

# **UNITED CHRISTIAN ACADEMY HANDBOOK 2017-2018**

The rules and policies noted on the following pages should not be considered all inclusive. Also, from time to time during the school year, the administration may amend these rules and policies. However, this handbook will serve as a good basic guide for the student in most instances. It is expected that each student and parent will familiarize himself/herself with the contents of this book and in doing so contribute to the smooth operation of the school.

**(Updated July 26, 2017)**

## **WELCOME TO UNITED CHRISTIAN ACADEMY**

You have chosen one of the finest schools in Middle Tennessee. For over 30 years, UNITED CHRISTIAN ACADEMY has provided an advanced, quality education for students in our community. UCA is a member of the Tennessee Association of Christian Schools and the American Association of Christian Schools. Our pre-school program is approved by the Tennessee Department of Education.

UNITED CHRISTIAN ACADEMY is a ministry of United Free Will Baptist Church to local families. Though the school is sponsored by United Free Will Baptist Church, the school does not teach a specific denominational doctrine and we welcome children of all denominations. As a ministry, UCA has goals and objectives which can be fulfilled only through a planned course of study characterized by certain Biblical principles involving you, your child, and our united Christian cooperation.

There may be times when your child will experience disagreement with and opposition to UCA standards as we seek to guide him toward Christian maturity and achievement of academic ability. Such times may cause misunderstandings between home and the school. UCA personnel look upon these moments of difficulty as opportunities to work more closely with your family so that we might be able to fill your expectations of UCA for your child. We hope that with you we might have the privilege of drawing out and cultivating your child's God-given strengths, while minimizing his weaknesses. In the final analysis, we trust he will find God's purpose for his life.

Attendance at UCA is a *privilege* and not a *right*. The goals of this school are not to reform but to train Christian youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibility, integrity and good citizenship. UCA stands, without apology, for the Gospel and the highest standards of morality and Christian behavior.

**UNITED CHRISTIAN ACADEMY reserves the right to dismiss students at any time due to any actions by the student or parent that are deemed detrimental to the school.**

# **D CHRISTIAN ACADEMY**

**784 Highway 46 S  
Dickson, TN 37055  
Phone (615) 446-0322  
Fax (615) 446-0249**

**Administrator - Dr. Ken Riggs  
Office Manager - Mrs. Stacy Poteete  
Assistant Manager- Missy Smith**

School Office Hours: 7:30 a.m. – 3:30 p.m.

## School Hours

1<sup>st</sup> through 12<sup>th</sup> Grade: 8:00 a.m. – 3:00 p.m.  
K3 through K5: 8:00 a.m. – 2:40 p.m.

## Extended Care Hours:

Before School: 6:00 a.m. – 7:45 a.m.  
After School: 3:15 p.m. – 6:00 p.m.

The primary objective and purpose of *United Christian Academy* is to train the student in the knowledge of God and the Christian life and to give the student an excellent education. The teachers of *United Christian Academy* realize the very solemn responsibility before God in establishing a good foundation for each child's future. The staff demonstrates a personal concern for each child under their care.

*United Christian Academy* operates not for profit.

## OUR PHILOSOPHY/ MISSION AND PURPOSE

*UNITED CHRISTIAN ACADEMY is an educational institution which strives to assist parents in the task of training young people in reaching their fullest potential, both academically and spiritually.*

*UNITED CHRISTIAN ACADEMY promotes a Biblically based philosophy that guides young people in developing a consistent and fruitful lifestyle which will impact a constantly changing world.*

The purpose of *UNITED CHRISTIAN ACADEMY* is to provide its students with an educational program which in its entirety exalts and glorifies the Lord Jesus Christ by making Him the center

of all things. Not only is the Word of God taught daily in each class but since the Word is man's only source of absolute truth, all other subjects are approached in the light shed upon them by the Scriptures.

The objective of *UCA* is to obey the scriptural imperative of Deuteronomy 6:5-7a:

*“And thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: and thou shalt teach them diligently unto thy children and shalt talk of them when thou sittest in thine house;”* also, to obey Proverbs 22:6 *to train up a child in the way he should go.* Teaching is training. ***Training for life must include training for eternity.***

*UNITED CHRISTIAN ACADEMY* is an extension of our Christian home in training young people for time and eternity in a Christian environment. Our school staff works closely with parents to train the whole child.

### **NON-DISCRIMINATORY STATEMENT**

*UCA* does not discriminate on the basis of race, color, national or ethnic origin.

*UCA* is not equipped to enroll students who are pregnant or already have children.

*UCA* is not equipped to enroll students with special needs or physical handicaps at this time.

United Christian Academy is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of United Christian Academy is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. United Christian Academy believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. United Christian Academy expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, United Christian Academy believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout his handbook.

We recognize our responsibility to create and maintain a safe environment for all students who attend United Christian Academy. With that in mind, we have adopted the following policy for those who have a criminal history as a registered sex offender: Registered sex offenders may not come on school grounds when children are present. If the offender wishes to have a conference with the teacher, arrangements can be made for after school hours. At least two faculty and/or staff members are required to meet with the offender. This policy will be reviewed annually and revised as needed.

## **ASBESTOS STATEMENT**

*UNITED CHRISTIAN ACADEMY* is an asbestos-free facility.

## **ACCREDITATION**

*UCA* is not accredited at this time

## REGISTRATION

Please read this handbook in its entirety before beginning the registration process.

At the time of registration, the completed application, registration fee and other forms are due. A student is not considered enrolled in school until the registration fee is paid. A place cannot be reserved for your child until this fee is paid. The registration fee ***is non-refundable, non-transferable***. If we do not have room available, your child will be placed on a waiting list. If an additional class is not offered, a refund will be issued.

The first tuition payment and book fees are due on August 1<sup>st</sup>. Books will be ordered at the end of May to ensure they are available for the first day of school.

Records from previous schools, an interview with a parent of a prospective student, an interview with the student, entrance examination results and other pertinent data will be used to determine the feasibility of admission for the student. Placement of the student will be determined by the administrator based on the information mentioned above. A student will not be allowed to register at *UCA* if he or she has been suspended or expelled previously from any school.

Class size dictates the number of students allowed in each class. If that number is reached, we will start a waiting list. If the waiting list reaches a certain number, we will **consider** opening a new class.

After the interview process and testing is complete, parents will be notified by letter or phone call that their child has been admitted to *UCA*.

- ***UCA reserves the right to refuse the admittance of any student based on previous actions by that student or the parents that have been deemed detrimental to the school and its operation.***

## ADMISSIONS

***United Christian Academy is not equipped to teach special-needs students at this time.***

## ***ADMISSION PROCEDURE***

Obtain a registration packet from the office. Complete the application as soon as possible.

