

Revised: February 3, 2025

Union Christian Academy



Student Handbook 2025 – 2026 School Year

Christ-Centered Educational Excellence

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For we are his
workmanship,
created in Christ
Jesus unto good
works, which
God hath before
ordained that we

should walk in
them.

Ephesians 2:10

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Our History

In 2000...Union Christian Academy began as our Lord placed a burden on the hearts of seven families in Union Parish. In March of 2000 these families met to share their concerns for children and prayed for guidance concerning the opening of a Christian school in Union Parish. Through answered prayer, the Lord continued to expand this group and open doors of opportunity that would allow Union Christian Academy to become a reality. In May of 2000 the Lord provided the use of Crestview Baptist Church. In June the Lord provided teachers for grades K4 through 4th. Registration began June 22, 2000. Forty percent of Union Christian Academy's target enrollment for the 2000-2001 school year was registered the first week. We praise the Lord for His goodness and grace and rejoice in the opening of Union Christian Academy.

In 2003...A facility became available located at 110 West Hill Street, Farmerville, Louisiana. Renovations to Wing C and Wing D of the building started in the summer of 2003 to be ready for the 2004-2005 school year. This facility welcomed approximately 141 students from K3-7th grades that school year. Wing B was completed in 2004-2005 and Wing C completed for 2005-2006.

In 2006...The Pride Assembly Center was opened, housing the 7th-10th grades, with 11th-12th to be added in 2007 and 2008 respectively, and housing the cafeteria, and gymnasium.

In the spring of 2007, UCA achieved another milestone in its young history receiving an official approval from the Louisiana Board of Elementary and Secondary Education (BESE), opening the door for qualifying graduates of UCA to be eligible for the Tuition Opportunity Program for Students (TOPS) scholarships.

In 2009...UCA received accreditation through the Mississippi Association of Independent Schools (MAIS). MAIS provides both athletic and academic benefits to our students. UCA also completed and used the new football field in the fall of 2009.

In 2012...UCA's new softball field was complete and ready for play. And in 2013, the baseball field was ready for play.

In 2015...UCA gained accreditation with the Southern Association of Colleges and Schools (SACS).

In 2025...UCA celebrated 25 years of faithfully serving our parish. We give God all the glory for he alone is worthy!

Our Mission

Union Christian Academy is dedicated to providing a safe Christ-centered environment that emphasizes academic excellence, social, emotional, physical, artistic, and spiritual growth for all students.

Our Vision

To change Union Parish by preparing a generation to: 1) view the world through the lens of the gospel of Jesus Christ; 2) have an intimate growing relationship with Jesus Christ; 3) apply biblical principles to everyday life; 4) stand for what is right and moral; 5) unite churches and families in Christ; 6) grow our community spiritually, socially, and economically.

Our Philosophy of Education

The education philosophy of Union Christian Academy is based on a God-centered view, that all truth is God's truth and that the Bible is the inspired and only infallible, authoritative Word of God containing this truth.

The curriculum of UCA arises from the philosophy that places God, not man, in the center of all things. (Colossians 2:3, Proverbs 1:7)

UCA, as an educational institution, believes bringing up a child in Christ-likeness is primarily the responsibility and biblical duty of the parent and church. Our school exists, therefore to assist in that education, without replacing the family or the church's role.

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15, 2 Peter 1:21).
2. We believe there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the deity of Christ (John 10:33);
His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35);
His sinless life (Hebrews 4:15);
His miracles (John 2:22);
His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9);
His resurrection (John 11:25, 1 Corinthians 15:4);
His ascension to the right hand of the Father (Mark 16:19);
His personal return in power and glory (Acts 1:11, Revelation 19:11)
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the

single ground of faith in the shed blood of Christ and that only by God's grace through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Ephesians 2:8-10, Titus 3:5)

5. 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. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

These statements of Faith are important to our school and serve as the foundation of all that we do. If you find yourself in disagreement with these statements, please seriously consider whether or not you should enroll your child in our school. We will not compromise on the tenets of our faith.

ROLES AND RESPONSIBILITIES

Teachers/Faculty

Our teachers have the responsibility and full accountability of the daily activities in their assigned classrooms. Their responsibilities include curriculum preparation and instruction, student discipline and Christian character development, as well as appropriate interaction with students' parents/guardians. Each teacher will have policies and procedures for the management of their individual classrooms that underscore and reinforce the values and character of Union Christian Academy. Each of our teachers is expected to be a committed Christian, actively serving in a church. Our teachers are selected because of their qualifications and proficiency to teach in an area of study, as well as their reputation both in the classroom and community. They are the first level authority in issue/conflict resolution in accordance with Matthew 18.

School Administrator/Principal

The day-to-day operation of the school is the responsibility of the school administrator/principal and ensuring the overall success of the school by applying Biblical principles and providing Godly leadership. The administrator/principal is the second level of authority in issue resolution in accordance with Matthew 18.

