

UCSA
PARENT-STUDENT HANDBOOK
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Welcome to the University Careers & Sports Academy

We look forward to partnering with you in training up your children to live lives that are worthy of imitation.

The University Careers & Sports Academy's mission is to train up young men and women to serve the Lord, by living their lives in a way that is worthy of imitation. This can be accomplished through Love, and is summarized by the Words of Christ in **Matthew 22: 37-40** 37 Jesus said to him, "You shall love the Lord your God with all your heart, with all your soul, and with all your mind.' 38 This is *the* first and great commandment. 39 And *the* second is like it: 'You shall love your neighbor as yourself.' 40 On these two commandments hang all the Law and the Prophets." We believe that true love is established by the Word of God and exemplified in the life of Jesus Christ. Understanding Biblical love and its many attributes equips students to live life and enjoy others the way God intended. A life that is surrendered to Christ, is a life that is worthy of imitation, and a life that will lead others to salvation by grace, through faith in Jesus Christ. Our approach to developing this understanding rests upon the characteristics of love as defined in **1 Corinthians 13:4-7**, and the understanding that the LORD disciplines those HE loves, like a father the son he delights in [**Pr. 3: 12, He. 12: 6**]. From these passages we have built our learning community on the following principles:

Love is long suffering – At UCSA we want students to learn that there should be no end to our commitment to love one another, in the same way that Christ's love for us is never-ending. When we choose to demonstrate our love for our neighbor through patience and kindness, we are able to create an environment where learning thrives, and where we are better equipped and supported to triumph over those trials.

Love rejoices in the truth – At UCSA knowledge itself is not our end, but the appropriation of knowledge through faith to the attainment of true wisdom. Seeking truth is at the heart of a Christian education.

Love keeps no record of wrongs – In the classroom we aim to teach our students to reach individual goals of understanding. Too often daily classroom work simply becomes a means to passing a test. This attitude leads to teaching purely to the test, with an emphasis not on the joy of learning but the work of earning a grade. School should not be all about earning a score or credits, rather it should focus on whether useful and successful learning is actually being accomplished.

Love is not self-seeking – We want our students to learn that their education is ultimately about learning how to serve others. Jesus said that He did not come to be served, but to serve, and give His life as a ransom for many. Love is often exemplified in our service to others.

Love never fails – UCSA's primary goal is to disciple young people in the love of Jesus Christ and to encourage them to walk with him for the rest of their lives. We are a ministry that wants students and families to experience the joy of salvation within themselves and within the relationships God has given them. No matter a student's background, past mistakes or financial situation, as long as he or she expresses a willingness to pursue The Lord JESUS, and receive discipline, the staff at UCSA are committed to facilitating his or her success in every way possible.

Sincerely,

George Neos
Principal

1a. Mission Statement

Following the Biblical Hebrew tradition, The University Careers & Sports Academy's mission is to disciple young men and women to follow in the way established by the word of God, as exemplified in the life of Jesus Christ. Simply stated UCSA strives to train up young men and women to live their lives in a way that is worthy of imitation. This is embodied in **1 Co. 11:1**, when Paul wrote, imitate me as I imitate Christ.

As a result, the graduates of this church ministry will be equipped to defend their faith and live a lifestyle exemplary in its imitation of true Biblical morality. The University Careers & Sports Academy trains young men and women to develop godly character through the cleansing power of the word of God. This Christ-centered environment promotes the development of a sincere relationship with God the Father through Jesus Christ and the indwelling of the Holy Spirit to transform the heart and mind.

We believe that men and women of character will be equipped to work wholeheartedly at whatever task they are required to complete. This strong emphasis on character development enables The University Careers & Sports Academy to educate its students successfully with an academically rigorous college preparatory curriculum.

1b. Statement of Purpose and Theology

The University Careers & Sports Academy (UCSA) is a non-profit Christian high school operated as a ministry of the Lighthouse Church of Hesperia.

The UCSA serves students who indicate their desire to succeed in a truly Christian environment with a rigorous academic curriculum. Following a liberal arts tradition, the curriculum aims at preparing each student for admission to a four-year university while also providing co-educational opportunities for students interested in careers outside the traditional four-year path.

The UCSA's curriculum emphasizes the need of person to have a personal relationship with Jesus Christ by focusing on Judeo-Christian values and teaching. The message of salvation and redemption through Christ alone permeates discussions in every academic discipline. Students are encouraged to devote themselves to a life of serving God through obedience to His Word and by the guidance of the Holy Spirit. UCSA emphasizes effective oral and written communication, study skills, critical and interpretive thinking, and the ability to make Godly, rational, and informed judgments by adhering to Biblical tenets when making decisions.

In an attempt to assist students in becoming functioning members of the body of Christ, UCSA provides specific religious instruction that is true to the doctrines of the International Church of the Foursquare Gospel and Christian Fellowship Ministries. The Academy strives to impart the vision of discipleship, world evangelism and church planting into all of its students, and to nurture the spiritual development of the young Christian and non-believer. Students are taught

to understand that individuals are justified by the grace of God the Father, through faith in the atoning sacrifice made by Jesus Christ. They are encouraged to come to Christ as sinners, but to be transformed and turn from their life of sin and become Saints by the power of the Holy Spirit.

UCSA recognizes that, as indicated in the Bible, parents are the primary educators of their children. Therefore, UCSA expects the full cooperation of parents/guardians in their children's education. It is our hope that the guidance and discipline they receive through the various academic disciplines and extracurricular activities offered at UCSA will help to solidify the foundation of Biblical teaching the children have received at home.

1c. History

The University Careers & Sports Academy (UCSA) is a small co-educational, college preparatory, non-profit Christian high school located in Hesperia, CA. It is a branch of the Lighthouse Christian Academy, [LCA]. LCA is a ministry of the Santa Monica Foursquare Church located at 1220 20th Street. The LCA was founded in 1983 by members of the Lighthouse Church, who were driven by the desire to see their children educated in a truly Christian environment with a strong academic curriculum and the highest moral standards.

In 1983, the leadership and parents of the Santa Monica Foursquare Church established the LCA as an alternative form of education. Their goal was to provide Christian education for the children of church members. Parents in the congregation wanted an educational system that reflected the values that were promoted in their homes and church. Initially, the classes were held in the church building. Overtime the LCA went from being exclusively a church-based homeschool to being a private Christian school open to the broader community.

In 2004, the Santa Monica Foursquare Church purchased the current school property at 1424 Yale Street from the Missionary Alliance Church. The purchase of the property was approved by the congregation with the unanimous desire to not lose a single existing church to the development of commercial ventures in Santa Monica. The purchase of this property gave the LCA its own campus. From 2005 through 2012 the school has undergone numerous site repairs and enhancements to meet and conform national accreditation standards and Santa Monica municipal code requirements for schools.