The following items are necessary for your registration to be complete:

1. Application (Can be obtained in the school office)
2. Registration Fee must be paid
3. Copy of Immunization Record (must be up-to-date)
4. Child's Birth Certificate
5. Child's Social Security Card
6. Child's Health History
7. Child's Social History
8. Insurance Waiver
9. Signed "Handbook Read" **statement**

**(It is requested that at least one parent and/or guardian confirm that the UCA Handbook for 2017-2018 has been read. The confirmation may be by phone or in a written form.**

10. Signed "Statement of Cooperation"
11. Entrance Exam Completed (Grades 4 – 12)
12. One Parent Attends Orientation

*United Christian Academy* admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to students of the school. The school does not discriminate on the basis of sex, race, color or national and ethnic origin in administration of education policies, admission policies, athletics or other school administered programs.

A student must be six years of age by August 15<sup>th</sup> to enroll in first grade. A child entering kindergarten must be five by August 15<sup>th</sup>.

Class space is limited and will be filled as enrollment is completed. Incomplete enrollment will not hold a space in the class. Please include all required items at the time of registration.

## **IMMUNIZATION HEALTH RECORD**

All students are required to be legally immunized as required by Tennessee Code Annotated, Sections 49-1765 and 49-1767 as amended. Completed School Certification Form For Immunizations signed by the health provider is required as a part of each student's permanent record.

## **FINANCIAL POLICIES**

The registration fee is due at the time of registration. If for some reason UCA decides not to accept a student, the registration fee will be returned less the testing fee of \$25.00. For all other circumstances, the registration fee is non-refundable.

**Tuition may be paid in full by June 30. When this is done, there is an additional 5% discount.**

Tuition may be paid in ten payments due the 1<sup>st</sup> of each month, beginning August 1<sup>st</sup>. Payments are late after the 10<sup>th</sup> of the month.

**UCA has entered into an arrangement for better management and control of tuition with a national company known as FACTS. This program allows payments to be made through your personal bank as a draft from your account. Contact the office if you need further information about this and how to get signed up for this convenient method of payment.**

Tuition is an annual charge, not a monthly charge. For your convenience, a payment schedule has been set up whereby the total tuition for the school year has been divided into ten equal monthly payments – each due on the 1<sup>st</sup> of the month.

- **PAST DUE ACCOUNTS MUST BE PAID BEFORE REGISTRATION BEGINS FOR THE NEXT YEAR.**
- **REPORT CARDS AND SCHOOL RECORDS WILL NOT BE RELEASED UNTIL ACCOUNT BALANCE IS PAID IN FULL.**
- **ALL FEES AND PAST DUE BALANCES MUST BE PAID IN FULL BEFORE GRADUATION.**
- **ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

Extended Care fees must be paid at the close of every month. Children with unpaid accounts will not be permitted to stay until their account is up-to-date,

### ***RETURNED CHECK FEE***

There will be a \$15.00 returned check fee for checks that do not clear the bank.

### ***GRADUATION FEE***

K5 Students \$40.00 . **This fee is to be paid prior to the graduation. Parents will be notified as graduation approaches.**

High School Seniors \$100.00 **This fee is to be paid prior to the graduation. Parents will be notified as graduation approaches.**

### **PARENT OBSERVATION OF CLASSES**

In order to be acquainted with the curriculum used by UCA, it is recommended that parents of prospective students make an appointment to observe the classes and meet with the Administrator prior to registration.

## **ATTENDANCE**

Regular school attendance is extremely important. In order to comply with the State of Tennessee's compulsory school attendance laws, United Christian Academy maintains strict guidelines for attendance records. When a student is absent for any reason, he/she must report to the office for an admittance slip upon returning to school. A signed and dated note from the parent stating the reason for the absence must be brought to the office before the student may return to class.

Any student who will be away from school for reasons other than illness must obtain, **before departure**, all assignments for the period of absence. Approval for such absences should be **requested in writing** to the teacher by the parent at least one school day prior to the absence, giving an explanation of the reason for the absence. Upon approval from the administration, all assignments for the period of the absence should be obtained before departure.

If the absence is excused, a note should be brought to the office on the morning of return for an admittance slip. Following an excused absence, it is the student's (grade 6 – 12) responsibility to see the teacher about all tests and make-up work missed. It is the parent's responsibility for any missed work in grades K5 – 5. Each incomplete item will be recorded as a zero. If a student is absent one day, one day is allowed for making up the missed material. If two days are missed, two days are allowed for making up the missed material. Obviously, it is to the student's advantage to make up the work and resume the schedule as soon as possible.

A student must be in class at least 3 ½ hours a day or the student is considered absent.  
Any combination of (5) tardies or early withdrawals in a nine-week grading period will equal (1) absence.

**IF A STUDENT MISSES MORE THAN 25 DAYS OF SCHOOL DURING THE SCHOOL YEAR, THE ADMINISTRATOR AND SCHOOL BOARD WILL REVIEW THE STUDENT'S ABSENCES ON AN INDIVIDUAL CASE-BY-CASE.**

## ***EXCUSED ABSENCES***

The school will determine whether absences are excused. An excused absence entitles a student, within a reasonable length of time, to make up the work missed and receive no penalty.

The following situations, when documented by note from the parent, may be excused as reasons for absence, check-outs, or check-ins:

- A. Verified illness
- B. Funerals – death in the family, also verified



- C. Court appearance – documented
- D. Medical/dental appointments – documented
- E. Driver’s license test – verified
- F. Church-related event – one day per school year

Make-up assignments must be completed during the current nine week grading period to receive credit. This work must be completed in the time specified by the teacher.

Other absences, such as birthdays or vacations, will be unexcused unless approved by the teacher and the administration in advance. Requests must be received in writing at least 24 hours in advance.

### ***Illness***

During the day, or at any time after the initial arrival of the student to school, when a student becomes ill he must go to the school office. The school office workers will make the necessary arrangements.

If a student is ill and remains at home, the parent or guardian should call the school before 8:30 a.m. If a student is ill, he/she should not come to school merely to take a test and then leave as soon as it is over. A student cannot perform well when ill and may expose others to sickness.

Students involved in extracurricular activities must be present in school for the entire school day in order to participate in a school activity (sports, field trip, musical/drama) in the afternoon or evening. Any exception to this policy must be approved by the administrator.

### ***UNEXCUSED ABSENCE***

Students will not be excused the day before or the day after a vacation period, except in the case of severe illness or emergency. If a student does leave early or return late at vacation time without special permission of the administration, the absence will be considered unexcused.

If at the end of the school year a child leaves (on vacation or for other reasons) before the term is completed, no exams will be given early. The student must come after school is out to finish the work and take the exams. Students must take the exams within ten school days or a zero will be issued for each exam.

Students who are absent without their parent’s permission will receive an unexcused absence for being truant. School work cannot be made up for unexcused absences. A grade of “0” will be given for each subject missed for an unexcused absence.

### ***Tardiness***

It is expected that students will arrive at school on time. They should plan to arrive early enough to be in their proper places by 8:00 a.m. Students who arrive late cause a disruption to the class schedule.

Students who arrive after 8:00 a.m. must be signed in by the parent at the school office with an explanation for the tardiness. Tardy students are to remain in the foyer of the school and will be escorted to their classes by a member of the office staff. PARENTS ARE NOT PERMITTED TO TAKE STUDENTS TO THEIR CLASSROOMS IF THEY ARRIVE AFTER 8:00 A.M.

