



# Parent-Student Handbook

2022-2023

## Table of Contents

Parent-Student Handbook	1
<b>WELCOME MESSAGE FROM THE BOARD OF TRUSTEES</b>	<b>3</b>
<b>OUR MOTTO AND MISSION</b>	<b>4</b>
<b>STATEMENT OF FAITH</b>	<b>5</b>
<b>GOALS FOR A GRADUATE OF UCA</b>	<b>7</b>
<b>EDUCATIONAL PHILOSOPHY OF UCA</b>	<b>8</b>
<b>NON-DISCRIMINATION POLICY</b>	<b>9</b>
<b>THE AUTHORITY OF PARENTS AND UCA</b>	<b>10</b>
<b>TUITION AND FEES/PAYMENTS</b>	<b>11</b>
<b>CODE OF STUDENT CITIZEN CONDUCT</b>	<b>14</b>
<b>DISCIPLINE POLICY</b>	<b>16</b>
<b>CONFLICT RESOLUTION</b>	<b>17</b>
<b>POLICY ON STUDENT DRIVERS</b>	<b>17</b>
<b>STUDENT HEALTH REQUIREMENTS</b>	<b>18</b>
<b>DRESS CODE</b>	<b>19</b>
GENERAL RATIONALE FOR DRESS CODE	19
<b>MISCELLANEOUS GUIDELINES</b>	<b>21</b>
<b>THE TRIVIUM</b>	<b>22</b>
<b>PROMOTION POLICY – GRAMMAR SCHOOL</b>	<b>23</b>
<b>PROMOTION POLICY – LOGIC &amp; RHETORIC SCHOOLS</b>	<b>24</b>
<b>GRADING POLICY</b>	<b>26</b>
<b>HOMEWORK PHILOSOPHY AND GUIDELINES</b>	<b>27</b>
<b>I. PHILOSOPHY</b>	<b>27</b>
<b>II. GUIDELINES FOR ASSIGNING HOMEWORK</b>	<b>27</b>
<b>LEARNING DISABILITIES POLICY</b>	<b>29</b>
LEARNING DISABILITY:	29
<b>ATTENDANCE REQUIREMENTS</b>	<b>30</b>
<b>SCHOOL CALENDAR</b>	<b>31</b>
<b>COMPREHENSIVE GRIEVANCE POLICY</b>	<b>33</b>
<b>CARPOOL POLICY</b>	<b>35</b>
<b>FIELD TRIPS</b>	<b>36</b>
<b>SECTION 1: GRADES 3 – 12</b>	<b>38</b>
<b>SECTION 2: GRADES 7 – 12</b>	<b>39</b>

## Welcome Message from the Board of Trustees

It is a pleasure to welcome you to Uvalde Classical Academy. We are excited about your decision to provide a quality Christian education for your child. We look forward to partnering with you in establishing a solid Christ-centered foundation for your family. We are privileged to serve you as members of the Board of Trustees and look forward to getting to know you as we co-labor in your children's education.

The following are the current members of the Board of Trustees.

<b>Name</b>	<b>Office</b>
Brandon Hale	Chair
Open seat	Vice-Chair
Aubrey & JP Whipkey	Secretary
Willie Langham	Treasurer
Kathy & Nathan Phillips	Member
Open seat	Member
Open seat	Member

The Board of Trustees meets in open session the second Monday of every month. Board meetings are conducted per Robert's Rules of Order. Anyone wishing to speak about an agenda item may sign up in the school office the week before the meeting. In consideration of all in attendance, each speaker will be limited to two minutes.

Anyone wishing to have an item placed on the agenda should submit a request in writing to the Board Chairman at least one week before the scheduled meeting. The agenda will be available two days before the board meeting in the school office.

Any decisions, recommendations, or information from the Board of Trustees meetings will be available in the school office the week following the meeting and on the school website ([www.uvaldeclassical.org](http://www.uvaldeclassical.org)).

## OUR MOTTO AND MISSION

Our Motto:

Esse Quam Videri – Be who you say you are rather than seem to be (a call to be authentic).

Our Mission:

Uvalde Classical Academy is committed to educating children by instilling a high standard of integrity and godly character according to Scripture.

## STATEMENT OF FAITH

The statement of faith adopted by Uvalde Classical Academy is limited to primary Christian doctrine, which is central to all Christian denominations, and which sets Protestant Christianity apart from others. Our statement of faith focuses on the truths that have bound orthodox Protestant Christians together through the ages, across the boundaries of time, place, race, denomination, and tradition. For our purposes, a Christian is one who has heard the truth, Gospel (Colossians 1:5), as summarized in the statement below, and who has responded to that message in genuine repentance and faith. He confesses with his mouth and believes in his heart that Jesus is Lord, that He died for his sins, and that God raised Him from the dead (Romans 10:9, 10). The substance of these statements is that which will be considered primary doctrine in Uvalde Classical Academy. Secondary doctrines and issues will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority.

### Primary Doctrine:

A. The Bible. We believe the Bible is God's written revelation to man, and thus the sixty-six books of the Bible given to us by the Holy Spirit constitute the plenary (inspired equally in all parts) Word of God. We believe the Word of God is objective, absolute revelation, verbally inspired in every word, exact in the original documents, infallible, and God breathed. We teach that the Bible constitutes the only acceptable rule of faith and practice. (John 17:17, 2 Tim. 3:16, 2 Peter 1:20-21)

B. The Holy Trinity. We believe there is one God, existing in three persons: God the Father, God the Son, and God the Holy Spirit. He is omnipotent (all-powerful), omniscient (all-knowing), and omnipresent (all-present).

C. Creation and Man. We believe the Triune God, according to His sovereign will and for His own glory, created the heavens and the earth without the use of pre-existent material. All living things, we believe, came into being by a direct creative act of God and not by an evolutionary or random process, and thus have an existence distinct from Him and yet always dependent on Him. We believe God directly and immediately created man in His image and likeness. We believe man was created free of sin. We teach God's intention in the creation of man was that man should glorify God, enjoy God's fellowship, live his life in the will of God, and by this accomplish God's purpose for man in the world. We believe that in Adam's sin of disobedience to the revealed will and Word of God, man lost his innocence. We teach that because all men were in Adam, a nature corrupted by Adam's sin has been transmitted to all men of all ages, Jesus Christ being the only exception. All men are thus sinners by nature, by choice, and by divine declaration. (Gen. 2:4, Prov. 16:4, Acts 17:24, Col. 1:16-17, Gen 2:16-17, Gen. 3, John 3:36, Rom. 3:9-18,23, Rom. 6:23, Eph.2, 1-3)

D. Sex. We believe that God wonderfully and immutably creates each person as either male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

E. Salvation We believe Jesus Christ is the Son of the Living God; He came to us in human, bodily form through the virgin birth and was resurrected from the dead. We believe Jesus Christ gave His life on the cross to bring salvation to the world. Belief in His sacrifice is the only means of salvation. By His blood, we have forgiveness of our sins, and by the stripes on His back, we were

healed. Jesus Christ is the same yesterday, today, and forever. Jesus Christ is still healing, delivering, and restoring people, body, soul, and spirit by the power of the Holy Spirit. (Matthew 16:16, John 1:1, Luke 1:35, 1 Peter 1:18, 19, 1 Peter 2:24, Mark 16:18, James 6:14-25)

F. The Church We believe in the spiritual unity of all believers in the body of our Lord Jesus Christ, of which He is the head. We agree with the admonition of Scripture not to forsake the gathering with fellow believers and therefore advocate active participation in a local church. The purpose of the church is to glorify God by growing in faith and knowledge of God through instruction in the Word, fellowship, keeping the ordinances, and advancing and communicating the Gospel to the entire world. (Matthew 28:19, Acts 2:38-43, Ephesians 1:22, Ephesians 4:5, 13-16, Ephesians 5:23, Hebrews 10:24-25)

G. Marriage and Sexuality. We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, or use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor 6:9-10).

