

University Church Christian Academy, (UCCA)

A Ministry of University Church of Christ

UCCA was established in 2008 as a church school ministry under the authority and oversight of University Church of Christ. It was founded on the biblical principle found in the book of Romans. The apostle Paul wrote in chapter 15 verse 14, "I myself am convinced, my brothers and sisters, that you yourselves are full of goodness, filled with knowledge and competent to instruct one another."

UCCA believes our loving God has given parents the responsibility of and the authority over the spiritual, emotional and academic education of their children. These crucial facets of a child's education are best taught in unison and should not be compartmentalized. God has given discerning parents the necessary aptitude to educate their children, and parents should be afforded the opportunity to teach these indispensable components in a safe, loving home-based environment. It is the calling of University Church Christian Academy to make this well-balanced and comprehensive method of education available to families in our community.

Our Mission: University Church Christian Academy endeavors to provide an encouraging and enduring system of support to families who make the decision to educate their children in a home-based environment. University Church Christian Academy believes discerning parents can be entrusted to make this important educational choice as it is the parents who are ultimately responsible for the emotional, spiritual, and academic education of their children. In this mission as in all others we strive to glorify Jesus, our loving King, and in doing so promote unity in his kingdom.

May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus, so that with one heart and mouth you may glorify the God and Father of our Lord Jesus Christ. Romans 15:5

Legal Requirements of Church School Enrollment

There is not a home school law in the state of Alabama, but enrollment in a church school is one of the two options available which allows families to legally home school their children. Becoming a state certified private tutor is the other option.

At this time there are 4 steps that must be taken to legally home school through a church school ministry.

- 1) If and when the student is of compulsory attendance age parents must notify the local superintendent of education that their child is enrolled in a church school.
- 2) The church school administrator must notify the appropriate superintendent of education if the student withdraws from the church school.
- 3) The parent-teacher must maintain a daily attendance record.
- 4) The church school administrator must keep the attendance record on file.

Compulsory Attendance Act

Children in the state of Alabama are required to be enrolled and attend a school from the age of 7 to the age of 17.

Church school enrollment, attendance, and instruction fulfill the requirements of this and other education law.

Parent-teachers whose children are enrolled in a church school are not required by law to provide attendance records, curriculum information, or example of the student's work to any government official without a court order. No government official has the legal authority to enter your home without a court order.

If questioned at your door, you should present a copy of your Public School Notification of Church School Enrollment form, completed and signed by the administrator. This is the only evidence required for compliance with the Compulsory Attendance Act.

Contact the church school administrator and the HSLDA immediately to report the incident.

The church school administrator may be asked to produce attendance and grade records for your children. This is why it is important to accurately submit your record keeping forms to the administrator in a timely manner.

Academic Year and Enrollment Dates

The UCCA academic year is June 1 – May 31.

First semester is June 1 – December 31.

Second semester is January 1 – May 31.

Open Enrollment is May 1 - July 31.

Late Enrollment is August 1 - March 31

No enrollment requests will be accepted after March 31 for students of compulsory attendance age unless one of the following can be demonstrated:

- 1) The student is in serious physical or mental danger attending public or private school.
- 2) A family moving into the Tuscaloosa County area after March 31 who wishes to continue their previous home education may be admitted to UCCA at the discretion of the administrator.

Required Fees

A one time \$25 non-refundable parent-teacher affiliation request fee.

A yearly \$25 enrollment fee per student is required when enrolling from May 1-July 31. After July 31 the fee increases to \$50 per student.

Membership in the HSLDA is required. UCCA is a participating group discount member. See www.hslda.org for current fee structure.

Geographic Service Area

UCCA serves families residing in Tuscaloosa County and surrounding areas.

Racial Nondiscriminatory Policy

UCCA affiliates with parent-teachers and enrolls students of any race, color, and national and ethnic origins to all the rights, privileges, programs, and activities accorded or made available to parent-teachers and students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of any of its policies.