In July 2007, the LCA received full accreditation from the International Christian Accrediting Association (ICAA) and in February 2011, the LCA received accreditation from AdvancED under the taxonomy of the North Central Association on Accreditation and School Improvement (NCA CASI).

In its nearly two decades of existence the LCA's athletic programs have multiple post-season successes including twice winning the CIF Championship in Girls' Volleyball and twice coming in Runner-Up in the CIF 8-man Football Championship. Some of our athletes have been recruited to play on D-I NCAA sports teams.

LCA graduates have also gone on to top-tier colleges and universities including UCLA, USC, and Harvard and Stanford graduate schools. Our alumni fill the spectrum of professions and career fields including lawyers, doctors, dentists, pastors, teachers, writers, and filmmakers.

In the fall of 2020, one of the original members of LCA's initial accreditation, opened UCSA as a branch of The Lighthouse Christian Academy in Santa Monica. The Hesperia campus of UCSA met the ICAA accreditation standards, and is working to continue in the mission of LCA to train up another generation of believer that will serve the Lord.

1d. Accreditation

University Careers & Sports Academy received accreditation in 2020.

UCSA is currently accredited by ICAA (International Christian Accrediting Association)

1e. Crest & Motto

The school's motto, "Vox Clamantis in Deserto", is Latin for "the voice of one crying in the desert/wilderness." It references **Isaiah 40: 3** The voice of one crying in the wilderness: "Prepare the way of the Lord; Make straight [b]in the desert A highway for our God." This prophetic text concerning the ministry of John the Baptist preparing the way Jesus' arrival, highlights the purpose of UCSA, to prepare subsequent generations for the Second Coming of our Lord. The Shield on the Crest has a cross in the middle, which represents that work of Christ on the Cross, is at the center of all the we are doing; education, athletics, and careers. With the atoning work of Christ on the Cross for humanity, our works are ultimately fruitless. Jesus said, in **John 15: 5** "I am the vine, you *are* the branches. He who abides in Me, and I in him, bears much fruit; for without Me you can do nothing.

1f. Mascot

SAINTS. The word "Saint" means "holy" or "set apart. It is used many times in the Bible, referring to the followers of Jesus Christ – who is the ultimate symbol of mercy and salvation. Jesus performed miracles; many times having brought people back from the dead and curing deadly illnesses, setting them apart for His purposes.

2a. Statement of Philosophy of Christian Education

"Train up a child in the way he should go and when he is old he shall not depart from it."

Proverbs 22:6

It is the aim of the University Careers & Sports Academy to prepare students to be leaders, who will live lives that are worthy of imitation. This goal is only attained when the students have their own personal relationship with Jesus Christ. UCSA strives to achieve this end by focusing on establishing Christian character. As a result of making character a priority, we are able to teach our students; confident that their education rests upon a foundation of personal integrity, and the Judeo-Christian values and teachings which are the foundation of our country.

The message of salvation and redemption through Christ alone permeates discussions in every academic discipline, for it is this message that inflames hearts and minds to reach their fullest academic and moral potential.

The UCSA attempts to assist students in becoming functioning members of the body of Christ by providing strong examples in our teachers and staff and partnering with families in their student's education. It is the weaving together of this community network of teachers, students, and parents under the authority and grace of Jesus Christ that enables each party to reap the greatest benefits of education, namely to think, judge, and act in accordance with the teachings of Jesus Christ our Lord.

*"That the man of God may be complete, thoroughly equipped for every good work."
2 Timothy 3:17*

2b. Statement of Faith

WE BELIEVE the Bible to be the inspired, the only infallible, authoritative word of God.

WE BELIEVE that there is one God, eternally existent in three persons: Father, Son & Holy Spirit.

WE BELIEVE in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

WE BELIEVE that for salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.

WE BELIEVE in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly and miracle-filled life.

WE BELIEVE in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

WE BELIEVE that heaven and hell are definite places.

WE BELIEVE in the spiritual unity of believers in our Lord Jesus Christ.

3. Statement of Non-Discrimination

The University Careers & Sports Academy admits students of any race, color, creed, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, national or ethnic origin in administration of its educational policies, admissions policies, scholarships, loan programs, athletic programs and other school administered programs.

4a. Bible Class and Church Participation

Because the University Careers & Sports Academy is a ministry of the Lighthouse Church, Bible teaching is an integral part of campus life. All UCSA students are required to attend a daily morning Bible class each semester. Students must take a minimum of 5 Bible units per semester with a total of 40 units required for graduation. Throughout the semester students may be asked to participate in various Lighthouse Church activities as part of the Bible class.

4b. Academy Trips, Evangelism, and Activities

Students often build and strengthen their relationships with Jesus Christ through fellowship with other students, teachers and chaperones outside of the traditional educational experience. Experiences outside the four walls of the classroom build strong ties between teachers and students that facilitate the impartation of wisdom and knowledge in the classroom setting. As a result, events organized by the University Careers & Sports Academy are an integral part of the curriculum and may be a required component of a student's Bible or elective class. These events may include local outreach, international evangelism, trips to Bible conferences, men's rallies and women's retreats, school trips or other related adventures, fellowship at sporting events, and other extra-curricular activities. We strongly encourage students to strengthen their relationship with Christ by becoming involved in the greater school and church community. Classes may be canceled during school trips and students who do not participate will work from home at assigned class work.

5a. Admission Procedures

PLEASE BRING THE FOLLOWING ITEMS UPON REGISTRATION

Registration form

Appropriate, **non-refundable**, registration fee may be charged (first time enrolling students only)

Credit Card Payment Authorization form

Signed Authorization to Release School Records

Current health records, including Pre-participation Physical Examination form, Physical Examination form and Immunization Record

Sports Permission form

Copy of Birth Certificate

A complete registration packet can be downloaded from the admissions page on our website.

After submitting the complete registration packet, the new student and a parent need to schedule an interview with the principal.

By admitting the student into the University Careers & Sports Academy, the student's parents give the University Careers & Sports Academy the right to use the student's photograph for reproduction in any medium for the purposes of publication, advertising, display, or editorial use. No personal information will be publicized.

5b. Withdrawal/Dismissal/Graduation Procedures

The school reserves the right to refuse continued enrollment or re-enrollment to students or families for reasons that substantial violations of the school's handbook, moral standards, spiritual standards, lack of payment, defaming the reputation of the school, or lack of cooperation with the staff. Such situations are determined at the sole discretion of the school leadership.

The official release of transcripts must be requested in writing. **Transcripts and other records will not be released until all outstanding tuition and fees have been paid and the student's account is current.**

Students who withdraw from school before the conclusion of any semester will be issued check out grades. No partial credits are awarded.

If a student drops a class during **Week Two** of the semester, there will be no penalty. If a student drops a class during **Week Three** of the semester, he/she will receive a Withdraw (W) on his/her transcript. If a student drops a class **after Week Three** of the semester, he/she will receive a Fail (F) on his/her transcript. The withdrawal form must be signed by the parent(s), teacher, guidance counselor, and Head of School before the course is officially dropped. The student is to remain in attendance in the class until notified by the office that the withdrawal is completed.

