

University Church Christian Academy

Policy & Procedure Manual

University Church Christian Academy (UCCA) was established in 2008 as a church school ministry under the authority and oversight of University Church of Christ. UCCA believes our loving God has given parents the responsibility for and the authority over the spiritual, emotional, and academic education of their children. These crucial facets of a child's overall education are best taught in unison and should not be compartmentalized. UCCA also believes God has given discerning parents the necessary aptitude to educate their children. This principle was best articulated by the apostle Paul in his letter to the Christian church in Rome. 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 parents should be afforded the opportunity to teach their children in a safe, loving home-based environment and was founded to make this well-balanced and comprehensive method of education available to families in our church and our community.

Mission Statement

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 by doing so promote unity in his kingdom.

Home Education in Alabama

- Children in the state of Alabama are required to attend a school (public, private, church, or competent private tutor) from the ages of 6 to 17 although there is an option to opt out of school until 7 years of age.
 - Every child between the ages of six and 17 years shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year except that, prior to attaining his or her 16th birthday every child attending a church school as defined in Section 16-28-1 is exempt from the requirements of this section, provided such child complies with enrollment and reporting procedure specified in Section 16-28-7... The parent, legal custodian, or guardian of a child who is six years of age, may opt out of enrolling their child in school at the age of six years by notifying the local school board of education, in writing that the child will not be enrolled in school until he or she is seven years of age.
 - If a child turns six between September 1 and December 31, the student should be enrolled in either kindergarten or first grade unless the local board of education is notified that the student is opting out of enrolling until age seven. The parent can decide whether to place their child in kindergarten or first grade. Alabama Code §16-28-4
- Code of Alabama (1975) §16-28-3 Home education through a church school was officially recognized by the Alabama legislature as a legal form of education in 2014. Senate Bill 38 clarifies that home education through a nonpublic school is legal and "no public two-year or four-year institution of higher education in the state may deny admission to or otherwise discriminate against an otherwise qualified student based on the consideration, whether in whole or in part, that the student attended, graduated from, or is enrolled in a nonpublic school, including private, church, parochial, and religious schools, or was home schooled."
 - A church school is defined by the Code of Alabama as "schools that offer instruction in grades K-12, or any combination thereof, including preschool, through on-site or home programs, and are operated as a ministry of a local church, group of churches, denominations, and/or association of churches which do not receive any state or federal funding."
- Church schools are not regulated by the Department of Education, the State Board of Education, or the State Superintendent of Education, but there are two requirements for enrollment as defined in the Code of Alabama.
 - If and when the student is of compulsory attendance age, parents must notify the appropriate superintendent of education that their child is enrolled in a church school. SB38 states, "The enrollment and attendance of a child in a church school shall be filed with the local public school superintendent by the parent, guardian, or other person in charge or control of the child on a form provided by the superintendent or his or her agent which shall be countersigned by the administrator of the church school and returned to the public school superintendent by the parent." UCCA will forward the signed form to the superintendent of behalf of the parents after signatures are obtained and enrollment approved.
 - The church school must notify the appropriate superintendent of education if the student withdraws. SB38 states, "Should the child cease attendance at a church school, the parent, guardian, or other person in charge or control of the

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child shall by prior consent at the time of enrollment direct the church school to notify the local public school superintendent or his or her agent that the child no longer is in attendance at a church school.” UCCA has its parents give prior notification of consent upon admission.

- Home education is also legal through a private school or competent private tutor. Private schools are defined as “schools that are established, conducted, and supported by a nongovernmental entity or agency offering education instruction in grades K-12, or any combination thereof, including preschool, through on-site or home programs.” Unlike church schools, private schools and private tutors are not exempt from the reporting requirements listed in Section 16-28-7 of the Code of Alabama.
- Each church school develops its own policies and requirements for enrollment and attendance. UCCA’s are listed herein.