Enrollment Procedures

1) Parent-Teacher Affiliation Request

- Parent-teacher submits the Parent-Teacher Affiliation Request and Requirements form to the administrator along with a one time, non-refundable \$25 affiliation request fee.
- The Release of Liability form must be signed by both parents/legal guardians and notarized. It should be submitted with the Parent-Teacher Affiliation Request form.
- In the event a non-teaching parent does not live with the parent-teacher, but has shared or joint custody of an enrolling child written consent to home school through the UCCA church school ministry should be obtained from the non-teaching parent and submitted with the parent-teacher affiliation request.

2) Enrollment Conference

- Upon receipt of the parent-teacher affiliation request & release of liability form, the UCCA administrator will schedule an enrollment conference with the prospective parent-teacher to consider affiliation with UCCA. This interview does not guarantee nor imply acceptance of parent-teacher affiliation with UCCA.
- If the administrator approves the parent-teacher affiliation request and the family wishes to enroll their children in UCCA the enrollment conference will proceed. Otherwise the conference will come to a close.

3) HSLDA- Membership in the Home School Legal Defense Association is required.

Current Members of HSLDA

- The parent-teacher should submit a copy of their current HSLDA membership card to the administrator during the enrollment conference.
- Current members of HSLDA who are not members of a HSLDA discount group can use UCCA's group discount number upon renewal of their HSLDA membership. Request the number from the administrator.
- Current members of HSLDA who are members of another HSLDA discount group can transfer to UCCA's group discount group if desired. Upon renewal of their membership the parent-teacher can indicate the change on their annual HSLDA membership renewal form or email HSLDA at discountgroups@hslda.org and request to be transferred to the UCCA group.
- Upon receipt of new membership cards a copy should be submitted to the UCCA administrator as soon as possible.

Applying Members of HSLDA

- The family can complete a paper copy of the HSLDA application during the enrollment conference or apply on-line at home. The administrator will provide the UCCA group discount number.
- A copy the application, either paper or on-line, should be promptly submitted to the administrator.
- Once the family receives their official HSLDA membership card a copy should be forwarded to the UCCA administrator.
- The UCCA group discount number will only be valid so long as the family is enrolled in UCCA.

4) Student Enrollment Forms

- The parent-teacher will receive an enrollment packet & complete required enrollment forms for each student requesting enrollment in UCCA during the enrollment conference.
- Complete the Student Enrollment Request and Record form.
- Complete the PUBLIC SCHOOL NOTIFICATION OF CHURCH SCHOOL ENROLLMENT form. The parent or guardian is required by Alabama law to notify the Public School Superintendent of the district in which the student of compulsory attendance age resides that the student is enrolled in a church school. The administrator will forward the notification form to the appropriate superintendent of education. Notification is only required upon initial admission. It is not required annually.
- Complete the Request for School Records form if applicable. The administrator will forward the request to the appropriate school.
- The administrator will review other required record keeping forms in the enrollment packet including the attendance report, grade report, and curriculum log with the parent-teacher.
- If the parent-teacher has a student in 7th grade or higher the parent-teacher will receive a worksheet to develop a high school plan for the student. The administrator will schedule a time to meet with the parent-teacher to discuss the plan they have developed for

their student(s) in grades 8 or higher.

5) **Blue Immunization Record, Certificate of Medical Exemption or Certificate of Religious Exemption**

- If the student has a current blue immunization record on file at the school from which they are transferring, the school should forward the card or waiver with the student's other records when requested by the administrator. Otherwise the parent-teacher should bring the card of waiver to the enrollment conference.
- A blue immunization record, certificate of medical exemption, or a religious exemption must be submitted within one month of enrollment. Failure to submit a blue immunization record, religious exemption or medical exemption will result in a discontinuation of parent-teacher affiliation and the subsequent dismissal of the student from UCCA.

6) **Payment of student enrollment fees**

- Payment of each student's \$25 enrollment fee must be paid when the enrollment forms are submitted. Enrollment fees after July 31 increase to \$50 per student.

Withdrawal

- 1) The parent-teacher must promptly submit a Withdrawal Request to the UCCA administrator if a student transfers to another school.
- 2) The administrator is required by law to notify the Public School Superintendent of the student's withdrawal or dismissal from UCCA.
- 3) An official UCCA transcript will not be available until a Withdrawal Request has been submitted to the administrator.

