

STUDENT / PARENT HANDBOOK



K4 - Grade 12

**850 County House Road
Livingston, TN 38570**

(931) 823-7170

Train up a child in the way he should go:

And when he is old, he will not depart from it.

-Proverbs 22:6

Upper Cumberland Christian Academy's non-denominational non-doctrinal **Statement of Faith** is as follows:

We believe in God, the Father almighty, creator of heaven and earth. We believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; he descended into hell. On the third day he rose again; he ascended into heaven, he is seated at the right hand of the Father, and he will come again to judge the living and the dead. We believe in the Holy Spirit and the holy universal church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. AMEN.

MISSION STATEMENT

Upper Cumberland Christian Academy exists to glorify GOD and serve Christian parents and their children by providing a high-quality, Biblically-based educational program marked by academic excellence. It is our desire to promote and exhibit respect for the individual, respect for those in authority and personal service to our Lord JESUS CHRIST. We provide teaching, with love and compassion, based on Christian principles and beliefs. We teach with a focus on service to others as well as emphasizing Biblical wisdom in order to avoid worldly pitfalls. It is our further desire to cross socio-economic boundaries through a community based scholarship program.

Upper Cumberland Christian Academy exemplifies character building through a CHRIST-centered and loving atmosphere uplifted by daily prayer, Bible reading, study and memorization.

Students of Upper Cumberland Christian Academy will have a far-reaching impact on their current community and on future generations that is rooted in a faith commitment to Jesus Christ and grounded in the truth of Scripture. With GOD'S help and by HIS grace, they will be a Christian influence in their world, develop integrity for leadership and be ready to lead their generation in the Christian walk.

Upper Cumberland Christian Academy is a college-preparatory school. Each student will be treated as if they are fully expected to enroll in a university upon graduation. They will further come to recognize and develop their individual GOD -given talents. Students of UCCA will be challenged academically, equipped to be socially confident, and established spiritually in GOD'S Word.

WHAT CHRISTIAN PARENTS

MUST TEACH THEIR CHILDREN

1. **Teach your children** that the family is God's plan by living a joyous example in the home.
2. **Teach your children** to honor father and mother by honoring one another.
3. **Teach your children** to pray by praying with them and allowing them to voice their prayers to God.
4. **Teach your children** God's Word by reading them the Bible and giving them a basic knowledge of God's Word.
5. **Teach your children** submission to authority by submitting to the needs of one another.
6. **Teach your children** the importance of the local church by being faithful in your attendance.
7. **Teach your children** the way to heaven by living the Christian life and instructing them in the way of salvation.
8. **Teach your children** godliness with contentment by having a Christ-like spirit in your home.
9. **Teach your children** to be truthful by being truthful.
10. **Teach your children** to be personally accountable to God by being motivated by this accountability yourself.
11. **Teach your children** to forgive by forgiving one another.
12. **Teach your children** to have faith in God by looking to Christ in times of blessing and trouble.



Upper Cumberland Christian Academy --

An Opportunity

Enrollment at Upper Cumberland Christian Academy is a privilege and not a right. The goal of this school is to train youth of every ability in the highest principles of CHRIST-centered moral character, self-discipline, individual responsibility, personal integrity, and good citizenship. Upper Cumberland Christian Academy stands without apology for high standards of morality and wisdom. The policies of this school will be upheld—no exceptions—so please read this handbook thoroughly.

A private Christian school is an extension of the home in training young people. The school staff has a strong desire to work closely with parents to train the whole child: the spirit, mind and body. Our goal is to assist parents or guardians in training young men and women in an environment that promotes Biblical moral standards and faith. Our efforts must be upheld and supported at home. Gripping, undermining, and gossip from parents or students will not be tolerated.

The objective of this Christian school is to teach children how to live according to Biblical principles and to equip them for success. The Bible verse in Proverbs 22:6 admonishes adults to *train* up a child in the way he should go.