H. Sanctity of Life. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

## GOALS FOR A GRADUATE OF UCA

At Uvalde Classical Academy, we designed a program based upon the school's mission and the goals listed below. We consider these goals to shape the hearts, souls, and minds of our students. Our ultimate goal is to graduate students filled with a passion for Christ while arming them with the Truth of God's Word. Our hope is graduates will be ready to be used to impact the world for Christ boldly.

Successful graduates will possess:

1. **Virtue and mature character:** Beyond mere rule-following, virtue and mature character is a “heart-obedience” encompassed by good manners, honorable relationships, self-control, and Christian leadership. We model this, teach this, and instill this in our students by studying and gleaning wisdom from the great stories and characters of western civilization. More than this, we teach students to always live in accordance with *Coram Deo* – as though they were always in the presence of God.
2. **Sound reason and sound faith:** We expect students to embrace a Christian worldview with all Scripture as the measure of ultimate Truth. We expect them to demonstrate the wisdom necessary to recognize complex issues and to follow the consequences of ideas.
3. **A masterful command of language:** since language enables us to know things beyond what we have directly experienced, nothing is more important within a solid Christian education. Without a strong command of language, even Scripture is silent. As people of “the Word,” Christians should be masters of language.
4. **Well-rounded competence:** Educated people have competence in a variety of areas. These include fine art, drama, music, physical activity, mathematics, logic, science, and rhetoric. Throughout our program, skills essential to an educated person are introduced and practiced.
5. **Literacy with broad exposure to books:** Educated people are well-read and able to discuss and relate to central works of literature, science, art, architecture, and music. We expect our graduates to be conversant in the important literature and ideas of Christian theology because of their thorough, progressive study of the great church reformers, church history, and the Bible. Our obligatory literature will formulate them to be well-versed in our own western history as they read stories and accounts intended to bring western culture alive in the hearts and minds of its readers.

## EDUCATIONAL PHILOSOPHY OF UCA

Although most Christian schools would agree on certain fundamentals, it is imperative parents scrutinize the foundational beliefs of any school in which they may enroll their child(ren). Therefore, below are the most important philosophical elements we at Uvalde Classical Academy believe distinguish our approach in education.

1. We believe the Bible clearly instructs parents, not the Church or State, to "bring children up in the discipline and instruction of the Lord." The Church's commission is essentially to spread the Gospel and train believers (Matt.28:18-20). The State has been directed to enforce God's laws and protect the innocent (Romans 13). The Church trains parents, and the State protects families. The Family raises and educates children (Eph.6:1-4). Therefore, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.
2. We believe God's character is revealed not only in His Word, but also in every facet of creation. Therefore, we teach all knowledge is interrelated and can instruct us about God Himself.
3. God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matt. 22:37). Therefore, we seek to individually challenge children at all levels and teach them how to learn by using the centuries-old, proven classical method (see Goals on page 5), incorporating instruction in Latin.
4. We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This includes Biblical discipline principles.
5. We provide a full prekindergarten – 12<sup>th</sup>-grade program because we believe that if a child is under the parents' authority and undergoing formal education, he should be trained Biblically (Deut. 6:6,7; Prov. 22:6).
6. Above all, parents can be confident their student, at every stage of his development in school, will be loved with Christ's love at UCA.



## **NON-DISCRIMINATION POLICY**

Subject to the Constitution of the United States and all applicable state and federal laws, Uvalde Classical Academy does not discriminate against applicants or students on the basis of race, color, and national or ethnic origin in its admissions or in the administration of its education policies, programs, or activities. In addition, subject to the Constitution of the United States and all applicable state and federal laws, Uvalde Classical Academy does not discriminate in its employment practices. UCA reserves the right to only admit students and families who agree to abide by, and whose beliefs conform with, the Statement of Faith.

## THE AUTHORITY OF PARENTS AND UCA

*“Hear, O Israel: The LORD our God, the LORD is one. You shall love the LORD your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates.”*

Deuteronomy 6:4-9

*"Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord."* Eph. 6:4

As support and an extension of the family unit, Uvalde Classical Academy considers the family to be of first importance to a child. God, through His Word, the Bible, indicates the family is the most important human institution He designed. We strive to support the family and respect parental authority and responsibility in all we do. We believe in the concept of “in loco parentis” – in the place of the parent. At the core of our philosophy of education is the conviction that parents are ultimately responsible for the education of their children. We see ourselves as “subcontractors” of the parents. The parents are *the* contractors – the ones who are responsible before the Lord for getting the job done. Our authority and task are delegated to us by the parent. **Therefore, we strongly encourage parental involvement in our school.** We work hard to communicate with our parents to keep them abreast of their child’s progress – academically, spiritually, and behaviorally. At Uvalde Classical Academy, we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school. Below are just a few of the more common ways this is done.

You may:

1. Visit the school/class at any time. (Please call ahead out of courtesy to the teacher and check-in at the office before going to the classroom.)
2. Assist in the classroom, regularly or infrequently. Arrangements are made with the teacher.
3. Act as a chaperone on field trips and/or library visits.
4. With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
5. Share your experience, trips, or vacations as they may relate to an area of study in a class.
6. Assist the teacher with special presentations or projects.
7. Help host class parties.
8. Attend all Parent-Teacher Conferences. Informal conferences may be held anytime at the parent’s or teacher’s request.
9. Closely monitor and praise your child’s progress by reading all teacher notes and papers sent home.
10. Communicate your ideas for school improvement and comments regarding the school program to the administration. We want to hear from you.
11. Volunteer your time and effort to help with the school’s volunteer activities.
12. Support UCA’s volunteerism goals by serving on a committee or providing leadership for an

activity or project.

## TUITION AND FEES/PAYMENTS

### 2022-2023 Tuition

Pre-Kindergarten, half-day	\$3,250
Pre-Kindergarten, full-day	\$4,250
Grammar School (Kindergarten-Grade 6)	\$4,250
Logic and Rhetoric Schools (Grades 7-12)	\$4,375

\*A \$25 late fee is assessed if tuition is not paid by the 5<sup>th</sup> of each month.

### 2022-2023 Fees

**(Fees are non-refundable. Application fee is due upon application to UCA.**

**Re-Enrollment/Enrollment Fees are due no later than March 1, 2022, or upon acceptance.)**

Pre-K - 6 Re-Enrollment Fee, Existing Student	\$285
7-12 Re-Enrollment Fee, Existing Student	\$385
Application and Placement Testing Fee	\$70
Pre-K Enrollment Fee, New Student	\$285
K-6 Enrollment Fee, New Student	\$310
7-12 Enrollment Fee, New Student	\$410

### Discounts available

-50% off tuition for full time minister's/pastor's child (discount is per child)

The annual enrollment and tuition fees enable each student to fully participate in all programs offered by UCA, except some field trips and athletic events. The student is responsible for providing certain classroom supplies, such as pencils, paper, erasers, etc. A list of required supplies is available each summer.

Tuition shall be paid in one of two ways: (1) full payment must be made by June 1 (the date FACTS payments begin for the upcoming school year) or any other specific date established by the Board in writing; or (2) parents must enroll in FACTS and make periodic payments.

Families using the FACTS tuition program will be informed that FACTS assesses a mandatory \$25 late fee for payments that are 5 days (or more) past due. FACTS will email families directly concerning this matter.