UCCA Structure

- UCCA operates as a church school ministry of University Church of Christ in Tuscaloosa, Alabama. No state or federal funding will be solicited or accepted by the school.
- Operations of the school are managed by the UCCA Director who serves at the pleasure of the UCC Eldership.
- The Director may be a volunteer or serve as an independent contractor.
- The Director is assisted by a school board comprised of three community members who voluntarily serve.
 - Board members will serve three year terms with one member rotating from the board every year.
 - Responsibilities of the school board include:
 - Attend tri-annual board meetings tentatively scheduled in September, February, and June.
 - Revise the mission statement for the school as required.
 - Review, revise, and adopt policies as needed consistent with state law and the church resolution to establish a church school.
 - Nominate new community board members and submit candidates to the board for approval.
 - Oversee activities of the school director and provide support as necessary.
 - Assist the Eldership in recruiting a replacement director when needed.
- Parent-teachers serve as administrators of their individual home schools but are required to meet certain requirements in order to maintain their affiliation with UCCA.

Academic Year

- 170 school days are required anytime between June 1 and May 31.

Geographic Service Area

- UCCA serves families residing in Tuscaloosa County and surrounding areas up to a maximum driving distance of 50 miles from University Church of Christ.

Enrollment

- Students transferring from another public, private, or church school must be in good behavioral, academic, and attendance standing at their current school.
- The UCCA Director reserves the right to limit enrollment to a certain number of students.
- Failure to comply with the parent-teacher requirements will be grounds for termination of the parent-teacher’s affiliation with UCCA and subsequent dismissal of the parent-teacher’s children from UCCA.
- 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 Dates and Cost of Affiliation

- Early Enrollment is April - May: \$100 annual family enrollment fee plus \$25 per student
- Summer Enrollment is June - July: \$125 annual family enrollment fee plus \$25 per student
- Late Enrollment is August - February: \$150 annual family enrollment fee plus \$25 per student

Enrollment Dates and Cost of Affiliation continued

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- There will not be any new enrollment for the current school year after February.
- UCCA will begin accepting enrollment applications for the upcoming school year in April.
- Membership in the Home School Legal Defense Association is highly recommended. UCCA is a participating group discount member. See www.hslda.org for current fee structure and payment options. Ask the Director for the discount code once admitted.
- Parent-teachers are responsible for the cost of the curriculum they choose to use.
- Standardized testing of the parent-teacher's choosing is required by the end of 3rd grade and every other year thereafter. Parent-teachers are responsible for scheduling the test and for any costs involved.
- UCC members in good standing are exempt from the \$25 per student fee.

Initial Enrollment Procedures

Parents who are interested in enrolling their students in UCCA should make certain they can comply with all policies listed herein before the application is submitted.

Step 1: Parent-Teacher Affiliation Request and Release of Liability

- Submit the Parent-Teacher Affiliation Request and the Release of Liability form to the UCCA Director.
 - The release of liability form must be notarized, signed by all parents/legal guardians, and submitted with the affiliation request.
 - If the parent-teacher shares custody of the potential UCCA student(s) he/she wishes to homeschool with anyone other than his/her current spouse, the other parent/legal guardian must give written consent affirming his/her desire to have the student enrolled in UCCA and educated at home by the parent-teacher unless the court has given the parent-teacher sole authority to make all educational decisions on behalf of the child. This written consent should be submitted with the parent-teacher affiliation request.
 - If the parent-teacher shares custody of the student(s) with someone other than their current spouse, but the parent-teacher has been granted sole authority to make all educational decisions by the court, a written statement to that effect should be submitted with the parent-teacher affiliation request.