### ***Early Dismissal***

School is dismissed at 3:00 p.m. When an emergency requires that a student leave earlier than 3:00 p.m., the child must be signed out at the school office. The person with whom the student is leaving must complete the sign-out log in the school office.

**Any combination of five (5) early dismissals or tardies during a nine week grading period will be the equivalent to one day's absence.**

### **WITHDRAWAL POLICY**

The parent who desires to withdraw a UCA student should notify the office of intent to withdraw as soon as possible. If you de-enroll your child before the 15<sup>th</sup> of the month, you still owe 50% of the month's tuition. If you de-enroll on or after the 15<sup>th</sup> of the month, you still owe the full month's tuition. If you pre-paid your tuition, you will be entitled to a refund for the months following the month of de-enrollment.

### **SNOW DAY PROCEDURE**

School closings due to inclement weather will be announced on a day-to-day basis. In the event it becomes necessary to dismiss school early on a school day due to **weather** conditions, the school will notify the parents by phone or email. UCA will ALWAYS follow Dickson County's lead in weather-related closings. The administration of UCA will notify the following television stations the morning of the closing:

- A. WKRN (Channel 2)
- B. WSMV (Channel 4)
- C. WTVF (Channel 5)
- D. WZTV (Channel 17)

All afternoon and evening school activities (assemblies, musical programs, sporting events, etc.) occurring on the day school is closed for weather, will be canceled.

If a student is absent on a scheduled school day for UCA because the parent determines it is unsafe to drive to school due to inclement weather, the absence will be excused. However, an absence or

tardy will be recorded on the student's attendance record and will apply toward the 25 day absence limit for the year.

### **CONTACTING YOUR CHILD'S TEACHER**

It is not uncommon for parents to have questions or concerns that may arise during the school year. All of our teachers are willing to talk with you about your child's progress. In order for your concerns to be best addressed, we have established the following procedures for contacting your child's teacher:

- Make an appointment to meet with the teacher before or after school hours. Do not use your child's class time to discuss problems or other issues with the teacher.
- Do not discuss problems you are having with the teacher in front of your child, other students, teachers or other parents. If you are having an issue with your child's teacher, you are to take the problem to that teacher and try to resolve it. Involving others in negative conversations is damaging to UCA's ministry. If after speaking to the teacher you still have not been able to reach a resolution, both parties will need to meet together in conference with the Administrator to try and resolve the problem.
- Do not e-mail, call or text message the teacher's cell phone expecting an immediate response. Teachers are prohibited from using the internet and their cell phones during class time. Their job is to TEACH your child during school hours. They will be happy to answer your inquiries after school is dismissed.
- Refrain from calling your child's teacher at home unless he/she has distributed their phone number to you.
- If you need to speak to your child's teacher, leave a message with the school office and the teacher will return your call after school hours.

### **COMPLAINT HIERARCHY**

Parents who have a grievance or complaint with a teacher are to follow the hierarchy listed below. If the problem cannot be resolved between the parent and teacher, it will be escalated to the Administrator by the Teacher. If the problem cannot be resolved between the Teacher/Parent and the Administrator, it will be escalated by the Administrator to the UCA School Board.

Parent to Teacher  
|  
Teacher to Administrator  
|  
Administrator to School Board

A list of class members will be posted by each teacher's door. The first day of school will be a time of "getting acquainted" for the children and the teacher; therefore, it is best for the parents of small children to promptly leave their children with the teacher. When the parents remain in the classroom, it makes the period of adjustment more difficult. At dismissal time, the students may be picked up in the designated area of the parking lot.

Please park in the designated parking spaces on the north and south side of the church building.

**For the safety of our students and staff, please DO NOT PARK in the NO PARKING ZONES in front of the school.**

**Please remember to drive slowly (5 mph) and carefully when entering and exiting the UCA campus.**

### ***TUITION DISCOUNTS (CHECK THIS)***

The following discounts on annual tuition are available for the children of:

- Tithing Members of United Free Will Baptist Church 15%
- Career Firefighters, Police Officers and Emergency Personnel 15%
- Active Military Personnel 15%
- Ordained Pastors 15%

**NOTE: Only one discount per family. Discounts apply only to parent(s) and/or legal guardians.**

### ***EXTENDED CARE***

Extended Care is available to all UCA students and is a separate charge (Extended care is included in the full-time K3 / K4 tuition).

Students arriving at school before 7:45 a.m. and/or remaining at school after 3:15 p.m. are to report to extended care and will be charged accordingly.

Extended Care fees are billed on the first day of the month following service. Payment for Extended Care is due by the 10<sup>th</sup> of the month.

Rate per child morning or afternoon	\$ 2.50 per any portion of ½ hour
Family Rate (Maximum)	\$ 350.00 per month

A **LATE FEE OF \$1.00 PER MINUTE** will apply to each child left in extended care after 6:00 P.M.

## ***LUNCH PROGRAM***

UCA provides a nutritious meal for any student who wishes to buy school lunch. Ice cream is available for purchase. Students are asked to bring any needed items in their lunch boxes, such as spoons, napkins, condiments, plates, etc. when they bring their lunch from home. They must eat in a quiet, mannerly way. Poor table manners, throwing food and loud talking in the cafeteria will not be tolerated.

Students are required to eat in the cafeteria. Students are not to eat or drink (with the exception of water) in the classrooms. **Absolutely NO EATING or DRINKING in the sanctuary.**

A lunch menu will be sent home monthly to inform the students what will be served the following month. All menus are subject to change without notification.

All lunch money must be placed in an envelope and labeled with the student's name, grade, what the money is for and must be turned in to the teacher.

*We cannot refrigerate anything except prescribed medications.*

- *UCA seeks to offer nutritional lunches throughout the school year. At the beginning of each month, parents are notified of the lunch menu for each month. This menu is also posted on the web site each month. Please notice this menu in advance. While UCA wants to be as considerate as possible, we cannot cater to each and every individual desire. If you notice a meal that your child would not like, it is your responsibility to send a lunch with your child. It is imperative that you cooperate with UCA regarding this procedure. Caution should be exercised in asking teachers to make exceptions such as microwaving a child's lunch. Teachers are on a limited time and to do this is not feasible or practical.*

## ***LUNCH FEE***

Cost for student lunch is \$3.25 per day. This can be paid by the day, week or month.

**THERE WILL BE NO CHARGING OF MEALS.**

## ***MILK FEE***

Cost of milk is \$.50 per carton – unless it is included with their purchased school lunch.

## ***SNACKS***

It is the parent's responsibility to provide snacks for their child(ren). UCA has a soda and snack machine in the cafeteria provided by an independent vendor. Students are allowed to make purchases from these machines. Ice cream is available for purchase during the lunch hour ONLY. Ice cream costs 75 cents.

**NOTE: LUNCH, MILK, and ICE CREAM PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

### ***REFERRAL PROGRAM***

United Christian Academy will pay \$100.00 to anyone referring a new student to UCA when a referral card is completed. The new student will also receive \$100.00. Referral cards are available in the school office.