5c. Gradelink

Student assignments, grades, missing work, correct contact information, announcements and other critical information is available online via Gradelink. Once the student has been registered, an account will be enabled. The username and password will be generated for you. You can access Gradelink by downloading the app to your phone or online by going to HYPERLINK "http://www.gradelink.com" www.gradelink.com. Our school code is 2704. Contact the school

office if you need help accessing your account. Parents and students should check their account for student and school events at least weekly.

6a. Attendance Policies and Procedures

Regular school attendance is essential to successful academic growth, and the fellowship of students in the classroom and participation in class and activities are irreplaceable components of the learning process. The continuity of the learning process is disrupted by absences, excused or unexcused.

Students who are absent will need to verify student absence by a signed note from parent/guardian. The note must include the date(s) and specific reason(s) for the absence. Students who arrive late without a legitimate excuse will be marked tardy or may be marked absent and not allowed in class. While students will be marked absent/tardy for recording purposes, they will be allowed to make up all missed work.

Absence: A student is absent when he/she is not present during a scheduled class period. Students will also be marked absent if they miss more than half a class period due to late arrival. Students without a signed note from a parent/guardian may not be allowed to make up missed assignments. See individual class syllabi for details.

Tardy: A student is tardy if he/she is not in his/her correct seat and prepared to begin class when it starts. Every three tardies are equal to one absence.

Required Course Hours: Students absent - excused or unexcused - for more than 12 school days/classes (or 12% of required course hours) in one semester will receive a grade of INCOMPLETE. If class hours are not made up by the end of the following summer session, they will receive a failing grade.

Family vacations and personal holidays are discouraged during regular school days. Parents are encouraged to plan vacations based on the school calendar. ***If a family holiday is taken during regular school days, any missed work and/or tests may not be made up until after the student returns to school.*** Teachers are not required to provide make-up work prior to a family's vacation or holiday. Students may not make up missed work or tests after a grading period ends.

Cutting Class

Any student who intentionally "cuts" a class or series of classes will receive an unexcused absence for each class affected and will be required to make up the time missed from school in detention. The student will not receive credit for any missed homework and/or test(s). If a

number of classes are missed, the Principal may assign the student in-school suspension instead of detention.

Unexcused absences during the grading period will result in the student receiving no credit for work due during the absence and not being permitted to make up any tests that have been missed. Students receiving in- school or at-home suspension will receive no credit for homework due the day of the suspension and no credit for tests given the day of the suspension.

6b. Test and Homework Make-up Policy

Teachers have discretion when allowing students to make up tests or homework missed during unexcused or excused absences.

It is the student/parents' responsibility to obtain the necessary information to make up any missed tests, homework, or assignments.

Students who know in advance that they will be absent from school should obtain their assignments before their absence, so that they may complete them and turn them in on the day of their return to school.

7a. Core School Day

The core school day begins at 9:00 am. and ends at 3:00 pm Tuesday through Friday. Each semester includes three Academic classes prior to lunch, and three in the afternoon, including a 45-minute Bible Class. Prior to the 9:00 am start, students are encouraged to come between 8:30 am to 9:00 am to participate in morning workouts. All team sports activities start immediately following classes Tuesday through Fridays, and on Monday afternoons during the various seasons.

If a student forgets something at home, and it is impossible for the student to go without it [such as a lunch, books, or PE clothes] bring the items to the school office for delivery to the student.

You may leave messages with the office which will be delivered at the end of their instruction time. Messages to students during class time are disruptive. If it is absolutely necessary to reach your student before the end of the period, let the office know when you leave the message. *Please do NOT call your student's cell phone during class time, **using a cell phone is not permitted by students at anytime during the school hours, including team practices after school.***

Additionally, parents should make every effort to schedule doctor, dentist, or other appointments for their students at times other than during their core academic classes.

7b. Elective Classes

Elective classes are held outside of the core school day. Depending on the classes students choose, they may have class anywhere from one (1) to five (5) days a week at varying times and locations. Classes are chosen before the start of each semester and can be dropped or added up through Week 2. Students must take 10 elective units per semester. Only 5 of the elective units may be from a P.E. elective. Contact the school office for an up-to-date catalogue of Bible and elective classes.

7c. Pick-Up/Drop-Off

Cars carrying University Careers & Sports Academy students must drop off students in the designated drop-off zone. This means pulling into the zone alongside the sidewalk on the north side of the building.

Cars that choose to park are asked to park in the spaces along the north fence of the property, opposite the drop off zone, not at the east end of the parking lot.

When pulling up to the drop-off/pick-up area, cars should stay on the right side [south side] of the parking lot as close to the sidewalk as possible in order to allow cars traveling in the opposite direction to pass through unhindered.

Students must exit their cars in the designated drop-off/pick-up area only, from the right side of the vehicle. They should be ready to exit as quickly as possible to keep traffic flowing smoothly.

After leaving the designated drop-off/pick-up area, cars are encouraged to use extra precaution when turning in either direction onto Hesperia Road, due to relatively high posted speed limit.

A member of the UCSA staff, along with a school volunteer, will be assigned to supervise drop-off and pick-up each morning.

7d. Access to the School Building

For security purposes the UCSA school building will remain locked at all times during the school day. A video monitoring system captures and stores footage in and around the entire premises, for approximately three weeks, providing additional security for all activities on the property.

7e. Student Parking

Students are allowed to drive to school, as ample parking is available for staff and students. However, this privilege can be revoked immediately if a student drives recklessly endangering other people on campus.

7f. School Property/Student Supervision

The University Careers & Sports Academy attempts to allow students full use of its facilities whenever possible but does not have sufficient staff on campus to closely monitor the activities of students after school hours. As a result, students will not be supervised by UCSA personnel after the official end of the core school day at 3:00 P.M. unless they are involved in a school-sponsored elective or activity.

The property and facilities of UCSA have been provided through the dedication and giving of many people. Students are encouraged to respect all school property and to take pride in the appearance of their school. Students are encouraged to properly dispose of their own litter as well as that left by others.

Students who damage, deface, tamper with, or destroy in any way, school property will be compelled to pay for the damages and may be subject to further disciplinary actions.

7g. Delinquent items

The UCSA aims to keep its facility clean and to teach students personal responsibility for their personal items. Student personal items left lying around campus after hours will be placed in Lost and Found. **Items are not reclaimed from Lost and Found by the end of each, may be redistributed to students with needs, or delivered to a local charitable organization.**

8a. Textbooks

Students are responsible for maintaining the textbooks they are issued in the condition they were received. In the event that a student loses or damages a book, he/she will be responsible to replace them.

At the end of the year students will returned the textbooks that were issued to them. Textbooks that are returned in unusable or great diminished condition, will be responsible for purchasing replacement texts.