Please NOTE:

UCCA High School is a college preparatory program. We are serious academically, ethically, morally, and spiritually. UCCA is not an “alternative school” or a school of last resort, or a rehabilitation center. As God provides, we are purposed to train and equip the Christian leaders of tomorrow.

Non Discrimination Policy:

Agape Worship Center and Upper Cumberland Christian Academy shall not discriminate against members, employees, applicants, students, and others on the basis of race, color, or national or ethnic origin. It does not discriminate in administration of its membership policies, employment practices, educational policies, admission policies, scholarship programs and athletic and other church or school administered programs based on these factors. All rights, privileges, programs, and activities are generally accorded or made available to all parties as described in the Constitution of Bylaws and the Upper Cumberland Christian Academy Handbook.

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Welcome!

The staff of Upper Cumberland Christian Academy extends a warm welcome to you as a part of our school family. With GOD's help and by working together, we can make each year a great year. Our objective is to provide the best education possible. This begins with teaching and reinforcing Biblical values, principles, and morals. Building Godly character into the lives of our students is our number one goal. The ABEKA curriculum is recognized across the globe by educational leaders, providing strong high quality academics. We believe that Godly character plus strong academics equals success.

CHURCH AFFILIATION

UCCA is a ministry of Agape Worship Center; however, it is an interdenominational ministry providing Christ-centered education to the whole body of Christ. UCCA does not discriminate based on any Christ-centered denominations. UCCA's intention is to focus on the similarities we share between Christ-focused churches, while avoiding denominationally dividing doctrines.

ADMINISTRATION AND STAFF

All employees and volunteers are carefully selected based upon their commitment to Jesus Christ and calling to work with children in a church-school setting. Each staff member is dedicated to serving our students in educational training and to help each one find his/her way to a personal relationship with our Lord. Our staff is well grounded in UCCA's philosophy and goals.

ADMISSION POLICIES

Before a student is admitted to Upper Cumberland Christian Academy, there must first be an interview with the principal. Many times the student will be invited to come on a trial basis to determine if the school and student are compatible.

All forms and documents must be completed and financial arrangements made before any student is enrolled. Also, immunization records must be up-to-date and presented to the school before enrollment.

UCCA does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of its educational policies.

UCCA students will be expected to become leaders of their generation, academically, socially and spiritually. For this reason, students will be held to a very high standard in order to be accepted and after they have enrolled. Minimum academic requirements must be met for enrollment and to maintain enrollment:

+ For enrollment, students must have received no more than one final quarterly grade lower than 74% in any of the four primary subjects on their most recently completed grade report. If two or more of these final grades are lower than 74%, enrollment may not be granted until this requirement has been met.

+ Students who are already enrolled must not receive more than one final grade lower than 74% in any of the four primary subjects for any final quarterly grading period. If this happens, the student will be put on academic probation and will have to remedy this situation by the end of the 2nd quarterly grading period following, or face suspension/expulsion.

+ UCCA is NOT an alternative school, nor a reform school, nor a remedial school. Enrollment is a privilege and not a right.

PARENT ORIENTATION REQUIREMENT

A parent orientation meeting (refer to school calendar for dates) promotes a good understanding between parents/guardians and the faculty of this school. Every parent is required to participate in this informative and helpful program.

RE-ENROLLMENT

Students who desire to re-enroll should notify the principal before April 30. Those who wait until later will not be guaranteed a space. Also, it should be understood that no student has an automatic right to re-enroll, and that re-enrollment will be approved at the sole discretion of the school and its leadership.

WITHDRAWAL POLICY

The parent/guardian has the right to withdraw their child(ren) at any time, for any reason. Likewise, the school has the right, for any reason, to ask a student to withdraw. This provision is separate and apart from suspension or expulsion under the school's discipline policies. A student may be asked to withdraw for the following reasons: excessive tardiness or absence, failure to respond positively to correction or disrespect to fellow students or staff members. However, the school is not limited to these reasons.

