



AT-A-Glance Policies and Procedures

School Information

Address: 2674 Simpson Road, Kissimmee, FL 34744
Telephone: 407-350-4859
General E-mail: infouca@unityedu.org
Website: www.unityca.org

School Mascot & Slogan

Mascot

UCA Knights



Bible Verse

"The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline" Proverbs 1:7

Administrative and Faculty & Team

Dr. Hector "Gaby" Melendez
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Mrs. Christina Rodriguez
Teacher, 8th to 12th Grades
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Hours Of Operation

School Hours

Monday thru Fridays 8:30 AM – 2:30 PM
Except Wednesdays at 1:30pm (early release)

Office Hours

Monday thru Fridays 9:00 AM – 2:00 PM

Parent Conferences

Every Wednesdays between 1:30pm and 2:30pm

Summer Hours: June-July

Monday thru Fridays 9:00 AM – 2:00 PM

At-A-Glance Policies and Procedures (Handbook) is not intended to cover every situation which may arise but is simply a general guide to refer to and it contains important information on policies and procedures and constitutes an important part of parent's contract with UCA.

If a parent/guardian has any questions or need clarification regarding any policies, practices and procedures contained in this handbook, it is the parent's responsibility to contact the UCA administrative office for clarification.

UCA may change, add or delete any policies or provisions in this handbook as it sees fit in its sole judgment and discretion. All changes will be updated on the UCA website and announced via email. I understand that it is the parents' responsibility to review with the student UCA Parent/Student Handbook policies and to emphasize the importance of following the rules.

HISTORY

Established Since 2021

Unity Christian Academy was born when the Lord planted a vision in the heart of our Unity & Fire Church, Pastors Obispo Jose Raul and Dairene Figueroa to open a Christian School that will focus to educate our children at UFC. Soon after, this same vision grew in the heart of Associate Pastor Hector "Gaby" Melendez and with the help of an administrative staff, UCA was founded and incorporated in 2021. The Academy has opened its doors for enrollment to start in the academic year 2023-2024 with 3 students enrolled and ended the year with 20 students. Each year we have continued to grow impacting our students and community with a high-end education with Christian morals and standards. UCA is a fulfilled promise of the Lord, and our goal is to do the Lord's will which is to educate our children to be children of God and be an asset to our society and a blessing to our community.

OUR PLEDGE

We recognize each child as a unique gift from God to each of his or her parents and we pledge to always show God's love in our words and our deeds. Furthermore, each staff member has been chosen to reflect the ideas and goals though a biblical worldview.

5 PILARS OF UNITY CHRISTIAN ACADEMY

1. **Christ-Centered Faith** - All teaching and community life are rooted in the teachings and example of Jesus Christ, nurturing a deep, personal relationship with God.
2. **Academic Excellence** - Pursuing rigorous intellectual development, critical thinking, and a love for lifelong learning, all to the glory of God.
3. **Servant Leadership** - Developing students as compassionate leaders who serve others, reflecting Christ's love in their communities and beyond.
4. **Unity in Diversity** - Celebrating and respecting the unique gifts, backgrounds, and perspectives of every member, fostering a spirit of unity and belonging.
5. **Character Formation** - Cultivating integrity, humility, and responsibility, guiding students to live out Christian values in every aspect of their lives.

***"Train a child in the way he should go: and when he is old he will not depart from it".
- Proverbs 22:6***

FAITH AND BELIEVES

STATEMENT OF FAITH

We explicitly affirm our beliefs in basic Bible teachings, as follows:

- There is one true God, eternally existing in three persons –Father, Son and Holy Spirit- each of whom equally possesses all the attributes of Deity and the characteristics of personality.
- Jesus Christ is God the Living Word who became flesh through His miraculous conception by the Holy Spirit and His virgin birth. Hence, He is a perfect Deity and true humanity united in one person forever.
- Jesus lived a sinless life and voluntarily atoned for the sins of men by dying on the cross as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone.
- Jesus rose from the dead in the same body, though glorified, in which He lived and died.
- Jesus ascended bodily into heaven and sat down at the right hand of God the Father, where He, the only mediator between God and man, continually makes intercession for His own.
- Man was originally created in the image of God. He sinned by disobeying God; thus, he was alienated from his Creator. That historic fall brought all mankind under divine condemnation.
- Man's nature is corrupted, and he is thus totally unable to please God. Every man is in need of regeneration and renewal by the Holy Spirit.
- The salvation of man is wholly a work of God's free grace and is not the work, in whole or in part, of human works or goodness or religious ceremony. God imputes His righteousness to those who put their faith in Christ alone for their salvation and thereby justifies them in His sight.
- It is the privilege of all who are born again of the Spirit to be assured of their salvation from the very moment in which they trust Christ as their Savior. This assurance is not based upon any kind of human merit but is produced by the witness of the Holy Spirit, who confirms in the believer the testimony of God in His written Word.
- The Holy Spirit has come into the world to reveal and glorify Christ and to apply the saving work of Christ to men. He convicts and draws sinners to Christ, imparts new life to them, continually indwells them from the moment of spiritual birth and seals them until the day of redemption. His fullness, power and control are appropriated in the believer's life by faith.
- Every believer is called to live in the power of the indwelling Spirit that he will not fulfill the lust of the flesh but will bear fruit to the glory of God.
- Jesus Christ is the Head of the Church. His Body, which is composed of all men, living and dead, who have been joined to Him through saving faith.
- God admonishes His people to assemble together regularly for worship, for participation in ordinances, for edification through the Scriptures and for mutual encouragement.
- At physical death the believer enters immediately into eternal, conscious fellowship with the Lord and awaits the resurrection of his body to everlasting glory and blessing.
- At physical death the unbeliever enters immediately into eternal, conscious separation from the Lord and awaits the resurrection of his body to everlasting judgment and condemnation.
- Jesus Christ will come again to the earth—personally, visibly and bodily—to consummate history and the eternal plan of God.
- The Lord Jesus Christ commanded all believers to proclaim the gospel throughout the world and to disciple men of every nation. The fulfillment of that Great Commission requires that all worldly and personal ambitions be subordinated to a total commitment to "Him who loved us and gave Himself for us."

STATEMENT OF FINAL AUTHORITY FOR MATTERS OF FAITH AND CONDUCT

The Statement of Faith does 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 our faith, doctrine, practice, policy and discipline, our Pastors and School Board of Directors is UCA's final interpretive authority on the Bible's meaning and application.

ENROLLMENT, RENEWAL AND WITHDRAWAL PROCEDURES

Enrollment Applications

Applications will be processed in the order they are received with all required documents from the checklist. Forms must be completed, and fees paid at time of registration. Upon registration there will be a non-refundable registration fee. (Renewed Annually)

Step 1 – APPLICATION & Documents required

- ☒ Complete the student enrolment (online or paper)
- ☒ Last Report Card and/or Transcripts
- ☒ IEP or 504 plan if applicable
- ☒ Copy of Student's Birth Certificate & Social Security Card
- ☒ Copy of Parent's Social Security Card
- ☒ Enrollment Fee \$150.00

Step 2 - PARENT/STUDENT(s) CONFERENCE

New Parent(s)/Student(s) Conference - The purpose of the new family conference is to explain the mission and expectations of the school as well as discuss academic and financial information. Please note that UCA must receive the paperwork from Step 1 before the testing and parent/student(s) conference is scheduled. There may be an assessment for students, except kindergarten students, to determine academic levels and if students will fit in with our academic programs. It is in our best interest that UCA meets the students' academic needs.

Step 3: ADMISSIONS & ACCEPTANCE

UCA's administration office will review and consider your student(s) application. We will contact you within 2 business days of testing or parent/student conference to confirm acceptance at UCA.

If there is no space available, we will place the students on a waiting list. We will notify you when a space becomes available.

******Kindergarten Student must be 5 before September 1 to apply ******

STEP 4: ENROLLMENT

Upon acceptance at UCA, the following information must be completed and received for enrollment. A Checklist of Documents will be provided to track receipt of required documents.

- ☒ Enrollment Application
- ☒ Parent Financial Contract
- ☒ Step Up Award ID #
- ☒ Copy of Student's and Parent's SS #
- ☒ Student Birth Certificate
- ☒ Immunizations Records
- ☒ Physical Exam
- ☒ Enrollment Fee – non-refundable

Please note, a physical exam and immunization record must be received for each student before school starts.