### ***SCHOLARSHIP PROGRAM***

The Walker Tucker Memorial Scholarship was created to give financial assistance to deserving students enrolled in UCA. This one-time scholarship is funded solely through donations. Awards are based on availability funds and financial need of the student. Applications are available in the school office.

### ***ACADEMIC STANDARDS***

1. Students enrolled in UCA will be expected to maintain at least a “C” average. If at the end of any nine week grading period, a student in second grade or above does not have a “C” average, he will be on academic probation until the next grading period. If the student still does not have a “C” average, he may be requested to transfer or drop back to a previous grade. A student is considered to have failed a grade if the average of the final grade in two major subjects is “F”.

Any student receiving a yearly grade of “F” in two academic subjects will automatically be retained. If a student receives an “F” in either English (Language Arts) and/or Math, the student will have to make up the respective subject(s) in summer school in order to be promoted to the next grade level.

2. The teachers of UCA do not grade on a curve.
  - **The grading scale is as follows and follows the practice of most college procedures for the purpose of making it easier for things like Dual Enrollment and transferring of credits to other institutions of higher learning.**

**100-93=A**  
**92-89= B**  
**88-77=C**

**76-70=D**  
**69- below= F**

3. It is the desire of UCA to help every student do his best work and to assist any student having difficulty.
4. If a student is absent the day an exam, quiz, or daily work is given, it is the duty of the student to make an appointment with the teacher to take the exam as soon as possible after he or she returns to school.

## **CURRICULUM**

United Christian Academy has adopted texts from Abeka. The curriculum is a traditional academic curriculum based upon Biblical principles and Scripture.

Scripture memory enhances the student's ability to learn other academics. God's Word is basic to our curriculum.

## **HOMEWORK**

Homework is designed to practice new material and reinforce previously introduced material. Homework is expected to be properly completed and on time each day and presented to the teacher during the next class period. Written homework will not be given on Wednesday night, as this is church night. If your child should come home with homework on Wednesday nights, this means he/she did not do the work in class. However, if a scheduled test falls on Thursday, the student will be asked to study for the test.

Homework assignments are to be written each day in an assignment booklet. Parents should sign (not initial) the booklet each evening after checking to see if the homework is complete. An assignment of "NO HOMEWORK" should also be signed. Absolutely no copying of homework is allowed.

After (3) incomplete homework assignments, a demerit and referral to the Administrator are given. This will continue for each three missing homework items. A zero is recorded for each missing assignment.

## **ACHIEVEMENT TESTS**

UCA students typically score above average on the Iowa Assessment which are given each spring. The CogAT Test is also given to selected grades each year. These tests together yield an Achievement/Ability comparison.

## **ACT TESTS**

Each senior must take the ACT test. Our students have performed well on the ACT and many have been accepted by a number of colleges and universities. Inquire in the office for a list of schools attended by UCA graduates.

## **HONOR ROLL**

It is the policy of UCA to recognize students who have achieved outstanding academic marks each academic quarter. Our Honor Roll program is one of the ways we strive to reward these students and at the same time encourage all of our students to work up to their full potential.

We follow the guidelines listed below in Grades 1 – 12:

1. Recognition of students will be made at the end of each nine week grading period.
2. There will be three Honor Roll Lists:

**PRINCIPAL'S LIST** – Quarterly - All “A’s” in a nine week grading period.  
Annually - All “A’s” during the entire school year.

**A HONOR ROLL** - Quarterly – All “A’s” with one “B” in a nine week grading period.  
Annually - All “A’s” with one “B” allowed per nine-week grading period.

**B HONOR ROLL** – Quarterly – All “A’s” and “B’s” with one “C” allowed in a nine-week grading period.  
Annually – All “A’s” and “B’s” with one “C” allowed per nine-week grading period.

## **RETENTION**

A student must score 70% or above in a subject. A final grade of less than 70% results in repeating the subject. A student is retained in grades 1-8 when he or she fails to score 70% in the basic subject areas of math, English, history or science. A decision should be made for each individual student by the classroom teacher and the Administrator.

A student is retained in K4 or K5 when basic skills are not mastered. The progress report is an indicator of skill mastery at these levels. In order to be promoted to first grade, a K5 student's skills must be mastered.

## **STUDENT DRIVERS**



Students who have reached their 16<sup>th</sup> birthday and have passed their driving test must obtain permission from the administration before driving to and from school. Forms are available in the school office. Proof of insurance is required. Student drivers may not transport classmates to and from school without signed and dated permission slips from BOTH students' parents. Student drivers must have their vehicles parked no later than 7:45 a.m. They will be permitted to leave campus at 2:50 p.m. in order to avoid the heavy afternoon traffic on Highway 46. Driving privileges may be suspended should the student fail to comply with the discipline code or is caught driving recklessly on campus, and thereby compromising his/her safety and the safety of others.

## **STUDENT CONDUCT**

Students are expected to maintain good behavior at all times, including showing respect for teachers, staff and the administration and to promptly obey their instructions. All administrators and teachers have the responsibility of correcting students who are not behaving properly.

- **However, there may be times when a child may become defiant and disrespectful. Unfortunately, today's culture does not look kindly on methods of discipline as in the past. When a student of UCA of any age or grade level continues to display such attitudes, parents will be contacted to come and pick the child up from school. Teachers and Staff members of UCA will do everything possible to handle such behavior, but when all else fails, parents will be contacted.**

**UCA is not a corrective institution.** Consequently, we ask that you do not enroll your child with the idea that we will reform him/her. We are here to work with the home but not to take the place of parents who have experienced difficulty in fulfilling their role.

Students must at all times conduct themselves in a manner becoming a Christian. Gripping is not tolerated. If your child comes home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize his/her reporting is emotionally based without all the information.
3. Realize we have reasons for all rules and they are enforced without favor.
4. Offer the child the opportunity to explain the incident in front of both the parent and the teacher.
5. Support the administration and call us for all the facts.

UCA is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that *"all things should be done decently and in order"* and that our given responsibility is to *"walk honorably before all men."* Thus at UCA, a discipline is maintained which is consistent, fair and tempered with love and a genuine regard for students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding. The UCA classroom discipline plan consists of:

1. Rules that each student must follow at all times.
2. Positive recognition for following the rules.

## **Scripture Related to Discipline**

**Students are reminded that the Lord Jesus Christ expects us to be disciplined in all of life:**

*“Children obey your parents in all things: for this is well pleasing unto the Lord.”*  
(Colossians 3:30)

*“Let every soul be subject to the higher powers.”* (Romans 13:1a)

*“Obey them that have the rule over you, and submit yourself.”* (Hebrews 13:17a)

*“For the commandment is a lamp; and the law is right, and reproofs of instruction are the way of life.”* (Proverbs 6:23)

*“He is the way of life that keepeth instruction; but he that refuseth reproof erreth.”*  
(Proverbs 10:17)

*“Chasten thy son while there is hope, and let not thy soul spare for his crying.”*  
(Proverbs 19:18)

*“Foolishness is bound in the heart of a child: but the rod of correction shall drive it far from him.”* (Proverbs 22:15)

## **DISCIPLINE CODE**

### **CLASSROOM RULES – K3 through Grade 4**

1. Follow directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Raise hand and wait to be called upon.
4. Stay in seat unless you have permission to be up.
5. Call each other by given names.