Step 2: Affiliation Interview

- Upon review of the Parent-Teacher Affiliation Request, the UCCA Director can choose to schedule an affiliation interview with the parent-teacher or decline the request.
- If an interview is scheduled, the parent-teacher should be able to discuss which curriculum or types of curriculum they might like to use. Information about home school curriculums can be found on-line and links to various curriculums can be found on UCCA's website.
- The parent-teacher should bring completed student enrollment forms and the Alabama Certificate of Immunization or appropriate waiver to the interview, but this does not guarantee enrollment.
- If possible, the parent-teacher should bring school records for students who are currently attending school.
- If a student is earning high school credits, the parent-teacher should bring a copy of their current transcript for credit review.
- If the parent-teacher affiliation request is approved, the Director will continue with student enrollment if the parent-teacher wishes to do so.

Step 3: Student Enrollment at the Affiliation Interview

- Completed student enrollment forms should be brought to the affiliation interview.
 - ✓ Complete the Student Enrollment Request and Record form for each student.
 - ✓ Complete the PUBLIC SCHOOL NOTIFICATION OF CHURCH SCHOOL ENROLLMENT form for each student.
 - The parent or guardian is required by Alabama law to notify the superintendent of education of the school district in which the student of compulsory attendance age resides that the student is enrolled in a church school.
 - Parent should read and sign both admission and withdrawal sections.
 - The Director can forward the notification form to the appropriate superintendent of education on behalf of the parents.

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- Notification is only required upon initial admission. It is not required annually.
- ✓ Complete the Request for School Records form for each school if students are transferring from another school. The Director can forward the request to the school on behalf of the parent-teacher after enrollment, but it is beneficial for the parent to request the student's records from the school before the interview and bring a copy with them.
- ✓ Bring each student's current State of Alabama Certificate of Immunization or Certificate for Religious Exemption from Immunizations or a Medical Waiver from Immunizations to the affiliation interview.
- ✓ Payment is due at the affiliation interview if the parent-teacher chooses to enroll their students at that time.

Step 4: Home School Legal Defense Association: www.hsllda.org #299263

- Membership in the Home School Legal Defense Association or a similar organization is highly recommended.
- 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 worldwide.
- 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.
- UCCA has an HSLDA group discount number which can be used after enrollment. As of 2017, the annual membership fee to join HSLDA was \$100 per family using the UCCA groups discount membership number.
- Parent-teachers can apply on-line or by mail. Payment plans are available.

Annual Re-enrollment Dates, Cost, and Requirements

Early Enrollment is April – May:	\$100 annual family enrollment fee plus \$25 per student
Summer Enrollment is June - July:	\$125 annual family enrollment fee plus \$25 per student
Late Enrollment is August - February	\$150 annual family enrollment fee plus \$25 per student

- If the parent-teacher wishes to continue their affiliation with UCCA for the upcoming school year, complete the Family Re-enrollment Request form and submit along with payment, any required reports, and any necessary documentation listed below.
 - Add any student RE-ENROLLING to the "Students requesting re-enrollment in UCCA" section. Include the following with the re-enrollment form:
 - ✓ A completed copy of each student's Curriculum and Grade Report (including total days attended) for the school year just completed
 - ✓ An updated State of Alabama Certificate of Immunization if current form has expired
 - ✓ A copy of standardized testing results (if required) for the year just completed
 - If students are enrolling in UCCA for the first time, add them to the "NEW Students Enrolling in UCCA" section and submit the following with the enrollment form:
 - ✓ A current State of Alabama Certificate of Immunization or Certificate for Religious Exemption from Immunizations or a Medical Waiver from Immunizations.
 - ✓ If the student is transferring from another school, include their school records.
 - ✓ If a student has earned high school credit from another school, you must include a current transcript.
 - Transfer Notification form for any student who isn't re-enrolling
- Payment of the family enrollment fee and each student's \$25 fee must be submitted with forms.
- UCC members in good standing are exempt from \$25 student fee.
- If the required forms and fees are not received by August 1, the parent-teacher affiliation with UCCA will be terminated, student(s) will be dismissed from UCCA, and the superintendent of education will be notified of their withdrawal.