Re-Enrollment Applications

Re-enrollment Applications will be available in March for parents to fill out and return to the administrator. The following documents will be required for re-enrollment before the start of the academic year.

- ☒ Complete re-enrollment application.
- ☒ Step Up Award ID #
- ☒ Current IEP/504 plan if applicable
- ☒ Current year Physical and Vaccination
- ☒ Re-Enrollment Fee -Non-Refundable

Early Withdrawal Policy

UCA requires 30-day notice in writing (Parent Withdrawal Request Form) to withdraw from the Academy. An early withdrawal fee of \$500 per student will be applied, and final payment must be made in cash, debit/credit card only. Withdrawals must be made through the school office. Scholarship and self-paid tuition will be assessed up to the date of the withdrawal date or quarter completed, whichever comes first. All records will be kept until the procedure is completed and financial obligations are met. At any time, a portion of weekly or monthly tuition fees will not be refunded.

Academic Records

It is the school's policy to forward your child's records and health forms automatically to the next school upon their request or a parent's request. However, records will not be released if there is an unpaid balance.

ATTENDANCE POLICY

Excused Absence

Work will be made up with no grade penalty. Students receive one makeup day for each excused day of absence. It is the responsibility of the students to make up the missed work.

VALID EXCUSED ABSENCE:

- ☒ Personal illness or injury (after the third day, a doctor's notes are required)
- ☒ Serious illness or death in the family.
- ☒ Medical appointments when communicated to the office in writing.
- ☒ Court appearance for the student with documentation.
- ☒ Educational, family and church trips with pre-approval by the principal.
- ☒ A doctor's note must be provided to be excused from P.E.

UNEXCUSED ABSENCE

- ☒ A foreseeable absence that was not pre-arranged
- ☒ All non-emergency absences for the convenience of the parent of the student (examples, including but not limited to: parents allowing older siblings to care for younger siblings, babysitting so parents can work, sleep late, traffic, vacations, etc.)
- ☒ Accumulated tardies or early releases. 3 tardies = 1 unexcused absence

Tardy Policy

Each Student must arrive to school by the appointed start time of 8:30am. If a student arrives after their start time, they will be marked late. Each student will be allowed to receive up to 4 tardy slips per quarter.



By the 3rd tardy, the parent/guardian will be notified and warned of the approaching 4th tardy. If a student exceeds the tardy allowance within the quarter will be considered in violation of the policy and a parent conference with the principal will be held to discuss further actions. Students' academic achievement may be in jeopardy.

Excuse Tardy

The student and parent **MUST** come to the Academy office to sign in the student.

VALID EXCUSED TARDY:

- ☒ Vehicle problems (flat tire, car not starting, etc.). Please call the office to inform us about the emergency.
- ☒ Accidents on major highways and roads causing major traffic delay (typically, UCA will be informed through the radio, other families, and/or staff)
- ☒ Morning medical appointments-teacher and/or office must be previously informed and requires a doctor's note upon arrival to school.
- ☒ Waking up late or leaving home late will **NOT** be an Excused Tardy.

UNEXCUSED TARDY PER 9 WEEKS

- ☒ 1st tardy: the student will receive a verbal warning.
- ☒ 2nd tardy: a note will be sent home warning of the following course of action.
- ☒ 3rd tardy: the parent/guardian will be contacted. This counts as 1 unexcused absence.
- ☒ 4th tardy: the parent/guardian will be contacted for a conference to discuss further action.

Students with excessive tardiness may be placed on probation. Students will not be eligible to receive a Perfect Attendance award or participate in extracurricular activities. 3 Consecutive tardies will equal 1 unexcused absence. Unexcused tardiness will be noted in the students' Progress Report.

CODE OF CONDUCT / DISCIPLINE POLICY

UCA reserves the right to refuse admission and/or dismiss (expel) or suspend any child whose behavior is disruptive and harmful to themselves, other children or staff members. In addition, UCA will assign a detention if the behavior is deemed necessary. Parents will be notified whether the detention will be served either after school or Saturday School. Fighting of any sort will be an automatic suspension. We do not practice corporal punishment (spanking). ALL new students at the Academy enter on a 30-day probation period and may be dismissed at any time at the discretion of the School Principal.

