policy (Grades 9–12)

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

The drop/add deadline is ten school days from the beginning of the course.

9. Evaluation/Reporting

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 are no outstanding account balances, outstanding books (text or library), or outstanding athletic uniforms.

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

10. Exams

All students in grades 8–12 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 Social Studies exams first semester and Math, English and Science exams second semester.

Non-core classes may also have a semester exam as approved by the Head of School.

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

11. Exam Exemptions (Seniors)

Seniors are not exempt from 1st semester exams.

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

- a. A 90% average must be achieved for each quarter of the second semester and be maintained through the end of the week immediately prior to the exam.
 - i. This average will be determined at the end of the day on the Friday of the week before exams.
 - ii. Any work that is outstanding at the end of that day will not count towards the determination.
- b. No unexcused absences or tardies for the second semester.
- c. No more than 3 excused absences and no more than 3 excused tardies for the second semester.
- d. No discipline referrals.
- e. No cheating during any time of the academic year.

Attendance in Saturday School will make unexcused absences/tardies be marked as excused in attendance records but does not affect the eligibility of a senior for exemption from exams.

12. Graduation Requirements

- a. A minimum of 20 service hours/year is required for each year a student attends UFCA High School.
- b. A minimum of 24 credits (plus Bible for each year of attendance at UFCA) is required for students to graduate from United Faith Christian Academy.
- c. Students must earn the following credits:
 - i. 2 Bible (requirement of ½ for every year a student is in attendance at UFCA)
 - ii. 4 English
 - iii. 4 Mathematics
 - iv. 4 Social Studies
 - v. 4 Science
 - vi. 2 Foreign Language through the second level in the same language (through third level for entrance into competitive colleges)
 - vii. 4 Electives (must include 1 Fine Arts credit)
 - viii. ½ Physical and Health Education
 - ix. ½ Speech
 - x. ½ Junior Seminar/SAT Prep
- d. 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.
- e. 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.

- i. A student who does not complete their graduation requirements with their graduating class will have 3 years from their original graduation date to complete their requirements and receive a UFCA diploma.
- ii. After 3 years, the student will no longer be eligible for a UFCA diploma.

13. Homework

Homework serves two purposes: 1) it reinforces, and 2) it allows enrichment and creativity. Teachers work to assign a reasonable amount of homework in light of the subject matter and the abilities and needs of the students. To aid in the development of personal discipline and responsibility, we urge that each parent/student plan out-of-school activities wisely so that adequate time is provided for homework.

14. Honors Courses

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

- a. Additional reading assignments
- b. More rigorous tests
- c. Additional projects
- d. Other coursework as assigned by the teacher

15. Learning Support

A Learning Support Specialist 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.

16. Summer Reading Requirements

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

17. Transcripts and Requests for Records

Requests for records must be made in writing to the Guidance or Registrar's Office using the UFCA "Release of Records" form which can be obtained online. 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 (9th–12th grade) will be charged once a student has left the Academy.

18. *Translators for International Students*

The school policy on the use of Translators by International Students is as follows:

a. Electronic Translators

1. A student's electronic translator should be a hand-held device. Translators on cell phones, iPods, iPads, and computers are not acceptable.
2. Translators may only be used in class during the first 4 weeks of school.
3. Translators may not be used on tests/quizzes.
4. Translators may be used outside of the classroom for studying purposes or for assistance in completing homework assignments.

b. Word-for-Word Chinese-English Dictionary

1. Word-for-word dictionaries do not give the definition of a word. It is simply the English word beside the Chinese word.
2. Word-for-word Chinese – English dictionaries may be used all year in class and at home.

c. Test policy

1. No translators may be used on tests/quizzes.
2. Word-for-word dictionaries may be used on tests/quizzes.

19. *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. At the discretion of the Administration, students with excessive or significant behavioral or discipline issues may lose consideration for this prestigious honor. Students who have cheated or who have had suspensions during their Senior year are not eligible for this honor.

E. APPEARANCE GUIDELINES

All United Faith students are expected to dress according to the Appearance Code guidelines whether on campus during the academic day or while on campus prior to the final dismissal bell.

1. *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 be loaned UFCA attire to wear and then return laundered the following day. This attire may not be well-fitted as the size options are limited options to fit the widest range of students possible. Repeated violations will be considered willful disobedience and may result in additional disciplinary action and/or parent conference.

2. Final Authority

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). Administration has the discretion to approve or disapprove attire that may not be clearly defined by the following policies.

3. Lower School Students (TK-5th Grade)

a. Uniform Vendor – Lands' End

All Lower School uniform tops must be purchased from Lands' End. These items can be purchased by:

1. phone (800-469-2222) on the Lands End website (www.landsend.com/school)
2. through the link on the Parent Resource page on the UFCA website
3. Enter the United Faith Christian Academy code 900096140 in the Optional Ordering Instruction field for logo information.

- **Note: Fifth grade PE uniforms** must be purchased through the Athletic Department.

b. General Guidelines

1. All Lower School students are required to wear solid colored 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 (including permanent, temporary or hand-drawn) are unacceptable.
10. Uniforms are to be worn on class field trips unless otherwise noted by the teacher.

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

c. Lower School Girls

1. Shorts should be at least mid-thigh in length.
2. Skirts/dresses without leggings underneath must be no shorter than 3 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 highlights, colors, and hairstyles deemed extreme by administration are not acceptable.
4. Jewelry and makeup 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. Hoods, caps, hats, and any other head coverings may not be worn inside any building on campus during the academic day.

d. Lower School Boys

1. Shorts should be at least mid-thigh in length.
2. Hair is to be neatly trimmed. The length must be above the eyebrows and earlobes and off the collar. 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 highlights, 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. Hoods, caps, hats, and any other head coverings may not be worn inside any building on campus during the academic day.