### **Late Payments**

A \$25 late fee is automatically assessed if tuition is not paid by the 5<sup>th</sup> of each month.

For all tuition payment plans (including the FACTS tuition program), UCA's Head of School will be informed when any tuition payment is 30 days past due. At such time, the parents will be notified of the delinquency and informed that the situation must be remedied within 30 days.

If, after the 30-day period, all outstanding tuition payments are not brought current, the parents will be notified, and the student will not be allowed back into UCA. The Board of Trustees will also be notified of the delinquency at this time. Should the student arrive at UCA after such notification, the student will be held out of class and the parents will be called to pick up the student.

For the student to be allowed back into UCA after the 30-day period, an authorized representative of UCA must sign a document officially informing the Head of School that the student is allowed to return.

### **Financial Commitment**

To operate the school, Uvalde Classical Academy is committed to certain financial obligations which last throughout the academic year, such as paying teacher salaries, purchasing books, etc.

**Therefore, we take the commitment of parents very seriously to pay the agreed-upon tuition amount for the year, even if the family withdraws from the school. Parents are obligated to pay the full year's tuition, even if they withdraw their child from the school during the school year.** Our Lord commands that we pay our obligations in a faithful and timely manner. He also commands we practice wisdom in assessing the cost of a tower before beginning the construction of it.

### **Refund Requests**

Once a family has signed a commitment to enroll a student (and therefore, reserved a spot for a student), UCA expects every family to honor its promise to pay tuition in full, regardless of circumstances and regardless of when the student withdraws. There are limited circumstances, however, in which UCA will consider a request for a tuition refund or termination of FACTS payment agreement. The following policies are to govern all requests for tuition refund or termination of FACTS payment agreement:

- The application and registration fees are non-refundable.
- All requests for tuition refund must be made in writing to the Head of School. The Head of School will respond within 10 working days to the requesting family according to the policy indicated here.
- A family is “eligible” for refund if tuition has been paid in full or the family is enrolled with FACTS and current on all periodic payments **and** the withdrawal is due to **one** of the following circumstances:
  - Death in the student’s immediate family;
  - The student permanently moves more than 50 miles away from Uvalde Classical Academy;
  - Medical necessity which renders the student unable to attend Uvalde Classical Academy or any other school;
  - Unexpected and substantial loss of income to primary wage-earner in student’s immediate family; or
  - UCA determines that a student may not reenroll prior to the beginning of the school year. Note, if the student is expelled from UCA, the family is not entitled to a tuition refund or termination of FACTS payment agreement.

A family who is eligible according to the criteria listed above and makes a written request as described above, will be entitled to refund or termination of FACTS payment agreement as follows:

- If the request is made on or before May 31, 100% of the total amount of tuition due will be refunded.
- If the request is made on or before June 30, 90% of the total amount of tuition due will be refunded.
- If the request is made between July 1 and Labor Day, 80% of the total amount of tuition due will be refunded.
- If the request is made between Labor Day and September 30, 70% of the total amount of tuition will be refunded.
- If the request is made between October 1 and October 31, 60% of the total amount of tuition will be refunded.
- If the request is made between November 1 and January 15, 50% of the total amount of tuition will be refunded.

**No refunds or termination of FACTS payment agreements will be given for requests received after January 15 of the current school year.**

Refunds for temporary illness, vacations, or other temporary absences will not be given.

When a student leaves Uvalde Classical Academy for any reason, no transcript or report card will be issued until any money due the school is paid in full.

### **Appeals**

Appeals of the refund decision made by the Head of School should be submitted in writing to the Uvalde Classical Academy Board of Trustees within 10 working days of receipt of the decision. The Board of Trustees will consider the appeal at the next regularly scheduled meeting and will respond to the appealing family no later than 10 working days after a final decision is made.

## CODE OF STUDENT CITIZEN CONDUCT

*Our motto for conduct is "Honor God, Honor Others & Honor God's Property"*

Uvalde Classical Academy has developed a Code of Student Citizenship based on a practical mixture of 1) the ethical and moral principles of Scripture, 2) institutional preferences which foster an environment conducive to achieving the school's goals, and 3) expectations for a climate of mutual respect, love, and encouragement among students, faculty, and staff. All students are expected to abide by the Code of Student Citizenship. Each teacher will use a system of classroom discipline to encourage compliance with the school code. Students who do not follow the code will be subject to disciplinary action.

1. Since God is holy and since His name is to be revered, students are expected to treat worship, prayer, and class discussion with proper reverence. Jokes, songs, conversation, or behavior treating the Lord's name or character with triviality are not permitted.
2. Since fidelity to the truth is commanded by God and is the core of all meaningful relationships, students will demonstrate honesty in all their dealings with one another and the staff.
3. Since working with others involves self-discipline and gratitude, students will be prompt in their arrival to class and school activities. Students will refrain from actions, which distract others from their academic pursuits and refrain from rough physical contact with other students such as hitting, punching, tripping, wrestling, and the like.
4. Since Uvalde Classical Academy cares about the health and well-being of its students and staff, the possession and use of drugs, alcohol, tobacco, or weapons of any sort is strictly forbidden on school grounds.
5. Since appropriate response to authority is Biblically mandated and critical to the shaping of a child's life, students must obey instructions from the Uvalde Classical Academy staff and its supporting adults, promptly, willingly, completely, and cheerfully. Talking back, arguing, and undue familiarity with UCA staff will not be tolerated. An atmosphere of mutual respect and courtesy will be maintained between students and staff.
6. Since words have power and integrity of their own and since God expects man to be stewards of thoughts and expressions, students will refrain from language and actions which are vulgar, inappropriate, and demeaning to either God or mankind. Teasing, criticizing, put-downs, insults, and name-calling are not permitted.
7. Since our physical facilities and school materials exist as God's provision and since some activities are inconsistent with responsible stewardship, students are expected to treat all school materials (e.g., textbooks) and facilities with respect and care. Students are expected to be aware of and avoid the off-limits areas of the building and grounds. Students are expected to keep the school's campus neat and clean. Students will also respect the property and belongings of others.
8. Since some forms of recreation can distract students from their educational pursuits, personal electronic musical devices, games, toys, roller skates, and skateboards are not permitted on school grounds. Cell phones are not allowed during the school day. Head of School will address any issue and can at his or her discretion change any cell phone or electronic rule.
9. Since students are to conduct themselves in a manner consistent with biblical principles of purity and holiness, public displays of affection (e.g., holding hands, kissing, etc.) in the context of boy/girl relationships are not permitted on school grounds.

10. Since our students serve as ambassadors for Christ and representatives of the school, it is expected that students will conduct themselves accordingly whenever they are away from school to participate in field trips or other school functions.

Consideration may be made by the administration to disallow re-enrollment of the student based upon the student's failure to abide by the Code of Student Citizen Conduct and the Honor Code (p. 38-39).

## DISCIPLINE POLICY

The kind and amount of discipline will be determined by the teachers, and if necessary, the Head of School. The discipline will be administered considering the individual student's problem and attitude.

All discipline is based on biblical principles, e.g., confession of sin, restitution, apologies (public and private), restoration of fellowship, no lingering attitudes, etc. Most discipline problems are dealt with at the classroom level. Love and forgiveness will be an integral part of the discipline of a student.

### Violation of the Statement of Faith

Any verbal or physical violation of the Statement of Faith by a student on or off school property will result in the student's immediate removal from the classroom. The Head of School will determine if the student's actions demonstrate a single event or an ongoing belief contrary to primary doctrine, which will result in the student's expulsion from school.