Transfer to a Private, Public, or Church School

- The parent-teacher must promptly submit a Transfer Notification form to the UCCA Director if the student transfers to another school.
- The Director is required by law to notify the appropriate superintendent of education of a student's withdrawal or dismissal

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from UCCA.

Parent-Teacher Yearly Documentation Requirements

- For each student, use ONE Curriculum and Grade Report form the entire year and update it as needed. Parent-teachers will keep the originals, add to it as required, and submit a copy to the Director. The Attendance Record should be used at home but does not have to be submitted unless requested by the Director.
- Curriculum, Grade, and Attendance Reporting Requirements
 - ✓ **September Orientation**
 - The Curriculum portion of the Curriculum and Grade Report is due by the orientation meeting in September or within two weeks of any admissions after orientation. 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. Submit a paper copy or send electronically to ucca@universitycofc.org. Keep the original for your records.
 - ✓ **January 15**
 - First semester grades (June-December) are due by January 15. Submit a paper copy of the updated Curriculum and Grade Report or send electronically to ucca@universitycofc.org. Keep the original for your records.
 - ✓ **Re-enrollment, Graduation, or Transfer**
 - A completed Curriculum and Grade Report- including total days attended- is required with re-enrollment or transfer forms.
 - Graduates should submit their Curriculum and Grade Report as soon as they finish their senior year curriculum so their official transcript can be completed and forwarded to their college of choice.
- Parent-teachers must keep a current State of Alabama Certificate of Immunization form or Religious Exemption or Medical Waiver on file at UCCA for each student. It is the parent's responsibility to know the expiration date of the each student's card and submit updated cards as needed.
- Developing a High School Plan before a student begins to earn high school credits is recommended. The Director is available upon request to assist in the development of this plan. Any subsequent changes made to the High School Plan should be submitted at the end of the year. Submit a copy and keep the original for your records.
- A lesson plan book of the parent-teacher's choosing must be maintained and available for review if requested by the Director. Lesson plan books are for the family's protection and remain the responsibility and property of the family. Plan books should include academic work as well as field trips and extracurricular activities.
- Standardized testing (such as the Stanford 10, PASS Test, or IOWA) is required by the end of third grade and every other year thereafter. The parent-teacher is responsible for the scheduling and cost of the testing. Submit standardized test results to the Director with re-enrollment forms. In addition to the above testing options, older students may use the ACT, PSAT, or SAT College Prep Test to satisfy their testing requirements. Submit these results to the Director **when they are received** so that the high school transcript can be updated.

Parent-Teacher Meeting Requirements

- Parent-teachers must attend orientation in September and a parent-teacher in-service in January. If either of these mandatory meetings is missed, the parent-teacher will be required to attend a make-up meeting in June. Failure to attend mandatory meetings without prior notification of just cause can result in dismissal from UCCA. The Director has discretion in these matters.

Other Parent-Teacher Requirements

- Attend parent-teacher conferences with the Director if requested.
- Maintain samples of student's work for at least three years. Keep a portfolio of high school work until after graduation.
- Notify the UCCA Director of any changes in contact information or change in location.
- Notify the UCCA Director of any family situations or health issues that may affect the education of your students.
- Notify the UCCA Director if contacted 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. If a parent-teacher is questioned at their door, they should present a copy of their Public

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School Notification of Church School Enrollment form, completed and signed by the director. This is the only evidence required for compliance with the Compulsory Attendance Act. The parent-teacher should immediately contact the Home School Legal Defense Association and the UCCA Director to report the incident. 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.