8b. iPads

The computers are utilized at various times at instructor discretion. Any students who use any computers inappropriately will be disciplined. **Utilization of the Internet inappropriately may result in suspension with the possibility of expulsion.**

BEHAVIOR POLICIES AND GENERAL EXPECTATIONS

9a. Student Conduct

In order to create an environment that exemplifies the attributes of Biblical love in which young men and women can be free to achieve their spiritual, academic, and athletic potential, it is necessary to maintain a disciplinary system that strives to develop godly character, not just good behavior. The character of an individual is what God knows to be true about that person; it is not the outward appearance of righteousness as seen by man. UCSA students are expected to live righteous and moral lives before, during, and after school. Therefore, any student involved in immoral or unrighteous behavior that violates conduct guidelines at any time *while enrolled* in the UCSA will be disciplined.

The UCSA Code of Conduct, is summarized in one directive; live a life that is worthy of imitation. This simple statement is designed to challenge students consider the outcomes of their words and deeds. Is what they are doing causing their brethren to stumble and succumb to the temptations of the world that lead to sin, or are they leading others to follow the narrow path and difficult way that leads to life. UCSA is working with parents to train their children in the way they should go (Proverbs 22: 6), which involves disciplining students when they misbehave. Discipline is not pleasant at the time of its administration (He. 12: 11), but it provides the opportunity for students to humbly accept the consequences of their actions. This process helps establish submission to authority, and to instill humility and the ability to repent from wrongful actions and motives. Parental involvement, and support at all stages of the discipline process is also essential.

UCSA does not want students to be disobedient and rebellious, but it recognizes every conduct infraction as an opportunity for change in the character of the student being corrected. Through the process of discipline, maturity and Christian character are developed.

9b. Conduct At School and School Activities

Outside of the classroom the students at UCSA are challenged to live in a way that is worthy of imitation, and in the classroom to behave only in ways that support instruction and promote learning. School-sponsored activities (athletic contests, field trips, etc.), whether at school or off-campus and regardless of time, are under the jurisdiction of the UCSA. Those attending such functions, or in the immediate proximity, will be expected to follow school regulations governing proper conduct. Violations of school regulations at school-sponsored events will result in disciplinary action.

9c. Dress and Grooming Code

The University Careers & Sports Academy expects student to wear their attire in a way that projects a positive image of the school. The dress and grooming code is designed to eliminate students' ability to set themselves apart from other classmates *strictly by their appearance* and

focus instead on forming inner character and identity. The dress code places an emphasis on comfort, practicality, modesty, and neatness. The dress code takes effect any time students are on campus during regular school day hours, including students from the time they step onto campus in the morning until they leave campus at the end of the day. This includes before and after school.

General Expectations

Tattoos and body piercings are prohibited. *Female students* can have up to two earrings in an ear, but no other facial or body piercings are permitted.

BOYS & GIRLS	
<u>Clothing</u>	School Issued athletic attire, no tank tops are allowed
<u>Shoes</u>	Close-toed shoes or sneakers. Sandals are not permitted.
Girls	
Hair	Dyeing (other than natural color) and bleaching (other than natural looking highlights) are prohibited. <u><i>BOYS are not permitted to dye their hair.</i></u>
Jewelry	No piercings of any kind are allowed, other than earrings.
BOYS	
Jewelry	Jewelry is not permitted, for boys. No Rings, Bracelets, and/or Necklaces [Chains]. No piercings of any kind are allowed.
Hair	Boys hair must be its natural color.

Athletic & Game Day Attire

After school, students may change into appropriate athletic attire for participation in UCSA sports teams. If authorized by the coach, students may wear athletic jerseys to school on game day.

Violations

Students wearing a uniform violation that cannot be remedied will have their parents notified and may be sent home.

Students with multiple repeat violations can be suspended from school.

9d. Technology Code of Conduct

Students may not use their cell phones at any time while at UCSA. Only cell phones, “flip phones,” that have only the ability to text and call [ie. without video streaming, internet access, and or connectivity to social media sites and apps] will be allowed to remain with the student while on campus at UCSA, or at any UCSA athletics contest.

During the school day, when provided by the school, **iPads** may be used for academic purposes only. No other computers, laptops, cell phones or other devices with similar capabilities are allowed on campus.

At no time is a student to use a UCSA iPad, to watch non-school related videos or play games.

At no time is a student to use a computer, iPad, cell phone or other electronic device to access pornography, illegal activity or for the purpose of gambling.

At no time is a student to make any attempt to circumvent the school’s computer security settings or to visit blocked sites. Students who attempt to circumvent the school’s security settings will be suspended from school and recommended for expulsion.

At no time is a student to use technology in ways that violate school-wide behavior standards.

At no time is a student to download applications onto a school owned computer.

At no time is a student to use the network/technology for financial or commercial gain.

At no time is a student to degrade or disrupt equipment or system performance.

At no time is a student to invade the privacy of other individuals by accessing and/or vandalizing their computerized data.

At no time is the student to utilize technology for unauthorized aid during an exam or quiz. Such activity will be a violation of both the honor code and the technology policy.

At no time is a student to record a teacher or another student in class without prior permission. Students who are given permission to record may *not* post recordings on any site. Recordings are for academic purposes only.

Students must not attempt to download or stream unauthorized copyrighted material. Students must not install or use “peer-to-peer” file sharing software or services.

Students may not use technology, *on or off campus*, to harass, bully, socially alienate, intimidate or tease other students, teachers or administrators.

Cyber-bullying is done by sending messages, pictures, or information using electronic media, computers (email, instant messages, social networking sites), or cell phones (text messaging and

voicemail). It may include writing comments about a person on a website, via instant messaging, or through text messaging, posting pictures or videos of others without their permission, or tormenting, threatening, taunting, degrading, targeting, harassing, or humiliating a student or staff member using the internet, interactive and digital technologies, or mobile phones or inviting others to join in these acts. Students who engage in cyber-bullying, on or off campus, will face disciplinary action.

Technology needs to be utilized with the importance of social interaction and courtesy in mind. Students who utilize technology in a discourteous way or who disrupt social interaction will be asked to refrain from using technology on campus.

Current students and school staff may not be “friends” on social media sites.

Students:

- Are responsible for their own “flip phone(s)” [a phone without internet or social media connectivity—a phone for calls and texts only]. If a student has a “flip phone”, their devices must remain in their backpacks during the day. No other devices are permitted on campus. Any other type of device that is found will be confiscated, and returned at the end of the academic year, or at the time of the students transfer from, or expulsion from the school.
- Who are caught stealing will be automatically suspended and will be recommended for expulsion.
- Who damage school computers/devices or student’s property are responsible for the replacement cost of the device.

Any electronic device being used on campus by a student without permission, will result in the item being turned into the school office. Confiscated electronic devices will not be returned to the students. A parent or guardian must make arrangements to pick up the item from the office at the end of the academic year.