### Office Visits

There are five basic behaviors that will automatically result in a visit to the Head of School:

1. **Disrespect** shown to any staff member. The faculty/staff member will be the judge regarding disrespectful behavior.
2. **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
3. **Rebellion**, i.e., outright disobedience or defiance in response to instructions. The faculty/staff member will be the judge regarding rebellious behavior.
4. **Fighting**, i.e., striking in anger with the intention to harm another student.
5. **Obscene**, vulgar, or profane language, as well as taking the name of the Lord in vain.

During the visit with the Head of School, he or she will determine the nature of the discipline. The Head of School may require seeking forgiveness from the offended party, restitution, janitorial work, or any other measures consistent with biblical guidelines which may be appropriate.

If for any of the above or other reasons, a student receives discipline from the Head of School, the following accounting will be observed within either semester of the school year:

1. The first two times a student is sent to the Head of School's Office for discipline, the student's parents will be contacted and given the details of the visit. The Head of School will seek the parents' cooperation and assistance in averting further problems.
2. The third office visit will be followed by a meeting with the student's parents and the Head of School.
3. Should the student require a fourth office visit, a two-day suspension may be imposed on the student.
4. If a fifth office visit is required, the student may be expelled from the school.



If a student commits an act with such serious consequences that the Head of School deems it necessary, the office-visit process may be bypassed, and suspension or expulsion imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence, vandalism of school property, violations of civil law, or any act in clear contradiction to scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.

Should an expelled student desire to be readmitted to UCA later, the UCA Board of Trustees, or its delegated committee, will decide based on the student's demonstrated attitude and actions of repentance and circumstances at the time of reapplication.

## **CONFLICT RESOLUTION**

The Bible calls us to demonstrate humility and love toward one another. However, understanding the weakness of our flesh, interpersonal conflicts will inevitably arise between members of our school community. We are committed to open and honest resolution of such matters in accordance with Scripture (Matthew 18:15-17). Therefore, we expect all members of the UCA family to:

Refrain from participating in destructive criticism of the faculty or staff to your child or others;

Address problems by going directly to the teacher, Head of School, or staff person involved and addressing the matter in a loving and open way;

Address problems or differences which cannot be mutually resolved directly with the party involved to the next highest person within the school administration, until a satisfactory resolution is reached.

## **POLICY ON STUDENT DRIVERS**

### **Leaving during the school day**

Student drivers may leave the school during the day for work-study programs or dual-credit classes, if the following procedure is followed:

- The student brings to the office a completed Permission to Leave School Form (provided by the school) that has been signed by a parent at the beginning of the year.
- The student provides a proof of employment or a proof of registration in dual-credit courses. The student must then notify the office and sign out before leaving.

## STUDENT HEALTH REQUIREMENTS

Before entering school in the Fall, all students attending Uvalde Classical Academy must have on record with the school office:

1. Before the school will issue any medication to a student, we must receive written parental permission. The permission form is included in the application packet at the beginning of each school year.
  - a. General permission for non-prescription medication: By signing the Medical Release form, parents are granting the Uvalde Classical Academy faculty and staff a year's general permission to facilitate the general dispensing of non-prescription medicine (e.g., Tylenol & Tums) to the student named above. This form will be kept in the student's file.
  - b. Parental permission for prescription medication: By signing this form, students who require regular prescription medication must leave the medication in the school office in a clearly marked bottle with the child's name, date, and accurate instructions on the prescription medication for a school official to dispense the medication.
2. Parental permission for Medical Emergencies: By signing the form, **IN CASE OF MEDICAL EMERGENCY**, parents understand a reasonable effort will be made to contact the parents or guardian of the student. In the event parents cannot be reached, parents will hereby give permission to the physician selected by the school to hospitalize, secure proper treatment for, and order injection, anesthesia for the students' names on the form.

### Stay-Home/Send Home Standards

Children who experience fever or vomiting during the night should be kept home the next day. If children exhibit any symptoms of illness in the morning, it is requested that they be kept out of school. If children experience fever or vomiting in school, UCA will immediately send them home. They may not return to school until they have been fever-free and vomiting-free without the aid of medications for 24 hours. Exposure to communicable diseases and any infectious illnesses of other family members should be promptly reported to the school office to alert to early symptoms, and a letter can be sent home.

## DRESS CODE

### General Rationale for Dress Code

1. Being overly concerned with clothing and outward appearances is contrary to God's will for us as revealed in Scripture (1 Sam. 16:7; Matt. 6:19-21; James 4:4; 1 John 2:15-17).
2. Pressures felt by children to compete in areas of dress are destructive to the unity of UCA and the body of Christ.
3. Everything in our lives, including our clothing, should reflect the order of the Godhead and the order He has created in the world (1 Corinthians 14:40).
4. Clothing should be modest (1 Timothy 2:9).
5. Our children are serving as witnesses and ambassadors both for the Lord Jesus Christ and UCA. Student appearance reflects both.

## UNIFORMS

Uvalde Classical Academy requires each student to wear a *school-approved* uniform. The concept of a uniform is based, firstly, in a Biblical notion: God looks NOT on the outside but the inside of a person. Secondly, the concept of a uniform is to present a unified look and promote a sense of unanimity among students.

The uniforms consist of colored polo shirts, and for grades 6-12-athletic t-shirts and athletic shorts or pants are to be worn for PE. The colors of the polo shirts are dark green, gold, and white. The athletic shirts are the UCA approved t-shirts. The athletic shorts/pants are black. Each piece of clothing will have the UCA logo on it, except for the black pants or personal black shorts which must meet the dress code standard.

Unless parents/students are notified of a special event, uniforms must be worn each school day. Uniforms help build a distinctive school culture, so we ask students to be neat, clean, and UNIFORM.

Parents will purchase uniforms through French Toast (little girls polo dresses may be purchased through Land's End). Once on the website, you will select Uvalde Classical Academy and the uniforms will be visible. Purchases are made online directly to French Toast. (If your child has previously approved polo uniforms from the local provider or from Land's End, they may continue to use those if the uniform fits appropriately and the shorts adhere to the *Uniform Guidelines* below) The ordered items will ship to your home address. It is imperative to plan accordingly, to have the uniforms prior to the first day of school. **Any polos or athletic uniforms which still fit your child and are in good condition (no holes or rips in the material) may be worn another year.**

## UNIFORM GUIDELINES

The following guidelines apply to all students every day of school (unless otherwise notified by UCA):

The uniform should be worn for every chapel and any other special occasions so designated.

Students will dress according to their biological sex. Biological males will not dress as females and vice versa.

All students shall wear:

- any color UCA polo shirt (dark green, gold, or white)
- parent/student selection of jeans or pants (without rips or holes), slacks, shorts, skorts, or skirts (shorts worn underneath) – **no wind shorts**
- shorts – length **must** be **no shorter than** 4 inches above the knee or leggings/ knee-length biker tights must be worn underneath – **no wind shorts**
- tennis shoes, boots, or loafers – for student safety, **no flip flops**
- sandals (no flip flops) – Logic and Rhetoric Schools (grades 7-12) only

*Appropriately sized* coats, jackets, or hoodies may be worn inside the building; however, students must wear the uniform (polo shirt) beneath the outerwear. **All long-sleeved shirts must be worn under the polo shirt or taken off inside of the building.**

### 6<sup>th</sup> through 12<sup>th</sup> grades:

On each student's PE day, 6<sup>th</sup> through 12<sup>th</sup> grade students will wear their regular polo uniform shirt and change into the required PE uniform at the start of PE class. For PE, the student will change into:

- UCA black or grey athletic t-shirt
- UCA black athletic shorts or solid black athletic shorts or pants of any brand (**\*NO WIND SHORTS – shorts must be no shorter than 4 inches above the knee or leggings/knee-length biker tights must be worn underneath**) **AND** (**\*pants must be solid black, no colored piping or oversized logos**)
- tennis shoes

*Appropriately sized* coats, jackets, or hoodies may be worn inside the building; however, students must wear the PE uniform beneath the outerwear during PE. **All long-sleeved shirts of any type must be worn under the PE shirt or taken off inside of the building.**

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Students not wearing the appropriate uniform will be sent home to change or parent will be notified to bring the uniform for his/her child to change at school. Determination is at the discretion of the Head of School.