Union Christian Academy Board of Directors

Union Christian Academy is operated under the authority of the school's board of directors. The Board of Directors consists of 5 – 9 individual members of the school. These members are elected by the school membership. The board is responsible for setting strategic school policy, for recruiting, hiring and supporting the school administrator, approving faculty recommendations, overseeing school finances, and strategic planning. The Board of Directors is the final authority on issue resolution in accordance with Matthew 18.

SCHOOL POLICIES

Evangelism of Student

Union Christian Academy shall accept students from non-Christian families providing the families are in agreement with the purposes and practices of the school. It shall be the policy for each teacher to give a clear presentation of the Gospel to each student during the course of the year and to know where each child in their class stands in regard to his/her relationship to Christ. It is the desire of Union Christian Academy that every student have a personal relationship with Christ and that the Gospel be made a natural part of the process.

Union Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home maybe counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant, or to discontinue enrollment of a student.

Chapel

Students will meet for corporate worship and expression in chapel service on a regular basis. It shall be an extension of their Christian training, but not the extent of it. The administrator, teacher, or designated individual is responsible for conducting the chapel service. A spirit of reverence should be felt in all chapel services. Attentive, courteous conduct that is honoring to the Lord should be observed at all assemblies.

Prayer

Prayer is a vital ingredient in our program of Christian training. Students at Union Christian Academy are trained in the importance of establishing a consistent daily prayer life. Teachers lead the students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living. Students are trained in the habit of prayer throughout the school day, before beginning the responsibilities of each day, before eating lunch, for special needs, and to give Him praise for all things. Students are

encouraged to make their requests known before God and are given opportunities to pray and to share needs with others as they share their requests with Him.

Patriotism

UCA believes that it is important to teach our students to have respect for America and our form of government. History is taught in a way that encourages students to respect our national heroes. Students are required to memorize historical, American documents. The flag is given proper respect in every classroom and pledges are said regularly.

Financial Information

Christian education is an investment in the lives of our youth. For many families it is a great sacrifice to keep their children in a Christian school.

Because tuition fees do not cover the entire cost of educating a child for one year, additional funds must be raised through special activities and donations. Each family is expected to participate in these activities.

Anyone considering giving a memorial, setting up a trust, establishing an endowment, or donating a significant gift of cash or property to Union Christian Academy should contact the school administrator.

Tuition is due on the first day of each month. After the 15th of the month, tuition is considered late and an additional charge of \$25 will be added to the total. Please do not habitually run late in making your tuition payments. A list of current tuition rates is available in the school office. The Board of Directors requires that post-dated checks for tuition be turned into the school office at the beginning of the school year.

Non-Discriminatory Policy

Union Christian Academy does not discriminate in the administration of its admissions policies in regard to color, race, or national origin.

GENERAL INFORMATION

Transportation of Students

High school students with proper licenses may drive to and from school. They must park in designated areas upon arrival, enter the school immediately after parking, return to their vehicles only with passes, and leave school grounds immediately following dismissal. Driving privileges may be suspended for unsafe driving or violation of driving rules. A copy of valid driver's license and insurance card must be on student's file.

Closed Campus

Union Christian Academy is a closed campus. This means no visiting students are allowed in or around the school during normal school hours unless the administrator has granted prior approval. No student is allowed to leave campus during school hours without permission to do so by a parent/guardian and is approved by the office. The school prefers the permission to be written or in the form of a text message or email. If a phone call is made to the school, the school office will document the call and put this in the student's folder.

Visitors

Parents or other visitors are welcome to visit the school. Visitors must meet all behavioral regulations of Union Christian Academy. They must check in with the school office as soon as they arrive so their whereabouts will be known should they need to be contacted. If you have items to be delivered to a student, bring them to the office and they will be delivered at the appropriate time.

Curriculum

All curriculum used at Union Christian Academy is Christian in orientation, and/or in harmony with Christian values and beliefs. We rely heavily on the A Beka and Bob Jones curriculums, as well as selected materials that have been approved by the administration.

Inclement Weather

UCA's policy will be to follow the lead of the Union Parish School District in determining whether schools are closed due to inclement weather. On bad weather days when the students are supposed to be in school, listen to the local television for information and visit Facebook page Union Christian Academy. If school is open, your child should go to school. When bad weather occurs after school is in session, the radio and TV stations will announce any school closing and parents will be called.

Change of Address or Phone Number or Email Address

As cases of sickness and emergencies involving school children often arise, it is extremely important that the school have a viable home, work, and cell phone number for each parent. If any of these numbers are changed during the year, please notify the office immediately. The office should also be notified in the event of a change of physical address and email address.

Immunization

The State Department of Health requires the Certification of Immunization be on file for each student. This form must be up-to-date and is available in the doctor's or health unit

offices. If you choose to not immunize your student, a letter approved by the administration must be in the student file.

