

# **UNITED CHRISTIAN ACADEMY**



## **Middle School/High School Student Handbook**

2025-2026

<b>WELCOME AND INTRODUCTION.....</b>	<b>2</b>
<b>MISSION STATEMENT.....</b>	<b>2</b>
<b>VISION STATEMENT.....</b>	<b>2</b>
<b>SCHOOL INFORMATION.....</b>	<b>3</b>
<b>PARENT/TEACHER COMMUNICATION.....</b>	<b>3</b>
<b>SCHOOL CHRISTIAN CODE OF CONDUCT.....</b>	<b>3</b>
<b>CHARACTER.....</b>	<b>3</b>
<b>ATTENDANCE/TARDY POLICY.....</b>	<b>3</b>
Chronic Absenteeism.....	3
Excused Absences (Per Quarter).....	4
1. Parent/Guardian-Reported.....	4
2. Doctors Notes.....	4
Partial Absences.....	4
Unexcused Absences.....	5
Written documentation.....	5
Tardies.....	5
Make-Up Work.....	5
Suspensions.....	5
<b>DROP-OFF/PICK-UP POLICY.....</b>	<b>6</b>
Times.....	6
Locations.....	6
Drop Off.....	6
Pick up.....	7
<b>DISCIPLINE POLICY.....</b>	<b>7</b>
Order of Operations:.....	7
Middle School/High School System of Discipline.....	7
Demerit guidelines and consequences:.....	9
Expulsion Procedures.....	9
Cell Phone Clarifications.....	10
<b>DAILY SCHEDULE.....</b>	<b>10</b>
<b>GRADING.....</b>	<b>11</b>
Grade Scale.....	11
<b>TEXTBOOKS.....</b>	<b>12</b>
<b>HOMEWORK.....</b>	<b>12</b>
<b>TEST POLICY.....</b>	<b>12</b>
<b>EXAMS.....</b>	<b>12</b>
<b>HONOR ROLL.....</b>	<b>12</b>
<b>GRADE SUSPENSION AND ADVANCEMENT.....</b>	<b>13</b>
Grade Suspension.....	13
Grade Advancement.....	13
<b>CREDITS NEEDED FOR GRADUATION.....</b>	<b>14</b>
<b>FIELD TRIPS.....</b>	<b>15</b>
<b>DRESS CODE.....</b>	<b>15</b>
LADIES.....	15
GENTLEMEN.....	17
<b>TUITION.....</b>	<b>19</b>
<b>ACKNOWLEDGMENT FORM.....</b>	<b>19</b>

## **WELCOME AND INTRODUCTION**

Welcome to United Christian Academy. We encourage families to thoroughly read this handbook as they begin the new school year. This handbook is intended to provide information to help families understand the practices and procedures to ensure a great school year.

## **MISSION STATEMENT**

At United Christian Academy, our mission is to provide a safe and encouraging environment where we nurture the hearts and minds of our students. Our Christ-centered approach ensures every aspect of our school is grounded in Biblical principles. As a ministry of First Bible Baptist Church, we are committed to providing a Bible-based education that promotes academic excellence and prepares our students to be community leaders. Every child is unique and gifted, and we strive to provide an educational experience recognizing and celebrating their talents and abilities. At United Christian Academy, we are dedicated to equipping our students with the knowledge, skills, and character they need to succeed in life and positively impact the world.

## **VISION STATEMENT**

At United Christian Academy, we aim to empower students to discover their purpose, fulfill their potential, and glorify God in all aspects of their life. Through Bible-based education, we strive to create an environment for students to develop a personal relationship with Jesus Christ and to impact their communities.

## **SCHOOL INFORMATION**

School Physical Address: 225 Crusaders Court, Ruckersville, Va. 22968

School Mailing Address: PO Box 486 Stanardsville, Va. 22973

E-mail Address: [secretary@ucacrusaders.com](mailto:secretary@ucacrusaders.com)

WEB Address: [www.ucacrusaders.com](http://www.ucacrusaders.com)

Principal's Email (Mr. Lauer): [lauerj@ucacrusaders.com](mailto:lauerj@ucacrusaders.com)

## **PARENT/TEACHER COMMUNICATION**

Communication with parents is essential in establishing and maintaining a positive and supportive working relationship. Please do not hesitate to contact teachers via email, [myschoolworx](mailto:myschoolworx), or call the office and leave a message.