STUDENTS TRANSFERING FROM UCCA

Students who transfer to another school must have completed all required work per teacher/subject (A Beka) to be promoted to the next chronological grade. Credit must be earned to be given. Students will not be promoted solely based on their age.

REFUND POLICY

UCCA has a **No Refund** policy on the one-time application fee and the curriculum fee (once books have been ordered.) Pre-paid tuition will be refunded for the month(s) where the student(s) did not attend. No partial month refunds.

FINANCIAL POLICIES

Tuition at UCCA is based on an annual budget of expenses. It is mandatory that tuition be paid in full and on time. Payment for tuition can either be monthly, semi-monthly, or annually. Refer to current tuition and fee schedule to obtain prices.

Tuition does not cover the cost for everything we need. In order to keep the cost low, we ask for your help in fund raising and/or donations from time to time. We ask each family to prayerfully consider assisting the school in these areas whenever possible over and above your paid tuition. We will strive to keep fund raising to a minimum each year to reach our goals.

GENERAL POLICIES

Regarding Church Attendance:

The ministry of UCCA is a team effort with the home and church. Therefore, it is strongly recommended that both parents and students faithfully support and attend a local Bible believing church of your choice. Regular church attendance is a vital part of the total education of each student.

Parental Involvement:

The school does not bear the sole responsibility to educate your child. Primary responsibility rests upon the parents. God designed it that way. The function of the school is to assist the parents in carrying out what God has given them to do. We, therefore, ask you to spend time with your child regularly reviewing their school work and social life at school. Parents/Guardians are encouraged to conference with their child(ren)'s teacher regularly and are encouraged to attend field trips and other school functions as often as possible. Please consider having lunch with your child at school and volunteering for school functions. Your child will feel special if you place a high priority on his/her education by personal involvement. UCCA encourages all parents to live and promote Godly character at home and in their personal lives so as not to sabotage and confuse their children's character development. This also can either conflict or support the financial investment that the parents have and are making through the tuition expenses, depending upon what type of character the child is being taught in the home.

Change of Student Information

It is vitally important that the student information records be kept current. Please notify the school office of any change of phone number(s) or address as soon as possible. Also, students will not be allowed to leave with individuals not previously identified by parents. Parents must add any other names to the authorized pickup info sheet before students will be allowed to leave with others. It will allow for the best care for your child(ren) if all student information is kept current.

SCHOOL HOURS

Office Hours: Regular office hours are from 7:30 A.M. to 3:30 P.M. Monday – Friday. Please conduct all business during these hours

School Hours: Normal school hours are from 8:00 A.M. to 3:00 P.M.

*****UCCA DOES NOT PROVIDE BEFORE OR AFTER SCHOOL CARE/SUPERVISION.*****

Please do not use the dismissal time to discuss school problems with your child's teacher. Parents who need to speak to teachers should come inside and notify the secretary and wait for the teacher to finish their dismissal responsibilities. Appointments are recommended to speak with the principal.

Attendance:

There are 180 school days in our school year. Students are expected to be in school each day and for the duration. All absences require a written note from the parent/guardian or other official documentation as noted in the “Excessive Absence Policy” below.

†A full day’s absence will be recorded when a student arrives at school anytime after 11:30 AM or leaves school before 11:30 AM and doesn’t return.

Tardiness:

A student is considered tardy if he/she arrives at school after 8:05 AM but before 11:30 AM.

†Each tardy counts as 1/3 day absent, such that three tardies equal one absence.

Early Dismissal:

An early dismissal is recorded when a student leaves school anytime between 11:30 AM and 3:00 PM. An early dismissal is also recorded when a student leaves school before 11:30 AM but returns during the same day, as long as the student is not gone longer than 3 ½ hours. If it is necessary for the student to leave school other than at normal times, clearance with the school office must be obtained and the student must be signed out by the parent/guardian. If the parent/guardian cannot come, then a written note signed by the parent/guardian or a call from the parent/guardian, stating who is responsible for the child upon pick-up, is required.