The school reserves the right to regulate, review, investigate and discipline students for cyber-bullying, harassment, violation of the honor code, violation of the technology policy or for other disciplinary violations when such Internet statement, postings, or acts are made while on school campus, or while made off-campus and such statements, postings, or acts threaten violence against another student/staff member, or otherwise disrupt the learning environment or orderly conduct of the school, school business, or school activities.

If an agent of the school becomes aware of possible alcohol, and/or drug use, or other inappropriate behavior through Internet postings, we will share this information with the parents and the appropriate authorities and reserve the right to take disciplinary action whenever proper.

9e. Sexual Harassment and Assault

Sexual harassment or bullying of students is an extremely serious violation of the Code of Student Conduct, as well as a violation of criminal law. **It will not be tolerated at all, but especially in schools, school vehicles, or at school-sponsored activities. Any such offenses will result in severe disciplinary action.**

Employee-student, student–student, and employee-employee sexual harassment are all prohibited.

What To Do About Sexual Harassment:

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school's officials.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school's officials.

All complaints will be promptly investigated.

Examples of Assault:

a. **Physical assault** includes any physical contact that would hurt or injure a person like hitting, kicking, punching, etc. Taking something that belongs to someone else and destroying it would also be considered a type of assault.

b. **Verbal assault** occurs when intentionally destructive comments are made to attack another individual. Verbal assault also includes verbal threats of violence or aggression against someone or their personal property. Although it is not permitted, name-calling or making remarks that could be construed as hurtful do not constitute verbal assault, this type of verbally aggressive behavior will not be tolerated.

c. **Character assault** includes spreading rumors or stories about someone, or telling others about something shared in private with the intent of doing harm.

d. **Social alienation** is when an individual excludes someone from a group on purpose. It also includes spreading rumors to create division, or making fun of a person with the intent to harm.

e. **Intimidation** is when an individual threatens someone else, and through fear makes that person do what he or she wants.

f. **Cyber bullying** is done by sending messages, pictures, or information using electronic media, computers (email & instant messages), or cell phones (text messaging & voicemail). It may include writing comments about a person on a website, via instant messaging, or through text messaging, posting pictures or videos of others without their permission, or tormenting, threatening, taunting, degrading, targeting, harassing, or humiliating a student or staff member

using the Internet, interactive and digital technologies, or mobile phones, or inviting other to join in these acts.

Examples of sexual harassment:

- a. **Physical assault**, *any* forced or coerced sexual relation.
- b. **Pressure exerted on either an adult or a student for sexual activity** or for a relationship that takes on a sexual or romantic coloring which exceeds the limit of a friendly relationship. Any demeaning or repeated unwanted sexual proposition, unwelcome touching, leering at, or ogling a person's body.
- c. **Sexually explicit or suggestive remarks** about a person's physical attributes, sexual orientation, clothing, or behavior, sexually stereotyped or sexually charge insults, humor, or verbal abuse, and inappropriate personal questions.

9g. Senior Pranks or Ditch Days

Senior pranks or ditch days are not condoned by the UCSA administration or staff. Students who enter the UCSA school building without permission commit a criminal act and the police will be contacted. Senior ditch days will not be excused, even with a parent phone call. The absence will be recorded as truancy and a loss of opportunity to make any schoolwork missed.

10a. Academic Honesty Policy

Cheating is incompatible with the mission and philosophy of the University Careers & Sports Academy. Cheating in any form is an unacceptable behavior. A student who uses the work of another person without acknowledging it through proper citation is acting in a dishonest and deceptive manner. They compromise their integrity and diminish what the UCSA represents.

Cheating includes:

Copying Homework

Copying test or quiz answers, assignments, essays or projects.

Using another's words or ideas without providing appropriate citations.

Students providing inaccurate grade information to the teacher in an attempt to help a classmate or themselves.

Copying material from the internet or any other source without providing proper citations.

Neither pressure for good grades, inadequate time to complete an assignment, inadequate supervision during an examination, ignorance, nor unrealistic parental expectations justifies cheating. Cheating places the value of grades over learning.

Cheating will result in an automatic suspension from the University Careers & Sports Academy, and possible expulsion.

Students cannot tolerate cheating by their classmates; they *must* privately report it to the teacher or another school authority. Students who choose to empower their classmates by ignoring the problem or assisting their deceptive activity by not getting involved will be disciplined for their passive involvement.

Plagiarism

Plagiarism is the presentation of the ideas or words of another as one's own. To copy from another or use his ideas without proper acknowledgement is stealing.

The written and oral material you present should be your own original and individual work. One of the purposes of education is to help you develop creativity and communication skills.

Specific types of Plagiarism:

Copying a direct quotation of the work of another without giving credit to the author.

Copying another's words with rephrasing or substitution's without giving credit to the author. Taking the ideas of another and presenting them as your own original idea.

The correct forms of acknowledgement are part of the English Department curriculum. If you have a question, ask your English teacher or check your English textbook.

Consequences of Plagiarism:

The administration will deal with plagiarism on an individual basis. The consequences may range from a failing mark on the assignment to expulsion.

10b. Academic Probation

A UCSA student is placed on Academic Probation if one or more of the following is applicable during a semester grading period:

A student accumulates two "D's" OR one "F"

A semester GPA below 2.0

Parents will not necessarily receive a letter informing them of their child's probationary status. It is the responsibility of the parent to follow academic progress or regress and to recognize the academic needs of their child. If any of the above conditions are not remedied by the next grading period, the student will risk academic expulsion. The principal will make all final decisions, taking into consideration all available information.

Students on the scholarship program jeopardize their scholarship when placed on academic probation.

ACADEMICS

11a. UCSA Course Sequence

Freshmen

Bible 9
Themes in Literature
Pre-Algebra / Algebra I
Biology (lab)
Spanish I
World History
Art 1
Music 1
P E/Health

Sophomores

Bible 10
World Literature
Algebra I / Geometry
Chemistry/Physics (lab)
Spanish II
U.S. History
Art 2
Music 2
P E/Varsity Athletics

Juniors

Bible 11
U.S. Literature
Geometry /Algebra II
Spanish III
P E/Varsity Athletics
Electives in the Fine Arts

Seniors

Bible 12
English Literature
Algebra II / Pre-Calculus
U.S. Gov't/Economics *g*
P E/Varsity Athletics
Electives in the Fine Arts

Minimum Graduation Requirements

Bible	40 credits
English	40 credits
Mathematics	30 credits
Science	20 credits
Social Science	30 credits
P E / Varsity Athletics	40 credits
Fine Arts (Electives)	20 credits
Electives	20 credits
Total Credits	240 credits

11b. Course Prerequisites

Algebra 1: At least a “C” in 8th grade math, Pre-Algebra or Remedial Math.

Algebra 2: At least a “C” in Algebra I.

Chemistry: At least a “C” in Algebra I.