4. Upper School Students (6th-12th Grades)

a. UFCA Store

Shirts must be purchased from the UFCA Wear website. To be connected to UFCA’s online store, go to the Parent Resources page of the UFCA website and click on the link “UFCA WEAR.” Students may choose from T-shirts, polo shirts, front zip jackets, fleeces, sweatshirts and “hoodies” (hoods, caps, hats and any other head coverings may not be worn inside any building on campus during the academic day, from arrival on campus until school dismissal).

b. General Appearance Code Guidelines

1. Garments must be clean and neat – not torn, ragged, frayed, or cut.
2. Clothing must fit properly with no extremes regarding size. Belts should be worn if needed.
3. Camouflage and other special dress may be approved by the Administration for a special theme day.
4. Footwear is to be worn at all times. No athletic slides may be worn during the school day.
5. No visible tattoos (including temporary or hand-drawn) are permitted (including athletic/extracurricular participation).
6. At no time, whether sitting, standing, walking, or raising one's hand, may apparel expose cleavage, midriff, the lower back, or undergarments.
7. So as not to distract from the learning environment, hair in unnatural highlights, colors, or hairstyles deemed extreme by administration are not acceptable.
8. Ladies hair needs to be clean and neat. Hair must not be in the eyes.
9. Gentlemen's hair is to be neatly trimmed. The length must be above the eyebrows and earlobes and off the collar. Hair braids must be neat and well-kept and otherwise meet all appearance code guidelines. Ponytails are not permitted.
10. Gentlemen must be clean-shaven.
Exception: If the Senior class chooses male facial hair as one of its privileges, 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.
11. Hoods, caps, hats, and any other head coverings may not be worn inside any building on campus during the academic day.

c. Ladies

It is important that ladies' apparel meets the modesty expectations of UFCA.

1. Students may wear any UFCA spirit wear that is in good condition (not stained, frayed, too small or too big).
2. Jeans, shorts, pants, capris, or skirts may be worn. Long pants may not drag on the floor and must be properly hemmed/trimmed. Distressed jeans or jeans with holes are not permitted. Shorts must be mid-thigh or longer. Skirts must be 2 inches above the knee or longer. Skirts with slits may be worn, provided the slit is no more than 2 inches above the knee. Tights with feet may be worn under skirts.
3. Students may NOT wear leggings, Lycra, spandex fabric (including "jeggings"), loungewear, pajama wear, sweatpants, athletic shorts, or warm-up pants.
4. Jewelry may not depict, either by connotation or denotation any images counter to Christian culture or determined inappropriate by the Administration.
5. Ladies are permitted to wear earrings. No other exposed body piercings or plugs are permitted (including during athletic/extracurricular participation). This includes facial piercings or gauging of any kind.

d. Gentlemen

1. Jeans, dress or cargo shorts, or pants may be worn. Long pants may not drag on the floor and must be properly hemmed/trimmed. Distressed jeans with holes are not permitted. Loungewear, pajama wear, sweatpants, athletic shorts, or warm-up pants are not acceptable.
2. Gentlemen are permitted to wear stud earrings. No other exposed body piercings or plugs are permitted (including during athletic/extracurricular participation). This includes facial or visible body piercings or gauging of any kind.

5. Friday Dress Code options

Ladies and Gentlemen

1. Students may wear college-wear shirts in addition to the other approved apparel.
2. Occasional “paid dress down days” will be offered. On these days, sweatpants, athletic pants and shorts may be worn. Pajama pants are only approved on specific occasions.

6. Optional Dress Up Days

a. Ladies

1. Skirts/dresses must be 2 inches above the knee or longer. Skirts/dresses with slits may be worn, provided the slit is no higher than 2 inches above the knee.
2. Sleeveless dresses worn alone or under “see-through” fabric must be a minimum of 2” wide at the shoulder.
3. Dress pants may be worn. Colored denim/jeans is not allowed.
4. Spaghetti straps may not be visible. They must be covered by a sweater, jacket or other non- see-through garment at all times.
5. Strapless tops/dresses, with or without a sweater or jacket, are not permitted.
6. Tights with feet may be worn. Students may not wear Leggings, Lycra, or spandex fabric (including “jeggings”).

b. Gentlemen

1. Polo shirt or Dress shirt (ties and jackets are optional)
2. Dress pants, belt
3. Dress shoes (no tennis shoes)

7. Outerwear

Jackets, fleeces, hoodies and sweatshirts worn in school must be purchased through the UFCA Wear website and have a UFCA logo. All other outerwear must be left in the student’s locker during the academic day (from time of arrival to dismissal).

8. PE Uniforms for Ladies and Gentlemen

PE uniforms are required for **all students 5th-12th grade** taking PE or a fitness elective. PE uniforms must be purchased through the Athletic Department. These uniforms will be available for purchase at Orientation Night in August.

F. 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 heart, soul, mind and body, in combination with our academic, fine arts and spiritual life programs. All athletic programs strive to maximize learning and reflect Christ.

1. *Purpose of Falcon Athletics*

- a. Exalt Jesus Christ through the medium of athletic competition.
- b. Promote unity by putting Christ at the center of all things.
- c. Promote athletic excellence in all areas, from organization to participation.
- d. Promote spiritual growth through fellowship.
- e. Provide a regulated atmosphere where students have the opportunity to engage in athletic events and enjoy Christian fellowship.
- f. Provide a positive testimony in all aspects of our programs from coaches, athletes, and fans.
- g. 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.

2. *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 that 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 according to the same policies and procedures for all UFCA students. 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.

3. *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.

4. *Athletic Events – Entrance Fee Waived*

- a. **UFCA Students and Alumni:** Alumni and UFCA students are welcome and admitted at no charge.

- b. **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 and Staff pass).
- c. **Booster Club Members:** All members of the Booster Club.
- d. **Special Guests:** The opposing team's Athletic Director, the participating team members, trainers, and their coaches are admitted at no charge.

5. **Eligibility**

a. **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).

High School

Athletes must receive less than two D's or one F at the time of progress report/report card distribution to remain eligible to participate in athletics. Athletes who fall academically ineligible will be suspended from playing the sport for a two-week period. Students are expected to still take part in practice during the two-week suspension. Grades will be checked at the end of the two-week period and should eligibility be regained, students may return to the team at the conclusion of the two-week period. If eligibility is not regained, students will lose their privilege to participate in Athletics for that season.

Middle School

Athletes must maintain a 66% numeric grade or higher at the time of progress report/report card distribution in order to be eligible to participate in athletics. Athletes who fall academically ineligible will be suspended from playing the sport for a two-week period. Students are expected to still take part in practice during the two-week suspension. Grades will be checked at the end of the two-week period and should eligibility be regained, students may return to the team at the conclusion of the two-week period. If eligibility is not regained, students will lose their privilege to participate in Athletics for that season.

The Athletic Director and UFCA Administration maintain the right to suspend or remove an athlete from the team for any reason at their discretion, if needed.

b. **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 a.m. 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 a.m. 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 including practices and/or games.

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.