Check-in/Check-out Policy

Students must be checked in at the office by the parent/guardian if it is after the normal time for school to start or if they are returning to campus. When checking a student out, the parent/guardian must come to the office; send a note, text, or email; or call the office. If someone other than the parent/guardian will be checking out the student, the parent/guardian must identify the person's name when giving the student permission to check-out and identification will be verified at check-out. All check-ins and check-outs will be documented. Parents will be notified of excessive check-outs.

Flowers, Gifts, Invitations

No flowers or any other gifts are to be delivered to the students during school hours. Party invitations may only be distributed if all student of that grade are invited, for instance: all girls, all boys, or all boys and girls.

Lost and Found

Please mark all items belonging to your child with his/her name. Lost items will be returned to students if they can be identified. If you are looking for an item, please check with the school office. Any item not claimed from "Lost and Found" by the end of the year will be donated to the rummage sale or Christian ministries.

Medication at School

Teachers will dispense no medication. No medications will be dispensed by the school office without prior consent of the parents (a completed "Authorization of Administration of Medication" form must be turned in to the office).

UCA requests that parents make teachers and administrators aware of any medical needs that could lead to an emergency situation. If any prescribed medication is to be distributed by an employee of UCA a medical release form must be signed by the parent or guardian on file in the school office. Remember, if your child is running a fever, is vomiting, or has diarrhea do not send him to school. Student should be free of fever or illness for 24 hours. If your student takes medication for ADD/ADHD, please be consistent with the administration of this medication.

Grievances (Matthew 18 principle)

Because the education process is an emotional journey, it is important that we establish a framework for conflict resolution. The purpose of this policy is to establish a process for timely and orderly resolution of student and/or parent concerns, questions, or appeals. It is the school's intent that all disagreements be resolved at the source (teacher, director, etc.). If this is not possible, then resolution should take place at the lowest possible level. Throughout the appeal or complaint process, all parties should demonstrate mutual respect and the dignity of all parties involved will be preserved. The focus of discussions shall be on problem resolution that is mutually acceptable rather than an adversarial win-lose conclusion. No reprisals or retaliation of any kind shall be taken against a student or parent utilizing this procedure.

Appeal Process Steps:

1. First, try to resolve the problem with the person most directly involved with the situation. In most cases, the person will be the teacher. It is our request that parents go to the appropriate source rather than to another parent or a person unaffiliated with the school, in every case.
2. If the situation cannot be resolved to the satisfaction of both parties at step one, discuss it with the director of the school.
3. Finally, if all other steps have proven unsuccessful, ask the director of the school to set up a meeting with the School Board.

Telephone Use

The telephone is reserved for official school business and emergencies only. If a student is sick or an emergency arises, the teacher should give the student a note to be given to the school secretary stating the situation. The secretary will make the phone call for the student. Students must make all plans with their parents before school hours. This includes plans for after school pick up.

Calls to parents for forgotten progress reports, homework, assignments, practice clothes/uniforms (athletics) will be allowed only if approved by teacher or administration.

Cell Phone

Elementary students must turn in cell phones to their teacher at the start of the school day or keep them in their backpack and turned off.

Jr. High and high school students may use cell phones before school, during lunch, and after school. No cell phones are to be used during class unless under the direction of the teacher. Ear buds are not allowed. Teachers may require students to place their phones in a designated location during class. Pictures are not to be taken during school hours or published on any form of social media.

DRESS CODE

General Statement

Christians should be especially sensitive to modesty and appropriateness of attire. Dress code compliance is about attitude. Dress standards are required throughout life. Compliance and cooperation are simply the right and appropriate courses of behavior. The way our students dress and act tells the world who we are and for what we stand. All dress code policies will be in effect during official school hours and on the entire campus. We need the full and complete cooperation of parents or guardians in this matter.

School Events

For school events, students are expected to dress in modest and appropriate attire.

School Uniforms

Top Attire

Polos with UCA approved logo including the colors: purple, gold, white, and gray

Undershirts are allowed

Bottom Attire

Boys: Jean pants, khaki pants, or shorts

Girls: Jean pants, khaki pants, shorts, skirts, skorts, or jumpers

All bottom attire must be neat with no holes, rips, or bling.

Shorts can't be higher than 3" above the knee.

No leggings unless you have a shirt no less than 3" above the knee.

All visible apparel must be UCA

Outerwear

In the classroom:

Jackets and sweatshirts with UCA approved logo including the colors:

purple, gold, white, and gray

Outside the classroom, upon arrival, or when going outside for PE, recess, etc.

Non UCA outerwear may be worn but must not have inappropriate sayings, pictures, logos, etc.

Shoes

Elementary and high school students must wear closed toe shoes with socks and a back.

Other

Caps, hats, bandanas, sweatbands, or any other head coverings must be removed when entering the building

Sunglasses are not allowed

Hair must be well groomed

Facial hair is not allowed

Girls are allowed up to two ear piercings. No other piercings are allowed.

Boys are not allowed to have any piercings.

Elementary student are not allowed to have tattoos.

For 7th– 12th grade students, the administrator may choose to admit a student with a tattoo.