## **SCHOOL CHRISTIAN CODE OF CONDUCT**

All grades 6-12 students complete a Christian Code of Conduct each year. When signing the Code of Conduct, students agree to the following:

*As a student at United Christian Academy, I recognize that some practices are harmful to me and harmful or offensive to others. Therefore, respecting the values of others and the goals of UCA, I recognize my responsibility as a student at UCA. I agree to follow all school rules and policies laid out in the UCA handbook during school hours. I further understand that when it comes to gender, I am what I was born as written on my birth certificate.*

## **CHARACTER**

It is our goal at United Christian Academy to help each student acquire a sense of values and virtues such as Commitment, Righteousness, Understanding, Self-Control, Attitude, Devotion, Edify, Responsibility, Salvation, Respect, Faith, Integrity, Effort, Dedication, and Honesty.

## **ATTENDANCE/TARDY POLICY**

Student attendance is a cooperative effort between the administration, students, and families. Students are expected to be in school. If a student is absent, a parent/guardian is responsible for providing written documentation of the student's whereabouts to the front office. Please be sure to familiarize yourself with the information below.

### **Chronic Absenteeism**

- Definition - missing ten percent or more of an academic year for any reason, including excused absences, unexcused absences, and suspensions ([VDOE](#)).
- Any student exceeding 17 absences of a class period within the school year, will not receive credit for the class.

### **Excused Absences (Per Quarter)**

#### **1. Parent/Guardian-Reported**

- Students can have up to 3 "parent/guardian-reported" excused absences each quarter.
  - Parent-reported excused absences are written documentation explaining the student(s) reason for being absent.
    - Examples: Illness, death in the family, family emergency, prearranged or miscellaneous absences.
    - Parents/Guardians wishing to request pre-arranged excused absences must provide in writing to the appropriate principal.
    - Once 3 parent/guardian absences have accumulated, a doctor's note must be provided for any further absences to be excused.

#### **2. Doctors Notes**

- Doctors' notes are excused absences and do not count against the 3 parent/guardian-reported excused absences per quarter.
- For telehealth appointments please have the doctor provide a written electronic note, or provide evidence of the scheduled appointment.

### **Partial Absences**

- Students arriving at various times throughout the day will accumulate the following towards absences.

### **ARRIVING**

8:15 - 8:25	Tardy
8:26 - 10:00	.25 Absence
10:01 - 11:45	.50 Absence
11:46 - 1:30	.75 Absence
1:31 - 3:00	Full Absence

### **DEPARTING**

10:01 - 11:45	.75 Absence
11:46 - 1:30	.50 Absence
1:31 - 3:00	.25 Absence

### Unexcused Absences

- Student absences with no written documentation from a parent/guardian, or doctor, will be considered unexcused.
- Any absence after a student has used their 3 parent/guardian excused absences in the quarter in which a doctor's note is not present.
- If a student reaches 2 unexcused absences for the quarter, the student will receive 10 demerits. This action falls under the truancy section of the demerit system.

### Written documentation

- Acceptable forms of written documentation include email and written notes.
- Emails should be sent to [secretary@ucacrusaders.com](mailto:secretary@ucacrusaders.com).
- Parent/Guardian and doctor notes should be turned in to the front office.
- Written documentation must be given to the front office within 5 days of the absence(s).

### Tardies

- Students are to arrive at school between 8:00 am and 8:15 am and meet in the school gymnasium. Any student arriving after 8:15 am will be considered tardy for the day.
- The morning rush can have unexpected events, therefore families are granted leniency for the first two tardies during each nine week period.

- Once a student accumulates 3 tardies in a quarter, it will be considered 1 unexcused absence.

Tardy/Absences Per Quarter

Tardies	Excused Absence	Unexcused Absence
0-2 = no consequence	Doctor note = unlimited	1 = no consequence
3+ = 1 unexcused absence	Parent/Guardian = 3 per quarter	2+ = 10 demerits
	4+ Parent/Guardian = unexcused absence	

### **CLASS PERIOD ATTENDANCE POLICY**

In addition to daily attendance tracking, United Christian Academy monitors student attendance **by class period**. Consistent attendance is important for student success. Students may not exceed **17 total absences per class** over the course of the school year. This includes **excused, unexcused, and suspension-related absences**.