6. *Equipment and Uniforms*

Each team's head coach, with direct guidance from the Athletic Director, will issue that team's uniforms. 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. Academic records are withheld 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).

7. *Facilities Usage*

a. *Locker Room Use*

The Locker Rooms will be used on the days when home basketball or volleyball games are scheduled and during practices. The Locker Rooms are to be left clean and in order after the conclusion of the home contest/practice. It is not the responsibility of the Academy custodian (or any school staff) to do so. Any individual or team not leaving the room in good condition may lose the use of the room altogether.

b. *Gym Use*

The UFCA Gym, which includes the Fitness Room and the Locker Rooms, is to be treated respectfully at all times. In general, athletes and **ALL** students are

expected to leave the Gym and Fitness Room clean, with balls and equipment properly stored.

All coaches, teachers, activity leaders, or persons in charge are responsible to see that the following 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 trashcan.
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. An 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.

8. *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.

9. *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. This fee must be paid prior to the student's participation on a team or in tryouts. Students whose delinquent Athletic Fees remain unpaid will not be permitted to play in subsequent seasons until the delinquency is corrected.

10. *Physical Forms and Injuries*

No student will be allowed to try out without a physical form, completed by a licensed doctor or physician's assistant, on file in the athletic office a minimum of 3 days before tryouts. 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 later 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 a written appeal noting the circumstances is submitted to and approved by the Athletic Director.

11. *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. The state handbook can be found at: www.ncisaa.org.

The coach has the authority to close any UFCA practice to parents and students. Children who may be waiting for a ride from a sibling who has not finished his/her practice is not allowed to wait in the gym or any other area except after school study hall or Falcon's nest. Parents must provide other arrangements if they do not desire for their child to go to study hall or Falcon's nest.

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

12. *Sports Grade Levels*

Varsity: Grades 9–12

Junior Varsity: Grades 7–10

Middle School: Grades 5–8

13. *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 or a competition 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.

14. *Tryouts*

Every potential student athlete must attend the scheduled tryouts. Tryouts are mandatory. It is the student's responsibility to know and understand that the only communication they will receive concerning tryouts will be through school announcements or postings by the coaches and/or Athletic Director.

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 one another. 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.

G. 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.

1. Absences

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

- a. The maximum potential benefit of schooling is available to the student with no absences.
- b. Once a student has accrued excessive absences, he/she will not attain the minimum educational benefit available and, therefore, will not earn academic credit.
- c. Absences are documented by $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or full day.

2. Absences/Tardies– Definitions and Procedures

- a. 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 his/her child’s attendance via Sycamore and his/her child’s report cards.
- b. 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.
- c. Excused (Lawful) Absences:
 1. **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. Students who are ill in the morning should remain out of school for the entire day.
 2. **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
 3. **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.
 4. **Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a student. If early dismissal is needed, a note from the parent should be brought to the office when the student arrives at school and an early dismissal slip will be given to the student. A doctor’s note must be turned into the Academy Office upon the student’s return (within 24 hours).
 5. **Court or Administrative Proceedings:** When the absence results from the attendance of a student at the proceedings of a court.

6. Religious Observance: School principals are required to authorize a minimum of 2 excused absences each academic year for religious observances required by faith of a student or a student's parents.
 7. Educational Opportunity: When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity. Formal approval for such an absence must be granted prior to the absence through the use of a Scheduled Absence Notification Form must be submitted to the Academy Office at least one week in advance of the absence with the teachers' initials and parent signature on the form.
Up to 4 days per year will be approved for Juniors and Seniors for college visits (Scheduled Absence Notification Form one week in advance and college verification are required).
 8. Absence related to the visitation of a parent or legal guardian who is a member of the military and is awaiting imminent deployment or has just returned from deployment.
 9. One Pre-Approved Family trip per year (up to 5 days). A Scheduled Absence Notification Form must be submitted to the Academy Office at least one week in advance of the absence with the teachers' initials and parent signature on the form.
 10. Days allowed after an absence to bring in documents to "excuse" the absence: A letter excusing an absence must be submitted to the Academy Office within 3 days after the date the student missed school.
If no note is submitted within the 3 DAY period, that absence is now UNEXCUSED
- d. Unexcused Absences
- An unexcused absence is the student's willful absence from school with or without the knowledge of the parent.
1. A student's absence from school for any reason other than those listed under "Excuse (Lawful) Absences."
 2. When students are not permitted to attend school because they lack proper immunization.
 3. Total number of unexcused absences allowed:
10 total per year (every 3 tardies = 1 absence)
After 5 absences (combined tardies and /or unexcused absences), "Saturday School" Assignment becomes mandatory.
 4. Any student with 10 or more unexcused absences in a school year will be ineligible to receive credit for those courses.
 5. Consequence when a student reaches 10 unexcused absences:
 - a. Student will be assigned "Saturday School."
 - b. Saturday School hours are from 8:00 a.m. – 12:00 p.m.
 - i. Saturday School will be offered 2 Saturdays per month.
 - ii. Students will work on class work/assignments the entire time.
 - iii. For every 2 hours that student attends "Saturday Class" he/she will receive credit back on absences.
 - iv. Students without assignments to work on will be assigned work detail.

- v. Ex. When a student earns 11 unexcused absences and is assigned to Saturday school. They may attend from 8:00 a.m.–10:00a.m. and works diligently on their assignments. At the conclusion of the Saturday class, the student receives 1 day credited back on their unexcused absences. Therefore, they now have only 10 unexcused absences.

e. Tardies

1. Homeroom begins promptly at 7:50 a.m. for Upper School and 8:00 a.m. for Lower School.
2. Students who are not in their homeroom classroom on time (prior to the bell) must report to the Academy Office and they will receive a tardy for the day.
3. After 15 unexcused tardies, the student will be assigned “Saturday School.”
4. Every 2 hours of Saturday School will reset 1 unexcused absence to excused absence for the purposes of attendance (but not for purposes of Senior Exam Exemptions or other recognition or awards).
5. Every 2 hours of Saturday School will reset 3 unexcused tardies to excused tardies for the purposes of attendance (but not for purposes of Senior Exam Exemptions or other recognition or awards).
6. Tardies are monitored directly via a log given to the Dean of Students at the conclusion of each academic day.

