

## UNITED CHRISTIAN ACADEMY

### Basic Code of Conduct Policy (Updated for the 2021-2022 tutorial year)

In an effort to put into words a basic, reasonable policy concerning code of conduct, this letter and the policies contained within it have been adopted by the UCA school board and should be reviewed and signed by all parents and students attending UCA. **These policies apply at all UCA functions, both on and off campus.**

#### **Concerning Relationships**

Students are not permitted to bring relationships into the school setting. It is not beneficial to a tutorial environment to have a “boyfriend/girlfriend” mentality on campus, or at any UCA function. Relationships are, and should remain, the domain of the parents. UCA therefore will not tolerate actions by students that take place on campus, or at a UCA function, that are deemed to be inappropriate displays of affection. Students should not pair up and be in locations where supervision is not available, i.e. wandering around campus or in an empty classroom.

REMEMBER - 1 Timothy 5:1-2 - “Treat younger men as brothers,...younger women as sisters, with absolute purity”

#### **Concerning Hair and Dress**

Students who are not dressed according to these guidelines will be sent home to obtain appropriate attire before continuing with their school day unless apparel is available on campus that would correct the problem. As a UCA parent or student, please remember that we are trying to create an atmosphere where hair, dress, and/or jewelry do not become a distraction. With this in mind, the board members have set the following guidelines. **These dress guidelines are applicable at all UCA functions, both on and off campus.**

#### **Regarding the girls:**

1. Skirts or dresses should reach to or around the knee level, even if worn with leggings.
2. Shorts worn to class should be at or just above knee length which is typical of dress shorts. Shorts worn to sports practices or to an outdoors event should reach to below the longest finger when the arm is dropped by the side.
3. Clothing should not be torn or low cut. No tanks or spaghetti straps worn alone or under see through tops.
4. No athletic shorts or pants except while attending sports practices.
5. Pants should not have open holes and they should not be skin tight.
6. With the exception of basic earrings, no other body piercing jewelry, gauges, or tattoos. Students who body pierce and/or tattoo after becoming a student at UCA will be subject to discipline by the board which may include termination of enrollment. If a student already has tattoos and is subsequently admitted to UCA, they will need to be covered at school and at school events.
7. Hair should not be of an unnatural color, for example purple or pink.
8. No undergarments should be showing.

#### **Regarding the boys:**

1. Jeans or shorts should be clean, worn in place - no underwear showing.
2. Hair should be appropriately worn, reasonably short, not unnaturally colored, not in the eyes.
3. There should be no hair accessories worn in the hair.
4. Face should be clean shaven while performing, but can be trimmed and neat if not.
5. Shirts should be preferably collared, but if not, then nice T-shirts, no muscle shirts or tank tops.

**Regarding the boys (continued):**

6. No athletic shorts or pants except while attending sports practices.
7. Pants should not have open holes nor should they be skin tight.
8. No body piercing jewelry, gauges, or tattoos. Students who body pierce and/or tattoo after becoming a student at UCA will be subject to discipline by the board which may include termination of enrollment. If a student already has tattoos and is subsequently admitted to UCA, they will need to be covered at school and at school events.
9. No hats or hoodie tops pulled over the head worn indoors.

We appreciate your help in creating a nice environment with our dress.

REMEMBER - Galatians 5:23 “meekness, temperance, against such there is no law”

Temperance means >> MODERATION and SELF RESTRAINT.

**Concerning Speech**

While on campus, or at a UCA function, students shall their mouths wisely. Foul language, use of the Lord’s name in vain, coarse jesting, sharing inappropriate gossip, or belittling other students are examples of an unwise use of the tongue and will not be tolerated.

REMEMBER - Psalm 39:1 - “I will guard my ways that I may not sin with my tongue”

**Concerning Cell Phones**

Students are not permitted to use cell phones while on campus. If, due to family circumstance, they need to have one on campus, it should be put away and not in use during tutorial hours. Using a phone after tutorial hours is acceptable. I-pods, and other similar electronics, should not be brought on campus at all. Cell phones being used during the school day will be confiscated with a notification sent to the parents about the confiscation.

**Concerning Internet and Social Life**

Students will be held accountable for all content including text messages, social media posts, comments, pictures, and any other material that appears on any form of social networking website or messaging feature before, after, and during school (both on and off campus). Students engaging in inappropriate off-campus activities, or engaging in inappropriate student-to-student communications will be subject to discipline by the board which may include termination of enrollment. Unacceptable postings on social media include:

- profane and inappropriate language
- posting of inappropriate media content
- posting of inappropriate images, pictures, graphics, etc.
- inciting school disharmony
- Liking, re-posting, or sending any inappropriate activity

**Concerning Trips Off Campus**

Students shall not leave campus prior to the end of their scheduled day for any reason without express written or texted consent from the parents to Mr. Counts. Please keep trips off campus to a minimum encouraging the students to stay on campus wherever possible. Other students should not leave campus with a student who is making a parent approved trip.