†Each early dismissal counts as 1/3 day absent, such that three early dismissals equal one absence.

During the school year there may be a time when students may need to be dismissed early from school due to inclement weather or other emergency situations or conditions. When releasing students early, it is important that a plan is in place for your child so that he/she will be appropriately supervised in the event that an Early Dismissal should occur. We ask that you put a plan in place and review this plan with your child/children frequently so that he/she is aware of what to do. It tells UCCA office staff the preferred method of contact and who should be contacted.

Excessive Absence Policy: When a student accumulates five or more unexcused absences in a semester, in any combination of the above listed ways, that student will be reported to the County Board of Education for investigation at their discretion. The following causes for absences may be excused:

†A visit to any health/dental/orthodontal/vision/etc. care provider IF the student obtains a written excuse from that provider.

†A college visit by any junior or senior considering future college enrollment, with appropriate documentation.

†Student participation in any kind of Christian mission project, with appropriate pastoral or church documentation.

†Funeral of a family member or peer.

†Court or other officially documented legal proceedings involving the student.

All other absences will be considered unexcused unless compelling extenuating circumstances are presented. **Special note:** Medical conditions serious enough to cause a student to be absent should be considered serious enough to warrant a visit to a doctor or other medical practitioner. This is a college-preparatory program not to be taken lightly.

†All final rulings on absences are the sole responsibility of, and rest entirely on, the authority of school staff and/or administration.

Use of Telephone: Students are not allowed to use the telephone unless it is deemed necessary as determined by a staff member. Possible needs include health emergencies, forgotten school work, or dress code violations. This is not an exhaustive list of possible reasons to use the phone.

Medication: The school is not equipped with basic medication. This means, that if a child requires some type of over-the-counter medication, a small bottle will need to be brought to the school and the following medication policy applies: The student is not allowed to have any medication or drugs of any kind in his/her possession or vehicle or on school property. All medication (prescription or over-the-counter) must be checked in at the front office when the student arrives at school and a medication form must be completed by the parent/guardian. Medication will be administered as directed by the parent/guardian. If a student becomes ill at school, the parent/guardian may be called to pick up the student. Parents are asked not to send their child if he/she has a fever at or above 101°F.

All medication must be securely stored with the child's name clearly indicated on it.

Health Records: All students at UCCA will be required to be up-to-date on all immunizations as required by the State of Tennessee for school attendance. Parents who have chosen not to immunize their children will be required to file the proper state paperwork with the school office. The immunization record should be on file in the office.

Student Driver / Vehicles

Those students who wish to drive their own vehicle to school may do so if (1) they are at least sixteen years of age, (2) they have a valid TN driver's license, and (3) they have proof of insurance. A copy of these documents should be on file in the office. Vehicles will be subject to all local and state laws as it pertains to both student drivers and contraband searches. The student must leave his/her vehicle immediately upon arrival at school and not return to the vehicle, without staff permission, until school day dismissal. Absolutely no loitering in the parking lot is permitted.

UCCA must have a written note from the parent/guardian giving permission for the student to drive to school. Also, if other students are riding to school, a note from both parents/guardians is required. Speed limit on school grounds is 5 mph. UCCA is not responsible for loss or damage to a vehicle or its contents while on school property.

Student drivers should see the principle or administrator for approved parking spots for students.

Visitors

Parents are always welcome to visit during the day. We ask that you check in with the front office before proceeding to the classroom. Anyone we do not recognize must present identification before being allowed to proceed to the classroom. If the parent/guardian wishes to see the principal and/or teacher, an appointment should be made with the secretary in advance.