#### **Consequences**

<i>First Time</i>	– Warning – Name recorded
<i>Second Time</i>	– Name checked – (time out)
<i>Third Time</i>	– Name checked twice – (double time out)
<i>Fourth Time</i>	– Name checked three times – (triple time out – Note sent home)
<i>Fifth Time</i>	– Name checked four times – (quadrupled time out – Note sent home – sent to Administrator’s office)
<i>Severe Disruption</i>	– Willful disobedience, fighting, lying, cheating, destruction of school property, disrespectful to teacher or staff – Sent to Administrator’s office.

## ***DISCIPLINARY MEASURES***

Should a student behave in the unacceptable ways indicated in this discipline code, any of the following disciplinary measures may be enforced by the school:

- Student Conference
- Parent phone call/parent conference – Prior to a problem becoming quite serious, the parent(s)/guardian(s) will often be asked to come to the school to work with school officials. Many times a student will begin to show progress upon the involvement of the parent(s)/Guardian(s) in the problem.
- Assignment to Detention – Detention may be assigned before or after school. The parent(s)/guardian(s) will be notified a day in advance when the detention is to be assigned.
- Work Assignments – Extra work assignments may be given in addition to the regular course load when determined to be appropriate and practical.

### **PROBATION**

When disciplinary offenses have reached the point at which they are almost untenable, a student may be placed on disciplinary probation. This point may be reached because of the number of offenses and infractions or because of their seriousness. Probation really means that a student is being given one last chance to be a good citizen of the UCA community. A violation beyond this point will generally result in expulsion. One single offense, if serious enough, can result in probation

### **EXPULSION**

For the continued violation of any school rules or policies upon due consideration by the administration and school board, a student may be expelled. One single offense, if serious enough, can result in expulsion.

### **CORPORAL PUNISHMENT**

UCA does not exercise paddling as a form of corporal punishment. If a child is in need of strong disciplinary measures, the parent will be asked to come to the school and discuss the matter.

## ***DEMERIT SYSTEM***

United Christian Academy is committed to the principle that good discipline is a prerequisite for learning. It is the responsibility of the staff to see that a high standard of discipline is maintained in every classroom. If and when discipline problems occur, the teacher and/or principal may take one or all of the following measures. Teachers in grades 1-4 handle the discipline problems at their discretion and/or consultation with the Administrator. Grades 5-12 have the option of using the demerit system.

1. Counseling with the student; written assignment; demerits
2. Teacher-parent conference
3. Principal-parent conference
4. In-school detention: 5 demerits=one hour detention  
10 demerits=two hours detention
5. Withdrawal of privileges
6. In-school suspension after 15 demerits
7. Out-of-school suspension after 20 demerits
8. Permanent expulsion after 25 demerits
9. Incomplete homework (See page 15, the third paragraph under Homework for further explanation.)

Students who obey the rules will be rewarded with privilege points and various ways of recognition. Verbal or written threats will be dealt with immediately by school administration.

The amount of demerits given to a student may range from 1-5 depending upon the seriousness of the infraction and the discretion of the teacher.

Some infractions which merit immediate demerits are: (Grades 5 and up)

Disrespect and insubordination  
 Cheating or allowing someone to cheat  
 Lying  
 Chewing gum  
 Eating or drinking in classroom or at unspecified times  
 Defacing school property (student and parent responsible)  
 Abusing property of others  
 Fighting or dangerous play  
 Scuffling  
 Dress code violations  
 Gripping or display of detrimental attitude of UCA  
 Running or pushing  
 Throwing objects  
 Disobedience  
 Forgery of Parent Signature  
 Profanity or vulgarity; use of slang expression  
 Littering  
 Rude and discourteous  
 Disorderly conduct  
 Physical contact with the opposite sex (5<sup>th</sup>-12<sup>th</sup> grade)

## ***EMERGENCY DRILLS***

### **FIRE**

At the sound of the alarm, students are to stand and exit the building with their class in an orderly manner to the soccer field. At the sound of the ‘all clear’ announcement, the students are to return to class in the same orderly manner. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each teacher will be responsible for his/her own class.

### **TORNADO**

When a tornado warning drill is called, all students will exit their classrooms in an orderly manner to the designated hallways. Students are to crouch on the floor facing the wall, and bend over with hands on the back of the head, keeping away from glass doors, windows, and big rooms like the sanctuary and cafeteria. When the ‘all clear’ announcement is made, the students may return to the classroom. Each teacher will be responsible for his/her own class.

### **LOCK DOWN**

When the lock down warning drill is called, each teacher is to close and lock the door to their classroom and slide the green card under the doorway or put it in the window of the portable classroom to advise “an all clear” in their classroom. (If a red revealed instead - this be an alert that a problem exists in the room.) When the ‘all clear’ announcement is made, the teacher may unlock the door to the classroom and retrieve the card.

### **EARTHQUAKE**

When the earthquake drill is called, each teacher is to instruct all children to crouch down on the floor underneath their desks in an orderly fashion and bend over with hands on the back of the head and to remain quiet. When the all-clear announcement is made, the students may return to their seats. Each teacher is responsible for his/her own class.

### ***REPORT CARDS***

The grading system of UCA is set up on nine week periods for K5 through 12<sup>th</sup> grades. K3 & K4 is set up on six week periods. Report cards will be given to students to present to their parents the week following each grading period. The report card is to be ***signed and returned the following day.***

### ***PROMOTION – RETENTION***

In grades 1-6, any student receiving a yearly grade of “F” in two academic subjects will automatically be retained. If a student receives an “F” in English/Reading (Language Arts subjects) or math, the student will have to make up the respective subject in summer school in order to be promoted to the next grade level.

### ***GENERAL SCHOOL RULES***

1. No talking in quiet zones.
2. No running in building

3. Off limits:
  - A. Automobiles – all students stay out of and off vehicles.
  - B. Other students' desks
  - C. Teachers' desks and files
  - D. All school equipment including the computers, ice cream freezer, refrigerators and musical instruments, unless authorized.
4. No chewing gum
5. No public display of affection by students of the opposite sex (this includes hand-holding, hugging and kissing).

## ***MEDICAL GUIDELINES***

Any medication, prescription or non-prescription, (cough drops, Tums, aspirin, etc.) must be signed in at the office. The office workers will administer the medication to your child. **Do not put medications in your child's backpack.**

## ***CHAPEL PROGRAM***

Chapel programs are held weekly. Grades K- through 12<sup>th</sup> meet on Wednesday mornings at 8:30 a.m. **The Pastor, Youth Pastor from United Free Will Baptist Church, and or School Administrator or other approved personnel will speak during the chapel services.** Students in grades 3-12 are expected to bring their Bibles to chapel service. Parents and guests are always welcome to attend.