## MISCELLANEOUS GUIDELINES

**For Special Event Days:** TBA on ad hoc basis, but with the understanding that there are never to be outfits depicting witches, sorcerers, etc.

### **Non-clothing issues:**

#### Boys:

- Hair is to be combed, neatly groomed, out of the face, no long spikes, and head is not to be shaved. If colored, the color must be a natural color. No facial hair.
- No earrings or body piercing.
- No tattoos or other body art showing.
- Correctly sized pants must be worn and fit as intended.
- Caps and hats are not to be worn inside the school building.

#### Girls:

- If hair is colored, it is to be a natural color.
- No tattoos or other body art showing.
- If there is body piercing elsewhere than the earlobes, no decoration/ornaments/jewelry may be worn in those places.
- Earrings may be worn only in the earlobes.
- Grammar-school girls may wear small dangling earrings.
- Grammar-school girls may wear modest jewelry, at the teacher's discretion.
- Other jewelry is limited to girls in the Schools of Logic and Rhetoric and must be simple, understated, and modest.
- Make-up is limited to the Schools of Logic and Rhetoric and must be simple, understated, and modest.
- Nail polish, if worn, must be simple, understated, and modest.
- Caps and hats are not to be worn inside the school building.
- Sandals (no flip flops) are limited to the Schools of Logic and Rhetoric (on non-P.E. days).

In the event of any dispute about whether a certain student conforms to any of the above standards, the Head of School will make the final determination.

## THE TRIVIUM

The following table summarizes the application of the Trivium, its general age-appropriate categories, and teaching methods, as developed in *Recovering the Lost Tools of Learning*.

<b><i>Pre-Grammar</i></b>	<b><i>GRAMMAR</i></b>	<b><i>LOGIC</i></b>	<b><i>RHETORIC</i></b>
Grades K-2	Grades 3-7.5	Grades 7.5-9	Grades 10-12
Approx. ages 4-8	Approx. ages 9-11	Approx. ages 12-14	Approx. ages 15-18
<b><i>Student Characteristics:</i></b>	<b><i>Student Characteristics:</i></b>	<b><i>Student Characteristics:</i></b>	<b><i>Student Characteristics:</i></b>
<ol style="list-style-type: none"> <li>1. Obviously excited about learning</li> <li>2. Enjoy games, stories, songs, projects</li> <li>3. Short attention span</li> <li>4. Want to touch, taste, feel, smell, see</li> <li>5. Imaginative, creative</li> <li>6. Likes to copy, imitate</li> </ol>	<ol style="list-style-type: none"> <li>1. Excited about new, interesting facts</li> <li>2. Like to explain, figure out, talk</li> <li>3. Wants to relate own experiences to topic, or just to tell a story</li> <li>4. Like collections, organizing items</li> <li>5. Like chants, clever, repetitious word sounds (e.g. Dr. Seuss)</li> <li>6. Easily memorizes</li> <li>7. Can assimilate another language well</li> </ol>	<ol style="list-style-type: none"> <li>1. Still excitable, but need challenges</li> <li>2. Judges, critiques, debates, critical</li> <li>3. Like to organize items, others</li> <li>4. Show off knowledge</li> <li>5. Wants to know "behind the scenes" facts</li> <li>6. Curious about <b>Why?</b> for most things</li> <li>7. Thinks, acts as though more knowledgeable than adults</li> </ol>	<ol style="list-style-type: none"> <li>1. Concerned with present events, especially in own life</li> <li>2. Interested in justice, fairness</li> <li>3. Moving toward special interests, topics</li> <li>4. Can take on responsibility, independent work</li> <li>5. Can do synthesis</li> <li>6. Desires to express feelings, own ideas</li> <li>7. Generally idealistic</li> </ol>
<b><i>Teaching Methods:</i></b>	<b><i>Teaching Methods:</i></b>	<b><i>Teaching Methods:</i></b>	<b><i>Teaching Methods:</i></b>
<ol style="list-style-type: none"> <li>1. Guide discovering</li> <li>2. Explore, find things</li> <li>3. Use lots of tactile items to illustrate point</li> <li>4. Sing, play games, chant, recite, color, draw, paint, build</li> <li>5. Use body movements</li> <li>6. Short, creative projects</li> <li>7. Show and Tell, drama, hear/read/tell stories</li> <li>8. Field trips</li> <li>9. Reinforce conceptual understanding of letters, numbers, associated meanings</li> <li>10. Provide copying, imitating opportunities</li> </ol>	<ol style="list-style-type: none"> <li>1. Lots of hands-on work, projects</li> <li>2. Field trips, drama</li> <li>3. Make collections, displays, models</li> <li>4. Integrate subjects through above means</li> <li>5. Teach and assign research projects</li> <li>6. Recitations, memorizations</li> <li>7. Drills, games</li> <li>8. Oral/written presentations</li> </ol>	<ol style="list-style-type: none"> <li>1. Time lines, charts, maps (visual materials)</li> <li>2. Debates, persuasive reports</li> <li>3. Drama, reenactments, role-playing</li> <li>4. Evaluate, critique (with guidelines)</li> <li>5. Formal logic</li> <li>6. Research projects</li> <li>7. Oral/written presentations</li> <li>8. Guest speakers, trips</li> <li>9. Collaborative work in groups</li> </ol>	<ol style="list-style-type: none"> <li>1. Drama, oral presentations, poetry</li> <li>2. Research, integration of disciplines, synthesis of ideas</li> <li>3. Classic literature, history, speeches, debates</li> <li>4. Give responsibilities, e.g. working with younger students, organize activities</li> <li>5. In-depth field trips</li> <li>6. Worldview discussion/written papers</li> <li>7. Construction/public defense of theses</li> </ol>

## PROMOTION POLICY – GRAMMAR SCHOOL

Grammar School students currently in Uvalde Classical Academy must meet all the following basic criteria for promotion to the next successive grade:

1. Pass reading, math, and English with at least a 70% average.
2. Have no more than one "F" per semester in any other academic subject (e.g., math, science, etc.) and no more than two "F's" in the same subject within an academic year. It is incumbent upon the appropriate teacher that all due curriculum objectives, grading guidelines, and teaching requirements be faithfully executed. For example, the requirement that there be at least 10 objective grades per subject area by which the quarterly grade is computed has a significant bearing on a complete and accurate assessment of a student's success in that area. Too few grades may result in a teacher making a poorly documented and inaccurate grade assessment.
3. In addition, when considering promotion of students currently enrolled, special emphasis should be given to the appropriate level of mastery of the following skills/subjects in the grades noted:
  - **Kindergarten to First Grade:** Behavioral maturity and reading readiness for First Grade.
  - **First Grade to Second Grade:** Able to read orally and silently with adequate speed, correct use of phonetic skills, and fundamental comprehension. Able to write complete sentences, with neat lettering. Able to add and subtract single digit numbers with at least 70% accuracy.
  - **Second Grade to Third Grade:** Cumulative mastery of above requirements, plus: Able to read fluently and independently, and comprehend using books of a second-grade level. Able to write neatly and correctly identify the basic parts of a sentence. Able to spell correctly with at least 70% proficiency. Able to add and subtract two-digit numbers with at least 70% accuracy.
  - **Third Grade to Fourth Grade:** Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.
  - **Fourth to Fifth Grade:** Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.
  - **Fifth to Sixth Grade:** Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.
  - **Sixth to Seventh Grade:** Cumulative mastery of above requirements, plus: satisfactory (70%) completion of curriculum objectives for this grade level.