Current students are encouraged to refrain from getting tattoos All tattoos must be covered at school and at school functions.

Hair styles and grooming in general must not draw attention to the individual.

Spirit Friday

On Spirit Friday students may wear their spirit t-shirts

GENERAL SCHOOL POLICIES

Parent Conferences

If you wish to have a conference with your child's teacher, please call the school office or write the teacher a note for an appointment. Parent/teacher conferences will be announced at a later date. Information regarding these conferences will be sent home with the students prior to the conference dates. Parents should not go to classroom during school hours unless approved by teacher or administration.

After School Care

An after school program is provided. The hours are 3:30 p.m. until 6:00 p.m. Contact the school office for pricing. If it is after 6:00 p.m. when your child is picked up, you will be charged \$1.00 per minute until 6:05. After 6:05, you will be charged \$5.00 per minute.

Health Standards

Your child's health is a matter of importance to all of us. To that end, all children attending this school should be free of contagious diseases, and all immunization records are to be in good standing. To prevent spreading of germs to other children and adults, it is recommended that a child does not come to school sick. The staff will take the temperature of any child who seems ill during the school day. Any child running a significant temperature of 99.5 will be sent home in order not to infect other children. Please keep your child at home if he/she has any of the following:

A yellow or green discharge from a runny nose

Begun taking antibiotics in the last 12 hours

A constant cough

Had diarrhea or vomiting in the last 24 hours

Had a fever within the last 24 hours

A respiratory infection, pharyngitis, tonsillitis, viruses, or group A streptococcus (strep throat).

Conjunctivitis: This appears as pink or red conjunctiva with white or yellow eye discharge, often matted eyelids after sleep and eye pain or redness of the eyelids or surrounding skin. A physician's consent is required for readmission. Ring worms
Poison Ivy is not contagious after the child has bathed and his clothes have been washed.

Head Lice

Head lice infest millions of school-age children every year, however, the condition is not something to be ashamed of because it has nothing to do with cleanliness, who you are, or where you live. If parents will take the responsibility to check a head and screen the entire family often, these parasites can be prevented or detected early and controlled. If this problem should occur with a student, the student may get information from the Union Parish Health Unit on the treatment of lice and may not return to school until all lice and nits are gone.

Absentee Policy

In order to fulfill the state requirements of Bulletin 741, students are allowed to miss no more than 10 school days. For grades K3 – 6th, this is calculated on a daily basis. For grades 7th– 12th, this is calculated by class period. Therefore, in grades 7– 12, attendance will be taken in each class period.

Exception to the attendance policy can be made only in the event of extended personal illness, verified by a physician, or at the discretion of the principal.

An excused absence could be but not limited to: a doctor appointment, dental appointment, funeral, court appearance, and a pre-arranged family event.

It is the student's responsibility to makeup or arrange with the teacher any missed work within one week of returning to school.

If your child is absent, please call the school office by 8:30 a.m. (368-8890). Also, upon returning to school, the student will need to bring a note signed by the parent giving specific explanation of the absence or a doctor's excuse. This note should be brought to the school office BEFORE school begins.

No refunds of tuition are made because of absences.

Tardiness

Students who arrive after the late bell but before the attendance slip has been filed are to be marked tardy by the office on the attendance slip. Those who arrive after the slip has been sent must report to the office so the slip can be corrected. Tardy students must have a note from the

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office in order to be admitted to class. PLEASE TAKE NOTE: three tardies equal one absence and will count against the student's attendance.

Cumulative Record

The school shall keep records, which will provide for the registration and attendance of students and shall maintain an up-to-date permanent cumulative record of individual students showing personal data and progress through school, including academic achievement, health information, and test results. These records will be kept on each student and will be available in the main office for certified staff. No individual may request the records of a student without the written permission of that student's parents. Parents may request to review their child's cumulative records and Union Christian Academy will, upon reasonable time, review the cumulative records with the parents. Subjective information (such as discipline information) shall be removed from the cumulative file each year.

Library

The Union Christian Academy Library has been established to support the Philosophy and Mission Statement of Union Christian Academy. **Purpose:** The purpose of the library is to support the administration, teachers and support staff by providing media that will supplement, enhance and enrich the curricula that is being used. The library is also used to encourage students by providing a central area that houses information, introduces and familiarizes students with the skills needed to locate and use various sources of information in a library, sparks an interest in learning, and promotes lifelong reading. The library provides reference material that can be researched by students to complete homework assignments.

Book selection: In support of the Philosophy and Mission Statement of Union Christian Academy, the library includes books that:

- a. model positive character traits
- b. will show conclusive results of actions whether positive or negative.
- c. will clearly draw the line between good and evil
- d. will not contain blatant and frequent objectionable language
- e. may include humanistic influence in parts of the book when the major thrust emulates wholesome values

Books are selected for the library to fulfill the purpose of the library. Parents should be aware that not all books selected for the library shall be Christian or acceptable to every family. Because it is the school's desire to teach students to critically evaluate what they read, some non-Christian materials will be included in the library collection. It is important for parents to know that they should be actively involved in helping their children evaluate what they read and further censor where they feel it is necessary. Parents should also encourage their student to participate in Accelerated Reader.