## **MUSIC**

Instruments are to be played only during chapel services or in music class. Only approved Christian music is allowed to be played and sung during chapel services at UCA. Any secular music played or sung must have the consent of the Administrator or the pastor of United Free Will Baptist Church.

## **Praise Team**

Students in grades 7<sup>th</sup> through 12<sup>th</sup> are invited to participate in the UCA Praise Team. This music ensemble meets for practice weekly and assists in the praise and worship singing in our chapel services.

A regular part of worship is the reciting of pledges to the American flag, the Christian flag, and to the Bible. Students lead in the pledges. Students and staff are expected to participate in the pledges. Students are required to dress in 'chapel attire' (see SCHOOL DRESS CODE).

## **PLEDGES**

### **AMERICAN FLAG**

I pledge allegiance to the flag  
of the United States of America;  
and to the republic for which it stands.  
One nation under God, indivisible,  
with liberty and justice for all.

### **CHRISTIAN FLAG**

I pledge allegiance to the Christian flag  
and to the Savior for whose kingdom it stands.  
One Savior, crucified, risen, and coming again,  
with life and liberty to all who believe.

### **BIBLE**

I pledge allegiance to the Bible,  
God's holy word.  
I will make it a lamp unto my feet,  
And a light unto my path.  
I will hide its word in my heart  
That I might not sin against God.

## ***UNITED CHRISTIAN ACADEMY DRESS CODE***

We believe there is a definite relationship between a student's attitude toward scholarship and good citizenship and the student's manner of dress and grooming.

No student's manner of dress or grooming shall be permitted to disturb or adversely influence the character or order of a class or the school. The appearance of UCA students should reflect good taste at all times with the students taking pride in their appearance without being preoccupied with it. The administration and faculty have the responsibility of counseling and advising students on matters of appearance and every effort will be made to do this tactfully so that the student may not be embarrassed. However, any student who is uncooperative in complying with school standards may be sent home to make necessary and proper adjustments.

All articles of clothing must be clean, pressed and neat in appearance and worn in an appropriate manner. Styles of dress, hair, makeup, or accessories not consistent with a well-groomed student are not acceptable. The administration and faculty will be the final determiner of what is acceptable. If you have some doubt about the acceptance of some clothing, then submit it to the administration for approval before wearing it to school.

The following dress regulations apply regardless of weather and are to be observed during school and at all school functions (on-campus, off-campus, weekend functions, or holiday functions) unless otherwise specified. Neatness and good taste will continue to be the guiding standard beyond these guidelines.

The administration will have final authority on all matters of dress and hair.

**UCA requires standard uniform style clothing. These include, but are not limited to the following brands: Lands' End, Dickies, French Toast and Izod. These items may be purchased on-line or from local retailers. Fussell's, Wal-Mart, Penney's and Sears carry uniform clothing. All clothing must uphold the standards of United Christian Academy.**

**STUDENTS IN VIOLATION OF THE DRESS CODE WILL BE GIVEN DEMERTIS AND EITHER BE PROVIDED A REPLACEMENT PIECE OF CLOTHING OR BE SENT HOME TO CHANGE.**



## ***GIRLS***

### **Pants Allowed**

Uniform Style ONLY – Twill Fabric  
Ankle-length or Capris  
Khaki, Black or Navy

Khaki, Black or Navy  
Knee Length or longer  
Loose fitting

### **Jumpers**

Uniform Style – Twill Fabric  
Khaki, Black or Navy  
Knee Length or longer  
Loose Fitting

### **Polo-Style Shirts**

Shirts must have a collar  
Long or Short sleeves  
ANY SOLID COLOR (except white)  
Loose fitting

### **Oxford Style Blouse**

Long or Short Sleeves  
Any color; striped or solid

### **Shorts (Grades 1-6)**

Uniform Style ONLY  
Knee Length  
Twill Fabric  
Khaki, Black or Navy

### **Pants NOT Allowed**

Pants that are too tight, made of corduroy or denim are not allowed. No hip- huggers, or low-rise pants.

No denim, clingy fabrics or wrap-around styles.  
Slits in the back must not go above the knee.  
No side slits.

### **Additional Requirements**

Must be worn with a polo or Oxford type shirt

### **Additional Requirements**

Shirts are not to HUG your body.

No large brand logos (Abercrombie, etc.)

### **Additional Requirements**

White to be worn under jumpers only

### **Shorts NOT allowed**

Grades 7-12 are not allowed to wear shorts.

**Dresses (Grades 1-12)**

Loose-fitting; modest  
 Long or short sleeves  
 Knee Length  
 No sleeveless

**Hoodies**

UCA Hoodies  
 Pull-over or Zipper Style

**Hoodies NOT Allowed**

No vulgar, obscene, or other advertisements that are contrary to Christian standards

**Additional Requirements**

Uniform polo shirt must be worn underneath

**Sweaters/Sweater Vests**

Cardigan or Pull-over

**Sweaters/Vests NOT allowed****Additional Requirements**

Uniform polo shirt must be worn underneath if the garment is a sleeveless sweater

**Shoes**

Tennis Shoes, Loafers, Flats, Pumps with Moderate heels.

**Shoes NOT Allowed**

No backless shoes, flip-flops, or extreme styles

**Stockings/Leggings**

Nylon stockings  
 Knee socks  
 Ankle socks

**GIRLS' CHRISTIAN T-SHIRT DAY**

Girls may wear UCA or Christian T-Shirts on Friday.

In addition to the aforementioned items, please adhere to the following dress code rules:

- No blue jeans unless approved for 'dress-down' day by the administration.
- No hats are to be worn inside the school or church building
- All shirts must be buttoned with the exception of the top button.
- No radical haircuts or hair colors. (Pink, green, blue, etc. are not normal hair colors)
- No excessive jewelry. Earrings must be limited to no more than two (2) per ear. The display of body piercing(s) and tattoos by UCA students is prohibited, with the exception of female students having pierced ears.
- Makeup should be in good taste. Unusual color combinations, designs or excessively heavy makeup are not to be worn. No temporary or permanent tattoos.

- Clothing with logos or pictures referring to TV or movie characters (including animated), celebrities, non-Christian bands, music celebrities, and tobacco or alcohol products is prohibited. Clothing with cartoons displayed on it is not allowed.
- Any clothing item displaying a negative attitude toward learning and education is prohibited.
- Clothing worn by UCA students at school-sponsored functions, programs, activities, and sporting events held after school hours must be neat, conservative and modest.

### **DRESS-DOWN DAYS**

Dress-down days will occasionally be awarded to the students. The students will be allowed to wear their regular, every-day clothes, including jeans. Pajamas, yoga pants, & low-cut or see-through tops are not to be worn to school. All clothing must be MODEST and loose fitting and free of advertisements and vulgar verbiage and pictures.