Advanced Math: At least a “C” in Algebra I, Geometry and Algebra II

Spanish 2: At least a “C” in Spanish I

Spanish 3: At least a “C” in Spanish II

The competition for admission into any four-year college or university program is growing. Students who intend to attend a four year university or college, will need to satisfy more than the basic minimum requirements. Therefore, the UCSA encourages parents/guardians to support their children that are pursuing a post secondary education and encourage them to work diligently at their academic pursuits according to Colossians 3:23. Whether or not, a child pursues to further their academic pursuits after high school graduation, UCSA aims to prepare each of the students to fulfill the purpose of the LORD for their lives.

11c. Requirements for Seniors

Seniors must have a minimum of 4 semester classes or 20 units each semester. However, a senior may be enrolled in an ROP course or a community college course as their 4th class. Principal approval and written parental consent is necessary in all cases. Furthermore, seniors must have at least 200.0 credits or be short no more than 20.0 credits in required courses in order to participate in the graduation ceremony. All graduation requirements must be documented and completed in order for a graduate to receive a diploma.

11d. Standardized Testing

Beginning in the Fall of 2022, students in grades 9-11 will be required to take a standardized test once a year to help measure academic progress. Students in each grade level must complete the following standardized tests:

9th: PSAT

10th: PSAT

11th: PSAT

12th: SAT or ACT Recommended*

*The PSAT is given on-site once a year. The SAT or ACT must be taken off-site at the student's expense.

11e. Homework

Homework is an essential part of the educational process, and UCSA students will be expected to complete frequent homework assignments. UCSA believes that homework should be given in moderation, to promote excellence, and does not give homework merely as busy work.

Homework is given as reinforcement of and for the purpose of practicing the various skills learned in school. Students may also be given individual homework assignments based on their academic needs. It has been found that the most successful students usually have active parental participation in homework and schoolwork, therefore we strongly encourage parental involvement. Through the process of completing academic work at home, information becomes linked with both home and school, and this strengthens the importance of learning for the student. Generally, if the parent has an apathetic attitude toward homework, the student does also, and this attitude is carried over to the classroom. Learning requires hard work and perseverance. When a student feels that he/she can master a skill, he/she then feels motivated to tackle the next difficult step. Homework that is given specifically to meet the needs of the student, helps to ensure success.

A student's home study environment is a very important factor in a productive homework time. The student's study area should be free from cell phone, computer, T.V., music and other distractions.

11f. Grading System

“A” Excellent (90-100% of the available points in the course)

The quality of work consistently demonstrates a superior comprehension of course content and far exceeds performance standards. The work exhibits exemplary creativity, imagination, initiative and application of material.

“B” Above Average (80-89% of the available points in the course)

The quality of work consistently demonstrates a superior comprehension of course content and exceeds performance standards. The work exhibits noteworthy creativity, imagination, initiative and application of material.

“C” Average (70-79% of the available points in the course)

The quality of work demonstrates an adequate comprehension of the course content and meets performance standards. The work exhibits satisfactory initiative and application of the material.

“D” Below Average (60-69% of the available points in the course)

The quality of the work demonstrates an unsatisfactory comprehension of course content and performance standards. The works exhibits insufficient initiative or application of the material. If a student receives a semester mark of a “D” in any course required for graduation, he/she must retake the course for the semester in which they earned the unsatisfactory grade.

“F” Failing (Below 60% of the available points in the course)

The quality of work demonstrates an inadequate comprehension of course content and does not meet performance standards. An “F” in any semester of any course must be retaken.

Extra credit might be available in a class, but only offered after all assignments have been turned in. The extra credit will be academic in nature.

11g. Grade Reports

The University Careers & Sports Academy grade point average (GPA) is based on the achievement of the student in the classroom. Grade reports are issued to students and parents at the completion of each semester. Progress reports are available by checking the online grade reporting system. Semester grades are the only grades reported on the permanent record.

It is the responsibility of the parent to follow the academic progress of their child and parents are strongly encouraged to monitor their students progress on a frequent basis. Teachers are not required, nor should they be expected, to inform parents of missing homework assignments or poor scores on tests.

Calculation of the grade point average is based on all graded courses. Each grade is given a specific number of points described on the following page:

- A 4.0 points
- A- 3.7 points
- B+ 3.3 points
- B 3.0 points
- B- 2.7 points
- C+ 2.3 points
- C 2.0 points
- C- 1.7 points
- D+ 1.3 points
- D 1.0 points
- D- 0.7 points
- F 0.0 points

In order to maintain eligibility for varsity athletic competition, the California Interscholastic Federation Southern Section (CIF-SS) requires student athletes to maintain a GPA of 2.0 or better for the previous grading period. The day for establishing eligibility for the next quarterly period is the day following the official issuance of report cards. All other criteria for establishing academic eligibility will be found in the CIF-SS Blue Book.

Weekly (even daily) progress reports can be seen online at Gradelink. (See Section 5c). Written or email progress reports may be issued at any time during the quarter whenever the teacher wishes to commend a student for his/her positive achievement and/or to recommend methods to help the student improve in areas where they are having problems.

Report cards are issued every semester and are based on the student's academic performance during the previous grading period.

11h. Repeating Classes

With the approval of the principal, a student may repeat a course in order to raise a failing grade. UCSA will keep a record of both grades, and both grades will be recorded on the student's final transcript.

Incomplete grades are issued for students who fail to complete a required element of a class whether it be a test, project or class hours. Correcting an Incomplete grade is not retaking a class, so students who complete these required element will receive a calculated grade that will be recorded once on their final transcript. Students who fail to correct their Incomplete grade by the end of the following summer school period will receive a final failing grade and the class will have to be retaken.

11i. Summer School

Any course taken during the summer or after school during the regular year must be approved by the principal for the course to be applied to the University Careers & Sports Academy transcript. Permission must also be obtained by the regular teacher of the class. Students are allowed to enroll in summer classes not available to them at the UCSA, and/or at local community colleges.

All the UCSA rules and regulations will be enforced if a summer session is made available, including regulations for dress and appearance. Additional tuition fee applies.

11j. Semester / Final Exams

At the end of each semester, comprehensive semester exams are administered in subjects. Only students who have a note from a physician will be excused from school during scheduled semester exams. The weight of the various components of the semester grade are determined by individual teachers, but semester exams shall not exceed one third of the semester grade. A Semester Exam schedule will be followed during this testing with 120 minutes allotted for each test.

11k. Valedictorian and Salutatorian

Academic excellence is important at the University Careers & Sports Academy. We want to celebrate all students who achieve excellence based upon the high standards that the school, along with our Board of Education and the State of California has set.

For the graduating class, Valedictorian and Salutatorian status is determined by the students' academic GPA. The single individual with the highest GPA will automatically become the Valedictorian, and the runner-up, the Salutatorian. High school students must have attended four years at UCSA or other accredited high school (minimum 2 years at UCSA) to be eligible for valedictorian or salutatorian.