A form must be signed by the parent to allow the student to check out books.

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Donations are gladly accepted. A monetary donation is our first choice. This allows for purchases that will meet specific staff and student needs. Gifts books are accepted if they meet the selection criteria and if shelf space permits housing these books.

Drug Testing Policy

UCA reserves the right to randomly drug test students during the year. UCA may randomly drug test 10% of its junior high and high school student body. UCA may require a drug test of any student under suspension for drug use. In the case of random drug testing the school will be responsible for the cost of the drug testing. In the case of suspicion of drug use the parents will be responsible for the cost of drug testing.

Search Policy

UCA has the right to search student lockers, personal belongings, and vehicles when deemed necessary by the administration.

Computer Use

Computers are supplied by the school for academic use and are not be used inappropriately. “Inappropriate Use” may be defined as, but not limited to the following:

1. Accessing Internet sites containing controversial material, sexually explicit material, destructive information, material inconsistent with the purpose of Union Christian Academy, or material determined to be illegal.
2. Downloading music, software, shareware, movies or any other copyrighted material.
3. Game playing not allowed on school computers, except as a formal component of an academic subject or through a school sponsored event.
4. Any use that is not considered academic use.

Parents and students should be advised that any Internet access will be filtered but no filter is 100% effective. If a student unintentionally accesses an inappropriate site, they must “back out” immediately or turn off the monitor and notify the teacher/school personnel without drawing other students’ attention to the screen.

UCA reserves the right to access and monitor email, web sites, server logs, and electronic files and any computer or electronic device connected to the school’s network including personally owned equipment, should it be determined that there is a reason to do so. Reasons would include, but not limited to: suspected or reported breaches of this Acceptable Use Policy, policies of the Board of Directors, or federal/state and local law.

Artificial Intelligence Policy

Introduction

Artificial Intelligence (AI) is rapidly transforming various sectors, including education. At UCA, we recognize the potential of AI to enhance learning experiences and prepare students for a future where AI will be an integral part of many careers. However, it is essential to ensure that AI is used responsibly and ethically within our school community. This policy outlines the guidelines for the use of AI by students.

Purpose

The purpose of this policy is to:

Provide clear guidelines on the appropriate use of AI tools.

Encourage responsible and ethical use of AI.

Prevent misuse of AI in ways that could undermine academic integrity or personal privacy.

Foster an environment where students can learn about and explore AI technologies in a safe and constructive manner.

Definitions

Artificial Intelligence (AI): Systems or machines that mimic human intelligence to perform tasks and can iteratively improve themselves based on the information they collect.

AI Tools: Software or applications that use AI to perform tasks such as generating text, analyzing data, recognizing images, etc.

Deepfakes: Photos, videos or audio recordings that use artificial intelligence to make it look or sound like someone is saying or doing something that is not real.

Guidelines for AI Use

Educational Use:

AI tools should be used to complement and enhance learning experiences.

Students may use AI for research, problem-solving, and as a supplement to their studies, provided it is used transparently and with proper attribution.

Students should only use AI with explicit permission from their teachers.

Students may explore deepfake technology for educational purposes, under teacher supervision and with clear ethical guidelines.

Academic Integrity:

Any use of AI must comply with the school's academic integrity policies. Plagiarism, cheating, or any form of dishonesty facilitated by AI is strictly prohibited.

Students must clearly distinguish their original work from AI-generated content and provide proper attribution where AI tools are used.

Privacy and Data Protection:

Students must not use AI or deepfake technology to collect, share, or disseminate personal information without consent.

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AI tools that analyze or process personal data should only be used with the explicit permission of the individuals involved.

Ethical Use:

Use of deepfake technology to impersonate others without consent is not allowed.

AI should be used ethically, respecting the rights and dignity of others. Any form of AI misuse that could harm individuals or groups is prohibited.

Students should engage in discussions about the ethical implications of AI and be aware of biases and limitations inherent in AI technologies.

Supervision and Monitoring:

Teachers and staff will provide guidance on appropriate AI use and monitor student activities involving AI to ensure compliance with this policy.

Any misuse of deepfake technology should be reported immediately to school administration.

Any misuse of AI tools will be subject to disciplinary action as per the school's code of conduct.

In certain circumstances, law enforcement may be notified.

Implementation

Training and Resources:

Teachers will participate in professional development focused on AI and its educational applications. This training enables teachers to support students in responsibly navigating AI tools, understanding biases, and protecting data privacy.

The school will offer training sessions and resources to help students understand AI and its applications, benefits, and potential risks.

Workshops and seminars on ethical AI use and data privacy will be provided to support educational development.