3. Absences – Parent and Student Responsibilities

- a. Students are responsible for informing teachers and for securing assignments prior to planned absences. Parents should limit such absences.
- b. 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.
- c. Teachers will provide students an opportunity to make up assignments that were missed during an absence. Such make-up must be done promptly, and the initiative for attaining and completing make-up work rests with the student.
 1. Work must be made up within 2 days upon returning to school.
 2. If the work is not made up within two days, a “zero” grade will be recorded.
 3. Long-term excused absences may be an exception to this 2-day policy.
 4. If a student is present the day an assignment is given, the homework assigned that day must be handed in the day the student returns.
- d. 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 nature of the problem in order for school Administration to arrange for alternative educational experiences which will ensure that course requirements are met.
- e. If it is absolutely necessary to schedule medical or dental appointments during school hours, these appointments should be in the afternoon.
 1. A student must bring a parent note to their teacher (Lower School) or to the Academy Office (Upper School) at the beginning of the day and receive and Early Dismissal Slip.

2. All students who leave the school during the school day must check out in the Academy Office.
- f. The Academy recognizes that some family-related events may impact school attendance. Please contact the Academy Office when such special circumstances occur.
- g. If a student is absent for part of an entire school day and a test(s) 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 grade of zero will be recorded when this is not done.
- h. Long-term homework assignments (those given 5 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.
- i. Students with excessive absences and/or tardies risk failing a course or being retained in their grade and may be reported to the local Truancy Officer for correction.

4. *Illness*

- a. For the welfare of your child and others in the Academy, all children who are sick must not come to school.
- b. Children must be free of fever, vomiting, and/or diarrhea for 24 hours before returning to school.
- c. In order to have office personnel distribute medications, a Medication Authorization Form must be completed and signed by a physician and a parent.
- d. Teachers or staff (other than approved Academy Office staff) will not administer medication.

5. *Extended Absence*

a. Placement into Extended Absence Policy

Students with chronic illnesses or conditions, including situations such as surgery, concussion, or prolonged illness, that result in a student missing 10 or more cumulative school days of academic work may be considered for Extended Absence accommodations through a collaborative agreement between the student's Physician (or other licensed Healthcare Provider) and Administration. This agreement will be completed in writing and signed by Administration, the student, and the parent(s). If Learning Support is needed, then Learning Support will also be involved in developing and signing off on the agreement. Extended Absence accommodations are limited to 20 cumulative school days beyond the initial 10 cumulative days already missed.

Teachers cannot authorize academic accommodations for illness or injury; only the Dean of Academics or Head of School can authorize these accommodations. Regular or sustained absences place an undue burden on teachers to help an individual student get caught up when the balance of the class has already progressed to another level.

Administration must be provided with documentation from the Physician (or other licensed Healthcare Provider) including diagnosis and prescribed medical protocol/interventions. Chronic illnesses and/or conditions may include physical, mental and/or emotional issues as diagnosed by a licensed Physician (or other licensed Healthcare Provider).

Extended Absence accommodations will be considered ONLY if prescribed by a Physician (or other licensed Healthcare Provider). Accommodations prescribed by the Physician (or other licensed Healthcare Provider) must be specific for each student, with a specified time frame noted (Extended Absence will only be provided for up to 20 cumulative school days of missed academic work beyond the initial 10 cumulative missed school days). The Administration requires appropriate written verification of the nature of such absence. Extended Absence and its accommodations are not guaranteed even with a prescription from a Physician (or other licensed Healthcare Provider). Administration reserves the final authority on determination as to whether or not a student is placed on Extended Absence.

Students with medical conditions that require Extended Absence accommodations must work closely with their Teachers, Guidance Counselor, and Administration. Even with strong communication and cooperation between all parties, some situations are extended for such a length of time or require such modifications that a leave of absence or disenrollment is the only possible course of action. For this reason, Extended Absence accommodations will only be given for up to 20 cumulative school days of missed academic work.

At the conclusion of those 20 days, students with Extended Absences who remain unable to complete all of their academic work must take a Leave of Absence and will not receive credit for the period of time in which they are not in school and not completing assignments.

No academic credit will be given for the time a student is on a Leave of Absence, or for any time that they are on extended absence and do not complete their work in a timely manner (as described below under Handling of Academic Work for Students On the Extended Absence Policy).

Similarly, students who remain absent from school beyond the initial 10 cumulative school days of missed academic work and who are not considered eligible for Extended Absence, must either take a Leave of Absence until such time as they can fully return to school or they must withdraw from school. The Academy does not provide for a Home Bound Program.

The school is not responsible for the provision of education services while a student is under approved Extended Absence accommodation; this responsibility belongs to the parent(s). However, teachers and administration will work to create a plan to help the parents provide a level of continued education during the Extended

Absence. The Teacher and Administration will agree upon a level of support and resources for the student during this time, including assignments and in-class documents. The execution of the plan will be the responsibility of the parent during this period of absence.

b. Finances

Financial obligations to the school will remain in place during an Extended Absence or Leave of Absence.

c. Handling of Academic Work for Students On the Extended Absence Policy

During the time a student is absent from school on Extended Absence, it is always the student and parents' responsibility to weekly turn in assignments. All assignments are to be turned in during the week they are due. All Tests and Quiz assessments are to be completed within the same week the class assessments are given (see Tests and Quizzes below). Administration may grant exceptions to this time requirement for a student whose Physician (or other licensed Healthcare Provider) states that they are incapable of complying with the requirement due to some form of mental, emotional, psychological, or neurological impairment.

Assignments are expected to be turned in each Friday for the preceding week, and any new handouts or papers for the upcoming week picked up at the same time. All assignments are listed on Sycamore, and it is the student's responsibility to access Sycamore and know his/her assignments. Assignments that are not turned in according to these guidelines will be considered late and fall under the existing late policy outlined in the class syllabus. It is not the Teacher or Administration's responsibility to ensure that the student has picked up his/her assignments or that the student has turned them in.

Questions regarding assignments should be addressed directly to the Teacher via email only and in such a time frame that the student still has sufficient time to complete the assignment. All requests for assistance or clarification must be made more than 24 hours prior to the due date for any and all assignments. Late requests made less than 24 hours prior to the due date may not be honored. Any meetings between the Teacher and the Parent must include Administration and be scheduled in advance through Administration.

