

# Upperroom Christian Academy Parent Teacher Handbook Middle & High School



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A Ministry of The Upperroom Christian Faith Center, Inc.

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Principal: Bishop J.L. Butler  
Administrator: Pastor Althea Butler

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## Principal's Message



Dear Parents;

I would like to take this time out to Thank You for making UCA (Upperroom Christian Academy) your choice for Spiritual, Education and Social Enrichment for your child.

Preparation is necessary for great success and it is our desire to see that every child be fully prepared. I believe that you have made a wise choice by choosing the Upperroom Christian Academy.

The faculty and staff is highly motivated, deeply committed, and trained to ensure your child with successful Christian Education.

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## **STATEMENT OF PURPOSE**

The Upperroom Christian Academy is a Ministry of the Upperroom Christian Faith Center, Inc. (UCFC), which is designed for the betterment and improvement of people in their spiritual, academic, physical, and social life. The UCA school is dedicated to teach, train, inspire, and educate the child to be able to cope with life in an intelligent and prayerful way.

Biblical principles are taught daily and geared to motivate a child to strive to be the best and do the best in whatever he or she chooses to represent in life. Most importantly, the child will be taught and guided in the knowledge and principles of Jesus Christ in attitude, personality, creativity and responsibility according to the Word of God.

## **DOCTRINAL STATEMENT**

### **A. THE BIBLE**

**We believe** the Bible is God's written Word and revelation of His truths in which He reveals himself to us.

**We believe** the Bible is written to guide us to a way of holiness as God is Holy.

**We believe** in the old and new testaments in which we govern our church, The Upperroom Christian Faith Center, Inc. and school The Upperroom Christian Academy, Inc.

### **B. GOD**

**We believe** there is only one God which functions in three different capacities The Father, The Son and The Holy Ghost.

**We believe** He is holy, powerful, perfect, all knowing, all-seeing, full of love, and a just God.

**We believe** according to the Bible, He is sovereign God of the universe, the supreme and has absolute control over everything that exist.

**We believe** in his works of creation, providence, redemption through the cross and the blood of Jesus, and His forgiveness.

### **C. MAN**

**We believe** God created man in His own image, and that man's primary purpose is

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to praise and glorify God and enjoy Him through a life of holiness.

**We believe** man has been given the ability to think creatively and to use his imagination to develop and grow in whatsoever he or she desires to do.

#### **D. CHRIST**

**We believe** that Jesus is the only begotten Son of God; The Christ or anointed one who showed His supreme act of love for mankind, when he became a man himself, yet never thought it robbery to be equal with God. As the unique God-man, Jesus lived a life of perfect obedience to the Father. This obedience resulted in His death on the cross, even though He knew no sin, yet He became sin for us.

**We believe** on the cross, Jesus paid the penalty for our sin, He him self being in Jesus Christ and that by faith, repent of one's sins, to receive forgiveness of their sins, and receive the gift of eternal life to be saved.

**We believe** a Christian's life is lived under the Lordship of Jesus Christ, in love, forgiveness, and obedience to Him.

**We believe** one must be spirit-filled with the Holy Spirit to be able to live an obedient life to Christ.

#### **E. EDUCATION**

**We believe** in teaching and training in biblical principles, which involves more than the student and teacher, but also the parents.

**We believe** in creating the proper environment to bring out the best in our students.

**We believe** in unveiling the scripture and bringing them into today's time which causes our children to live and believe the scripture.

### **ADMISSIONS**

The following procedures are necessary for admission into the Upperroom Christian Academy.

A. Complete the school application, and all necessary paper work.

B. An interview with the Principal or Administrator.

C. Original Birth Certificate or notarized copy (6-12).

D. Health records (Form 680A or 3040). Form 3040 is required annually for all students transferring for another school district.

E. Meet the state requirement for age, i.e. the student must be the same age as the grade level before September. 1<sup>st</sup>.

F. Transcript request signed by parents.

G. Immunization records are to be updated for all 7<sup>th</sup> grade students returning or new students.

## REGISTRATION

Parents may register their children at the administration office, but must have an appointment with the principal or administrator for admittance. Registration is \$375.00 for grades 6<sup>th</sup> - 12<sup>th</sup>. There is a discount for two or more children in the same house hold. The registration fee is non refundable. This fee includes an activity fee. Books and supply fee is required at the time of registration which is based on the students grade level.