Continuance of Parent-Teacher Affiliation and Student Re-Enrollment Procedures

- 1) Upon family's yearly membership renewal with the Home School Legal Defense Association submit a copy to the administrator. Failure to renew membership with HSLDA and provide a copy to the administrator will result in a discontinuation of parent-teacher affiliation and student dismissal from UCCA.
- 2) Complete the Continuance of Teacher Affiliation and Student Re-Enrollment Request form during open enrollment. Only one form is needed for the parent-teacher and returning students. Any new students enrolling in UCCA must complete a new student enrollment packet.
- 3) The affiliation and re-enrollment request form is due by July 31. Late submissions will not be accepted.
- 4) Payment of each student's \$25 enrollment fee must be submitted with the re-enrollment request form by July 31.
- 5) If a parent-teacher does not submit the re-enrollment request form and fees by July 31 all student(s) associated with the parent-teacher will be dismissed from UCCA and the superintendent of education notified of their withdrawal.
- 6) Submit an updated blue immunization record or exemption when needed.
- 7) Submit a high school plan for students in grades 8-12.

Parent-Teacher Affiliation Standards

The parent-teacher should have a genuine calling to home educate their children. Each adult who has parental authority or legal jurisdiction over a child should support the decision to home educate the child.

The parent-teacher should have the basic knowledge and ability to instruct their children in compliance with applicable Alabama education law and UCCA requirements.

The parent-teacher should have the organizational skills to fulfill all reporting, grading and other requirements as defined by Alabama education law and UCCA.

The primary parent-teacher should not work full-time outside the home. Students of compulsory attendance age should not routinely be left alone at home during school hours. Exceptions may be made at the discretion of the administrator.

The majority of educational instruction should be provided by the parent(s) who readily accept complete responsibility for the education of their children.

Each family should endeavor to maintain a high standard of love, unity, encouragement, patience, loyalty, honesty, kindness, self-control, and responsibility in the home classroom and in all areas of life.

A statement of faith is not required for parent-teacher affiliation with UCCA; however, the parent-teacher should not hinder nor be in opposition to the Christian beliefs of University Church of Christ. Information about University Church of Christ can be found on their website at www.universitycofc.org.

UCCA strongly recommends Biblical Studies as an individual course of study throughout the elementary and high school years, but it is not mandatory. UCCA does believe the biblical Old and New Testaments should be integrated into the study of history and literature.

Parent-Teacher Affiliation Requirements

Failure to comply with the following parent-teacher affiliation requirements will be grounds for immediate termination of the parent-

teacher's affiliation with UCCA and subsequent dismissal of the parent-teacher's children from UCCA.

- 1) Affiliation and enrollment forms must be submitted with appropriate fees to be considered valid requests.
- 2) The Curriculum Log for each student is due upon orientation in August. Updates should be submitted with the student's grade report in January and June. UCCA forms must be used. Submit a copy and keep the original in your files.
- 3) Submit the first semester grade report for each student to the administrator by January 15. Second semester grade reports must be submitted by June 15. A UCCA form must be used.
- 4) Maintain an attendance record of daily attendance for each student. Submit a copy of the first semester attendance report for each student to the administrator by January 15. Second semester attendance reports must be submitted by June 15. The UCCA attendance record form must be used.
- 5) Attendance in 170 educational school days should be achieved for each student during the academic school year in which an appropriate and sufficient amount of subject material should be covered.
- 6) Current membership in Home School Legal Defense Association should be maintained. Copies of the updated membership card should be submitted to the administrator.
- 7) A teacher plan book of the parent-teacher's choosing should be prepared with lesson plans for each student. Plan books must be available for review if requested by the administrator. Teacher plan books are for the parent-teacher's and student's protection and remain the responsibility and property of the family. Lesson plans are the accepted documentation in most legal courts as evidence of educational progress.
- 8) Attend required parent-teacher's meetings. This includes a parent-teacher orientation in August as well as additional meetings in January and June.
- 9) Attend parent-teacher conferences at the request of the school administrator.
- 10) Parent-teachers of upcoming high school students should schedule a conference with the administrator prior to the beginning of the school year to discuss the student's individualized high school plan.
- 11) Parent-teachers and their high school students should meet with the administrator once per year to discuss the student's high school plan and post graduation plans.
- 12) Submit the Continuance of Parent-Teacher Affiliation and Student Re-enrollment form by July 31.
- 13) Maintain samples of student's work for at least three years. Keep a portfolio of high school work.
- 14) Notify the school administrator of any changes in contact information.
- 15) Notify the school administrator of any family situations that may affect the education of your students.
- 16) Notify the school administrator immediately if contacted in any way by any governmental agency or representative, such as a truancy officer, a social worker, the board of education, or the Department of Human Resources (DHR), who is interested or has questions about your home education program. Do not let them into your home without a court order.
- 17) Standardized testing is required by the end of third grade and every other year thereafter. High School students may substitute the ACT or SAT College Prep Test. The parent-teacher is responsible for scheduling and payment of all standardized tests. When test assessments are returned to the parent-teacher, make a copy and submit to the administrator.
- 18) Should the decision be made to transfer to another school the parent-teacher should promptly submit a Withdrawal Request to the administrator.