11m. Concurrent Enrollment

A student in grades 9-12 may apply to Victor Valley College to take an enrichment or advanced course concurrently with UCSA enrollment.

11n. Special Needs

Students determined to need special accommodations as listed in an active I.E.P. or as a result of a plan resulting from the school's Resource Department may have differential graduation standards as agreed to by the Head of School and parents.

ATHLETICS

12a. Athletic Programs

The purpose of UCSA athletics programs is to instill a physical discipline and determination in the students, as well as instructing them in the importance of teamwork so that they might be more adept at fulfilling the purposes of God amidst the trials of life.

The UCSA competes against the private schools of the Harbor League and against other private schools under the banner and guidelines of the CIF-SS. The coaches of the respective sports and the athletic director are the primary sources of information concerning practice and game scheduling.

All the sports at the University Careers & Sports Academy offer interscholastic competition at the Varsity level. The Head Coach of each sport determines the individual team rosters and depth charts.

Any student receiving a G.P.A. below 2.0 for the quarter will be declared ineligible for the following quarter.

Athletes must be in attendance for at least two class periods in order to participate in that day's game.

At present, students interested in participating in Varsity Level sports ***do not*** have to pay a sports fee, as a result of the generosity of Roosevelt Grier and his wife Cydnee Grier, and "The Rosey Grier Giant Step Foundation."

However, parents will regularly be responsible for transporting their athletes to competitions.

12b. Weight Room

This facility is for the use of student athletes that represent the UCSA Saints sports program. Students involved in athletics independent of the UCSA will not have access to the work out facility. The weight room is *not* co-ed. Male and female athletes must work out separately during designated times.

The training regimens for each specific sport are designed to enhance the ability of the athletes; they are not designed for the purpose of body sculpting.

Student use of the weight room is predicated on their willingness to follow said policies and maintain its upkeep.

12c. Fan Code of Conduct

Enjoy the Game. Respect Other Fans.

The University Careers & Sports Academy is committed to creating a safe, comfortable and enjoyable

experience for all fans, both in the stadium and in the parking lot. We want all fans attending our

games to enjoy the experience in a responsible fashion.

When attending a game, you are required to refrain from the following behaviors:

- Behavior that is unruly, disruptive or illegal in nature
- Intoxication or other signs of alcohol impairment that results in irresponsible behavior
- Foul or abusive language or obscene gestures
- Interference with the progress of the game (including throwing objects onto the field)
- Signage that is offensive, in poor taste, or does not support sportsmanship
- Failing to follow instructions of stadium personnel
- Verbal or physical harassment of opposing team fans or referees
- No smoking

DISCIPLINE

13a. Minor Infractions/Chain of Consequences

The University Careers & Sports Academy strives to provide a loving and excellent Christ-based learning environment. This environment can be described as one that is polite, humble, and selfless. UCSA students are expected to show a loving and excellent attitude toward their teachers, school work, peers, and school. Students who violate the prescribed code of conduct will receive discipline.

Violating students can be placed in Individualized Study Program separate from the main classroom until they demonstrate repentance and a willingness to participate appropriately. They will be given a discipline paper to complete and parents will be notified of their child's behavior.

Over time the student's ISP will be evaluated. If students show a positive response they will be allowed to return to the main classroom. If students fail to show a positive response the ISP may be further adjusted. Further adjustment of an ISP may include a student being placed on behavioral probation or working from home and only allowed to come on campus or participate in classes and school functions in a limited manner.

Continual failure to respond to an ISP will result in a student's expulsion from UCSA.

13b. Major Infractions

Major infractions may result in immediate suspension and the placement of the student on behavioral probation or expulsion from school depending on the infraction and its severity. Students given a suspension may also be placed on an ISP until the necessary improvements are made.

The following infractions are grounds for immediate **suspension**:

Smoking; Dating; Hosting an unsupervised co-ed party; possession of any soft-core pornographic material; lying or forgery; getting a tattoo; extra-body piercings; physically aggressive behavior or fighting, threatening force or violence toward other students or staff; pranks; and disrespectful/ belligerent or defiant behavior.

The following infractions are grounds for the **expulsion** of a student:

Theft; the possession, use, or sale of narcotics or alcohol; tobacco products; the possession or sale of fireworks or any weapon on campus; membership in a gang or association with gang activities; regularly failing to pass classes; chronic lying or deceit; habitual or repeated violation of school rules; hazing; chronic attitude of rebellion; sexual immorality; possession of hardcore pornography; any major offense, behavior or attitude considered detrimental to the mission of the University Careers & Sports Academy and its ability to train students to serve the Lord.

****The paramount factors in deliberating student discipline is the student's response, namely do they act remorsefully, responsibly, and honestly towards their infraction.**

13c. Behavioral Probation

Students given an ISP or suspension will be considered on behavioral probation. Students on behavioral probation may be limited in their participation in school athletics, trips, and activities and can be immediately expelled if further violations continue.

13d. Dating v. Courting

At the UCSA *dating is prohibited* as a behavior that is ultimately selfish and destructive. Courting, however, is permitted under careful guidelines. Courting involves the following elements: the reasonable ability of the young man seeking to court the young woman, to secure gainful employment or reasonable means to support a family living outside of his parent[s] home. The permission of both party's parents/guardians, the setting of physical boundaries and

prohibitions until marriage, accountability by remaining part of a larger group during outings and avoiding compromising situations; and most importantly making stated and ultimate goal of the relationship to seek out another's suitability for marriage.

13e. Off-Campus Incidents

The University Careers & Sports Academy does not wish to supervise the lives of its students away from school. Nevertheless, ungodly behavior outside of the school clearly demonstrates ungodly character in a student, and needs to be disciplined. Off-campus incidents can directly affect other students or members of the administration, faculty or staff, or damage the reputation of the school. Involvement in this type of behavior will not be tolerated. Any student that behaves off-campus in a manner disapproved of by the Academy as set forth in the previously stated rules will be disciplined accordingly. This includes all conduct via electronic communication via social media, and all other communication platforms.

13f. Cell Phones & Electronic Devices

Cell phone use is prohibited on campus. **Cells found in use during school will be confiscated by the teacher held in the office until the end of the academic year.** Only "flip phone" -cell phones are allowed in student backpacks during the school day, but the use of them is prohibited during hours, and may only be used after school if permission is granted by one of the UCSA staff.

The use of all electronic devices such as Cell Phones, iPods, Mp3 players, handheld game systems of any kind, and other like devices are prohibited on campus at all times including before or after school. Additionally, the use of headphones is prohibited at all times before or after school. **Electronic items brought on campus will be confiscated and held until the end of the academic year.**

EMERGENCY PROCEDURES

In case of an emergency of any kind, all teachers are required to assist the students in their classroom at the time of the incident to safety. The emergency contact person(s) specified on the registration form will be notified. Accidents requiring immediate medical care will be handled by the 911 Emergency Services.