Support and Reporting:

Teachers will facilitate conversations during both classroom and advisory time on responsible AI use, giving students the opportunity to share their thoughts, learn from one another, and reflect on the ethical implications of AI. These discussions aim to cultivate a culture of awareness, accountability, and informed decision-making.

Students are encouraged to seek help from teachers, technology staff, or school administrators if they are unsure about the proper use of AI tools or ethical dilemmas.

Any concerns or incidents involving the misuse of AI should be reported to a member of the faculty.

Conclusion

The integration of AI in education offers exciting opportunities for innovation and learning. By adhering to this policy, students at UCA will be able to explore and utilize AI responsibly, ensuring that it contributes positively to their educational journey and personal growth.

DISCIPLINE AND CONDUCT

Discipline Procedures

While there is no way to cover every possible infraction, we have, however, included the more common ones which will give all students and parents a foundation to work from. UCA divides infractions up into three categories: Minor, Middle and Major. Each has a different consequence, is progressive and will be handled at different levels within the school.

Minor Infractions

Handled in class by teacher or another adult supervisor.

Unprepared for class	Incomplete work
Class disruption	Disrespect of others
Eating/drinking in class	Touching/kicking others
Dress code violation	Improper behavior in cafeteria

Middle Infractions

Handled initially by teacher or other supervisor but referred to administration if behavior persist.

Cell Phone	Profanity or obscenity
Tardy or improper location	Cheating
Not signing in or out properly	Absences
Chronic minor infractions	Lying

Major Infractions

Immediately referred to administration.

Defacing school property	Fighting
Smoking/vaping/tobacco	Racism of any kind
Any sexual misconduct (including online)	Possession of a weapon
Leaving school without permission	Theft
Misrepresenting the school outside the school	Threatening others
Defiance (including chronic middle infractions)	

UCA believes that for an individual to honor Christ and grow in their walk with Him that there must be accountability and consequences. In fact, you can't be a disciple without having discipline (Heb. 12:11). UCA also believes that we all make mistakes and need grace. As such, we follow a progressive disciplinary plan. Discipline steps are as follows:

Step 1: **Warning** – Minor infractions

Usually a verbal directive to stop improper behavior. Teacher or adult supervisor will implement a consequence for multiple warnings.

Step 2: **Parent Notification** – Minor/Middle infractions

Teacher or adult supervisor will call, email, or mail the guardian to inform them of ongoing misbehavior. The teacher will keep a log documenting the contact.

Step 3: **In School Detention** - Minor/Middle infractions

In school detention will be held at lunch. Students will be expected to clean the lunchroom and assist cafeteria workers with anything that needs to be done.

Step 4: **Saturday Detention** - Minor/Middle infractions

Saturday detention is held on the last Saturday of each month from 8 a.m. – 12 p.m. in which the student will be given tasks to complete on campus. The student must be there by 8 a.m. or they will be considered absent.

Step 5: **On Campus Suspension** – Middle/Major infractions

On campus suspension will be held in the administrator's office for an entire day. The student will spend the day in isolation from the rest of the school but will be allowed to do assigned work, including test, while in the office.

Step 6: **Off Campus Suspension/Expulsion**

Off campus suspensions can range from 1-5 days in which students will not be allowed on campus or to participate in extracurricular activities. Students will be allowed to make up missed work, including test, earning no more than 50% of the total possible points.

They will be given an unexcused absence for each day missed.

1st suspension: 1-3 days depending on severity of infraction

2nd suspension: 2-5 days depending on severity of infraction plus placed on probation for the rest of the year.

3rd suspension: expulsion from UCA

Note: The school administration reserves the right of expediting or allowing grace in the disciplinary process pending the circumstances. **Any detention missed will lead to an automatic suspension.**

Honors

While it is important to correct improper behavior, it is also important to reward proper behavior. Students must be taught what is expected from them and one such way is to celebrate those who make the right choices. As such, UCA has implemented the following honor program.

Weekly

Each teacher will pick a "student of the week" from their homeroom class based on excellent work, behavior, Christ-like attitude, work ethic, etc. This student will be given a reward which will be determined by that teacher.

Monthly

Of the students selected for weekly recognition, one will be chosen by the faculty to be the student of the month. This student will have their picture displayed on our "Board of Honor" for the month, will be given a reward and be invited to an end of the year party.

Yearly

Of the students selected for monthly recognition, one will be selected by the faculty and administration to be recognized as the student of the year. (The winner will be announced at the end of the year party for all monthly winners.) Their picture will be displayed on our "Board of

Honor” for the entirety of the following year, placed in the Farmerville Gazette, and given a reward.

Note: Both the elementary and Junior High/High school will select students for these honors. Also, no photographs will be taken, posted, or printed without permission.

Respect for Property

Emphasis is placed upon the respect for property of others and the right of each individual to the free use of his own possessions. Borrowing and lending are practices that will be discouraged. “Borrowing” without consent of the owner is considered theft by the school. Damaging property, whether it is personal or school property, is a violation of the rights of others.