### Payment Methods:

- A. Annual –Due September 1<sup>st</sup>
- B. Semester - Due September 1<sup>st</sup> and January 1<sup>st</sup>
- C. Weekly - Due the 1<sup>st</sup> of every Monday

It is the policy of the school that the payment is not refundable. Book and supply fee is refundable according to grade level.

### Family Discount:

<u>Children in the Family</u>	<u>Discount</u>
1	No discount
2	10%
3	15%
4	20 %
5	25%

\*Please note that the children must be attending the Upperroom Christian Academy to qualify for the family discount.

Special discounts are given when tuition is paid annually: 10% annually and 5 % semester.

A. Please expect a \$20.00 service charge for checks returned by the bank for insufficient funds.

B. Tuition is due every Monday by 5:00 p.m. If after 5:00 p.m. a five day grace period will be extended. Payment is due with a late fee on or before the five day grace period ends or student will not be allowed in school until ALL fees are paid and brought current.

C. No school records will be released, including report cards, transcripts and diplomas, when an account has a past due balance. When a student withdraws from school all balances due must be paid in full before records are released.

## **ATTENDANCE**

As an educational institution, we encourage regular attendance. This will be necessary for your child to gain the most in school. No child can be educated when they are kept out of school unnecessarily.

## **ABSENCES**

Absences from school due to sickness, injury or insurmountable family emergencies qualifies as exceptions to the state policy. Absences due to injury or sickness will be excused when accompanied by a doctor's medical excuse brought into the school's office. However, a parent or guardian must call the school's office the day of the absence to have the student excused. Student may not call for themselves. Excused absences will permit the student to make up work and are considered as follows:

1. Personal illness
2. Death in the immediate family
3. Other circumstances viewed by the principal as legitimate

### **Prearranged absences**

Any absence known about in advance must be made known to the school office before it occurs.

### **Unexcused absences**

Unexcused absences will result in the lost of a grade and the student will receive an "F" for all assignments or tests missed during an unexcused absence.

## **CUTTING CLASS** (Grades 6-12)

Cutting class is a very serious offense and will result in a suspension. Students leaving the school's campus for any reason without permission will be suspended. After three offenses for leaving without permission the student will be expelled from U.C.A.

## **TARDINESS**

A student is considered tardy to class if he/she is not in their classroom when the bell rings. Three Unexcused tardies result in one Unexcused absence. Tardies to

first hour at 7:50 a.m. will require a note or phone call from the parent indicating sufficient reason for the students late arrival.

**Excused tardies:**

1. Involved in car accident
2. Illness
3. Unavoidable delays, unless they become habitual. In order to be admitted to class all students must report to the office to obtain a pass for admittance. Three Unexcused tardies result in one Unexcused absence.

## **BIBLE OVERVIEW**

1. Bible study is recognized here as of fundamental importance and is required subject for Grades 6-12. Since the Bible is the most important subject in the Christian School, it will be taught specifically and systematically to all students each day.
2. The student body will attend chapel one day of the week, and on that day Bible class does not meet. The speaker for chapel will occasionally challenge and inspire students to practice the **Truth's Of God's Word.**
3. The Bible gives direction for this life, and the only hope for the life to come. No other book can so enrich the minds and hearts of men as "**The Book Of Books.**"
4. Acknowledgment of the Bible is one of the greatest educational assets any man can have, in addition to the moral character development is the most important work of a school. No other course offered in the school affords the greatest opportunities for laying the foundation for Christian Character.