Procedure to Terminate Parent-Teacher Affiliation

If the administration of UCCA discovers a violation of the Parent-Teacher Affiliation Standards, Requirements, or other policies of UCCA the following procedures should be followed:

- 1) The administrator will give verbal or written notification of the violation to the parent-teacher.
- 2) If the violation requires immediate termination of parent-teacher affiliation, the parent-teacher will be notified at that time.
- 3) If the violation does not require immediate termination, the parent-teacher should be given time to promptly correct the violation.
- 4) If the parent-teacher does not promptly correct the violation, notification will be given of the immediate termination of their parent-teacher affiliation with UCCA.
- 5) If the violation warrants termination, but does not require immediate dismissal, the parent-teacher will be notified of a deferred dismissal. This means the parent-teacher has the option to complete the school year, but their parent-teacher affiliation will not be renewed for the subsequent year.
- 6) Upon termination of parent-teacher affiliation with UCCA, the superintendent of education will be notified of the withdrawal of the parent-teacher's children from University Church Christian Academy.

Limitations on Parent-Teacher Affiliation and Student Enrollment

UCCA reserves the right to limit or deny teacher affiliation and student enrollment requests when circumstances exist which may adversely affect UCCA and the home schooling families already legally and peacefully affiliated with the school.

In no circumstances will a student be accepted for enrollment in UCCA while the student is truant. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.

Students who have violated Alabama law or who have a history of failing to comply with the policies of other schools will not be accepted for enrollment into UCCA unless the student and parent can show that home education is being used as a means to positively redirect and structure the life of the student.

UCCA will not accept students currently residing in Tuscaloosa County who are past the age of compulsory attendance. Students who are beyond compulsory attendance age who are moving into Tuscaloosa County and wish to continue their previous home education with UCCA may be admitted at the discretion of the administrator.

UCCA will not accept students who are attempting enrollment in order to secure documentation to obtain a driver's license.

In no circumstances will UCCA accept enrollment of a student whose custodial parent has pending charges of educational neglect.

UCCA reserves the right to limit the total number of parent-teachers affiliated with and/or students enrolled in the school each year. No limit will be applied to members of University Church of Christ.

Home School Legal Defense Association

University Church Christian Academy and University Church of Christ will in no way assume responsibility, financial or otherwise for the defense of legal action that may be taken against any family affiliated or enrolled with UCCA.

Membership is required in the Home School Legal Defense Association for each family affiliated with UCCA.

According to the HSLDA website, "After a family joins HSLDA, there are no further charges of any kind for defending them in court. HSLDA pays in full all attorney fees, expert witness costs, travel expenses, and all other court costs permissible by state law for us to pay."

HSLDA also promotes home education and serves as a diligent home school advocate world wide.

As of 2009 the annual membership fee to join HSLDA is \$95 per family using the UCCA groups discount membership number. Without the discount the cost is \$115 per family per year.

Please see www.HSLDA.org for more information, on-line registration, and any fee increases.

Attendance Policy

UCCA requires a minimum attendance of 170 school days per academic year.

As a reference a school day may be defined as a minimum of 3 planned hours utilized in the pursuit of educational and enrichment activities.