### **Concerning Study Halls**

Parents and students must help us keep the proper focus at our tutorial by agreeing to have all students who are on campus during class hours, but not enrolled in any class, attend one of our study halls. Each study hall will have an assigned teacher who will be the authority of all students who are in need of using a study hall. Students must not be resistant to going to study hall, wander the campus, develop study hall classes of their own choosing, or fail to recognize the study hall supervisor as their teacher during these instances. Parents need to make sure that all students who need to attend a study hall come prepared with school work to do while in that class. School work will be assigned to them by the study hall monitor if they fail to prepare properly. It is most important that all students fully understand that they are to be in study hall if they are not enrolled in a class at any given time, but there are classes going on. This would include in instances where they are carpooling or waiting for long periods after their last class to be picked up.

### **Concerning Matters of Faith**

Regardless of the trends happening in the popular society, the UCA board and staff intend to support Biblical doctrine on all matters. At UCA, we believe and will teach that:

- 1) Jesus Christ is the Son of God and the only way in which man can be saved.
- 2) The Bible is the inerrant Word of God and is our guide to all matters concerning life.

Our recognition and belief of these concepts would mean that as a tutorial we support the concept of protecting all human life including the unborn, we support following the gender assignment given by God at birth, we believe that God created the heavens and the earth as well as man in His own image, and we support the Biblical definition of marriage as being between one man and one woman. The Bible does not waver on issues such as these and neither will our tutorial.

### **Concerning Academics**

All parents should understand fully that UCA is a homeschool cooperative tutorial and NOT a homeschool umbrella or a private school substitute. Every student that attends UCA is a homeschool student and is thus required by law to register with the state as such. This is usually done by either registering with your local public school board or by using a private umbrella school. Two of the closest umbrella schools in our area that you could use to register your child are Aaron Academy, located in Gallatin, or Daniel One Academy, located in Cookeville. These umbrella schools keep the academic records of your child's progress towards graduation and also serve as a location by which colleges or other institutions can obtain your child's school transcripts.

UCA, as mandated by our UCA school board, desires to maintain a conservative, Christian-based atmosphere to assist our families in enriching their homeschool experience. To achieve this goal, we cannot serve students and families who are not self-motivated to do their school work, who need some kind of school-provided discipline as an incentive to behave on campus, or who are unable to willingly comply with our school standards of hair, dress, and conduct.

### **Concerning Academics (continued)**

All parents who enroll their child(ren) in classes at UCA must do so with the knowledge that it is the sole responsibility of parents to oversee their child(ren)'s completion of homework assignments and that their children are learning the material covered. The student will be involved only one day per week in any specific class offered at UCA; therefore, a parent must be fully engaged during the other four days to ensure that the learning process is successful. These parental responsibilities are not transferred to UCA when a student takes a class on campus. Parents are also responsible for assigning the final grade for the class.

The UCA school board has set a minimum standard of work completion and test comprehension for each of our academic classes. Any student making less than a 75% overall in any class (based on completion of work assignments, class attendance, and test scores) will not be permitted to take that subject matter the following semester. The second semester's tuition bill would be adjusted if a student is required to drop a class in mid-year.

### **Concerning health and wellness**

The school board would like to enlist the help of all parents and students to help keep our UCA tutorial environment as safe as we can. Here are the policies they have set forth for the upcoming school year:

#1) Parents should send students to the tutorial only if they are comfortable with the conditions as described in this policy. Parents will be entrusted with making the decisions that they feel are in the best interests of their families and they will also need to be solely responsible for assuming the risks associated with meeting as a group.

#2) Parents should keep children home if they are showing signs of sickness. If a child has a temperature of over 100, all members of the family should stay home.

**UCA Conflict Policy and Financial Policy (see next 2 pages)**

## **UCA Conflict Policy**

### **Introduction**

At United Christian Academy, we believe conflict is inevitable as each of us grows in our faith. Therefore, we do not avoid conflicts, but rather embrace these challenges as opportunities to demonstrate our faith and bear good fruit (Gal. 5:22-23).

When a conflict arises, we at UCA challenge ourselves to walk through conflict with a purpose of resolution and ultimately, reconciliation. We do this by encouraging each other to take the following steps, outlined in Matthew 18:15-16.