#### **Attendance Impact Based on Missed Class Time**

Each standard class period at UCA is approximately **40 minutes**. Attendance is recorded every period. Missed instructional time will be counted toward class-specific absences using the following scale:

- Missed 0–10 minutes = Tardy
- Missed 11–20 minutes =  $\frac{1}{4}$  absence
- Missed 21–30 minutes =  $\frac{1}{2}$  absence
- Missed 31–39 minutes =  $\frac{3}{4}$  absence
- Missed entire period (40 minutes) = Full absence

*Note: Repeated partial absences across multiple days may accumulate toward a full absence and impact course credit eligibility.*

#### **Credit Loss Due to Excessive Absences**

Any student who accumulates **more than 17 absences in a single class period** will not receive credit for that course, regardless of the nature of the absences. Appeals must be submitted in writing to the school principal and will be considered on a case-by-case basis.

#### **Make-Up Work Expectations**

Students are responsible for completing all assignments and assessments missed due to any absence, including partial ones. Teachers may set reasonable deadlines and expectations for make-up work.

### Afterschool Activities/Athletics

- Students must attend at least .75 of the school day to participate in after-school activities, including athletic practices and games.

### Make-Up Work

- When returning from an absence, students must make up any missed assignments.
- The time frame for assignment completion is at the discretion of the teacher.
- Any assignments not completed within the teacher's time frame will result in a zero.

### Suspensions

- Absences due to suspension will be classified as unexcused absences.

## **DROP-OFF/PICK-UP POLICY**

School drop-off and pick-up can be a hectic time of day. In our continued efforts to improve the safety of the school, please find the drop-off/pick-up procedures below.

### Times

- Morning care (additional fee) - between 7:00 am and 8:00 am (ages 3-10 only)
- Standard Drop-off - between 8:00 am and 8:15 am
- Standard Pick-up - between 3:00 pm and 3:15 pm
- Late Pick-up - between 3:15 pm and 3:30 pm
- Aftercare (additional fee) - between 3:15 pm - 5:30 pm (ages 3-10 only)

### Locations

- Gymnasium
  - Regular Drop off 8:00 am - 8:15 am
  - Regular Pick up 3:00 pm - 3:15 pm
  - Late Pick-Up - 3:15 pm - 3:30 pm
- Preschool
  - Morning care (ages 3-10 only)
  - Standard Drop off (Preschool students only)
  - Standard Pick up (Preschool students only)
  - Aftercare (ages 3-10 only)
- Front Office
  - Tardy Arrivals
    - Parent/Guardian must sign the student in at the front office desk.
  - Early Dismissal/Appointments
    - Parent/Guardian must sign the student out at the front office desk.
  - Transit

- Students utilizing Greene County Transit must wait in the front office until it arrives.

### Drop Off

- All K-12th-grade students should be dropped off through the drop-off line at the gymnasium.
  - The lane closest to the building will be reserved for families with children under 4th grade.
  - The lane further from the building will be considered the express lane and for families with students 4th grade and above.
- Students should not be dropped off at the front office during standard 8:00 am - 8:15 am drop-off times.
  - The front parking lot is being monitored, any student being dropped off at the front office between 8:00 am - 8:15 will be issued a lunch detention.
  - Exception to students who drive, and their siblings.
- Students dropped off after 8:15 are considered tardy.
  - Please refer to the attendance/tardy policy for more information.

### Pick up

- K - 12th-grade students should be picked up through the pick-up line during standard & late pick-up (3:00 - 3:30).
  - No students should be picked up at the front office during standard & late 3:00 pm - 3:30 pm pick-up times.
    - The front parking lot is being monitored, any student being picked up at the front office between 3:00 pm - 3:30 pm will be issued a lunch detention.
  - Exception to students who drive, and their siblings.
  - Exception to students riding transit.
- Pick-ups after 3:30 p.m will incur a \$1 per minute late fee
  - Three Late Fees: After being charged a late fee three times, the administration team will meet with the family to discuss further options, which could include suspension of school attendance
  - Emergency Exceptions: In the event of a genuine emergency, late fees may be waived at the discretion of Administration
- Emergency Exceptions: In the event of a genuine emergency, late fees may be waived at the discretion of Administration
- Addendum: This policy applies to early dismissal days and unexpected early dismissals.
  - Late fees and administrative follow-up will be applied based on the adjusted dismissal time for these days.