In the event of a fire or an earthquake, the teacher is responsible for escorting his/her students to the basketball court located on the back property of the campus. Teachers should be the last out, close their classroom door and exit using the nearest stairway. After reaching safety outside the building, teachers will quickly take a role to ensure that all students are present. In the event

of a severe earthquake during school hours, students will remain at the school until parents or legal guardians or their authorized representatives have been successfully contacted.

In the unlikely event of gang violence or police activity occurring in the parking lot of the campus, students will be removed from the classrooms nearest the activity to safer classrooms. A teacher will act immediately if weapons are visible, recognizing the situation as potentially dangerous to the welfare of the students in the classroom.

In any of these instances teachers are expected to look after the care of their students before their own needs (Matt. 22:39).

14. a. Student Safety

The University Careers & Sports Academy is an open campus. Students have the opportunity to leave campus during breaks and the lunch period.

In times of emergency the UCSA Administrator has the authority to do what is necessary to protect the safety of students and staff. The Administrator will assign staff to perform required duties at assigned stations. The staff and students shall be constantly aware of the various alarms and what they mean as well as the general procedures to be followed in emergency situations. All teachers and staff are trained in CPR and First Aid.

Students who are ill or are in need of first aid must report to the school office. When an injury occurs at school, basic first-aid treatment will be given if the injury is minor. If the injury is serious or if the ill student needs to go home, parents will be contacted immediately. If the parent is unavailable, staff will contact persons listed on the student's emergency form to pick up the student from school. It is critical that parents keep the school office emergency records up to date so that students can be promptly treated in the event of an accident or serious illness. Students must check in with the school office prior to leaving campus due to injury or illness.

In case of an emergency, the emergency contact person(s) will be notified. Accidents requiring immediate medical care will be handled by the 911 Emergency Services.

The University Careers & Sports Academy does not provide medical insurance coverage for school accidents. **Parent(s) and/or legal guardian(s) are fully responsible for medical bills if their child is hurt during school activities.**

Students needing medication (prescription or over-the-counter) during school hours must have a completed "**Medical Authorization Form**" signed by the parent or guardian on file with the school office. Medication must be in a labeled prescription bottle or original packaging complete with dosage instructions for the student and all medications must be locked in the school office. The school office staff will administer the medication or assist the student with

administration if they are able to take the medication on their own. Teaching staff are instructed not to administer medication at school.

14. b. Child Abuse Awareness Plan

The law defines four different kinds of child abuse: physical abuse; physical neglect; sexual abuse; and emotional maltreatment.

The Child Abuse and Neglect Reporting Act

The Child Abuse and Neglect Reporting Act requires mandated reporters, certain professionals and lay persons who have a special working relationship or regular contact with children, to report known or suspected child abuse to the proper authorities.

Mandated reporters include **teachers**, instructional aides, teacher's aides/assistants, **administrative officers**, child welfare and attendance supervisors, certified pupil personnel, and clergy members.

Mandated reporters are required by law to report, by telephone, a known or suspected incidence of child abuse immediately, or as soon as practically possible. The call must be followed within 36 hours by a written report to the agency to which the telephone report was made.

Although the law allows schools to develop special procedures for reporting child abuse, mandated reporters are held individually responsible for reporting known or suspected incidences of child abuse.

The University Careers & Sports Academy's Child Abuse Reporting Procedures

Call 911 if the child is in immediate danger

1. In case of a known or suspected incidence of child abuse that does not pose immediate danger to the child, follow the reporting protocol listed below:
 - A. Assess the situation
 - B. Notify the Principal
 - C. Determine whether a report is necessary
2. Make an initial report by telephone to the Child Protection Hotline at: 1-800-827-8724 in San Bernardino County.
 - a. Be ready to provide as much of the following information as possible:

- Your name, business address and telephone number
- The child's name, address, present location, school, grade and class
- Names, addresses and telephone numbers of child's parents or guardians
- Source of the information leading to the allegation
- Name, address, telephone number and other personal information of the person(s) suspected of abusing the child.

3. Complete the "Suspected Child Abuse" form within 36 hours to:

Attention: Child Abuse Hotline

(909) 891-3545 or (909) 891-3560

15. a. Earthquake Procedures

We, as Californians, are aware of the ever-present possibility of an earthquake occurring and creating damage and dangerous conditions. The safety and welfare of our students is of the utmost concern to us. Therefore, UCSA runs earthquake evacuation drills in each semester of school, to help ensure the safety of the students.

In the event of a severe earthquake during school hours, students will remain at the school until their parents or legal guardians have successfully been contacted. Parents may purchase an emergency pre-made kit online to remain at the school in case of this event.

15. b. Active Shooter Lockdown Procedures

The safety of the students, and staff at UCSA are a priority. In the unfortunate incident that an active

TUITION AND FEES

16a. Schedule of Tuition and Fees

REGISTRATION FEE (non-refundable, for first time enrolling students only)

\$300 (payable upon registration)

TUITION

Tuition is \$3,000/year, or \$300/month for 10 months.

Students with outstanding balances will not receive report cards or have transcripts released.

UCSA families are strongly encouraged to carefully budget for the prompt payment of their school account. The school's operation and ministry depends on a consistent income from tuition. When a child attends any portion of the month an entire month's tuition must be paid.

Unpaid tuition and fees of any type that go past 50 days will cause suspension of the account, at which time the student will not be allowed to attend UCSA until the account is brought current. It is the parent's responsibility to notify the UCSA business office of any extenuating hardships before the account goes into suspension or prior to late fees being assessed.

There are no refunds if a student is withdrawn from UCSA.

16b. Scholarship Program

The the University Careers & Sports Academy does not offer financial aid (giving money to families) to its students.

17. School Library

At present, the the University Careers & Sports Academy does not have an in-house library. Each student has access to the local public library.

Often times, online resources are printed by educators, and provided to students in class, and on some occasions, restricted iPads are used in the classroom to facilitate the introduction of additional resources in the classroom.

18. Counseling Services

The purpose of counseling services at the University Careers & Sports Academy is to promote positive interpersonal relationships, promote spiritual growth, help each student grow to their full potential, as well as to provide information and instruction. We will always endeavor to counsel in a spirit of humility using scriptural guidelines and sound principles of human behavior.

Services will be provided in the following areas:

Spiritual (relationship to God, character development).

Educational (academics, scheduling, information regarding further education).

Vocational (information, testing, and direction for life vocation).

Because the University Careers & Sports Academy views the family unit as the most important human relationship, it will involve members of the student's family in any counseling where counselors feel it would be helpful.

19. Parent & Student Signatures

Parent:

I _____ verify that I have read the Parent/Student Handbook and agree to uphold the policies therein.

Parent Signature Date _____

Student:

I _____ verify that I have read the Parent/Student Handbook and agree to uphold the policies therein.

Student Signature Date _____

****Parents and students are responsible for reviewing the LCA handbook each year to remain informed about revisions to school policies.**