Mt. 18:15-16 – *“And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed.”*

### **Step 1: Set Our Minds**

When a conflict arises, we ask ourselves, “Am I prepared to work through this conflict by exhibiting *love, joy, peace, patience, kindness goodness, faithfulness, gentleness and self-control?*” (Gal. 5:22-23). When we can answer our question with “Yes,” it may be time to take the next step.

### **Step 2: One on One**

As a parent, if we have a conflict with a teacher, or our child has a conflict with another student, we will first go directly to the teacher or the parents of the other student in an effort to bring resolution and reconciliation. We choose to go with humility, seeking to hear the other side of the story before drawing final conclusions. We recognize that in some situations, “One on One” may mean bringing our child into the conversation to clarify issues.

### **Step 3: Expand the Conversation with Wisdom**

If a One-on-One meeting does not resolve the issue we can ask, “Does someone else need to be brought into this conversation?” If so, this could be another parent (who witnessed the conflict and has helpful information), the Head of School or an appropriate staff member who can assist in bringing resolution.

### **Step 4: UCA Leadership**

If we are yet to find resolution and reconciliation, an appeal to the Board of Directors may be necessary. If so, this can be done by contacting the Head of School and asking for a meeting to seek solutions to the issue.

### **As we walk the path of conflict resolution:**

We commit to keeping the circle of knowledge as small as possible, meaning we do not share information with other UCA parents, on social media, among UCA staff members or board members.

We do this to protect those with whom we are resolving conflict, to protect the entire UCA community from strife, and to create an environment where joyful reconciliation is invited, encouraged and celebrated.

## **UCA Basic Financial Policy**

The UCA tutorial supports the basic financial policy of asking parents to sign up for only what they can afford. We also ask our parents to agree to the following basic financial policy:

I will honor my financial commitment to UCA and agree to pay my tuition and sports fees by the time they are due unless other arrangements are made and approved by the board.

I understand that if my tuition payments are not up to date my child should not continue their involvement at UCA until payments are made. For example, if the first semester's tuition is not current, then the student(s) will not be allowed to begin 2nd semester. If a previous year's tuition has not been paid, then the student(s) will not be allowed to begin the current school year until the back tuition is caught up. It is also our policy that students should not attend convention if their tuition is not current.

I agree to pay my sports fees and uniform fees prior to the first game of chosen sport.

I understand that my financial commitment is per semester. Because UCA works on a budget based on the classes that I sign up for, tuition fees will not be pro rated and/or refunded if a family drops out before the end of any semester. One exception: If a family drops out during the first semester, any tuition paid in advance for the second semester would be refunded.

I understand that unless otherwise approved by the board, there are only three methods of payment:

#1 - Pay the entire tuition bill in one payment at the start of the school year

#2 - Pay the registration fees in late July or mid-August. Then pay half of the tuition bill on the first day of school in the fall, and the other half of the tuition bill on the first day of school in the spring

#3 - Pay the registration fees in late July or mid-August. Then make 9 monthly checks dated for September 15, October 15, November 15, December 15, January 15, February 15, March 15, April 15, and May 15. Bring those checks into the school on the first day of school in the fall and the treasurer will deposit one of your tuition checks on the 15th of each month, from September through May.

## Signature Page for All Families Taking Classes at UCA

Please sign and initial below that you have received and reviewed our UCA Code of Conduct Policies. This signature sheet should be left here at UCA and is your record of having attended the annual UCA parent meeting.

Last Name of Family:

\_\_\_\_\_

Initialing:

\_\_\_\_\_ I have received and reviewed the UCA Code of Conduct Policies.

\_\_\_\_\_ I have received the UCA Sports policy. (if applicable)

\_\_\_\_\_ I have received and reviewed the UCA Financial Policy.

Please sign below that you have received and/or reviewed all of the policy pages mentioned above that are applicable to your UCA Tutorial experience. One parent's signature is sufficient, but both parents can sign if available.

Parent 1 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent 2 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature Page for All Students 13 years old and up**

Please sign and initial below that you have received and reviewed our UCA Code of Conduct Policies. This signature sheet should be left here at UCA and is your record of having attended the annual UCA parent meeting.

Last Name of Family:

\_\_\_\_\_

Initialing:

\_\_\_\_\_ I have received and reviewed the UCA Code of Conduct Policies.

\_\_\_\_\_ I have received the UCA Sports policy. (if applicable)

Please sign below that you have received and/or reviewed all of the policy pages mentioned above that are applicable to your UCA Tutorial experience. One parent's signature is sufficient, but both parents can sign if available.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_