School Closing

School will be closed for most standard holidays as well some additional days each school year. Please ask for a school calendar for all the closing dates and events. If inclement weather causes the Overton County schools to either close, open late, or dismiss early, we will do the same. Due to the region and many students driving in from other counties, there may be days that the school will open but individual attendance may be left up to the discretion of the parent/guardian. These absences may not count against the student. If schools are closed in your county, due to incremental weather, absence will be excused.

Electronics / Personal Property / Cell Phone

Unless authorized by school administration, students are not allowed to bring the following items to school: digital music players, tablets or laptop computers, other digital games, magazines or secular books. Under no circumstances are the following allowed: tobacco, alcohol, illicit drugs or weapons. We have the right to search for such items on the student, and in pockets, purses, desks, book bags or automobiles. A search may be conducted without the student's consent. The enrollment of your child constitutes parental consent to such searches. Also, if a student is suspected of drug use, the school has the right to ask the parents/guardians to have a drug test on their child and submit the results to the school. The cost of such testing will be the responsibility of the parents. The student can be withheld from class until such testing is complete and the results are sent to the school. If alcohol, tobacco, illicit drugs, or weapons are found, parents will be notified and the student may be immediately dismissed. For other items found, the student may be subject to discipline and the items taken from them and returned to parents at the earliest opportunity.

Cell phones brought to school must be turned in upon arriving at school. The student must turn the phone into the school staff promptly and at the end of the day, the phone will be returned to the student.

Computer / Internet

Computers are a way of life; therefore, all students are encouraged to learn how to use computers. Every UCCA graduate is expected to be computer literate. Students are required to provide their own memory drives for academic work.

Internet access may be established for a limited educational purpose that shall be consistent with the school's curriculum and the State Standards. The term "educational purpose" includes academic activities, career development, and approved limited, high-quality activities. As applicable, all students and parent/guardians must sign a copy of the UCCA computer/internet policy and return it to their teacher prior to being allowed to use a computer.

- Under no circumstances should a student provide passwords to other students or allow anyone to use their login and password.
- Students are not authorized to load any software on a computer system.
- Students are not allowed to play personal programs or apps on the school's computers.
- Students are restricted from using obscene, profane, lewd, vulgar, rude, threatening, or disrespectful language while using the school's computers.
- Students are not allowed to plagiarize works found on the internet. Copy and pasting work from the internet into your work is a form of plagiarizing.

- Students are restricted from changing the set-ups of the computers and removing or adding programs to any of the school's computers.
- There is no food or beverage allowed around the computers.
- Students may not unplug any keyboards or mice without prior permission from a teacher.
- Students are responsible to report any problems they see with the computers immediately to a teacher.

Failure to follow these rules and standards can result in the suspension of the student's computer access and/or other disciplinary action.

Lunch/Snacks:

Students are required to bring their lunch (and an optional morning snack) from home every day. Microwaves and a refrigerator/freezer are available to all students. Please include all necessary plates, bowls, cups, and flatware with each student lunch. Please make sure that their meal is placed in a microwave safe container (No metal rims, No Styrofoam, No restaurant takeout containers). Students may eat snacks during their morning breaks. Please be mindful of caffeine and high sugar drinks and foods. Make sure your child's name is on items that have to be refrigerated.

Items can look a lot alike; please be careful when removing items out of the refrigerator to get only what you brought.

Birthday Parties:

All parents are welcome to bring in cake or treats during the lunch or recess hour to share with the students in honor of a birthday. However, it is the policy of UCCA that any time invitations to parties given off campus are given out at school, that every student in the class will be included. If you choose not to invite the entire class, invitations should be mailed or given out individually off campus.

Fire and Tornado Drills:

Fire and Tornado Drills will be conducted periodically as required by law.

DRESS CODE:

UNIFORM—NO EXCEPTIONS.

The “UCCA Official Dress Code” form(s) for your child(ren) by gender and grade level is located in the school office or on the "Forms" page of the school website: <http://uccalivingston.org>.