Instruction does not have to be limited to traditional textbooks and workbooks. Creative use of various learning styles and resources is recommended.

Educational field trips are considered vital to a well-rounded education and should be included as part of the planned school day.

Curriculum and Subjects

Curriculum selection is at the discretion of the parent-teacher. There are many options available, and students are no longer restricted to traditional classroom methods. UCCA encourages families to create, modify and expand curricula to meet the individual needs and learning styles of each student.

Section 16-35-5 of the Alabama legal code states the following subjects are required to be taught in elementary school: reading, spelling and writing, arithmetic, oral and written English, geography, history of the United States and Alabama, elementary science, health education, and physical education.

UCCA requires the above subjects to be included in the elementary curriculum of its students, but some subjects can be taught under a broader subject curriculum. For example: geography and reading may be included in your history curriculum. Health may be taught in conjunction with your science curriculum.

UCCA strongly recommends Biblical Studies as an individual course of study throughout the elementary and high school years, but it is not mandatory. UCCA believes the biblical Old and New Testaments should be integrated into the study of history and literature.

Teacher Plan Books

A teacher plan book of the parent-teacher's choosing should be prepared with lesson plans for each student. Plan books must be available for review if requested by the administrator.

Teacher plan books are for the family's protection and remain the responsibility and property of the family. Lesson plans are the accepted documentation in most legal courts as evidence of educational progress.

The teacher's plan book should include lesson plans, but it should also include use of educational media, field trips, scouting activities, co-op classes and activities, community service, athletics, cultural pursuits, private lessons, church activities, etc.

One of the biggest misconceptions about home education is that children are not "socially active." Plan books are a great way to debunk the lack of socialization myth.

Elementary K-1 Grading System

When measuring academic progress the teacher can use one of two methods:

Method #1

E = Excellent Progress

S = Satisfactory Progress

N = Needs Improvement

Method #2

Use a number grade. The grade scale used by UCCA is as follows:

90-100	A	Excellent
80-89	B	Good
70-79	C	Satisfactory
60-69	D	Unsatisfactory
Below 60	F	Failing

When measuring progress in subjects where it is not feasible to calculate a number grade (such as physical education), the parent-teacher can make an overall evaluation using a letter grade, but should convert it to a numeric grade on the grade report form.

The administrator will assign the appropriate letter grade on the student’s cumulative transcript.

2nd-8th Grading System

The parent teacher should use a number grade. The grade scale used by UCCA is as follows:

90-100	A	Excellent
80-89	B	Good
70-79	C	Satisfactory
60-69	D	Unsatisfactory
Below 60	F	Failing

When measuring progress in subjects where it is not feasible to calculate a percentage/number grade (such as physical education), the parent-teacher can make an evaluation using a letter grade, but should convert it to a numeric grade on the grade report form.

Use the chart below to make the conversion from a letter grade to a 100 point number grade.

If the letter grade is	Use this number grade
A+	100
A	96
A-	92
B+	89
B	86
B-	82
C+	79
C	76
C-	72
D	69
F	59

The administrator will assign the appropriate letter grade on the student’s cumulative transcript.

High School Grading System

UCCA uses a non-weighted standard grade scale on the 4.0 grade system.

Use a number grade when submitting grade reports.

The grade scale used by UCCA is as follows:

90-100	A	Excellent	grade value = 4 points
80-89	B	Good	grade value = 3 points
70-79	C	Satisfactory	grade value = 2 points
60-69	D	Unsatisfactory	grade value = 1 point
Below 60	F	Failing	grade value = 0 points

The administrator will use the number to assign the appropriate letter grade on the student’s cumulative transcript.

When measuring progress in elective subjects where it is not feasible to calculate a number grade (such as physical education) assign a letter grade, but convert it to a numeric grade on the grade report form.

Use the chart below to make the conversion from a letter grade to a 100 point number grade.

If the letter grade is	Use this number grade
A+	100
A	96
A-	92
B+	89
B	86
B-	82
C+	79
C	76
C-	72
D	69
F	59

Middle School/High School Dual Enrollment

UCCA allows middle school students to take high school level courses for high school credit. Notify the administrator if this is your request. The subsequent grades earned in middle school for academic high school level courses will be used in the calculation of the student’s high school cumulative GPA.