## **CLASSROOM BEHAVIOR**

In our effort to create an environment conducive for learning, the following guide lines are to be followed:

1. Students are not to talk during class without the teacher's permission. This is



- obtained by raising a quiet hand and waiting for the teacher's recognition.
2. Students are not to leave their seats without permission from the teacher.
  3. The student is to show respect to the teacher and his peers at all times.
  4. Chewing gum or eating any food by the student in class is not prohibited
  5. No radios, headset, CD's players, walkman, DVD's, cameras, tape recorders, beepers, cellular phones, two-way pagers, knives, razors, guns, electronic games, toys or any other equipment may not be brought to school without written permission from the teacher or principal. These items once confiscated will not be returned to the student at all.
  6. Personal grooming such as combing or braiding the hair, putting on make-up, etc. should be confined to the rest room.
  7. Students will not be allowed to curse, strike or yell at teachers, office personnel or any other student. This kind of action will result in a suspension or expulsion depending on severity of action.

### **School Visits**

Please feel free to consult the school office regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to both the parent and student, and each teacher welcomes a visit from any parent.

We do urge, however, that visits be made by definite appointment with the teacher at a convenient time after school.

If a student has been suspended or expelled, they will not be allowed on the school's campus at anytime. Students are not allowed to have friends or relatives visit them at school.

### **Telephone**

Students are not allowed to use the telephone unless it is an emergency. Students must have a pass from their teacher to use the telephone. Calls are limited to three minutes.

## **Driving Students**

Any student who are licensed drivers in the State of Florida must have written agreement from their parents to drive to school. Students must turn their car keys into the principal daily, who in turn will release them at the end of the school day or at lunch time. A copy of the students drivers license and insurance information must be turned into the office before the student is permitted to drive to school.

If this rule can not be followed, students must find another mode of transportation to school.

## **Fighting**

Engaging in fights is strictly not prohibited. When a student is aggravated by another student, he should go to the teacher. This would result in a conference between the two students, teachers, principal and or parents, or external suspension whichever is appropriate. Compulsive fighting will result in expulsion. No gang fights permitted (i.e. family members helping each other, friends helping each other, etc.) This action will result in expulsion.

## **School Facilities and Property**

Destruction of school or church property will result in the student being required to pay the cost of repairs, refinishing, or replacing the same in addition to appropriate discipline action.

The main sanctuary of the church is off limits to all students during the school day at all times except for those times in which chapel programs or special assemblies are being held. No students are to be in the sanctuary without a teacher being present.

## **Dress Code**

Our dress code is to provide a standard consistent with the philosophy of education of the Upperroom Christian Academy, reflect biblical principles and be controlled to respond to the world around us. We believe rearing of children is primarily the task of the home, therefore it is from the home, that the dress code will need to be addressed. All students are required to wear a **Clean Uniform Daily** with no

## Hair Standard

1. Hair must be combed and well groomed daily by both male and female. Afros are permitted 2 inches in length, must be well groomed all day in school!
2. No abnormal hair styles are permitted, i.e. (No mohawks, tails with or without beads, obscene sayings or drawings in head, no long hair, braids or plats for boys, and no dreds or twists for males and females.
3. No shaven heads, sides, or back for girls.
4. No abnormal coloring of the hair for boys or girls (blue, green, yellow, purple, orange).
5. Pants must be worn properly, **not below the buttock**. Shirts must be neatly tucked in and properly buttoned at all times for both male and female.

**NOTE: THE ACCESSORY & DRESS CODE POLICIES ARE TO BE FOLLOWED AT ALL SCHOOL ACTIVITIES, FIELD TRIPS, ASSEMBLIES AND STUDENTS WHO WILL PARTICIPATE IN ATHLETIC ACTIVITIES**

## DISCIPLINE

The authority by which a school operates is released to them by the parents. It is the school's responsibility to give instruction, training, and reinforcement to that which has been taught in the home.

Our objective is to provide an atmosphere suitable for spiritual growth, encourage the development of Christian character traits, and guard the student's spiritual, mental and physical being. Ethical misconduct or code violations are dealt with by a system that begins with demerits for less serious offenders.

## Demerits

1. Tardiness to class
2. Talking in class after warned
3. Horse play
4. Chewing gum
5. Eating food in class

**Detentions are automatically given by accumulation of 3 demerits of a similar offense.**

exceptions. Uniforms must be clean daily and not torn or tattered or the student will be sent home and may not return until the problem is corrected. If uniform is torn or unclean student will be sent home; this is done by calling the parent to pick the student up from the office. If parent refuses to provide transportation for the student, at \$25.00 fee for care of a special attendant will be charged to students account. Purchasing of uniforms will be discussed during the admission interview.