PARENTS: Please take responsibility for supporting, ensuring, and enforcing school policies as identified in this Handbook. UCCA staff and administration should not be taken from their academic duties to “police” your child(ren) on policy. Parents/Guardians will be called and student may be sent home for the violation.

STANDARDS OF CONDUCT

Since our conduct is a reflection of our character, we want our students to be well trained. The following is a list of behavioral standards expected of each student:

RESPECT AND COURTESY:

Students are expected to treat everyone with proper respect and to show proper deference to those in authority. Conduct such as talking back, sarcasm, complaining, gossiping, etc., will result in disciplinary action and could lead to dismissal.

Students are expected to conduct themselves in their classroom in a manner that is not disruptive or drawing unnecessary attention.

CHEATING:

Cheating will not be tolerated! Anyone caught cheating will be dealt with quickly and firmly. It will result in strong correction. Repeat offenses may be subject to dismissal.

STEALING:

Students are not allowed into other's possessions. This includes borrowing without permission. Students have their own desks or private offices (high school) and no one other than staff is to remove anything from them. Stealing will be dealt with quickly and firmly. Repeat offenses may be subject to dismissal.

VANDALISM:

Each student has the responsibility to be good stewards of school/church property. Anyone who intentionally vandalizes any part of the property or building will be subject to criminal charges, full restitution and may be subject to dismissal.

LANGUAGE:

Our language should always be uplifting and positive. Our students are family and with that comes responsibility. Older students are watched and mimicked by younger students. The use of offensive, belittling, or disrespectful language will not be tolerated.

PHYSICAL CONTACT:

There will be no intentional, inappropriate, physical contact with other students to be permitted except when appropriate, as determined by school staff.

DISPLAY OF AFFECTION

Public display of affection is not appropriate at school. Students are not allowed any inappropriate displays of affection such as kissing, hugging, holding hands, or any other inappropriate actions on school grounds. Immodest behavior will not be tolerated among students. Violation will result in strict disciplinary action and maybe suspension or dismissal.

WORLDLY PURSUITS:

Since our students reflect both our school and our God, it is necessary for each one to abstain from all appearances of evil (I Thessalonians 5:22). This applies while at school and away from school. Any student that is found to be out of harmony with the goals and standards of UCCA, regardless of whether the activity takes place at or away from school, is equally subject to discipline for those actions, up to and including dismissal.

OTHER CORRECTIVE ACTION MEASURES

Administration and staff shall not be limited by the list of offenses aforementioned. Any inappropriate conduct is subject to correction in a manner that is appropriate for correction. A student's parent(s) may be notified, and a conference scheduled.

CORPORAL DISCIPLINE

No staff member, volunteer or any person entrusted with the care and education of the students of this school shall physically discipline or restrain a student unless failure to do so would jeopardize the safety of that child or other children.

ACADEMIC POLICIES

CURRICULUM

UCCA uses ABEKA in K4-Grade 2 in a traditional classroom setting, ABEKA Academy (DVD) in grades 3-12,

GRADING SCALE

The A Beka/A Beka Academy students, with the exception of K4-5, grading scale is as follows:

A 92-100 B 83-91 C 74-82 D 65-73

Grades below 65 result in an 'F'.

GRADUATION REQUIREMENTS

SAMPLE HONORS COURSE OF STUDY

KEY: Required (R), Optional (O), Elective (E)

| | Subject: | Minimum Credits |
|----------------|----------------------------------|------------------------|
| Bible | | 3 |
| | New Testament Survey (R) | |
| | Old Testament Survey (R) | |
| | Life of Christ (O) | |
| | New Testament Church History (O) | |
| English | | 4 |
| | English I (R) | |
| | English II (R) | |
| | English III (R) | |
| | English IV (R) | |