## PROMOTION POLICY – LOGIC & RHETORIC SCHOOLS

### Grading Scale

The grading scale used at Uvalde Classical Academy is as follows:

Range	Letter Value	Point Value
95-100	A	4.0
90-94.99	A-	3.7
87-89.99	B+	3.4
83-86.99	B	3.1
80-82.99	B-	2.8
76-79.99	C+	2.4
70-75.99	C	2.0
65-69.99	F	1.3
Below 65	F	0.0

### Academic Failure Policy

Upper School students currently enrolled at Uvalde Classical Academy must meet all the following criteria to be considered for promotion to the next successive grade or course:

1. While the administration and faculty desire to see all students succeed, student success must be earned by effort, ability, and a willing attitude. In cases where a student is failing any class, meetings will be arranged with the parents, the teacher, and the student. Efforts will be made to enable the student to achieve passing grades; however, success in the classroom depends on the student's ability, self-discipline, and willingness to work.
2. If a student in grades 7-8 fails any academic course (English, literature, math, science, history, foreign language, logic, Bible) for the year, the administration will consult with the student's teachers to determine whether the student should (1) repeat the grade, (2) be promoted after satisfactorily completing summer remedial work, or (3) be promoted but re-take the failed classes the following year. Consideration may be made by administration to disallow the re-enrollment of the student based upon grades, attendance, and/or office referrals.
3. Students in grades 9-12 must pass each subject. Promotion in the high school consists of passing grades in academic courses (math, science, foreign language, Logic/Rhetoric, history, English, Bible), and a sufficient overall GPA. There will be no social considerations for promotion. Students may take courses in the next grade while having to repeat courses not previously passed. High school students must earn a first semester average of 70 or above to obtain ½ credit and earn a second semester average of 70 or above and a 70 or above in the fourth quarter to obtain the second ½ credit. Failure to meet these academic requirements for a course will require a repeat of the course and all associated coursework to be completed at the family's expense within a UCA approved summer-school program. Official transcripts for the recovered credit(s) must be received in the UCA office before the first day of school. Consideration may be made by administration to disallow re-enrollment of the student based upon grades, attendance, and/or office referrals.



### **Failure Notices**

1. In the event of a student earning an F for the quarter in any class or subject, parents will receive prior notification so both the student and parents understand the reason for the forthcoming grade.
2. Progress reports will be communicated to students' parents at mid-quarter. Teachers may elect to provide individual course weekly grade reports to parents, in addition to the mid-quarter progress report.
3. Administration will be made aware of any student receiving an F on a mid-quarter report or quarterly report card.

### **4-Year Rhetoric Student Graduation Requirement Policy**

UCA requires a minimum of 28 credits for graduation to include: 4 credits each of math, science, history, English/literature, and 3 credits in the same foreign language. Administration will review the transcripts of students transferring to UCA to determine which requirements have been met and what further courses are needed to graduate. Students must complete a written senior testimony and present it to the Board of Trustees, in addition to satisfactorily completing the required credits before the date of graduation. All completed coursework in 9<sup>th</sup> – 12<sup>th</sup> grade appears on the student's high school transcript and is used to calculate the student's grade point average. \*Refer to Graduation Handbook for complete details.

## GRADING POLICY

Defining grades for pre-kindergarten:

- M (Mastery) – reserved for students whose performance has clearly exceeded expectations. This is not given to students who need to improve their behavior in any way.
- D (Developing) – given to students whose performance meets but does not significantly exceed the classroom expectations.
- N (Needs More Time) – given to any student whose performance falls slightly short of expectations and calls for increased effort and improvement.

These will be given in the areas of work habits and academics. This grading system will help young children to become accustomed to the concept of feedback from the teacher to the family.

Defining grades for kindergarten:

- 95-100=E (Excellent)
- 85-94=S (Satisfactory)
- 75-84=I (Improving)
- 0-74=N (Needs Improvement)

All grades for 1<sup>st</sup>-grade through 12<sup>th</sup>-grade will receive a number grade based on a minimum of 10 grades per subject.

90-100=A  
80-89=B  
70-79=C  
1-69=F

# HOMEWORK PHILOSOPHY AND GUIDELINES

## I. PHILOSOPHY

Uvalde Classical Academy may assign some homework to its students at any given time. Below are the primary reasons for homework:

1. Students often need extra practice in new concepts, skills, or facts. In certain subjects (e.g., math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
2. Repeated, short periods of practice or study of new information are often a better way to learn than one long period study.
3. Since Uvalde Classical Academy recognizes parental involvement is critical to a child's education, homework may be used as an opportunity for parents to actively assist their child in his/her studies. This will also keep the parents informed as to the current topics of study in the class.
4. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework, in this situation serves a punitive as well as practical purpose. Students who do not use their time wisely to complete an assignment in class may have homework.
5. Some students may work more slowly than others, so they may have homework to complete an assignment.

## II. GUIDELINES FOR ASSIGNING HOMEWORK

Since homework, by its nature, takes time at home, it is not to be assigned due to the teacher's poor planning or in place of an assignment which could have been completed in school.

The necessity for doing homework will vary from grade to grade and even from student to student. The guide below should be regarded as suggested times, not as required times and then only if homework is assigned. In any event of homework normally being assigned, a Weekly Homework Assignment Sheet or a student-owned assignment book will be used. It may be possible for unfinished classwork to be completed at home if necessary

Grade	Maximum Approx. Time Per Weeknight
K	10 minutes
1 <sup>st</sup> – 2 <sup>nd</sup>	30 minutes
3 <sup>rd</sup> – 4 <sup>th</sup>	45 minutes
5 <sup>th</sup> – 6 <sup>th</sup>	60 minutes
7 <sup>th</sup> – 8 <sup>th</sup>	90 minutes
9 <sup>th</sup> – 12 <sup>th</sup>	120 minutes

Homework is not to be assigned over the weekends, holidays, or vacation periods unless approved by the Head of School.

# ELIGIBILITY IN EXTRACURRICULAR ACTIVITIES

## Academic Requirements:

UCA's extracurricular activities (i.e., fine arts, academics, field trips, and athletics) exist to help balance and extend academics, never in place of or in competition with the classroom curriculum. Since work habits and conduct relate to character development and are standards of God's Word regardless of an individual's talents and abilities, these are the areas in which the greatest emphasis of eligibility is placed. Academic achievement in the various subjects is also very important. Therefore, the following qualifications apply to all extracurricular activities:

1. To participate in extracurricular activities, a student must maintain a high standard of work habits, conduct, and character, avoiding excessive absences and tardies. Also, a student must not have any academic class average below 70.
2. The student's academic eligibility is reviewed at the end of each quarter for all extracurricular activities excluding spring overnight trips. Eligibility for spring overnight field trips is confirmed one calendar week prior to the leave-date of the trip. For overnight trip requirements, see page 37.
3. If a student receives a failing grade on his/her report card, he/she will be ineligible to participate in extracurricular activities, including practice and games, until mid-quarter progress reports after four weeks. At progress reports, if the student's academic achievement is satisfactory (meets the criteria outlined in #1 above), eligibility will be reinstated.
4. If at the end of the four-week period the student is still failing, he/she will remain ineligible for the remainder of the quarter. To regain eligibility, the student must pass all classes for that quarter, and in doing so, the student may rejoin extracurricular activities.
5. A student who misses school due to extracurricular activities is responsible for keeping up with his/her schoolwork. The student is responsible for working out an arrangement with the teacher ahead of time for making up any missed work or test. Under no circumstances should a student fail to talk – at least a day ahead of time – with a teacher whose class he/she will miss, due to extracurricular activities.