It is expected that all damage, even though it be accidental, will be acknowledged by the person involved and amends made insofar possible. The offender will be expected to make an immediate report to the office. Proper care of all school property is the responsibility of everyone. Any student known to deface or destroy property will be assessed the full cost of repairs and be subject to disciplinary action.

Cheating

Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. This source of information can be from published works to information cut and pasted from the Internet. Thus, it involves both the components of stealing and lying. Adults are prosecuted and sent to prison for these kinds of crimes. Therefore, students must come to understand the seriousness of an act of cheating. Teachers are required to take precautions in terms of test security and the structure of the classroom-testing environment in order to protect students from temptation. The teacher should always remind classes of the consequences of cheating. Cheating is defined as copying homework, handing in another’s work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes.

If it is determined that a student has indeed cheated, the following actions will be taken:

1. The student will receive a zero on the test or assignment.
2. The principal will be notified.
3. The student will confer with the principal.
4. The parents will be called.
5. A second offense will cause the student to automatically fail nine weeks in the class in which the offense occurred. A conference with the parents, student, teacher, and principal will be held.
6. A third offense will result in the permanent expulsion of the student from Union Christian Academy.

School Events

Revised: February 3, 2025

Students are representatives of UCA both at school and away from school. Students' actions in public are a reflection of UCA. Student's behavior before and after school events are expected to represent the standards of UCA. Students found to engage in behavior that brings dishonor to Christ and to UCA are subject to disciplinary action including detention, suspension, or expulsion.

Pregnancy Policy

In the case of sexual misconduct which leads to pregnancy, Union Christian Academy takes a stand against the sin, but hopes to restore the individuals involved. The discipline is as follows: The boy (if he attends UCA) and the girl (if she attends UCA) will be suspended and must sit out an entire year of school.

Before the student re-enters school, he/she must have an interview with the administration.

ACADEMIC POLICIES

Union Christian Academy does not discriminate on the basis of race, color, sex, or national origin in the administration of its educational policies, admission policies, and other school programs. All of the following materials must be in the school office prior to final admission:

1. Completed enrollment form
2. Birth certificate.
3. Social Security Card
4. Immunization records.
5. Copy of parents' drivers license
6. Picture of student
7. Medication approval form
8. Integrated Pest Management form
9. Library form
10. Parental cooperation statement
11. Volunteer form
12. Transcript request form (1st – 12th)
13. All registration fees and tuition to date.
14. A signed statement of cooperation.

Please have your own copies of these materials made before you come to the office.

K4 students must be 4 years old by September 30th. K5 students must be 5 years old by September 30th. First grade students must be 6 years old by September 30th.

Report Cards

Report cards will be sent home with the students at the end of each nine weeks as indicated on the school calendar published at the beginning of each school year.

Honor Roll

Union Christian Academy has two categories of students who are recognized for their academic achievements:

PRINCIPAL'S LIST: Students who make all A's

HONOR ROLL: Students who make all A's and B's

Grading System

Union Christian Academy seeks to emphasize learning for the sake of knowledge rather than making a particular grade. However, grades are required as a prerequisite to college entrance. The grades at Union Christian Academy are defined as follows:

100 – 90	= A	Excellent work
89 – 80	= B	Above average work
79 – 70	= C	Average work
69 – 60	= D	Below average work
59 – below	= F	Failing work
	I	Incomplete work

S – Satisfactory, I – Improving, U – Unsatisfactory

Pupil Progression Policy

For grades K5 – 8, in order to be promoted the student must meet the following:

1. Meet attendance requirements
2. Fail no more than three academic subjects
3. Pass state certified test

For grades 9 -12, in order to meet graduation requirements:

1. Meet attendance requirements
2. Meet the required 24 Carnegie units
3. Pass state certified test

TESTING

Students will take a state certified test at the end of the year to determine their passing or failing for the grade. The student will be given the material throughout the year to help them pass, but it is up to the student to learn, study, and prepare all year long.

Valedictorian/Salutatorian

In order to be eligible for Valedictorian or Salutatorian, a student must be in UCA his entire senior year and more than one half of his or her high school credits must come from UCA.

ATHLETIC POLICIES – See Athletic Handbook

HOMECOMING ELECTION PROCESS

1. Each grade (7th– 11th) elects one female and one male student to the court. 12th grade elects 3 female and 3 male students to the court.
2. Rules for Senior High Court (9th– 12th)

A student may not serve on the homecoming court two consecutive years. However, as a senior any student, including previous court members, may serve on the court. A student who has been suspended may not serve on the court.

3. Mr. and Miss Jr. High UCA (7th– 8th) are elected by 7th– 8th grade students and by Junior High and High School faculty.
Mr. and Miss UCA 9th–12th) are elected by 9th–12th grade students and by Junior High and High School Faculty.

The Homecoming Queen will be voted on during the week of Homecoming.