## **DISCIPLINE POLICY**

United Christian Academy desires its students “grow in grace and knowledge of our Lord, Jesus Christ.” (2 Peter 3:18) We anticipate our students will filter their decisions, words, and deeds through a Biblical worldview.

### **Order of Operations:**

1. No Demerits
  - a. Teacher handles minor issues within the classroom.
2. Possible Demerits
  - a. Teacher notifies Middle school/High school principal
  - b. Middle School/High school principal reviews the situation.
  - c. Middle School/High school principal speaks to student(s) if necessary.
  - d. Middle School/High school principal speaks to family members if necessary.
  - e. Middle School/High school principal reviews all evidence before making final decision, contacts student(s) and families, and assigns demerits if necessary.
  - f. Demerits are recorded in myschoolworx.

United Christian Academy’s Discipline Policy is as follows:

### **Middle School/High School System of Discipline**

- The UCA demerit system serves as the primary disciplinary guidelines for middle & high school.
- Demerits are not subtracted after a consequence is administered. Students will receive a clean slate at the beginning of each new school year
- All demerits will be under the discretion of the administration.
- Suspended students will be on social probation. They will not participate in or be a spectator in after-school activities. This includes practices, games, meetings, field trips, etc.
- Suspended students will receive a zero in all subjects for the days missed. Zeros will be averaged into the student’s daily grade.

2025-26 Demerit Chart

<b>Reason</b>	<b># of Demerits</b>
Tardy to class	1, 3, 5
Disrupting or disturbing class	5
Dress Code Violation - Parent/Guardian notified each time	5, 10, 15
Unkindness (Bullying)	5, 10, 15
Improper behavior in an out-of-class activity	10

Leaving school without signing out	10
Defacing school property	10
Inappropriate conduct/Horseplay	5, 10, 15
Disrespect for a staff member	10 - 20
Inappropriate body contact	10 - 25
Inappropriate use of school technology	10 - 25
Stealing	10 - 25
Inappropriate language ( profanity, obscene, suggestive, or gestures)	20
Vandalism	20 - 50
Possession of unauthorized items (cell phones, electronics)	25
Truancy (skipping class, partial or full day)	25
Cheating	25
Lying	25
Leaving School Grounds without permission	25
Fighting	25 - 100
Possession of dangerous objects (knives, weapons)	50
Possession of illegal substances (drugs, alcohol, tobacco, vape)	50-100

Demerit guidelines and consequences:

# of Demerits	Consequence
10	1 day of Lunch Detention
15	1 day Lunch Detention and one day suspension from after-school activities. Includes practices or games for athletes.
25	3 days Lunch Detention and one day suspension from after-school activities. Includes practices or games for athletes.

50	One day suspension from school and all after-school activities
75	Three day suspension from school and all after-school activities
100	Expulsion from UCA

Lunch Detention: During the lunch period, the student will sit in an assigned classroom with an assigned faculty member and will not be permitted to talk or participate in outside/gym activities.

#### Suspension from after-school activities

- Non Athletes - Will not be permitted to attend any after school activities.
- Athletes - Will not be permitted to attend or participate in practices or games.

#### Expulsion Procedures

Dismissal (expulsion) from UCA is a serious matter. Much consideration is given to all circumstances before a student is expelled from school. A discipline committee has been organized, including the following:

1. Middle School/High School Principal - Mr. Jason Lauer
2. Elementary Principal - Mrs. Leah Knight
3. First Bible Baptist Church Board
  - a. Mr. Ray Powell
  - b. Mr. Mark Lawson
  - c. Mr. Keith Allen
  - d. Mr. James Turner
  - e. Mr. Michael Nisly

Dismissal may come from repeated offenses of any or all of United Christian Academy's policies. An expelled student will be placed on a one-year probation in which they can not be on church and school grounds.

A meeting with the student's parents/guardians will be scheduled prior to final dismissal.