Please Note: Assignments missed during the initial 10 cumulative school days of missed academic work prior to being placed on Extended Absence must be completed and submitted to the teacher during the first 10 days of approved Extended Absence. Any assignments not completed by that time will receive a grade of zero.

d. Grades

Once the student is approved to be on Extended Absence, grades will be given for Assignments as they are turned in each week, no later than Friday of each week. Assignments not turned in by Friday each week will be considered Late, and treated

the same as any other Late Assignment for each class. Tests and Quizzes that are not taken during the same week as their class will receive a zero, and may not be made up.

e. Tests and Quizzes

Tests and Quizzes will be completed by the student during the same week as their class once a student is on Extended Absence.

All Tests and Quizzes will be completed at the school with the oversight of a Teacher, Administration, or other designated Proctor at the school unless written instruction is provided by the student's Physician (or other licensed Healthcare Provider) stating that the student is incapable of coming on campus. In those cases, Administration will work with the Physician (or other licensed Healthcare Provider) and family on a case-by-case basis to determine if an appropriate solution can be reached.

f. Return to School

Students returning to school following an Extended Absence should not be behind in their work or understanding of the material if they have complied with this Policy.

Students who do not comply with the Policy or who have been on a Leave of Absence may return to school at the beginning of the next Quarter. They will not receive credit for the Quarter in which they did not complete all of their work.

Students on approved Extended Absence who only complete partial work will receive the grade they have earned based on the work that they have completed. This does not apply to students who have taken a Leave of Absence.

Students who are unable to fully return to school once the Extended Absence period has expired must withdraw from school.

6. *Leaving School Building/Property*

Students must sign out through the Academy Office and obtain a pass to leave the Academy building at all times, including lunch. Upon return all students must sign in through the Academy Office.

H. 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 that the Academy has identified as having direct application in the daily lives of students. Below the supporting verses is a list of infractions that by nature would be a violation of that Scriptural principle.

1. *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

2. *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 including school property
- Improper behavior toward other students, including via social media
- Instigating a fight, verbally or physically
- Bullying or insulting other students (including cyber bullying)

3. *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 (per teacher expectations)
 - Unauthorized (i.e. without school permission) absence from a detention

4. *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

5. *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

6. *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.

7. *Disciplinary Action*

When misbehavior or other infraction of school/classroom standards occurs, a teacher may verbally correct the problem, may conference with the student and/or parents, or send the student to the Dean of Students for further disciplinary action including after school work detail (ASD), suspension or expulsion.

The action steps are as follows:

1. Warning to the Student
2. Parent Call & After School Detention
3. ISS (1-day) - Student will be required to complete work missed during the suspension, but will receive credit for the missed work.
4. ISS (3-day) - Student will be required to complete work missed during the suspension, but will receive credit for the missed work.
5. OSS (1-day) - Student will be required to complete work missed during the suspension, but will not receive credit for the missed work.
6. OSS (3-day) - Student will be required to complete work missed during the suspension, but will not receive credit for the missed work.
7. Expulsion

** Based on the severity of the misbehavior or other infraction, Administration reserves the right to initiate discipline at any level at any time.**

8. *Suspension*

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.

9. *Plagiarism and Cheating*

- a. **Plagiarism:** Everyone who submits work in the Academy must be the author of that work. When a student uses facts or ideas originating from others, they must make clear what is theirs and what is not through proper citation. 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 and suspension or expulsion will be implemented.
- b. **Cheating:** 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.

Actions Defined As Cheating

1. Any action that causes a teacher to believe that a student is cheating, then the student will be considered to have cheated.
2. Any use of a cell phone or other electronic device for any reason, or if a teacher sees a cell phone or other electronic device during a test, the student will be considered to have cheated and both cheating and improper use of electronic device policies will be considered to have been violated.
3. Any use of material that is not original to the student without proper citation.
4. Any use of another student's work that is submitted as one's own work.
5. Allowing or enabling another student to copy one's work and submit it as his or her own.

Disciplinary Action for Cheating and/or Plagiarism includes, but is not limited to:

1. A first offense within an academic year will result in a zero for that assignment/test and parents will be notified.
2. A second offense within an academic year will result in a suspension.
3. A third offense within an academic year will result in an expulsion.
4. The Head of School and Academy Administration reserves the right to initiate discipline at any level at any time for recurrent infractions from academic year to academic year.

10. 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:

- 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
- Any inappropriate use of electronic devices (photo, text, social media on or off campus)

I. FALCON'S NEST (Before/After School Program)

Before School Care (Registration and Fees apply)

The **Before School Care** Program runs from 7:00 a.m. to 7:40 a.m. for Upper School and 7:50 a.m. for Lower School each day that school is in session.

After School Care (Registration and Fees apply for TK–5th Grades)

1. The Falcon's Nest **After School Care (ASC)** Program is for **TK–5th grade** students and runs from 3:00 p.m. to 6:00 p.m. most days that school is in session. It includes structured time for homework/snacks/recreation.
 - a. **ASC is not provided on half-day/early dismissals.**
2. A fee for late pick-up will be charged at \$1.00 per child for every minute past 6:00 pm.
 - a. Excessive late pick-ups will result in a child being ineligible to remain in ASC.
3. All parents, guardians, and designated others for pick-up must be on file and have proper ID when picking up a student from Falcon's Nest.
4. Registration for the Falcon's Nest program must be made through the Academy Office.
5. Continued enrollment in this program is subject to behavioral guidelines.

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

1. After School Study Hall (ASSH) Program is for Grades 6–12 students and operates from 3:10 p.m. to 6:00 p.m. most days that school is in session.
 - a. **After School Study Hall is not provided on half-day/early dismissals**
2. A fee for late pick-up will be charged at \$1.00 per child for every minute past 6:00 pm.
 - a. Excessive late pick-ups will result in a child being ineligible to remain in ASC.

3. All students must be signed out by a parent or must have written permission to sign themselves out after the parent has notified the teacher that the parent has arrived on campus.
 - a. **For the student's safety, parents must not say that they are on campus until they actually arrive and students may not sit outside the school to await a parent's arrival.**
4. All students remaining on campus after 3:20 p.m., regardless of the reason and unless they are with a coach or other adult responsible for them, must be in ASSH. Students may not leave the campus and then return to ASSH after 3:20 p.m. Students on campus without reporting to ASSH will be subject to disciplinary action.

Delinquent Fees for Before / After School Program

Students whose Falcon's Nest Before / After School and/or After School Study Hall accounts become 30 days or more delinquent will lose the privilege of attending Falcon's Nest/After School Study Hall until their account is brought current.