### Uniforms for grades 7 - 12

#### Girls

Gold uniform shirts

Navy skirts

#### Boys

Gold uniform shirts

Navy pants

\*Shirts (5) are to be purchased from the school office. Pants and skirts may be purchased from your local uniform store. Pants are to be properly measured to the waist for proper fitting. **Oversized pants, or shirts will not be permitted.** No sneakers, for both boys and girls. Hard bottom shoes only. (Dress oxford shoes - black only- required for boys and navy blue pumps for girls.

### **Accessories**

- A. High school and middle school girls are to wear panty hose or tights dailly (blue or off black), **NO KNEE HIGHS OR SOCKS** . Panty hose are not to be worn with socks. No knee highs unless doctor excuse is submitted because of health reasons.
- B. Boys may not wear ear or nose jewelry, no tongue, eyebrow, lip or chest jewelry. No bands are to be worn around the wrists or upper or lower arm.
- C. Girls may not wear nose jewelry, anklets, tongue rings, eyebrow rings or lip rings. No bands are to be worn around the wrists or upper or lower arm.
- D. Shirts must be properly buttoned and tucked in at all times.
- E. For cold weather, plain blue jacket or blue sweater (no hoods), or denim must be worn. No pictures, words, slogans, etc. are permitted on clothing except for official Upperroom Christian Academy logos. Jackets must have zipper in the front, no pull over jackets or sweater permitted.
- F. No flannel shirts are to be worn to replace a sweater or jacket.
- G. No open back sandals or shoes for safety reasons.
- H. No short skirts are permitted.
- I. No headbands or scarfs are to be worn by any student.
- J. Belts and socks must be worn by boys at all times.

**All books, including library books, must be turned in at the time of withdrawal. A parent will be charged for any books which are not turned in at that time.**

## **LUNCH PROGRAM**

**Parents are to provide a nutritious lunch for their child or children daily. Lunch should be brought in a lunch box with a sandwich or microwavable meal, milk or juice (disposable containers only with straw), snack if desired, fruit or pudding, etc. PLEASE DO NOT SEND CANDY, GUM, OR CANNED FOODS, which have to be opened with a can opener. If leftovers are sent from last night's dinner, it must be in a microwavable container. Any opened food is to be in a microwavable container. PLEASE DO NOT SEND UNCOOK FOOD TO BE PREPARED BY THE SCHOOL. Breakfast is to be eaten at home or before school starts. Children should not be sent to school without lunch and a good breakfast. High school seniors only (Grade 12th) may go off campus for their lunch. Other levels will have to bring their lunch as all others do. If your child has a medical reason for not eating breakfast please discuss it with the administrator at the time of registration or orientation.**

## **SEMESTER EXAMS**

**Semester Examinations are given twice a year, however, in order for a student to take their exams he/she must be financially cleared through our Administrative Office. Students who are cleared will be required to obtain an Exam Permit which they will present to all teachers in order to receive an Examination. However, the student will receive an Incomplete "I" for their semester grade until this procedure has been followed. Student who receives an Incomplete "I" must take exams within two weeks after grades have been submitted to the Administrative Office or an "F" will automatically be given to close out the semester grades. Students who fail to take the semester exams during the scheduled time and hasn't received an excused absence will automatically receive a failing grade. This procedure doesn't apply to Full Scholarship Students or Teacher Incentive Students.**

### **CAUSES FOR DETENTIONS:**

- 1. Disrespect**
- 2. Profanity**
- 3. Cheating on quizzes/tests**
- 4. Being out of class without a pass**

### **CAUSES FOR SUSPENSION:**

- 1. Skipping school**
- 2. Stealing**
- 3. Vulgar profanity**
- 4. Fighting**
- 5. Open rebellion or disrespect for those in authority**
- 6. Flagrant destruction of school property**
- 7. Inappropriate moral behavior**