#### Cell Phone Clarifications

1. No cell phones should be on the student during class. This includes pockets and/or bags.
  - a. Phones should either be placed in the student's locker or a predetermined storage location within their classroom.
2. Morning
  - a. Student cell phones and earphones must be put away while entering the building.
3. Between Classes

- a. Students may check their phones at their lockers.
  - b. No phone calls are to be made while at their lockers.
    - i. If a phone call is needed, the student can go to the front office.
- 4. End of Day
  - a. Students may use their phones after the final bell and while waiting in the gym.
- 5. Discipline Policy Reminder
  - a. Failure to follow the above guidelines will result in 25 demerits for possessing unauthorized items, as stated in the school handbook.
  - b. The consequence of 25 demerits is a one-day suspension from after-school activities.

## DAILY SCHEDULE

Drop Off	8:00 am - 8:15 am
Morning Prayer in Gym	8:15 am - 8:20 am
1st Period	8:25 am - 9:05 am
2nd Period	9:10 am - 9:50 am
3rd Period	9:55 am - 10:35 am
4th Period	10:40 am - 11:20 am
5th Period	11:25 am - 12:05 pm
6th Period	12:10 pm - 12:50 pm
LUNCH	12:55 pm - 1:25 pm
7th Period	1:30 pm - 2:10 pm
8th Period	2:15 pm - 2:55 pm
Pick Up	3:00 pm - 3:15 pm

Students now have 5 minutes between classes, allowing enough time for lockers, restrooms, and snacks. No food or drinks (other than water) will be allowed in the classrooms.

## GRADING

The grading policies are up to the individual teacher. Teachers will send home their policies at the beginning of the school year. Please familiarize yourself with each teacher's grading policies and contact them with any questions.

Teachers may offer opportunities for students to earn bonus points during each grading period. This may result in a grade of over 100 for the nine weeks grade. However, final grades are maximum of 100 points.

### Grade Scale

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

### TEXTBOOKS

Textbooks are an essential resource for supporting students' educational journey. Each textbook is expected to last for several years. We request that students handle textbooks with respect and care to ensure they remain in good condition. Students should refrain from writing in textbooks unless directed by their teacher.

Textbooks are expensive, ranging from approximately \$20.00 to \$90.00. Striving to keep costs down for the school is a collective responsibility that benefits everyone. Replacing damaged or lost textbooks incurs significant expenses that could be used in other areas. Families will be held financially responsible for any textbook that is lost or damaged beyond normal wear and tear.

Teachers may include textbook care as part of their grading criteria, which encourages students to develop habits of responsibility, organization, and respect for property, which are valuable life skills extending beyond the classroom.

### HOMEWORK

Teachers may assign homework to reinforce and enrich learning. All homework assignments are expected to be completed and turned in on time. Students should plan to study each evening in preparation for the next day of school. The amount of time necessary to complete homework assignments will vary according to grade level and the student's ability. More significant amounts of time will be necessary to prepare for tests. Students are expected to do their work and take responsibility for it. While students are encouraged to work together on specific assignments, they are not expected to share their homework with the intent of someone else copying it. This will result in a zero for the assignment.

### TEST POLICY

All tests will be announced at least two days in advance. A teacher may cancel or reschedule a test on or before the end of the school day preceding the scheduled date of the test and must announce this to the students. Every attempt will be made to ensure there are no more than two major tests on a given day. If a student misses a scheduled test due to arriving late, the test must be taken

before the end of the day. Students who are absent when a test is given should be prepared to take the test upon their return. **It is the responsibility of the student to schedule a time with the teacher to take the missed test.** Exceptions will be made for lengthy absences.

## EXAMS

Exams will be left up to the teacher's discretion.

## HONOR ROLL

Students are eligible for the honor roll if they meet the following criteria.

- **Principal's Honor Roll.** This award is given at the end of the year. The student must have all A's for each quarter and the final grade to receive this award.
- **"A/B" Honor Roll.** This award is given at the end of the year. To receive this award, the student must have all A's and B's for each quarter and the final grade.

## ASSESSMENTS

At United Christian Academy, standardized assessments are an important tool to measure student progress, inform instruction, and support academic growth. These assessments are used to evaluate how students perform relative to national benchmarks and to help ensure our curriculum remains effective and Christ-centered.