Athletics Policy for After School Program

1. Athletes awaiting practice may attend After School Study Hall free of charge **during the season in which they are participating in a sport.**
2. This policy does NOT apply to siblings who are not also participating in a sport at the same time.

J. FINANCIAL

1. 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:

- a. 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.
- b. 60 days delinquent: Contact will be made by the business office (in the form of an email with the past due invoice attached) that the account is delinquent. 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 after 10 business days.
- c. 90 days delinquent: Contact will be made by the Head of School and/or UFCA Board Member. The student(s) is subject to dismissal from the Academy. At time of dismissal, any unpaid balances will be turned over to collections.
- d. All delinquent accounts as of May 1, will be contacted by the Head of School and/or UFCA Board Member and informed that report 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.

- e. All delinquent accounts will lose re-enrollment privileges for the next school year. Re-enrollment privileges may be reinstated 30 days after account is made current. Parent(s) may be subject to financial counseling with the UFCA Business Office or Head of School.
- f. All delinquent accounts after the close of the school calendar year will be turned over to collections. Sycamore account access, report cards and transcripts are unavailable with delinquent accounts.
- g. Returned checks will incur a \$30 service fee.

2. *Withdrawal Policy*

Families that withdraw their child(ren) prior to August 1, will be responsible for a \$500 (per student) withdrawal fee. Families that withdraw their child(ren) after July 15, 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 accordance with the schedule stated below, in addition to the \$500 (per student) withdrawal fee.

- From July 15th through the last day of the 1st marking period = $\frac{1}{4}$ tuition due
- From the day after the last day of the 1st marking period to the last day of the 2nd marking period = $\frac{1}{2}$ tuition due
- From the day after the last day of the 2nd marking period to the last day of the 3rd marking period = $\frac{3}{4}$ tuition due
- From the day after the last day of the 3rd marking period through the last day of the 4th marking period = full year's tuition due

K. INTERNATIONAL STUDENT PROGRAM

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

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.

L. POLICIES/PROCEDURES

1. *Personal Portable Electronic Devices (PED)– Student Use*

- a. No students are permitted to use personal PED (cell phones, gaming devices, electronic devices that play music, etc.) during the academic day – from arrival on campus until dismissal.
- b. If a Middle or High School student's cell phone or gaming device is seen or heard at a time that is not permitted, the following consequence(s) will be enforced:

First Offense: The device will be taken from student and returned only to the parent at the end of the day.

Second Offense: The device 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 it to school on subsequent days, it will be signed into and out of the office by the student or parent for a total of 15 school days.

Third Offense: The device will be taken from student and returned only to the parent at the end of the day. **Student will be assigned 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 30 school days.

Fourth Offense: The device 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 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 personal PED privilege will be revoked for the remainder of the year.

Fifth Offense: A fifth offense will result in expulsion.

2. *Upper School Retreat, Service Days, and Class Trips (8th Grade/Junior/Senior)*

If a student does not wish to attend his/her Class Trip or Retreat, he/she **will** be required to attend school during the days of the trip. On service days and during those days of class trips when service is being performed, students who do not wish to attend the trip will perform service at the Academy in the form of a work detail, or will serve in the community in a pre-arranged event.

3. *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.

4. Computer Access Policy

Many hours are required to set up all computer lab stations and UFCA-provided student tablets and laptops. All of the devices contain a uniform software base. In order to maintain an efficient level of operation and proper security for all users, no device may be altered or reconfigured by any student at any time for any reason. This includes accessing unapproved sites and downloading additional software or applications (apps).

The following guidelines will be in effect and enforced:

- a. Internet access is to be restricted to approved sites only.
- b. All device and monitor settings are to be left unchanged (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. Students should not delete or modify any settings, programs, etc.
- c. No additional software is permitted to be installed on any UFCA device. This includes downloaded programs and files from Internet sites and applications (apps).
- d. Each student enrolled in a computer course will be assigned to an individual station in one of the computer labs, and each student will be assigned a specific tablet or laptop. Students are responsible for their assigned devices according to the Acceptable Use Protocol, which is to be signed by the parent(s) each year. UFCA also offers parents the opportunity to purchase their own additional insurance for the personal Upper School devices assigned to each student.
- e. Usage of the computer labs is restricted to students in a Computer course and other courses that require periodic computer lab use.
- f. Computer access covers any computer located in the UFCA network.
- g. Violation of any of the above guidelines will result in the following consequences:
 - First infraction:** UFCA computer use denied for one week and an After School Work Detail (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 or sites will immediately be denied use of all UFCA computers for a period of time to be determined by the Administration.

5. Computers – Student Laptop / Tablet

All students will have an UFCA-owned personal electronic device assigned to them. This device is similar in many ways to a textbook in that the student is expected to maintain good care of the device and to have it in class with them each day. Lower School students will have a tablet that does not leave the classroom. Middle School students will have a laptop that they may take between classes but may not take home. High School students will have a laptop that they may take between classes and may take home. Proper and improper use of school-owned electronic devices is spelled out in the Acceptable Use Policy for Students, which students and parents must sign before receiving a device. Damage to, or loss of, the device will incur the appropriate charges to repair or replace the device. Parents may purchase insurance for their student's device through an approved vendor at a relatively small cost. In general, students may not bring their own devices.

6. Drop Off/Pick Up Procedures

Morning

a. Before School Care (BSC) – 7:00 a.m. to 7:30 a.m.

1. Parents dropping off their child for BSC should ENTER the UFCA parking lot through the (north) ENTRANCE only and proceed to the back of the gymnasium for drop-off.
2. **Please do not enter through the Exit (south entrance) at any time.**
3. Watch for faculty vehicles parking along the north wall of the campus.
4. Students will enter the gym through the rear door for supervised care.
5. Once the regular morning drop-off begins at 7:30 a.m., no students may be dropped off at the rear of the building.
6. No traffic personnel are in place during this time.

b. Morning Drop Off Procedure – 7:30 a.m. to 7:55 a.m. - ALL STUDENTS (Upper School and Lower School)

1. ENTER the UFCA parking lot through the (north) ENTRANCE only.
2. Please do not enter through the Exit at any time.
3. Watch for faculty vehicles that are parking along the north wall of the campus.
4. Once the regular morning drop-off begins at 7:30 a.m., no students may be dropped off at the rear of the building.
5. Once carpool is closed, students must be accompanied to the office by a parent/guardian.
6. **Parents dropping off students MUST drive around the buildings for drop-off under the front portico.**
 - a. Watch for traffic personnel's instructions as to when to move forward.
 - b. Please be alert and prepared to move as directed.
 - c. All students should enter/exit only on the passenger side of the vehicle.
 - d. Students should have all belongings ready to go (book bag, lunch, lunch money, field trip forms, papers requiring a signature, band instruments, etc.).