| | |
|------------------------------------|-----|
| Math | 3 |
| Algebra I (R) | |
| Algebra II (R) | |
| Geometry (R) | |
| Trigonometry (Extra) | |
| College Math (Extra) | |
| Social Studies | 4.5 |
| World Geography (R) | |
| World History (R) | |
| National History (R) | |
| U.S. Civics (R) (1/2 Credit) | |
| Economics (R) (1/2 Credit) | |
| Tennessee History (R) (1/2 Credit) | |
| Science | 4 |
| Biology (R) | |
| Physical Science (R) | |
| Chemistry (R) | |
| Physics (R) | |
| Etymology (R) | 1 |
| Typing (R) | 1 |
| Computer Literacy (R) | 1 |
| Speech (R) | ½ |
| Music (R) | ½ |
| Foreign Language (R) | 2 |
| Physical Education (R) | 2* |
| Electives | 1 |

Minimum Total Credits –27.5

* Health required to be ½ credit of the 2 credits.

The Honors student must complete 27.5 credits and attain a 94 percentile. He/She should demonstrate the ability to communicate effectively in written and oral presentations. His/Her composite reading rate should be in excess of 600 WPM as measured on the Readmaster program. He/She should score at least 12.9 on a national achievement test.

SAMPLE COLLEGE PREPARATORY COURSE OF STUDY

The following course of study is adequate to prepare most students for college studies.

KEY: Required (R), Optional (O), Elective (E)

| Subject: | Minimum Credits |
|------------------------------------|------------------------|
| Bible | 2 |
| New Testament Survey (R) | |
| Old Testament Survey (O) | |
| Life of Christ (O) | |
| New Testament Church History (O) | |
| English | 4 |
| English I (R) | |
| English II (R) | |
| English III (R) | |
| English IV (R) | |
| Math | 3 |
| Algebra I (R) | |
| Algebra II (R) | |
| Geometry (R) | |
| Trigonometry (Extra) | |
| College Math (Extra) | |
| Social Studies | 4.5 |
| World Geography (R) | |
| World History (R) | |
| National History (R) | |
| U.S. Civics (R) (1/2 Credit) | |
| Economics (R) (1/2 Credit) | |
| Tennessee History (R) (1/2 Credit) | |
| Science | 3 |
| Biology (R) | |
| Physical Science (R) | |
| Chemistry (O) | |
| Physics (O) | |
| Etymology (R) | 1 |
| Typing (R) | 1 |
| Computer Literacy (R) | 1 |
| Speech (R) | ½ |
| Music (R) | ½ |
| Foreign Language (R) | 1 |
| Physical Education (R) | 2* |
| Electives | 2 |

Minimum Total Credits—25.5

* Health required to be ½ credit of the 2 credits.

SAMPLE GENERAL COURSE OF STUDY

KEY: Required (R), Optional (O), Elective (E)

| Subject: | Minimum Credits |
|------------------------------------|------------------------|
| Bible | 2 |
| New Testament Survey (R) | |
| Old Testament Survey (O) | |
| Life of Christ (O) | |
| New Testament Church History (O) | |
| English | 4 |
| English I (R) | |
| English II (R) | |
| English III (R) | |
| English IV (R) | |
| Math | 3 |
| Algebra I (R) | |
| Algebra II (O) | |
| Geometry (R) | |
| Business Math (O) | |
| Social Studies | 3.5 |
| World Geography (O) | |
| World History (O) | |
| National History (R) | |
| U.S. Civics (R) (1/2 credit) | |
| Economics (R) (1/2 credit) | |
| Tennessee History (R) (1/2 credit) | |
| Science | 2 |
| Biology (R) | |
| Physical Science (R) | |
| Etymology (R) | 1 |
| Typing (R) | 1 |
| Computer Literacy (R) | 1 |
| Speech (R) | ½ |
| Music (R) | ½ |
| Physical Education (R) | 2* |
| Electives | 2 |

Minimum Total Credits—22.5

* Health required to be ½ credit of the 2 credits.

PROGRESS REPORTS

Approximately mid-way through each quarter, progress reports will be available. However, parents/guardians are encouraged to communicate with their child(ren)'s teachers regularly to follow student progress. Report Cards are issued in the school week following the end of each quarter.