Student Conduct

This Student Code of Conduct is entered into by and between Unity Christian Academy ("Academy"), the student ("Student"), the parents or legal guardians of the student ("Parents"), and the school director and all employed staff ("Staff"). By signing this Code of Conduct, all parties agree to abide by the rules and regulations set forth herein.

1. Zero Tolerance for Bullying, Harassment, Assault, or Battery: The Academy and Staff maintain a zero-tolerance policy towards bullying, harassment, assault, or battery. Any Student found guilty of engaging in any of these acts will be subject to immediate expulsion from the Academy.
2. Three-Strike Policy for Defiant and Disrespectful Behavior: The Academy implements a three-strike policy for defiant and disrespectful behavior. After three written warnings, Student will be expelled from the Academy. Defiant and disrespectful behavior includes but is not limited to, insubordination, verbal abuse, disruption of classes or campus activities, and disregard for Academy policies.
3. Contract Signing: Both Parents, the Student, and the appointed school Staff must sign this Code of Conduct to acknowledge their understanding and acceptance of the terms and conditions stated herein.

This Code of Conduct, Parents, the Student, and the Academy agree to be bound by its provisions and to cooperate fully with the Academy in enforcing its rules and regulations.

All parties acknowledge that they have read and understood the terms and conditions of this Code of Conduct. They further agree to comply with all rules and regulations set forth by Unity Christian Academy.

Cheating

Cheating is considered a major breach of discipline and is considered a character defect. Students who resort to cheating exhibit slothfulness, deception, and double mindedness.

Attitude

An attitude of Christian humility and cooperation should be exhibited by the student. A critical, griping, or uncooperative attitude is not acceptable. Students should display a genuine concern for others and demonstrate an attitude of "JOY" [Jesus -- Others -- You].

Courtesy

Students are expected to be friendly, helpful, polite, and to exhibit courtesy to each other, to the faculty and staff, and to any visitors they may encounter. Students are to proceed to their classes and other school activities in an orderly manner.

Co-Ed Activities

Proper social contact is important for young people. For this reason, various activities are afforded where young people can enjoy the company of one another among their friends in a proper environment of



supervised activity. Hand holding, hugging, kissing, and other forms of physical contact are not permitted. To avoid the appearance of evil (I Thessalonians 5:22), couples (whether dating or not) should not be alone together in rooms or anywhere on the school property without permission.

Drug Policy

It is forbidden for students attending the school to use, possess, or sell narcotic drugs or controlled substances. Students found to be in possession of drugs, using drugs or selling drugs shall be immediately dismissed from UCA.

Discipline

The total program of the school is to develop the spiritual and academic qualities that characterize your student. To carry out total character development, we believe it is necessary to follow the Scriptural admonition to correct a student when his or her behavior is in violation of proper or reasonable rules and procedures. This could include counseling, extra work, detention, issuing of demerits, social restriction, probation, suspension, or expulsion.

Social Restriction

Students may be placed on social restriction when accumulation of demerits or any act, event, or attitude is deemed by the Administration to warrant such action. Social restriction shall exclude a student from holding any position of leadership, Honor Roll recognition, or participation in class field trips, class picnics, or any other extracurricular activity. Social restriction will be a minimum of thirty calendar days.

Disciplinary Probation

For repeated misconduct, a student may be placed on disciplinary probation. This allows the student the opportunity to correct his problem. Disciplinary probation periods last a minimum of ninety calendar days. If the student does not improve satisfactorily, the student may be asked to withdraw from the school program. Disciplinary probation shall exclude a student from holding any position of leadership, Honor Roll recognition, or participation in class field trips, class picnics, or any other extracurricular activity.

Suspension

A student whose behavior or action is unacceptable is subject to suspension for one to several days. A student on suspension is not allowed on school premises during school hours and cannot participate in school activities. Zeroes are given in all subjects for each suspension day, and these grades are averaged in with the current grading period. A student receiving a suspension is not eligible for Honor Roll recognition or for holding any position of leadership during the school term when the suspension occurs.