### **CAUSES FOR EXPULSION:**

- 1. Excessive skipping of school.**
- 2. Bringing or selling drugs in/or on campus.**
- 3. Bringing or using a gun or any type of harmful weapon in/or on campus.**
- 4. Continuous disrespect of authority.**
- 5. Being suspended externally for more than three (3) times in a school term.**
- 6. Making threats verbally to teachers, students, administration, any U.C.A. personnel or the school facility.**

### **NO CONTACT POLICY**

**Boys and girls are not allowed physical contact on campus, in class rooms or any other part of the facility. Physical contact includes: kissing, hugging, pressing closely together with motion from the mid-section of the body, touching of breasts, buttocks or private parts. NO SEX OF ANY KIND IS ALLOWED AT U.C.A. ABSTINENCE IS STRESSED FOR BOTH MALE AND FEMALE.**

### **WITHDRAWALS**

**Withdrawals must be done through the Administration Office. Those withdrawing will be charged tuition until the proper withdrawal form is signed by the parents or guardian. The school should be notified of a withdrawal at least two weeks in advance.**

**All Scholarship Students must adhere to all of the above qualifications to remain a scholarship students at UCA. If these rules are not followed, a student will suffer the lost of his scholastic status for the next school term and will not be allowed to be considered a scholarship student until the following school year. Therefore, eligibility status of this student will be determined by the Principal and Board of Directors of the Upperroom Christian Academy.**

## **MIDDLE SCHOOL CURRICULUM (Grades 6-8)**

**I. Bible Study** is recognized here as a fundamental importance and is required subject for grades 6-8. Since the Bible is the most important subject in the Christian school, it will be taught specifically and systematically to all students each day.

**II. Language Arts is taught and studied by students in the following areas:**

### **A. Grammar/Composition -**

A traditional grammar and writing program which emphasizes the fundamentals of grammar and develops student's ability to think analytically, to write clearly and effectively, research, note taking, organizing ideas, teaching how to study, using the dictionary and library. But unlike secular grammar books the exercises in our books emphasize Christian and character building principles.

### **B. Literature**

This program is designed to give middle school students appealing, high interest reading selections that will encourage them to read and keep on reading. Students explore literature in units, such as "Patriots," "Legendary Heroes," "Throughout America," "Beauty", and "Time and Eternity." A sound emphasis on reading, language, and composition skills makes each unit a strong component of our language arts program. We concentrate on developing our students reading comprehension, writing skills, analytical ability, vocabulary development, study skills, interest in people, places, and ideas.

### **C. Spelling/Vocabulary/Poetry**

The system employed can help even the poorest spellers to become proficient in spelling and lead to a road of spelling independence. Students will be taught application of four basic spelling rules and seven keys to good spelling. Along with learning of compound words, words with prefixes, homophones, and

## **PROMOTION STANDARDS**

### **Status for Advancing to the next level for Jr. High School Students**

**What determines rather a student fails or is retained?**

**The student must have a total of 5 points per major subject. If a student fails 3 or more subject he is usually retained, unless after attending summer school, the administrator decides to pass the student to the next grade. A minimum of 1 point must be earned in the last quarter in order for a student to pass a subject he's in danger of failing.**

## **SCHOLARSHIP STUDENTS**

**Students who are selected for UCA's scholarship program must demonstrate masteries in Athletics and/or Academics (GPA 3.0 or above). These students are screened for eligibility by the High School Administration and awarded accordingly.**

**The following requirements are suggested for a student to maintain or receive a Scholarship:**

- 1. The student must participate in whatever activity requested of them by the UCA principal.**
- 2. The student must maintain a 2.0 or higher GPA to remain on scholarship.**
- 3. The student must exemplify a good repore with the UCA staff in a respectable manner.**
- 4. Parents of Scholarship Students must volunteer their time to school projects and fund raisers, UCA concession stands, Parent-Teachers Meeting, etc.**
- 5. Support must be rendered to a scholarship student by someone in the immediate household providing they are 21 years old or older. This support must be rendered to what ever activity the student is participation in (at least 4 times per seasonal activity).**



## **VI. History/Geography**

In our History program we aim to teach the students the Christian perspective from Eden to the Renaissance. Middle school students study special units on geography which are integrated into the flow of the historical narrative. Along with map studies which emphasize applications to history. Key events are accented, assisting the student's comprehension of the concepts of history.