HEALTH RELATED POLICIES

Serious Infectious Diseases Policy

Union Christian Academy recognizes that serious infectious illnesses, such as Hepatitis, Human Immunodeficiency Virus (HIV), or Acquired Immune Deficiency Syndrome (AIDS) have a tragic impact on those afflicted and involve significant and sensitive issues for students and faculty. The school also recognizes that both employees and students who contact such serious infectious illnesses may wish to continue their employment or education at Union Christian Academy.

At the same time, Union Christian Academy is committed to satisfying its obligation to provide a safe and effective educational and working environment for its students, staff, and visitors. Accordingly, Union Christian Academy will take appropriate precautions to ensure that any health and safety concerns arising out of any individual's illness are managed in accordance with current medical knowledge and procedures.

With these principles in mind, the school has established the following principles for students, staff, and faculty with serious infectious illnesses. In promulgating this policy, Union Christian

Academy is aware that the best course of action for dealing with an illness may vary from case to case.

General Policies:

1. Union Christian Academy will hold all medical information that it receives about the medical condition of an employee or student with HIV infection, AIDS, or other serious infectious illnesses in strict confidence. This means that the school restricts access to such information to those with a legitimate need for the information.
2. Union Christian Academy will adopt “universal” precautions in dealing with blood and/or all body fluids regardless of whether or not persons with serious infectious illnesses are known to be in attendance. Persons involved in such clean ups as well as persons attending to others with injuries should use such precautions to avoid exposure to blood or other body fluids.
3. Union Christian Academy will provide students, staff members, and faculty with the opportunity to learn about HIV infection and AIDS, its causes, effects, and prevention at appropriate times and grade levels as determined by the school.
4. HIV infection will not, by itself as a diagnosis standing alone, be a reason to exclude a student from admission (or continued enrollment) or an adult from employment (or continued employment).
5. These policies are subject to continuing review as new research findings emerge or as the school deems appropriate.

Student with Serious Infectious Illnesses:

1. Students with AIDS or other serious infectious illnesses are expected to inform the director of their medical condition so that the school can effectively implement the provisions on this policy. Union Christian Academy may also, from time to time, require further medical examinations by a physician designated by the school to ascertain the propriety of the student attending the school.
2. Union Christian Academy will make reasonable modifications in its policies, practices, and procedures in order to allow a student with AIDS or other serious infectious illnesses to benefit from academic and other services offered by the school.
3. A student with AIDS or other serious infectious illnesses will be allowed to remain at Union Christian Academy so long as his/her medical condition allows him/her to perform up to the school’s standards and does not present a health or safety risk to other student, faculty, or staff. While at the school, a student with said illnesses will be allowed to partake fully and equally in the educational, social, and extracurricular activities offered by the school, so long as such participation does not present a health or safety risk to the student or other students, faculty, or staff.

COVID 19 Policies - See the “Start Strong Policy” located on the UCA Website

This handbook was not rewritten to reflect the many changes that have become necessary due to the COVID 19 Pandemic. This is a very fluid situation and the rules and policies may change at any time. Of these changes will be dictated by the State of Louisiana's Governors Office, the Louisiana Department of Education, the Louisiana Health Office, of the UCA School Board. Students and parents will be given notice of the changes in policy related to COVID 19. These changes may occur without prior notice as dictated any of the above offices or new findings in research.

Parental Involvement and Cooperation Signature Page

Parents are expected to participate in various school functions and duties during the school year. These hours can be filled by attending open school board meetings, PTO meetings, supporting teacher and administrator events and projects, or other activities and events.

Union Christian Academy's educational mission involves working with the home in the overall Christian education of students. On occasion, this cooperation between the school and home might become difficult. To avoid such situations, and for parents to maintain their child's enrollment, the school requires that parents support the following statements.

_____ As a parent of a student of Union Christian Academy, I agree to support the school with my prayers and positive attitude. Complaints or negative comments will be shared only with the teacher, administrator of the school, or person involved and not with my child or other people, following the Matthew 18 principle.

_____ I have read the Union Christian Academy Student Handbook and agree to adhere to all the policies contained in that handbook.

_____ I understand that if at any time the school determines, at its sole discretion, that my actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request withdrawal of my student(s).

_____ I also agree that by enrolling my student(s) in UCA this year, I am agreeing to support UCA regarding finances by paying expenses incurred such as tuition, fees, lunch, library fees, athletic fees, etc. I understand that UCA's primary income is tuition and budgets are prepared based on every student's tuition being paid in a timely manner. I also understand the fees are based on expenses to purchase certain materials and/or equipment for the students or teachers.

_____ In these unusual times with the COVID 19 pandemic things are fluid. By me sending my child to school I am attesting that:

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1. My child has been temperature free withing the last 24 hours and has not taken a fever reducing medication.
2. My child has not been in close contact with a person who has tested positive for COVID 19.
3. To the best of my knowledge my child is free of all illness and fit to attend school.

Initial the above items and sign below and return to the school:

Student Name _____

Parent Signature _____ Date _____