7. If you must return to the parking lot for any reason, you must exit the parking lot, go out onto Providence Road, and re-enter the (north) entrance to the campus.
8. **Licensed Student Drivers with UFCA Parking Permits** should take an immediate RIGHT to the Student Parking Section and park in assigned spot only.
 - a. Student drivers with Lower School siblings must drop them off under the portico before parking.
8. **Parents may not park and walk their child, regardless of age, into school. All students are to be dropped off under the portico and then the parents may park and come into the Academy Office.** An exception to this policy is made during the first week of school for Kindergarten through second grade. After the first week of school, all students will follow the policy.

Campus Drop Off – Special Notes

1. All vehicles will EXIT the UFCA parking lot through the (south) EXIT only
 - a. **Do not exit through the Entrance at any time.**
2. Campus speed limit is 5 mph. Please observe the speed limit at all times.
3. Student drivers who consistently exceed this speed limit or drive carelessly or recklessly are at risk of losing their driving/parking privileges on campus.
4. Cell phone use while operating a vehicle on campus is strictly prohibited for the safety of everyone.
5. Please avoid prolonged conversations with your child and/or the traffic personnel as this holds up the carpool line.
6. The Drop-Off line will normally close at 7:55 a.m. (unless traffic problems warrant an extension of the time).
 - a. Once the lane is closed (cones will be in place), parents should park and escort their child into the Academy Office.
 - b. Lower School students must be escorted to the Office for check-in.
 - c. Upper School students who arrive after 7:50 a.m. may walk up and check in at the Office without a parent.

Afternoon Pick Up

Lower School Only (TK–5th Grade, daily from 3:00 to 3:15 p.m.):

1. Parents/guardians will form a carpool line circling the building for afternoon pick-up that is located under the front portico.
2. Beginning at approximately 3:00 p.m., 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. Parents must submit approved 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. If you choose to pick up your child via “Walk-Up,” please park in the front of the Academy parking lot (NOT student parking) and come into the Academy Office to pick up your child.
 - a. You **MUST** have your family sign or ID with you when you walk up to get your child.
 - b. The Office will then call for your child to come to you.
 - c. Walk-Ups may **NOT** pick up their child from the front portico or breezeway area for safety reasons.
6. All students who are not picked up by 3:15 p.m. will be escorted to Falcon’s Nest. Please note that associated fees will apply.

Upper School Only (6th–12th Grade – daily from 3:10 to 3:20 p.m.):

1. At 3:10 p.m., all 6th–12th grade students will be dismissed through the front doors of the Academy.
2. Upper School students will be picked up in the front parking lot only.
3. All Upper School students who are on campus after 3:20 p.m. will be directed to After School Study Hall (ASSH).
4. All Upper School students remaining on campus after 3:20 p.m., regardless of the reason and unless they are with a coach or other adult responsible for them, must be in ASSH. Students will be escorted to ASSH, if necessary. Students may not leave the campus and then return to ASSH after 3:20 p.m. Students on campus without reporting to ASSH will be subject to disciplinary action.

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8. Food and Drink on Campus

There should be no food or drink in the classrooms except for plain water in a screw-top bottle. Exceptions to this are class activities involving food, class parties, and Culinary class. High School Students only may use the vending machines before school, after school, and during lunch.

9. 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 food containers without assistance. 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.

10. 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.

11. 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 an Administrator or Administration-designated staff member. This may include cutting a lock if Administration determines it necessary.

Students are encouraged 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 damage to their lockers during the school year and for cleaning their lockers at the end of the school year. Failure to properly 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.

12. Lost and Found

Lost and Found items are kept in the Academy Office. Students who have lost or misplaced items may check the Lost and Found in the Academy Office. During the last week of each semester, Lost and Found items will be placed on a table in the Middle School hallway for a last opportunity for students to reclaim their items. At the end of the semester, all remaining items are donated.

13. 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 Academy Office personnel. The UFCA Student Medical Release Form and/or the Allergy Action Plan must be on file before medication can be dispensed. All medication must be in the original container and be properly labeled with the student’s name. The Academy Office does not provide any medication (including Tylenol, Advil, or their equivalents) to students. At the end of the school year all medications must be picked up by the student’s parent(s). Medication left behind over the summer will be disposed of.

14. Meeting with Teachers

Parents wishing to talk to their child’s teacher **must** arrange for a private conference by contacting the teacher via email to set up an appointment. A listing of faculty email addresses is available through the UFCA website (www.ufca.org). **At no time should a parent arrive at the school and expect or insist on an unscheduled meeting with their child’s teacher, including before or after school.**

15. *Nut and Food Allergy Policy*

United Faith Christian Academy does not refuse to enroll students who suffer from severe allergies to peanuts, tree nuts, or byproducts of both. We ask for your full support 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 reasonable assurance of safety for students allergic to nuts.

Students

- a. The Academy must be notified of students with these allergies on their Student Medical Release Form and Allergy Action Plan.
- b. 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.
- c. All students are asked to voluntarily refrain from bringing anything containing peanuts or tree nuts in their lunch box or as a snack.
- d. 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.
- e. 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.
- f. We will place clear and visible signs outside classrooms with students who are allergic to nuts that prohibit nuts in that classroom.
- g. We will place additional signs outside classrooms as a reminder to avoid bringing nuts or nut-products to school.

Parents

- a. Parents are asked to voluntarily choose to not pack anything containing peanuts or tree nuts in any meal or snack brought to school.
- b. Parents are asked to voluntarily choose to not send anything to school containing peanuts or tree nuts for snacks, treats, or refreshments.
- c. Please read labels before sending any food items to school.

16. *Parent Questions/Concerns*

All questions/concerns regarding your child(ren) are best addressed to the particular teacher involved. Academy Administration will always refer a parent to speak with a teacher first to answer questions or resolve concerns. A listing of faculty email addresses is available through the UFCA website (www.ufca.org). Administration should only be contacted if questions are not fully answered and/or solutions are not satisfied through this means (following the principle of conflict resolution found in Matthew 18).