Units of High School Credit

The Carnegie Unit was developed in 1906 as a measure of the amount of time a student had studied a subject. www.carnegiefoundation.org

UCCA will award one high school unit of credit for the following academic achievements.

- 1) Completion of 140 hours of instruction or research for a given high school level subject with a grade of “D” or better.
- 2) Completion of a standard curriculum for a given high level school course designated as a one-credit course with a grade of “D” or better.
- 3) Passing a CLEP test which covers material that would be included in a high school level course designated as a one-credit course.
- 4) Passing an AP Exam which covers materials that would be included in a high school level course designated as a one-credit course.
- 5) A high school credit will be awarded upon completion of a college level dual enrollment course which meets the requirements of a Carnegie unit of study.

UCCA will award one half-unit of high school credit for the following academic achievements:

- 1) Completion of 70 hours of instruction or research for a given high school level subject with a grade of “D” or better.
- 2) Completion of a standard curriculum for a given high school course designated as a one half-credit course with a grade of “D” or better.

High school level work is defined as course work on the level of grades 9-12 using grade appropriate curriculums or their equivalent.

High School Graduation Requirements

UCCA offers a two types of diplomas to students 16 years of age or older. These diplomas are non-accredited by the state of Alabama, but mirror or exceed their requirements.

- 1) The Academic High School Diploma requires a minimum of 24 credits.
 - English 4 credits
 - Mathematics 4 credits
 - Science 4 credits
 - Social Studies 4 credits
 - Physical Education 1 credit
 - Fine Arts 0.5 credit
 - Computer Applications 0.5 credit
 - Health 0.5 credit
 - Electives 5.5 credits

- 2) The Advanced Academic High School Diploma requires a minimum of 26 credits. English
 - 4 credits
 - Mathematics 4 credits
 - Science 4 credits
 - Social Studies 4 credits
 - Physical Education 1 credit
 - Fine Arts 0.5 credit
 - Computer Applications 0.5 credit
 - Health 0.5 credit
 - Foreign Language 2 credits
 - Electives 5.5 credits

College bound students should research admission requirements for the college or university they wish to attend and plan accordingly.

The parent-teachers of 8th grade students are required to meet with the administrator during the summer months preceding the start of the ninth grade year to discuss the student’s high school plan and the diploma track most appropriate for their student.

It is recommended that parent-teachers and high school students meet with the administrator at least once during each academic year to review the high school plan.

Calculating the GPA

Subject	Numeric Grade	Letter Grade	Unit/Credit Attempted	Grade Value	Total Grade Points
Science	96	A	1x	4	4
Social	84	B	1x	3	3
English	72	C	1x	2	2
Math	67	D	1x	1	1
Elective	58	F	0.5 x	0	0
			4.5 credits		Total =10

Total Grade Points divided by Total Credits Attempted = GPA

10/4.5= 2.2 GPA

You can calculate a 100 point scale average by adding the numeric grades and dividing by the number of attempted credit hours. **377/4.5=84**

Public School Policy Concerning Transfers from Church Schools

UCCA cannot guarantee any enrolled student will be admitted at grade level upon transfer to a public or private school. Placement is entirely up to the school to which the student is transferring.

UCCA cannot guarantee credits will transfer to a public or private high school. Acceptable credits are determined by the enrolling school only.

Per Tuscaloosa City School Website

Admission and grade placement of students transferring into the school system shall be based on Alabama Accreditation Standards.

Accreditation Standards of Alabama Elementary, Middle and Secondary Schools, Bulletin Number 10, 1981 reads as follows: Admissions and classification of students transferring from non-accredited (defined as accreditation by a state or a nationally recognized regional accreditation agency) elementary, junior/middle, and senior high school should be on the basis of demonstrated ability and

records of attendance and work done in schools previously attended. Credit for such courses pursued in a non-accredited school must be validated by the principal with an appropriate faculty committee. A student may also be admitted by successfully passing an entrance examination."