- **However, in keeping with the standards of modesty, neatness, and good taste, the following standards must be upheld:**
  - No leggings alone
  - Dresses should be a minimum of knee length
  - Pants, including jeans for both boys and girls, are not to be skin tight
  - No items of clothing that advertise adverse on inappropriate materials are not permitted
- **If a student comes to school not abiding by these rules, they will be asked to return home to change, or call their parents to bring a change of clothing to them**
- **If students continue to “take advantage” of the dress down days by being disobedient, defiant, and/or disrespectful, demerits will be assigned.**
- **It is to be understood that teachers in grades 1-12 are authorized to determine any inappropriateness regarding the attire on dress down days.**
- **When, and if, there may be differences of opinions, the ultimate decision may be made by the School Administrator.**

## ***BOYS***

### **Pants**

Khaki, Black or Navy  
Twill fabric  
Loose-fitting, Ankle-length  
Hems must not be ragged or dragging  
on the ground.

### **Polo Shirts**

Shirts must have a collar  
Long or short sleeves  
ANY SOLID COLOR

### **Oxford Style Shirts**

Long or Short Sleeves (Must be tucked in)

### **Shorts (K5 thru 6<sup>th</sup>Grade only)**

Uniform Style  
Khaki, Black or Navy  
Knee Length  
Twill Fabric

### **Hoodies**

UCA Hoodies

Pull-Over or Zipper

### **Sweaters/Sweater Vests**

ANY COLOR  
Cardigan or Pull-over

### **Pants NOT Allowed**

Corduroy or denim fabric  
Pants with blue-jean styling

### **Polo Shirts NOT Allowed**

No large brand logos (Abercrombie, etc.)

### **Additional Requirements**

Oxford shirts are acceptable any time

### **Shorts NOT Allowed**

No baggy or blue-jean styling  
  
No shorts for boys grades 7-12

### **Hoodies NOT Allowed**

Uniform polo shirt must be worn underneath  
No vulgar, obscene, or other advertisements  
contrary to Christian standards

### **Additional Requirements**

Collared uniform shirt must be worn  
underneath if the garment is a sleeveless  
sweater

## **BOYS' CHRISTIAN T-SHIRT DAY**

Boys may wear UCA or Christian T-Shirts on Friday.

**In addition to the aforementioned items, please adhere to the following dress-code rules:**

- No baggy pants, sagging pants, pajama bottoms or pants that are excessively tight
- No blue jeans unless approved for 'dress-down' day by the administration
- No hats may be worn inside the school or church buildings.
- All shirts must be buttoned with the exception of the top button.
- Boys must tuck in their shirts at all times.
- No facial hair--beards, mustaches, goatees or long sideburns
- Hair must be cut above the shirt collar, off the ears and off the eyebrows.
- No radical haircuts or hair colors
- The display of body piercing(s) by UCA students is prohibited, except for the allowance of female students having pierced ears according to the established guidelines stated above in the UCA Dress Code.
- The display of tattoos (temporary or permanent) by both male and female students is prohibited.
- Shoes must be worn at all times.
- Clothing with advertising/name brand logos or pictures referring to TV or movie characters, celebrities, non-Christian bands, music celebrities, and tobacco or alcohol products is prohibited. Any clothing item displaying a negative attitude toward learning and education is prohibited. Clothing with cartoons displayed on them is not allowed.
- Clothing worn by UCA students at school-sponsored functions, programs, activities, and sporting events held after school hours must meet the principles of neatness, be conservative and modest.
- The administration of UCA reserves the sole right of determining the acceptability of any item of clothing worn by UCA students at school-sponsored functions, programs, activities and sporting events held after school hours.

## **LIBRARY STATEMENT**

United Christian Academy wants the very best reading materials for our students. Please help us keep our library free of undesirable material by informing the office or Administrator of vulgar or questionable material found in any book.

United Christian Academy does not necessarily endorse all the contents of each book in the school library. The position of United Christian Academy is well understood to be in strict adherence to the doctrine and principles taught in the Holy Scriptures.

## **LOST AND FOUND**

Lost and found articles are taken to the office. Any items not claimed by the end of each semester will be boxed up and given to a charitable organization or auctioned at a school function.

## **EXTRA-CURRICULAR ACTIVITIES**

In order for any student to participate in extra-curricular activities (cheerleading, athletics, student government, drama, etc.), he/she must maintain at least a “C” average based on a four point GPA without an “F” in any subject he/she is presently taking in school. Students will be ineligible until the next issuance of grades.

## **FIELD TRIPS**

In connection with their studies, students have field trips scheduled during the year. Although such off-campus learning experiences are of real enjoyment for the students, it is to be realized that these experiences are designed primarily to enrich learning. Teachers may ask students to take notes, test them or make a report of the trip.

A natural outgrowth of such trips, under the supervision of adults on every occasion, is that the student is disciplined in the art of self-control and gracious deportment in all kinds of situations.

Fees for all field trips are to be put in a sealed envelope with the name of the student and the teacher on the outside. Please turn in all field trip money to the teacher. Do not give field trip money to the front office.

## **SCHOOL VISITATION**

Visitors to the school must go first to the office and sign in and obtain a Visitor’s ID. Identification while visiting our school is required to insure the safety of our students and staff.

Students may not entertain visitors during the school day. This includes friends, family members or students from other schools. However, parents or grandparents wishing to eat lunch with their

child/grandchild during their designated lunch period, may do so after letting the office personnel know. You must sign-in and obtain a visitor's pass to do this.

Former UCA students may not visit during the school day without permission from both the teacher and the Administrator.

## ***TECHNOLOGY CODE UNITED CHRISTIAN ACADEMY***

### ***Network and Internet Access Rules and Regulations***

1. Students are responsible for good behavior on the Internet just as they are in the school building. General school rules for behavior and communications apply.
2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.
3. The following are not permitted:
  - \*Sending or displaying offensive messages or pictures.
  - \*Using obscene language
  - \*Harassing, insulting, or attacking others.
  - \*Damaging computers, computer systems, or computer networks.
  - \*Violating copyright laws.
  - \*Using another's password.
  - \*Trespassing in another's folders, work, or files.
  - \*Intentionally wasting resources, including the use of "chain letters" and messages broadcasted to mailing lists or individuals.
  - \*Employing the network for commercial purposes
  - \*Revealing the personal address or phone number of yourself or any other person without permission from your teacher.
4. Violations may result in a loss of access as well as other disciplinary or legal action.
5. This document may be modified by the administration, with the approval of the UCA School Board. Parents and users will be notified of any changes.

# K3 and K4 PROGRAM

## UNITED CHRISTIAN ACADEMY PRE-SCHOOL ORGANIZATION PURPOSE AND POLICY

**United Christian Academy is not equipped to teach  
special-needs students at this time.**

United Christian Academy has served Dickson County since 1985. It is under the direction of the United Christian Academy Education Board which consists of seven elected United Free Will Baptist Church members and one elected UCA parent who functions as our parent liaison. The pre-school is under the direction of the pre-school director and/or Administrator and is under the supervision and guidelines of the Tennessee Association of Christian Schools.

It is our goal to provide your three and four year old pre-school children with a safe and loving environment in which to grow and explore. We provide for the children an academic program which exposes them to a variety of activities. These activities establish an education foundation in phonics, counting and writing.