### **Iowa Assessments**

Students in grades 1–11 will participate in the **Iowa Assessments** during the spring semester. The Iowa Assessments are nationally normed, standardized tests that provide valuable insights into student achievement across key academic areas, including:

- Reading
- Language Arts
- Mathematics
- Science
- Social Studies

### **Purpose and Use:**

- Evaluate individual and group academic progress.
- Identify academic strengths and areas needing support.
- Assist teachers in instructional planning.
- Provide longitudinal data on student learning.
- Support placement or reclassification decisions when necessary.

### **Assessment Logistics:**

- Administered once annually in the spring.
- Scheduled over several consecutive school days.
- Students are expected to be present and well-rested for testing days.

### **Reporting Results:**

Parents will receive an individual student report summarizing performance in each subject area. These reports include **national percentile rankings** and **grade-equivalent scores**.

### **Additional Notes:**

- Test results do not affect student grades.
- Students with diagnosed learning differences may be eligible for accommodations during testing.
- UCA does not use test prep companies; instead, we integrate assessment-aligned instruction throughout the year.

## **COLLEGE ENTRANCE EXAMS: PSAT & SAT**

United Christian Academy does not currently serve as a testing site for the **PSAT** or **SAT** exams. Families are responsible for:

- **Registering for the exams** through the College Board website ([www.collegeboard.org](http://www.collegeboard.org))
- **Selecting a nearby testing location**
- **Coordinating transportation and supervision** on test days

We strongly encourage students in grades **10–11** to take the **PSAT/NMSQT** in the fall and **SAT** by the spring of their **junior year**. Early planning supports scholarship opportunities and college admissions timelines.

## **GRADE SUSPENSION**

### **Grade Suspension**

- The student successfully completed work at the grade level without a satisfactory grade point average.
- Incomplete projects, tests, and assignments.
- Administrative, teacher, and parental concerns of failure at the next level secondary to learning disability and/or age-appropriate concerns.
- Less than average success on standardized testing and/or students more than one grade level behind on standardized testing.
- More than 7 unexcused absences.

## **STUDENT RECLASSIFICATION POLICY**

United Christian Academy recognizes that each student progresses at a unique academic and developmental pace. In some cases, reclassification may be necessary to best support a student's growth, readiness, and future academic success.

### **Definition:**

Student reclassification refers to the process of officially changing a student's grade level placement—either advancing (e.g., 9th to 11th grade) or repeating (e.g., 10th grade for a second year)—based on academic performance, developmental readiness, or transfer evaluations.

### **Criteria for Reclassification:**

Reclassification decisions are made in consultation with administration, teachers, and parents, and may consider the following:

- Academic performance (report cards, standardized test scores, GPA)
- Course completion and earned credits
- Maturity and social-emotional readiness
- Teacher recommendations
- Parent input
- Transfer transcripts or curriculum alignment (for incoming students)

#### Reclassification Scenarios:

- **Promotion (Grade Advancement):** A student may be moved up one grade level if they demonstrate mastery of required content and meet all academic and maturity benchmarks. This is most common with early high school completion or transfer credits.
- **Retention (Grade Repetition):** A student may be retained in the same grade level if academic records indicate that doing so will increase future success.
- **Mid-Year Adjustments:** Rare and typically occur only in cases of misplacement due to prior school records or unique academic needs.

#### Additional Notes:

- High school students must meet UCA's credit requirements for grade-level standing (see "Credits Needed for Graduation").
- Students may not be reclassified without written parent/guardian consent and final approval from the principal.
- Reclassification decisions are reviewed and finalized prior to the start of a new academic year unless there are extenuating circumstances.

### CREDITS NEEDED FOR GRADUATION - Updated 8/13/2025

#### Advanced Diploma

English	4 credits
Bible	4 credits (unless transfer)
Math	4 credits
Science	4 credits
History	4 credits
Foreign Language	3 credits
Health & Physical Education	2 credits
Fine Arts/CTE (Career and Technical Education)	1 credit



Economics/Personal Finance	1 credit
Electives	3 credits
TOTAL:	30 credits

#### Standard Diploma

English	4 credits
Bible	4 credits
Math	3 credits
Science	3 credits
History	3 credits
Foreign Language	2 credits
Health & Physical Education	2 credits
Fine Arts/CTE (Career & Technical Education)	1 credit
Economics/Personal Finance	1 credit
Electives	4 credits
TOTAL:	27 credits

- If an advanced class is desired that is not offered at UCA, then only 1 semester is required.
- All classes taken outside of UCA must be approved by Mr. Lauer prior to taking the class.
- UPDATED COURSE TRACK - Found [HERE](#)

#### Adding and Dropping Classes Policy

Students may request to add or drop a class during the first two (2) weeks of each semester. Any changes must be approved by the administration and, if applicable, the student's parent or guardian. After the two-week period, schedule changes will only be considered for academic necessity, scheduling conflicts, or other extenuating circumstances.