HOMEWORK

If a student fails to complete all assigned goals during the school day, he/she is required to finish them at home. Academic work must be taken seriously. It is very important that parents support these measures to the best of your ability.

MAKE-UP WORK

A student who has an absence from class shall be required to make up those assignments that he/she has missed. The student is expected to make arrangements with the teacher on his/her first day back in class for the work missed due to absence. The student will have three (3) school days to turn in his/her make-up work. A student suspended from school shall be required to make up all work missed while under suspension. If the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the school principal.

PLAGIARISM

Students are required to do all of their assigned work themselves. It is unethical, immoral, and illegal to take another person's work and use it as your own. Any student caught plagiarizing on any assignment will get a zero and could potentially suffer other consequences, such as but not limited to suspension.

BIBLE

We use the King James Version of the Bible for our teaching and Scripture memory. Students are required to bring their Bible to school every day.

DAILY DEVOTIONS

Every day our students participate in some form of devotion, whether it be in individual classes or school-wide chapel services. We pledge to the American Flag, Christian Flag, and the Bible. We read and reference the Scripture and encourage the students to pattern their lives after Jesus Christ. One of our primary purposes is to help each student find a personal relationship with our Lord and Savior. Parents are always welcome to participate at any time.

CHAPEL

Every Friday our students participate in a chapel service. The Agape Worship Center Pastor or UCCA Principal invites speakers to bring the message. UCCA chapel also provides our students the opportunity to hone their public speaking and musical talents. Students interested in having a part in chapel services should notify their teacher or the principal.

FIELD TRIPS:

When field trips are taken, parents are always welcome to attend. Parents who attend field trips are expected to dress modestly and appropriately to provide Godly character in adherence with the UCCA standard of conduct. Every student is required to attend field trips because this is part of our learning program. Students are not permitted to “take the day off” by staying home.

Administrators reserve the right to remove the privilege of attending field trips for any students with consistent and inappropriate behavior. Parents may also be required to chaperone them on any future field trips taken with the school.

SCHOOL PHOTOGRAPHS:

School photographs are taken each year and made available to each family. It is important that all students have their pictures taken whether they intend to keep them or not. With parent/guardian permission, these photos may be included in a digital compilation, the school website or facebook page, or in a keep-sake book.

HOLIDAYS

Our policy is to try and keep secular and traditional practices out of the school’s observances of holidays. Examples include: Halloween is not observed at UCCA, Santa is not part of Christmas celebrations and the Easter Bunny and eggs are not part of the Resurrection Sunday celebration.

PLEDGES:

Each day, everyone participates in the following pledges:

American Flag

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

Christian Flag

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

Bible

I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God.

CONCLUSION:

It is our desire to be extremely clear about our school policies, objectives, motives and intentions. It is impossible to put into print every possible situation that might arise and therefore we reserve the right to modify this handbook at any time without notice. It should be noticed that we will always strive for fairness, and in doing so, we must include an exception policy. This means an exception in the policy for one is not meant as an exception in the policy for everyone else. If you should have any concerns or questions regarding our policies or principles, please feel free to call for an appointment to discuss it with our Principal.

Please sign the Acceptance Agreement below. Please return this handbook to the school with your enrollment forms. This handbook is to be kept at the student's office at all times. It may be kept at the office of the eldest sibling if more than one child is enrolled.

ACCEPTANCE AGREEMENT FOR UCCA PARENT/STUDENT HANDBOOK:

I have read and fully understand the contents of the parent/student handbook. I agree, without reservations, to uphold the policies of Upper Cumberland Christian Academy, contained herein, and encourage my child to do the same. Should I have any concerns, I will bring them to the attention of the administration or staff.

MOTHER/LEGAL GUARDIAN

FATHER/LEGAL GUARDIAN

STUDENT

STUDENT

STUDENT

_____/_____/_____
DATE