## **VII. Music**

Students are exposed to good music which teaches an appreciation for the art of music. Sight-reading, controlling tone and pitch, and performing in groups are taught throughout the year. Students are involved in several programs in school and in the community to provide the opportunity to gain confidence in appearing before an audience.

## **WVIII. Physical Education**

Physical Education provides students with the opportunity to maintain and develop good physical health. Supervised recreational activities and team sports allow the students to apply the skills, techniques, rules and safety practices while obtaining a good measure of physical fitness.

## **HIGH SCHOOL OVERVIEW**

High School completes the academic foundation for students who wish to further their education in college or in a career related training institution. Encouragement and proper parental involvement in these critical years are necessary for these young people as they are preparing for the rest of their lives. To achieve their full potential, and the students must have the correct guidance and support as they make decisions, both academically and spiritually, that will direct their future. Therefore, a High School Curriculum Guide has been designed to assist in this decision. See office Manager for the High School Curriculum.

most commonly misspelled words. A good vocabulary improves one's reading, writing, thinking, and speaking abilities all which leads to success, and a reinforcement of the learning of words. Our students will also become acquainted with a wide variety of good poetry from famous authors such as Longfellow, Scott, Tennyson, and Browning. These poems are noted for their beauty of language, literary greatness, and character building qualities.

### **III. Math**

Basic mathematics I and II are taught in a thorough review of basic concepts which is divided into teachable daily lessons. The program gives a student interesting and informative explanations, use of biblical principles when applicable, examples that are clear, attractive, and easily understood, abundant and practical word problems that develop thinking and arithmetic skills.

### **IV. Science**

Middle school students learn basic principles of science in each grade so they can review them and build upon them from year to year. Areas of study are Creation vs. Evolution (which teaches evolution as a false philosophy, not a science), Earth/Space Science, Chemistry, Physics, Human Biology, Cellular Biology, and Field Biology.

### **V. Health**

Students are taught Christian health which is relevant, up-to-date, and informative in such areas as physical fitness, personal appearance, human anatomy and physiology, eating for energy, drug abuse, safety, disease, first aid, mental and spiritual health, and social behavior, including general etiquette, dating conduct, and respect for elders. Students also learn responsible actions which will affect their total wellness staying in guidelines of their parents' rules through thought provoking questions which motivate students to make Biblical sound personal discussions regarding their our health actions.

#### **A. Sex, Love, and Romance (Sex Education from the Bible)**

Students will be taught morality in sexual attitudes using biblical terminology and examples that will guide young teens in setting dating standards. Discussions will include the sins of adultery, fornication, and homosexuality as they are presented in the Bible and explains there results. Also, God's plan concerning dating and marriage and the consequences of disobeying his moral commands in these areas.

**Upperroom Christian Academy  
Handbook of Student Conduct**

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(STUDENT'S NAME)

SOCIAL SECURITY NUMBER

GRADE

Students, parents, teachers, counselors, administrators, and office staff all have important roles to play in our school. With so many people working together, problems may occur from time to time. Rules have been made to deal with these problems. Like laws rules apply to everyone, and they work only when everyone knows what the rules are.

This handbook list the rules for students in Upperroom Christian Academy. Please read the entire book. You need to know what they are as do the staff of UCA,

Since parents and guardians can be held accountable for the actions of their children, it is important that you are aware of the rules and consequences if the rules are broken.

Parents need to become involved in the education of their children and have the responsibility to provide the school with updated emergency contact person and/or telephone numbers. Parents also have the responsibility to notify the school of anything (such as medical information) which may affect the students ability to learn, attend school regularly, or to take part in school activities. Parents should take special notice of the Attendance and Tardy sections of this handbook as well as suspensions and expulsions provisions which provisions which are in accordance with the Florida Statues.

The school system must have proof that every student and every parent/guardian has had a chance either to read this handbook of Student Conduct or hear it read aloud. Please sign this form, and send it back to school. Signed form must be part of every students record. Your signature means that you have received this handbook and know what the rules are. (It does not mean that you agree or disagree with the rules).

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Parent/Guardian Signature

Date

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Student Signature

Date