#### Guidelines:

- Students must complete a Course Change Request Form, available in the front office or online.

- A dropped course during the first two weeks will not appear on the transcript.
- Courses dropped after the second week may receive a “Withdraw” (W) or “Withdraw/Fail” (WF), depending on academic standing at the time of withdrawal.
- Students may not drop required courses unless replacing them with an approved equivalent.
- Final approval of all schedule changes lies with the school principal.

## FIELD TRIPS

Students may have the opportunity to attend field trips throughout the school year. They can be a fun and engaging way to learn outside of the school building. Field trips are an extension of the regular school environment, and students are expected to adhere to school policies, even when off school grounds. Any student failing to follow school policies may face disciplinary actions as necessary.

## DRESS CODE

### LADIES

#### 1. Tops

YES	NO
Blouses (T-Shirt material acceptable) Collared Shirts Sweaters Dresses UCA-approved T-Shirts found <a href="#">HERE</a>	Sleeveless shirts Hoodies All other T-Shirts
<b>TOPS NOTES:</b>	
Blouses, Collared Shirts, Dresses & Sweaters <ul style="list-style-type: none"> <li>- Must have modest neckline</li> <li>- Other than a logo, attire should not have any graphics.</li> <li>- Must cover mid-section at all times</li> <li>- No sheer, see-through fabric</li> <li>- No cleavage</li> <li>- Tank tops and camisoles for undergarments only</li> </ul> Jackets <ul style="list-style-type: none"> <li>- Can be worn as needed</li> <li>- Appropriate top must be worn underneath</li> </ul>	

#### 2. Bottoms

YES	NO
Jeans	Leggings

Khakis Slacks Skirts Dresses UCA-approved shorts - found <a href="#">HERE</a>	Jeggings Sweat Pants Athletic Pants All other Shorts
<b>BOTTOMS NOTES:</b>	
Jeans, Khakis, and Slacks <ul style="list-style-type: none"> <li>- No slits</li> <li>- No holes</li> </ul>	
Skirts/Dresses <ul style="list-style-type: none"> <li>- Any style, fabric, and/or color</li> <li>- Must be modestly fitting</li> <li>- Must cover knee cap when standing</li> <li>- Sheer skirts must also have knee-length lining</li> <li>- All slits should be pinned to cover the knees</li> <li>- Shorts/Leggings may be worn under skirts/dresses that meet the above criteria</li> </ul>	

### 3. Hair

YES	NO
Natural Hair Colors Including: Black Brown Red Blonde	Extreme Hair Colors (Including, but not limited to): Blue Purple Pink

### 4. Other

#### a. Hats

- NONE, or any kind during the school day

#### b. Tattoos

- All tattoos must be covered at all times during the school day and at school-sponsored events

#### c. Jewelry

- Earrings permitted in the ears only
- Nose and facial piercings are not allowed
- No other piercings

#### d. Shoes

- No flip-flops or sliders
- Sandals are permitted

Please Note:
<b>1. Dress code is in effect 5 days a week unless otherwise stated.</b>

**2. All dress code is under the discretion of the administration.**

GENTLEMEN

**1. Tops**

YES	NO
Collared Shirts Sweaters - with collared shirt underneath UCA-approved T-Shirts found <a href="#">HERE</a>	Sleeveless shirts Hoodies All other T-Shirts
<b>TOPS NOTES:</b>	
Collared Shirts & Sweaters <ul style="list-style-type: none"> <li>- Other than a logo, attire should not have any graphics.</li> <li>- any style</li> <li>- any fabric</li> <li>- any color</li> <li>- Full-button shirts will now need to be buttoned up. It is no longer acceptable for a shirt to be unbuttoned, revealing a T-shirt underneath.</li> <li>- Tops can have up to two top buttons, unbuttoned.</li> </ul> Jackets <ul style="list-style-type: none"> <li>- Can be worn as needed</li> <li>- Collared Shirts must be worn underneath</li> </ul>	