Student Cell Phone Policy

Cell phones are collected every morning at the front desk. UCA is not responsible for lost or stolen cell phones, nor do we have the resources to investigate if they are lost or stolen. Students may not use their cell phone during instructional time unless otherwise given permission by the teacher. Using a cell phone during the normal school day, without the teacher's permission, will result in the confiscation of the phone.

If a student's cell phone is confiscated, a parent/guardian must pick up the phone. Confiscated phones will not be returned to a student. The school will not contact parents to notify them that a phone has been confiscated.

ACADEMIC POLICY

Our curriculum is Accelerated Christian Education. A.C.E. School of Tomorrow. All A.C.E. courses are divided into bite-sized booklets called PACEs, similar to one unit in a textbook. Each level consists of 12 PACEs per subject. Each Student is required to complete 10-12 Paces of each core subject, English, Math, Word Building, Social Studies, Science. Students begin each PACE by noting their goals. Graphics, illustrations, and activities add excitement to lessons. Each PACE contains several Checkup quizzes, one Self-Test, and one PACE Test to measure mastery.

Grading Scale and GPA

Numerical averages recorded on a student's previous school transcript should not be changed. If letter grades are given and the transcript provides a grading scale, the highest possible grade for each letter should be recorded (e.g., if an "A" is 90%–100%, then 100% should be recorded). If a previous school transcript awards letter grades but no grading scale is provided, the following scale should be used, and the highest numerical grade for each letter should be recorded:

GRADE	PERCENT SCORE	GPA POINTS
A+	97 – 100	4
A	93 - 96	4
A-	90 - 92	4
B+	87 – 89	3
B	83 – 86	3
B-	80 - 82	3
C+	77 – 79	2
C	73 – 76	2
C-	70 - 72	2
D	65 – 69	1
**F	0 – 65	0

UCA reserves the right to accept or deny credits as the administration deems necessary. Generally, most, if not all, credits from previous high school(s) are accepted and recorded on the student's permanent transcript. UCA accepts transfer credits in no less than half-year increments. The student must then complete the minimum required course of study to receive an accredited UCA diploma. UCA does not offer high school credit by examination. All courses taken while enrolled with UCA will be held to UCA's guideline of 70 percent as the minimum passing score. PACEs may not be given extra credit. UCA utilizes a 4-point grading scale.

Courses with scores under 70 percent or "P" for passing grades are not included in the GPA. A weighted GPA is utilized for PACE courses students take while enrolled in UCA. Credits completed before UCA enrollment will not be weighted, regardless of whether or not PACEs were used.

Academic Projection

Each student of UCA enrolled in 9th level or higher will receive an Academic Projection each year from the academic advisor. The student's Academic Projection will be based upon one of the courses of study offered by UCA and will determine what type of diploma the student will ultimately earn. The decision regarding the course of study will be established by the academic advisor, parent, and student, while adhering to the academic requirements of the Academy. See the Course Requirements below.

Transcript Credit Recommendations & Requirements:

SUBJECT	Credit	9th Grade	10th Grade	11th Grade	12th Grade
MATH	4	Algebra I	Geometry	Algebra II	Math for Data & FIn Literacy
		<i>Algebra I-A</i>	<i>Algebra I-B</i>	<i>Geometry</i>	Computer Science or Physics
ENGLISH	4	English I	English II	English III	English IV
		English I-R	English II-R	English III-R	English IV-R
SCIENCE	3	Biology	Physical Science	Earth Space Science	
				Chemistry	
SOCIAL STUDIES	3	World History	American History	N/A	Government & Civics
ELECTIVES	10	Etymology	Fine Arts	Career Dev	College Preparation Online
		Physical Education	Health	Spanish I	Elective
		Old Test Surv	Free Elective	Financial Lit	
Amount of Credits	24.5	6.5	6.5	5.5	6

The academic advisor will produce the student's Academic Projection after the course of study is agreed upon, listing all courses required for completion before diploma is issued. The Academic Projection may be approved, and parents may request a physical copy through their advisor. Each year after reenrollment, the academic advisor will update the projection to reflect the student's ongoing progress and completion of academic requirements. The signed Academic Projection is considered a contract between the parent and the Academy of all academic requirements. Completion of a course of study will be based upon completion of the most recently signed Academic Projection. The Academic Projection will contain all previously earned credits that have been accepted, along with the Academy's additional academic requirements. Students are encouraged to attain the highest possible academics even if it may take an additional year.