17. 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. Investment of a family’s time is the key ingredient that makes all the difference in a child’s school experience. PTF exists to help facilitate this and promote communication, volunteer assistance, and fundraisers. PTF can be reached via email at PTF@ufca.org.

18. Public Displays of Affection (PDA)

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.

19. Pets

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

20. Prom

Prom is a special social event for High School Students grades 9–12 that is planned and hosted by the Student Government Organization and Advisors of United Faith Christian Academy. Prom is held in April of each year and provides an enjoyable, fun and festive atmosphere for students. This event is held off-campus and chaperoned by UFCA Faculty. The Student Government Organization also provides a CMPD Officer for added security of students and staff. There is a cost to attend this event. Details are communicated in the second semester of the school year.

21. School Closing

In the event of questionable weather, you may 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, TV Channel 46 WJZY*, and UFCA social media.

22. School Hours

Grade Level	Begins	Ends
TK–5 th	8:00 a.m.	3:00 p.m.
Grades 6–12	7:50 a.m.	3:10 p.m.

23. Senior Privileges

Senior privileges may include the following:

1. Twice per month off-campus lunch.
2. Facial hair for males.
3. Extra day at annual retreat.
4. May bring food into the classroom prior to 7:50 a.m.
5. Second semester exam exemptions, if requirements are met.

24. *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 may be met through school-sponsored opportunities.
2. High School students must fulfill 20 hours/year of attendance at UFCA in order to graduate. They will be provided school sponsored service opportunities and are encouraged to perform additional service beyond these requirements.

25. *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).

26. *Student Field Day (TK–5) and Retreat (6–12)*

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

27. *Student Drivers*

Students who are fully licensed and permitted by their parents to drive themselves to UFCA, must park in the designated areas for students. Students must register their vehicle and license in the Academy Office. Parking spaces are assigned to all student drivers. Students may purchase the opportunity to design and paint their parking space.

Students are not allowed to go to their cars during school hours without permission from the Academy Office each time.

Any violation of UFCA regulations including parking outside of the student parking lot, speeding, and driving carelessly or recklessly may result in the loss of driving privileges. Parking privileges may also be revoked for disciplinary or academic reasons at the discretion of the Administration.

28. *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.

29. *Student Parking*

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.

30. Student Government Organization (SGO)

Student Government is an organization conducted by students and SGO Advisors. The purpose of Student Government is to encourage students to develop student leadership by providing an opportunity to organize and carry out school activities and service projects. In addition to planning and hosting events for all grade levels that contribute to school spirit, we are here to promote spiritual, emotional, physical and mental well being to students, staff and the community. We extend support to our amazing staff and offer assistance on campus in many areas throughout the year.

Student Government is also the voice of the student body and we help share students' ideas, interests and concerns to staff. We are a very important part of school involvement, student leadership and supporting the student body together in spiritual growth, academics, fine arts, athletics and school wide events.

Who can run for Student Government?

- Participation in Student Government Organization (SGO) 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.
- Participation in SGO is based on recommended appointment and application procedures.
- Open to students in 6th-12th grade
- Student Government consists of 5 appointed officers and 7 class representatives who serve as Class Presidents
 - Officers are: President, Vice President, Secretary, Treasurer, Chaplain, Athletic Liaison, Middle School President
 - Class presidents are voted in by their class

By tradition, Student Government prepares and participates in many school wide events each year. Information about these events will go out to parents, staff and students prior to each event.

1. Spirit Week
2. Homecoming/Homecoming Dance
3. Fundraisers - (Dress down Fridays, Carwash (1st & 2nd Semester), and Dollar Wars)
4. Middle School Mingle
5. Prom

Students involved in Student Government must follow the UFCA Code of Conduct, be in good academic and attendance standing, show leadership and responsibility, be respectful and take initiative.

The academic eligibility, attendance and behavior policies are intended to serve as a motivation for student leaders to become true leaders in every sense.

1. Excused absences are limited to one per semester. SGO members with 2 or more absences or failure to meet academic requirements (3.0 GPA) will be placed on probation. Students must be in good academic and attendance standing.
2. A student leader's academic eligibility shall be based on his/her most recent report card, progress report (or communication report for reinstatement only).
 - a. High School: If the student leader has a low GPA or has two "D's" or one "F" at the time of progress reports / report card distribution, then he/she will be placed on a two-week academic probation.
 - b. Middle School: Student leaders must maintain a 66 numeric grade or higher at the time of progress reports / report card distribution in order to be eligible to participate in student government.
 - c. Student Leaders who fall academically ineligible will be suspended from SGO activities for a two-week period. (Similar to Athletics, spring reporting affects fall eligibility in SGO.)
 - d. If, at the conclusion of the two-week period, the student leader still has a GPA outside of the acceptable range, he/she will then become ineligible to continue participating in SGO.
3. 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.

31. 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 of its students. The Academy takes this responsibility very seriously. Therefore, if a student brings a weapon to school, 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 has sole discretion to 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, and is directed toward particular students or staff, the Head of School or designee will report the threat to the threatened student and/or staff member and the 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 not likely to be credible, the Academy will suspend the student. 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 acceptable to the Academy. Students may or may not be permitted to continue enrollment solely at the Head of School’s discretion.

32. *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’s badge while on campus. Visitors may not go directly to the classroom, sanctuary, or cafeteria, etc. before having first checked in and obtained a pass. **Please note that classes and teachers may not be visited by parents during instructional time.**

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). 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. Must obtain a visitor’s badge and may visit the lunchroom only (no classrooms, playground, recess, etc.)
4. 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 visitor’s badge to wear while visiting on campus.

UFCA Alumni 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’s badge policy will be asked to identify himself/herself and explain why he/she is on campus. If that person cannot give an acceptable reason for being on campus, he/she will be asked to leave. If he/she 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.

33. *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 or PTF. All volunteers are asked to register at the Academy Office and obtain a visitor's/volunteer's 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 appropriate attire and to encourage an atmosphere of professionalism for our students. 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.

M. CLOSING STATEMENT

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



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

I have read the 2019–2020 UFCA Parent/Student Handbook, and I understand the information in it. I have also reviewed the policies and procedures, particularly the UFCA Statement of Faith and Student Code of Conduct.

By signing below, my family and I acknowledge that we are expected to adhere to these policies and understand that we must accept the consequences if we do not.

Name of Student (printed) _____ Grade _____

Father/Guardian Signature _____ Date _____

Mother/Guardian Signature _____ Date _____

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