**2. Bottoms**

YES	NO
Jeans Khakis Dress Pants UCA-approved shorts - found <a href="#">HERE</a>	Sweat Pants Athletic Pants All other shorts

**3. Hair**

YES	NO
Off the collar Off the ears Out of the eyes	Mullets Ponytails Buns Colored Dye

HAIR NOTES:	
Grace Period	<ul style="list-style-type: none"> <li>- Gentlemen will have a one-week grace period from the time notified by the administration to have an appointment scheduled for hair to be back within guidelines.</li> </ul>
Facial Hair	<ul style="list-style-type: none"> <li>- Kept neat and trimmed</li> </ul>

#### 4. Other

- a. Hats
  - NONE, or any kind during the school day
- b. Tattoos
  - All tattoos must be covered at all times during the school day and at school-sponsored events
- c. Jewelry
  - Earrings are not permitted
  - Nose and facial piercings are not allowed
  - No other piercings
- d. Shoes
  - No flip flops or sliders
  - Sandals are permitted

Please Note:
<p><b>3. Dress code is in effect 5 days a week unless otherwise stated.</b></p> <p><b>4. All dress code is under the discretion of the administration.</b></p>

5 Benefits of a school dress code
<ol style="list-style-type: none"> <li>Students can concentrate on school activities.           <ul style="list-style-type: none"> <li>- Dress code builds constant equality among students.</li> </ul> </li> <li>Easier to get ready for school each day.           <ul style="list-style-type: none"> <li>- Less confusion by narrowing options.</li> </ul> </li> <li>Reduced distractions           <ul style="list-style-type: none"> <li>- Students can focus on their academics.</li> </ul> </li> <li>Encourages professionalism           <ul style="list-style-type: none"> <li>- Students will be equipped for the actual world.</li> </ul> </li> <li>Reduced peer pressure           <ul style="list-style-type: none"> <li>- Less stress to follow the latest clothing trends.</li> </ul> </li> </ol>
<p><a href="https://tinyurl.com/3pzw475x">https://tinyurl.com/3pzw475x</a></p> <p><a href="https://tinyurl.com/mrxnt2n7">https://tinyurl.com/mrxnt2n7</a></p>

## TUITION

- Tuition payments must be made by the 10<sup>th</sup> of each month.
- Delinquent accounts will be notified via email/myschoolworx
- Accounts 30 days delinquent will be notified via letter with a payment request.
- If accounts remain delinquent, the student(s) in question will not be allowed to return until the balance is brought current.
- If an account has an owed balance at the end of the year, a position will NOT be held (even if a re-enrollment fee has been collected).
- All accounts must have a zero balance before the start of the new school year, or the student(s) will not be allowed to return, and the account will be turned over to a collection agency.

## ACKNOWLEDGMENT FORM

- The acknowledgment page can be completed electronically at the following link:
  - <https://www.jotform.com/sign/242174411502040/invite/01j4hmwlvk99a2c23f5cd8cb5a>
- If the acknowledgement page is printed and filled out, please return to the front office.



## UNITED CHRISTIAN ACADEMY

Phone - 434-985-2947

225 Crusader Court  
P.O. Box 486  
Stanardsville, VA 22973

Website: [ucacrusaders.com](http://ucacrusaders.com)

### ACKNOWLEDGMENT FORM

The United Christian Academy middle school/high school handbook describes essential information about our school. I understand I should consult with the principal regarding any questions not answered in the handbook.

The information and policies described within are subject to change. I acknowledge revisions to the handbook may occur. All such changes will be communicated through email and myschoolworx. I understand revised information may supersede, modify, or eliminate existing policies. Only our principal and church board members can adopt any revisions to the policies in this handbook.

I have received the handbook and understand it is my responsibility to read and comply with the policies and any revisions contained within.

NAME OF STUDENT(S) (printed):

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NAME OF PARENT (printed):

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SIGNATURE OF PARENT:

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DATE: \_\_\_\_\_