Homework

Homework will be assigned if a student has not completed daily goals. Daily homework slips will be sent home for students to complete goals assigned and signed by the parent.

Students who have not completed or made up all assignments for a subject will receive an "I" (Incomplete) on their Report Card in that subject. Any student that fails to make up any assignment in the allotted time will receive a zero for that assignment.

Report Cards

Report Cards are prepared to keep parents informed of students' academic progress and conduct for each time. They are sent home quarterly of each grading period for parent signature. Report Cards should be signed by parents within 2-5 days of receipt.

Promotion, Probation, And Retention

Students will be promoted to the next grade level upon satisfactory completion of work required by the curriculum. Students who meet any of the following conditions for a term of nine weeks will be placed on academic probation for a period determined by the teacher and administration. If the condition remains for the subsequent term without improvement or visible effort, the student may be subject to dismissal from the academy. The student will be re-evaluated after the probation period. In the event any of the following conditions continue to apply, the student will be retained:

- ☒ Failing two core subjects coupled with a teacher recommendation and administrative approval.
- ☒ Failing three core subjects.
- ☒ Having excessive absences that result in failing grades as described below (under attendance policies).
- ☒ Having a 60 or less in all core subjects.



For the purposes of this policy core subjects include Language Arts (Reading, Literature, Spelling, etc.), Math, English, Science, Social Studies.

Any exceptions to the above regulations must be approved by the administration. Students on the borderline may consider being tutored by an approved teacher. This work must be documented, and the student may be reevaluated before entering the next grade.

Achievement Testing

UCA administers an Assessment Test during the spring of each school year. The test consists of subtests in various subject areas. Results of testing aids teachers and administration in improving the curriculum.

Any such testing is NOT "high stakes testing" and will not be used to determine student promotion or retention, nor is our curriculum designed to teach these tests. We teach the subject, merely using the testing as ONE input to assess student progress and school effectiveness.

Parent-Teacher Conference

A parent or teacher may request a conference any time there is a concern. Conferences may be scheduled by contacting the teacher via email or by calling the office. (Please do not use the time during dismissal or drop-off to talk with the teacher. These times are reserved for class preparation and care of the students.)

UNIFORMS AND DRESS CODE POLICY

The administration reserves the right to make all decisions regarding inappropriate dress, hairstyle, jewelry, etc. If in doubt, please check with the Administration before assuming something is acceptable. The Administration reserves the right to change dress code policies or take corrective steps when it is in the best interest of Unity Christian Academy.

Uniform General Guidelines

UCA students must always be in full uniform unless otherwise indicated by the Administration.

- ☒ Polo with UCA logo – Kindergarten thru 3rd grade (Purple), 4th thru 12th grades (Black)
- ☒ Kaki Bottoms (no cargo pants or pockets)
 - Boys – Long length Khaki pants with belt loops (NO CARGO STYLE PANTS), no sweatpants
 - Girls – Long length pants and/or knee length skirts (must have shorts under), nothing shorter than 1" above the knee will be acceptable. No visible pants or leggings allowed under skirts
- ☒ Black Belts must be worn with khaki pants with belt loops.
- ☒ No oversized or undersized clothing.
- ☒ Undershirts must be worn under Polos.
- ☒ Closed Shoes - Solid black shoes or two-tone sneakers (no neon colors). No Crocs or sandals permitted.
- ☒ Socks – Any size but must show, solid black or white. No lace socks if they go up to the knee.
- ☒ PE uniforms – School T-Shirt with logo and sports "9 in shorts with logo. Ankle length white or black socks, any color sneakers.
- ☒ Jewelry – No earrings or chokers. Girls can wear earrings no bigger than the size of a nickel.
- ☒ Hair – no neon coloring allowed on boys or girls. Girls can wear hair accessories. No hats or hoodies allowed.
- ☒ No tattoos. If student already has a tattoo, all tattoos must be always hidden.
- ☒ Backpacks must be clear/transparent, any color trim.
- ☒ Friday Casual Dress Day. Spirit Shirts (optional). Students can wear their Spirit Shirt with any other bottom other than the uniform pants or skirt for \$1.00. Otherwise, Spirit shirts can be worn with uniform pants or skirts. Dress down attire must not be offensive slogans or logos. Musical individuals or groups or inappropriate language on clothing is permitted. Girls can wear knee-length skirts or dresses. This is fun day wear but remember to be compliant.