Texas Association of Private and Parochial Schools & Private Schools Interscholastic Association requirements

Participation in TAPPS or PSIA sanctioned events requires adherence to their Governance. For eligibility, see "Governance" at [tapps.biz](http://tapps.biz). UCA guidelines supersede those of TAPPS & PSIA.

## GRADUATION HANDBOOK

UCA students in grades 9-12 will receive a copy of the UCA Graduation Handbook. Parents of students in pre-kindergarten through 8th grade who would like a copy of the Graduation Handbook are welcome to stop by the school office for one.

## LEARNING DISABILITIES POLICY

Definitions:

**Severe Learning Disability:** Any condition in a potential student which would require a separate classroom, program, and staff to provide the educational services desired by the parents. (E.g., Down's Syndrome, deaf/mute, blind, etc.)

**Learning Disability:**

A learning disability is any condition in a potential student or student which requires an inordinate amount of additional attention from the teacher, a separate classroom, program, and/or staff to provide the education services desired by the parents. (E.g., Hyperactivity, Attention Deficit Disorder, dyslexia, etc.) For the purposes of this policy, it is not important whether the condition was accurately diagnosed and is a genuine learning disability.

1. Children with a severe learning disability will not be admitted to Uvalde Classical Academy due to the lack of adequate staff, funding, services, and facilities.
2. Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as all the other children in their grade level, unless approved by head of school.
3. Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.

## ATTENDANCE REQUIREMENTS

A student enrolled in Uvalde Classical Academy is expected to be present and on time in school every day school is in session. The actual number of days school is in session will be determined by the yearly school calendar. Students are also expected to attend and complete all requirements for every course offered. Attendance records for all students are kept by the homeroom teachers and reported on the student's report card each quarter. **A doctor's or parent's note explaining the absence must be submitted by the student upon returning to school after any absence, planned or not.**

### Punctuality:

Students should begin to arrive no earlier than 7:30 a.m. **A student who arrives after 7:55 a.m. is considered tardy.** If a student is counted as tardy three times in one quarter, it will be counted on their record as one unexcused absence. If a student is tardy three times unexcused in a quarter, a parent conference will be held with the Head of School to discuss further actions.

### Absences:

**If a student misses more than two classes in one day, it will be considered an absence for the whole day.**

### Long-Term Absences:

If a student needs to be absent for three or more consecutive days, the parents should notify **the school office** explaining the circumstances. This will permit the office to inform the appropriate teacher(s) and to compile the necessary schoolwork which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork. However, when extended absences are voluntary (versus emergency or illness) we expect all schoolwork to be completed. We recommend prior to any planned, extended absence, the student(s) work ahead as much as possible. This eliminates both the need to work on vacation or doing a significant amount of make-up work.

Makeup is required for any missed work because of any absence. Students will obtain makeup work from their teacher(s) **when they return to school**, unless it is a long-term absence as noted above. All Logic & Rhetoric School students shall view their assignments and makeup work on their student portal. The due date of the work is extended from the original due date by the number of days absent. (Student is absent Monday and returns Tuesday, receives assignment from Monday, it is due Wednesday along with any additional work which was assigned Tuesday.) Any work that was assigned to the student prior to any absence is due immediately upon return to school without extension. (Work is assigned Tuesday, due Wednesday. Student misses Wednesday: the work is now due immediately upon returning to class Thursday **or** student takes work ahead of time due to a planned absence, it is due the day the student returns to school.)

UCA agrees to enforce attendance policies outlined for participants in TAPPS events per the TAPPS Governance, Section 83 at [tapps.biz](http://tapps.biz).

## **SCHOOL CALENDAR**

The 2022-2023 UCA School Calendar will be approved by the Board of Trustees in February and then posted on the school website. A copy of the calendar will also be sent home for each family.

## SCHOOL ASSOCIATIONS AND ACCREDITATION

Uvalde Classical Academy is a member of:

The Association of Classical and Christian Schools (ACCS). ACCS is an association of Christian schools designed to serve the needs of new or established schools who are seeking to return to the educational heritage of the West. Neither reactionary nor progressive, we seek a return to our cultural roots so we may resume the process of cultural growth, as God gives the increase.

Society for Classical Learning (SCL). SCL exists to facilitate and encourage thinking and discussion among professionals associated with Christ-centered education in the liberal arts tradition. The Society provides a forum in which educators can share wisdom, experience, and ideas as they deepen their understanding of classical theory into every day, real world education. The Society is committed to historic Christianity as expressed in the Nicene Creed and to exploring the relationship of Christ to the broader culture.



## COMPREHENSIVE GRIEVANCE POLICY

*Objective:* To establish Biblical guidelines for the resolution of disputes and grievances in the operation of Uvalde Classical Academy.

*Scope:* These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Uvalde Classical Academy's operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and Board.

*Definitions:* Dispute: Any disagreement that results in broken fellowship or trust between the parties, or that disrupts the lines of authority in the school, or which (in the judgment of either disputant) threatens the successful implementation of Uvalde Classical Academy objectives and goals.

Grievances: Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.

Concerns: The substance and details of the dispute and/or grievance.

### General:

1. It is understood that if any disputes arise which are not covered by this policy, the Board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.
2. It is also understood that, especially during the attempted resolution of concerns, the principles of Matthew 18 and James 3 will be followed.

### Students/Parents to teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is always required.
2. If the problem is not resolved, the parents or student may bring the concern to the appropriate administrator. If the student brings the concern, he must have permission from his parents to do so.
3. If the problem is still not resolved, the parents should appeal the decision to the Administrator.
4. If there is still no resolution, they should request a hearing from the Uvalde Classical Academy Board.

### Parents/Patrons to administrator:

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate administrator.
2. If there is still no resolution, they should request a hearing from the Uvalde Classical Academy Board.
3. This procedure applies to board members and faculty/staff who are acting in their capacity as parents/patrons, and not as representatives of the Board or teacher/staff member.

### Staff to Administration:

1. All concerns about the standards of the school must first be presented to the Head of School. A respectful demeanor is always required.
2. If the problem is not resolved, the staff member may appeal the decision in writing to the Head of School, followed by a meeting to discuss the matter.
3. If the problem is still not resolved, the staff member may appeal to the Board in writing and request a hearing. The request will be passed to the Board through the Head of School. The Head of School must pass on all such requests.

Volunteers to Staff/Administration:

1. If any volunteer has a concern about the volunteer work, he will present that concern to the staff member responsible for his oversight (teacher, head of school, development director, etc.).
2. If the problem is not resolved, then the concern should be presented in writing to the Head of School, followed by a meeting with him to discuss the concern.
3. If the problem is still not resolved, the volunteer may request a hearing from the Board in writing. The request will be passed through the Head of School. The Head of School is required to pass the request on to the Board.