**NOTE: Students enrolled in our K3 and K4 program must be able to follow instructions. They must be able to listen and stay in their seats. They also must be respectful to their teacher and to the other students. Children who cannot mind or are a continued discipline problem in the classroom are a distraction to the other children and keep them from learning.**

**If the K3 or K4 teacher determines that a child's maturity level or behavior is not yet conducive to a classroom setting and they are unable to adjust within four weeks of enrollment, the child will be de-enrolled.**

We strive to provide a balanced schedule with some adult-directed activities and some free-choice activities. Vigorous activity is countered with quiet play. The children bring a nutritious morning snack from home. If they are here past 4:30, they need an afternoon snack. They also bring this from home. A well-balanced lunch will be provided by UCA.



- However, parents must understand that while UCA strives to offer balanced lunches, we cannot cater to the desires of everyone. It is imperative that parents take note of the lunch menus in advance. These menus are sent home at the first of each month and are posted on the UCA web site. Please check these often and should your child not want what is being served, on a particular day, feel free to send something else.
- UCA would like to request that when students bring their own lunches, please be considerate of the teachers and the time they have allotted for lunch. Be careful about sending too many items that need to be put in a microwave since that takes time for a teacher to have to assist students.
- If students are restricted because of health and/or other dietary issues, it is the responsibility of parents to provide the proper and appropriate meals for lunch and other snack items.

Our morning extended care program operates from 6:00 a.m. until 7:45 a.m. At 7:45 a.m., our pre-school teachers take responsibility for the children until afternoon extended care begins at 3:15 p.m. UCA officially closes at 6:00 p.m. Children remaining at UCA after 6:00 p.m. will be charged \$1.00 per minute.

In order for a child to be enrolled in UCA Pre-school, we require the following information and forms:

1. Application
2. Immunization Record with shots up-to-date
3. Social Security Card
4. Health History
5. Social History
6. Birth Certificate

**NOTE:** K3 and K4 students must be completely toilet trained!

### **ARRIVAL AND DISMISSAL**

UCA's K3 and K4 programs are not a daycare facility. Your child is attending PRE-SCHOOL and will be learning a lot each day. In consideration of the teachers' lesson plans and schedule for their classroom and for the benefit and safety of your child and the other students enrolled, we ask that you walk your child into the school building and have him/her in their classroom before 8:00 a.m. Please see that the teacher is aware of your child's arrival. You must sign them in on the class register.

To provide as little disruption to the class schedule as possible, parents bringing their children to school after 8:00 a.m. must sign them in at the office window. Parents will not be able to walk their children to their classroom if they are late. They will be escorted to their classroom by one of the office staff.

You must sign your child out when you return to take your child home. In order for someone else to pick up your child, we must have written notification. In case of emergency please call the office and communicate your plan clearly. We want to insure safety and security for each student.

### **SNACKS**

Your child will have a mid-morning break time. Please send a nutritious snack. Milk and juice may be purchased from the cafeteria. Please avoid candy and junk food and encourage nutritious food.

### **REST TIME**

Each afternoon the children will have a time to rest. A two inch thick mat is required for this rest time. They are difficult to find, so we provide them in our classrooms. Your child will also need a baby crib sheet, a small pillow, and a small blanket for cover.

### **PROGRESS REPORTS**

Each student will receive a progress report at the end of **every nine weeks** grading period.

### **HALLOWEEN**

United Christian Academy does not observe or celebrate Halloween.

### **CHRISTMAS & EASTER**

United Christian Academy will observe these holidays with a focus on the scriptural meaning of these days. We will celebrate the birth, death and resurrection of our Lord and Savior Jesus Christ. Secular celebrations with focus on Santa and the Easter Bunny, Easter Eggs, etc., will not be part of our emphasis.

#### **Sign-in and Sign-out**

It is a must. Every child must be signed in each morning and signed out when you pick the child up. Only the people indicated on your form will be allowed to pick up your child. Your child's safety is our primary concern. The book is inside the classroom. Sheets are listed alphabetically. If anyone is not allowed to pick up your child, please let us know.

#### **Money**

Any money sent should be put in an envelope with the child's name on the outside with a note of what the money is for. (This also includes money for field trips or fund-raisers).

#### **Hooks and Lockers**

Children have a hook on which to place their coats, book bags, and lunchboxes. The lockers located in our room are for keeping a change of clothes to leave at school. Sometimes we need to change in case of an accidental spill. Write the child's name on all articles of clothing including jackets, sweaters, etc.

### **Clothes**

Bring a change of clothes as soon as possible with your child's name on the inside tag. Please include undergarments as well as outer clothing.

### **For Cooler Weather**

Please send a light jacket or sweater to leave at school. Sometimes the room is cool. Remember to put your child's name on the tag.

### **Snow Days**

Watch channels 2, 4, 5, and 17 for school closing information. We will usually follow the Dickson County Public School weather-related closings.

### **Dress Code**

Clothing is to be modest and conservative in style

### **Nap Time**

Mats are provided. Each child will need to bring a crib sheet, a small blanket, and a small pillow. Every full-day student will lie down and rest daily. Children are allowed to bring a 'nap buddy' with them to school.

### **Show and Tell**

We will be having share time throughout the year. On these days, please do not send any cartoon characters, movie or T.V. characters. If you have a question, ask before sending.

### **Toys**

With the exception of their 'nap buddy', please do not send toys to school with your child. An exception will be made on show and tell days. We appreciate donated toys for our class.

### **Monthly Letters**

Letters will be sent home every month to inform you of what is being studied. A weekly newsletter from the school will be emailed on Wednesday.

### **Restroom**

We will have many restroom breaks. If your child has a special need, please let the teacher know. Please take your child to the restroom before coming to class in the morning.

### **Change in Information**

If phone numbers, address, employment, or marital status changes, we must know. Please advise your child's teacher and/or the office of any changes.

### **Medicines**

All medicine must be taken to the office and signed for in the medicine book. We cannot give any medication that is not signed in. We cannot keep medicines in our classrooms.

### **Sickness**

**Any child who has a fever, vomiting and/or diareaha must go home. Parents will be notified immediately when these conditions exist and will be asked to come and pick up their child(ren).** These symptoms would indicate the condition is contagious. When a child becomes sick during the day, parents will be called first. We will then continue down the list of people on your sign-out sheet. If a child does not have a fever, but really feels sick, we will call and discuss it with the parent.

### **Book Bags**

Each student should bring a book bag daily to keep personal items in. Check the bag daily for messages or papers sent home.

### **Severe Weather**

Throughout the year we will have fire drills and tornado drills so the students will know what to do in an emergency situation. This is a calmly conditioned drill that is not stressful for the younger students. In inclement weather, please use your judgment in bringing children to school or taking them early. In cases of early dismissal, we will post the cancellations on local television channels. We will make an effort to contact each parent individually. If you are unsure whether or not school is dismissed, please call the main office. UCA will usually follow Dickson County Public Schools in cancellations.