Winter Wear

When temperature is 65° and below:

- ☒ Black or white long sleeve shirts/sweatshirts may be worn under school polos. No designs on sleeves.
- ☒ Leggings/Tights may be worn under girls' skirts.
- ☒ School jackets/sweatshirts with logo may be worn over the school polo. No other jackets may be worn during school hours.

Dress Code Infractions

Students are expected to be uniform every day, except for special events, Friday casual days or as instructed by the Administration. If students are not in uniform, they are considered in violation of uniform code and will receive a Dress Code Infraction. On the third (3rd) offense, parents will be called for a conference and take students home. This will have a negative impact on their attendance and performance.

Parent Dress Code

Parents should adhere to the dress guidelines when on campus, field trips or any school function. Clothing that is too short, too tight, too revealing, or too casual will be inappropriate. Thank you for your support and for being a role model for the students.

Change Of Address / Phone Numbers

It is the parent's responsibility to make sure the office has the correct information regarding you and your child. Please notify the Front Desk immediately in writing of any change in address or telephone numbers (home, work, authorized parties to pick up students, or other pertinent information) Please keep all records up to date so that we can expedite any emergency. You can also login to the Parent Portal to add/update your information.

Pick Up & Check in/out Policy

Every Student must be picked up by an adult (18 years or older) at the Front Desk. Students will be released only to those listed on the Student Pick Up Form. All those picking up a child MUST show a photo ID before the child is released the first time. It is the parent's responsibility to advise the individual(s) picking up the student of the check-in and out policy.

Kindergarten students will be checked in and out at the front desk by signing the KG List.

HEALTH, ILLNESS AND RE-ADMITTANCE

Children should be brought to school healthy and able to participate in all indoor and outdoor activities, including field trips. Any child suspected of having a communicable illness or disease shall be brought to and kept at the front office until a parent picks up the child. The child must be picked up within one hour of the parent being contacted.

Re-Admittance to School

Re-admittance to UCA for the following communicable diseases shall be ONLY with a physician's note with the OKAY to return to school: (If not, student will be sent home).

- CHICKEN POX
- CONJUNCTIVITIS
- LICE OR SCABIES
- PINWORMS
- HEPATITIS
- STREP THROAT
- RINGWORMS

Students may not return to school until symptoms are absent for at least 24 hours (other than Strep Throat- which is 48 hours).

Medication

Due to the risk of complications, the school will not administer prescription medicines or over the counter medicines. Students are not permitted to have any medication in their possession. (ex. in backpacks). If a child needs medicine during school hours, parents may come to the Front Desk to administer medicines or breathing treatment to their child. *Parent MUST fill out medicine authorization.

At the discretion of the Administration, if there is a life-threatening situation, such as allergies reactions in which an EpiPen is required or extreme asthma, the parent must fill out a Medication Form. The EpiPen or Asthma pump must be in its original prescribed packaging, and the Academy will keep it in the Principal's Office.

School Lunches

Lunch hours are assigned for each grade level (schedules will be provided at orientation). Parents are responsible for having their student bring lunch from home each day or lunch can be dropped off before scheduled lunch hour. Drop-off lunches will not be accepted after scheduled lunch hours.

We have microwaves available to heat food. Students can bring hot lunches to warm up however; the lunch cannot be more than two (2) minutes long in the microwave. School has an in-house snack store for parents to order in advance. Students/Parents can send cash or make a payment electronically.