## **CARPOOL POLICY**

Parents, for the sake of your children's safety and orderly efficiency during departure/carpool time, please practice the following:

1. Dismissal begins at 3:30 and ends promptly at 3:45 PM. All remaining students will be released to office personnel, and phone calls will be made to parents. All children must be picked up by 3:45 p.m. or a late fee of \$15.00 will be assessed per child. This fee will cover the after-school care provided for the child.
2. After 3:30, students may be in the playground area only under their parents' immediate supervision, or the supervision of a parent you have specifically asked (and they have agreed) to supervise your student(s).
3. After students have been released to their parents or their adult designate at dismissal, the students become the sole responsibility of the parent or other parent-designated adult.

## FIELD TRIPS

Classes may schedule curriculum-specific field trips during the year. These excursions are supervised by faculty members and parent volunteers. Transportation is normally provided by volunteer parents in private cars unless special group transportation has been arranged by the school. UCA students may not drive on school-sanctioned activities. Parents are required to sign a Parental Authorization Release Form at the beginning of the year granting permission for their student(s) to attend field trips. Appropriate attire is required on all field trips.

Parental involvement is often needed to make these experiences possible and successful. The teachers usually need parents to assist as chaperones, drivers, facilitators, etc. to ensure these experiences are safe and affordable. Basic guidelines for field trip chaperones are as follows:

1. All drivers must be at least 25 years of age.
2. Siblings who are enrolled in school are not permitted on school-sponsored trips, which the child's class is not also attending.
3. Admission and other costs for drivers and chaperones are not covered by the school (exceptions must be approved by the Head of School).
4. No adult is permitted in a vehicle with less than two students.
5. To determine the suitability for volunteering and/or mentoring in a school setting, all employees and volunteers will be screened for any criminal history record information. This will include a search of local, state and/or federal law enforcement agency records. Those wishing to participate must make their request to their child's homeroom teacher and to the school office.
6. All adult chaperones must complete and be certified in "Safeguarding God's Children."
7. All drivers must submit a current copy of their Three-year Driving History Record (Type 2) and a copy of their auto insurance.

## OVERNIGHT TRIPS

Students may have the opportunity to take extended, overnight school trips. General guidelines for these overnight trips are as follows:

1. UCA staff members are the official leaders of all overnight trips, and thus, all volunteer chaperones are expected to respect the authority of the staff.
2. Parents (serving as chaperones) are responsible for the students in their vehicles.
3. All adult chaperones must complete and be certified in child-safe ministries and will be subjected to a complete background check.
4. Regarding sleeping arrangements in hotel rooms, female chaperones are to only room with female students and male chaperones are to only room with male students. One exception to this is if the female chaperone rooms with her son or male chaperone rooms with his daughter. In that instance, other students are not allowed to room with the chaperone and his/her son/daughter. For the protection of both chaperones and students, there are to be two chaperones per room with students (again, the exception to this is if the chaperone is rooming with their own child).

## OVERNIGHT TRIP FEES

The amount for each student's and chaperone's fee for the trip will be calculated based upon each group's itinerary. Due to the requirement to pay certain deposits to obtain the discounted rates and to keep trip costs at a minimum, students and chaperones will be given a deposit due date and amount due. If the student or chaperone cancels the trip for any reason, including student ineligibility, UCA will be unable to refund any deposits, and the individual will still be responsible for reimbursing UCA any incurred fees above the deposit amount, unless UCA is able to obtain a refund(s) from the vendor(s).

# HONOR CODE

The Uvalde Classical Academy Honor Code is intended to consciously and continually convey to Uvalde Classical Academy students that being a student at Uvalde Classical Academy is primarily a spiritual matter and a distinct privilege which requires of the student honesty, integrity, and, in general, commitment to Scriptural standards of conduct. The Code is two-fold, one section applies to all students in grades three through twelve, and a second section applies only to Logic and Rhetoric School students, grades seven through twelve.

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## Section 1: Grades 3 – 12

Every Uvalde Classical Academy student in grades 3 – 12 must sign the following statement at the beginning of each quarter.

Attendance at Uvalde Classical Academy is a privilege. And like all privileges, it comes with certain responsibilities. I therefore personally accept each of the following Christian responsibilities:

### To God Almighty:

I will seek to honor the Lord in all that I think, say, and do, and will always submit myself to His authority.

I recognize my appearance and behavior reflects on Him as much as on me. I will make worship, discipleship, and spiritual growth the highest priorities in my life.

### To My Parents:

I will seek to honor my parents in everything I think, say, and do. I acknowledge that I cannot receive what I need in life or godliness without them.

### To My Church:

I will submit to the church authorities God has placed over me and will attempt to be an ambassador of Christ and His Church wherever I am.

### To My Teachers:

I will demonstrate respect, attentiveness, gratitude, and obedience to my teachers, recognizing that they represent the parental authority over me while I am at school (*in loco parentis*). I will seek to do all the work I have been assigned with diligence and integrity. I will do my utmost to learn as much and achieve as much as I possibly can.

### To My Classmates:

I will honor and respect the time, work, and feelings of my fellow students. I will seek to model honesty, integrity, kindness, and modesty in my relationships, and I will strive for peace.

I affirm my personal and covenantal commitment to uphold these Christian responsibilities, realizing that I will be able to enjoy the privileges of Uvalde Classical Academy only so long as I maintain this commitment – by the bounteous grace of God.

## Section 2: Grades 7 – 12

The following statement must be written by the student on all quizzes, tests, and exams:

**I resolve to do my best to live honorably, so help me God. I will not lie, steal, or cheat, nor tolerate a classmate who does.**

The Uvalde Classical Academy Honor Code reinforces the basic ideals of honesty and integrity. The Honor Code is an integral part of UCA policy and every student who attends UCA automatically accepts the responsibility of upholding it. However, the honor system will not – and indeed, cannot – force any student to *become* honorable. But it will help toward this end. Its objectives are as follows:

- To establish a school environment characterized by truthfulness, honesty, and respect for property.
- To develop a student’s world- and life-view, and his walk with Christ, so he may clearly identify lying, stealing, and cheating in his own life and take the necessary steps for Biblical repentance.
- To motivate students to hold one another accountable by taking a clear stand for right and against wrong.

### **ENFORCEMENT of Section 2**

Each student is required to report either himself or any other student who violates the Honor Code. If a student observes another student violate the Honor Code, he must go to the suspected violator (SV) and discuss the situation with him.

- a) If the SV can convince the observer that he did not in fact commit a violation, this ends the matter.
- b) There are two cases in which the situation must be reported to a teacher and to the Head of School:
  - The SV might confess to the observer that he did in fact violate the Honor Code. Both students then go to the teacher in whose class the violation occurred, and the teacher reports the matter to the Head of School, who will discuss the matter with the SV and his parents and will adjudicate the matter appropriately.
  - The observer might be so certain that the SV did in fact violate the Honor Code that no amount of persuasion by the SV is able to sway the observer. The observer must then go to a teacher and tell the teacher what he observed. The teacher may be any Logic or Rhetoric School teacher that the observer feels comfortable speaking to about such a sensitive issue. The teacher will then discuss the matter with the observer. If, in the teacher’s opinion, the violation did occur, or probably occurred, then the teacher will report the matter to the Head of School, who will then discuss the matter with the SV and the observer to ascertain what happened. If the Head of School believes there is insufficient evidence, the matter is ended. On the other hand, if the Head of School believes the violation occurred, then he will discuss the matter with the parents and adjudicate the matter appropriately.

**ACKNOWLEDGEMENT**

We acknowledge we have read the entire Parent-Student Handbook and agree to support and abide by all statements and codes within. We acknowledge we have discussed each section of the handbook with our child(ren).

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I acknowledge I have read the entire Parent-Student Handbook with my parents, and I agree to support and abide by all statements and codes within.

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

\_\_\_\_\_  
Date

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Student Signature

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Date

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