Grade Placement Guidelines - Students transferring into the school system from a non-accredited/home school shall be placed in a grade based on demonstrated ability, age appropriateness, and record of attendance and work done in school(s) previously attended. In accordance with Alabama Accreditation Standards, credit for courses pursued in a non-accredited school must be validated by the principal with an appropriate faculty committee.

Reporting Grades Received in Non-Accredited Private/Home Schools - In instances where course grades earned in non-accredited private/home schools are not validated by school system personnel, there is no requirement on the part of the school system personnel to attest to the validity of such grades to outside agencies or institutions. Further, there is no requirement of school system personnel to validate such course grades other than for one year and for grade placement/enrollment purposes.

University Church Christian Academy Structure

UCCA operates on a nonprofit basis. No state or federal funding will be solicited or accepted by the school.

UCCA is managed by a school board who serves at the pleasure of the University Church of Christ elders.

The school board shall:

- 1) Adopt a mission statement for the school.
- 2) Adopt policies and procedures consistent with state law and the church resolution to establish a church school.
- 3) Set the minimum number of instructional days for each school year.
- 4) Establish early and open enrollment dates.
- 5) Establish training sessions for parents serving as teachers and require attendance.
- 6) Set fees, late payment fees, and collection policies.
- 7) The school administrator serves at the pleasure of the board.

Church School Administrator Duties

Community Liaison - The administrator will field questions from the community concerning UCCA and home education requirements in general.

Parent-Teacher Meetings - The administrator will schedule the parent-teacher orientation in August as well as subsequent parent-teacher meetings in January and July.

Fee Collection - The administrator will invoice and collect fees from each parent-teacher.

Enrollment - The administrator will follow enrollment and re-enrollment procedures as previously outlined.

Transcripts

- 1) After receiving a withdrawal request and necessary grade and attendance reports from a parent-teacher the administrator will complete the student's cumulative transcript and submit for parent-teacher review. After the transcript has been signed by the parent-teacher, the administrator will sign the document and impress the UCCA seal upon it thereby making it an official and valid transcript of UCCA.
- 2) The administrator will use the same guidelines pending a parent-teacher's request to forward an official transcript to a secondary school or other institution.

Church School Record Keeping

UCCA will maintain records authenticating the school such as church resolution to form a church school ministry, policies and procedures, etc.

UCCA inherently depends on the parent-teacher to retain and submit records. UCCA will maintain and store student and teacher files on church grounds. At times it may be necessary to transport certain aspects of a student's or teacher's file to the administrator's home. Contents of the student and teacher files should be kept confidential on church grounds and in the administrator's home.

UCCA will maintain parent-teacher files which should include, but not be limited to the following:

- 1) Parent-Teacher Affiliation Request form - original
- 2) Signed and notarized Release of Liability form - original
- 3) Yearly Continuance of Parent-Teacher Affiliation and Student Re-Enrollment Request form - original
- 4) Correspondences between the parent-teacher and the school - copy (original to parent-teacher)
- 5) HSLDA membership card - copy
- 6) Review of Policy and Procedure Manual Confirmation form - original

UCCA will maintain student files which should include, but not be limited to the following:

- 1) Updated Student Enrollment Request and Record form – original
- 2) Public School Notification of Church School Enrollment form – copy (original to superintendent)
- 3) Request for School Record form if applicable – copy (original to school of request)
- 4) Student records received from previously attended schools if applicable.
- 5) Current Blue Immunization Card or Medical or Religious Exemptions – original
- 6) Curriculum logs, attendance records, grade reports – copy (originals retained by parent-teacher)
- 7) Standardized testing results – original or copy
- 8) High School Plans
- 9) Cumulative transcript upon withdrawal or graduation

If there is a question from government school officials regarding the enrollment and/or attendance of a student, these questions should be directed to the administrator where documentation can be produced to validate enrollment and attendance.

UCCA will also provide documentation for enrolled students seeking a driver's license, a work permit, or auto insurance discounts for good grades and driver's education.

Background Check Policy

In compliance with University Church of Christ's policy, all persons who have custody of a child in a school activity of who he or she does not have legal custody will be required to submit to the church's criminal background check policy at the parent's cost.

There is no background check required for parents who have custody of their own children. It is only required if the school has an activity where the students are in the custody of someone else without the parent's supervision.