Accident/Incident/Illness Form

Our staff makes every effort to ensure the safety of your child. Unfortunately, minor accidents can occur. As your partner in the care of your child, we realize that you will want to be aware of your child's injuries or illnesses that occur at UCA. To keep you informed the office will provide, for your signature, an incident/illness report for each occurrence, and it will be kept on a student record. In case of a serious accidental injury, we will make every attempt to contact you or your designee for instructions. If we have attempted to contact you or the designated people and have been unsuccessful, we will, as stated on the signed Medical Release Form, seek medical treatment for the child as needed.

First Aid

County regulations limit first aid provided at the Academy to the use of soap, water and bandages. We are not permitted to use any other type of medication.

Photographs And Video Release

Students are photographed and videoed individually and as a class throughout the year. Photos of students participating in our school activities (on or off campus) will be taken throughout the year. Such images will be used but not limited to the following: posted in classrooms, hallways, website, apps, UCA social media, publications, brochures, yearbooks, and used in school/church presentations. It is the parent's responsibility to inform the school if parent does not wish for student to be in photographs/videos.

Lost and Found

We ask that you label every item (clothing, sweaters, jackets, backpacks, etc.) with your child's first and last name. Lost items will be placed in the Academy Lost and Found. **NOTE: Items will be kept for one week and will be donated or disposed of after one week.**

Toys

Toys, games (including electronic games), iPads, etc. are not permitted in the Academy at any time and will be confiscated, unless the teacher/staff informs you otherwise. UCA will not be responsible for any missing or broken items brought from home.



Visitors and Chaperones

Any person other than a student, staff, administration, or corporate staff is considered a visitor and must report to the Front Desk to sign in and provide an identification. Visitors will sign out when leaving the school.

Visitors must comply with the policies of the Academy, including the conduct and dress guidelines. Any person participating in ANY school activity, (ex. volunteering, chaperoning, celebrating a birthday, etc.) must be approved by the principal and/or administrator before the day of the event.

Smoking Policy

We are a smoking free Academy. Smoking is not permitted at any time on the UCA premises or at any UCA sponsored activities.

Cell Phone Policy

There is a "no cell phone policy" upon entering UCA. Students will not be dismissed to parents that are on cellphones. For the safety of the students and our personnel, cell phone calls/texting are not permitted while you are in line for dismissal. You will be asked to park immediately. If you are not willing to cooperate with our staff, a meeting with the administration will be required.

Late Pick-Up Fee

If you are unavoidably detained, you must call the school before release time to allow for a 10-minute grace period. If the call is not received a late pick-up fee of \$25.00 will be charged for the 1st half hour. If you are more than half an hour, \$1.00 per minute will be added until you pick up.

Parents must come to the Front Office to check out students. Late pick-up fees can be paid in full time of pick-up or no later than the next business day.

Morning Arrival

Students must be dropped off at the Front Lobby by 8:30AM. Students may be dropped off as early as 8:15am. A student arriving after 8:30AM, according to UCA's clock, will be marked late.

Afternoon Dismissal / Late Pick Up / Check Out

Students are dismissed at 2:30PM Monday through Fridays except Wednesdays Early Release at 1:30pm. Students picked up before release time are considered early pick up and will require parents to pick up the student at the Front Desk and sign the early pick-up form.

Students picked up after 2:30pm, according to UCA's clock, will incur a late pick-up fee. (Please refer to the Late Pick-Up Fee Payment schedule). Parents will need to come to the front desk and sign the student out. An Invoice will follow the next day, and payment expected the same day or following day.

Summer Camp

Summer Camp may be available depending on student registration and would be based on availability of space only.



Arbitration of Disputes and Grievance Policy

There is no doubt that there will be times of conflict, and miscommunication will arise among our parents and student body. We believe that the Bible clearly states how we should handle these circumstances in a Christ-honoring manner. It is God's will that we live and work together in harmony. Jesus said, "A new commandment I give unto you, that ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if ye have love one to another" (John 13:34-35).

School families and school administration agree that all controversies or claims arising from this relationship will be settled through Biblical arbitration as described by I Corinthians 6:1-8. This is the Lord's way of solving people-to-people problems. A Christian School is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way. The world's methods of solving school problems are inappropriate.

All information may be subject to change without notice.

This document is sent Electronically – A hard copy will be issued by request via email infouca@unityvedu.org