Parent-Teacher Affiliation Standards

- The parent-teacher accepts full responsibility for the emotional, spiritual and academic education of their child(ren).
- The parent-teacher should have a genuine calling to home school their children. Each adult who has parental authority or legal jurisdiction over a child should support the decision to home school the child.
- The history of the Christian church and Christian theology should be studied throughout the elementary and high school years, but it is not required as an individual course of study if it is integrated into the study of other subjects.
- 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 and aptitude to meet all reporting requirements as defined by Alabama education law and UCCA.
- The parent-teacher is the administrator of their home school, and all educational instruction should be managed and supervised by the parent-teacher.
- The parent-teacher should not work full-time outside the home during traditional school hours. Exceptions can be made at the discretion of the director if students are not routinely left unsupervised during these hours or if the student primarily attends dual enrollment classes.
- 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.

Procedure to Terminate Parent-Teacher Affiliation

If the UCCA Director discovers a violation of the parent-teacher affiliation standards, requirements, or other policies of UCCA by a parent-teacher, the following procedures should be followed:

- The Director will give verbal or written notification of the policy violation to the parent-teacher.
- If the violation requires immediate termination of parent-teacher affiliation as determined by the Director, the parent-teacher will be notified at that time.
- If the violation does not require immediate termination, the parent-teacher should be given time to promptly correct the violation.
- 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.
- If the violation warrants termination, but does not require immediate dismissal, the parent-teacher will be notified of a deferred dismissal. The parent-teacher will have the option to complete the school year, but their parent-teacher affiliation will not be renewed for the subsequent year nor their students re-enrolled.
- 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 parent-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

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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 the Tuscaloosa area who are past the age of compulsory attendance. Students who are beyond compulsory attendance age who are moving into Tuscaloosa area and wish to continue their previous home education may be admitted at the discretion of the Director.
- 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.
- Students will not be allowed to transfer to UCCA unless they are in good academic, attendance, and behavioral standing at their current school. Exceptions may be considered at the discretion of the director.

Elementary and Middle School Grading System

- The Curriculum and Grade Report form is used to report academic progress. Only semester grades are reported. Average the semester grades to get the final grade.
- The UCCA grade scale is as follows:

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

- Elementary and middle school students can use a letter grade, a percentage grade, or both. A letter grade will be used on the official school transcript.
- If a middle school student is earning any high school credits, the high school curriculum and grade report form should be used for all subjects even if the student isn't earning high school credit for all subjects.
- If the parent-teacher chooses to measure academic progress subjectively, choose the letter grade which best corresponds to the student's progress. See grade scale above.
- All elementary and middle school (non-high school credit) courses of study should fall under one of these subjects: English Language Arts, Mathematics, Social Sciences, Sciences, Health Education, Physical Education, Technology Education, Biblical Studies, Foreign Language, and Arts Education.
- Average the grades received for each course studied under one subject to determine the subject grade.
For example:
 - ✓ The courses of spelling, grammar, handwriting, and reading would be averaged together for the English Language Arts grade.
 - ✓ Logic courses would be averaged with the arithmetic and mathematics courses.
 - ✓ The courses of American History, Geography, and Civics would be averaged together for the Social Sciences grade.
 - ✓ If a student studies Life Science, Earth Science, and Astronomy in the same year, all three course grades would be averaged together to determine the grade given for Science.
- Occasionally, there will be an elementary or middle school course which does not fall under one of the subjects listed above. The parent-teacher can add it as an elective, but most courses should fall under one of these subjects.
- The curriculum log will show the resources used in individual courses, but the grade report should reflect the student's progress in the subject as a whole.

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- Any private lessons, sports teams, etc., which are used to determine a grade in a particular subject should be added to the Curriculum Log.
- The Enrichment Activities section of the Curriculum and Grade Report form can be used to report additional resources used to enrich your student's education but are not included in calculating the student's grade in a particular subject.
 - ✓ Co-op classes could be listed as enrichment activities under Activities with the name of the co-op listed as the instructor/organization. If co-op classes are used in measuring a student's academic progress in a particular subject, put it on the curriculum log instead.
 - ✓ Any recurring community service activity can be listed such as volunteering as a tutor in an after-school program.

Middle School Students Earning High School Credits

- If a middle school student is earning any high school credits, the High School Curriculum and Grade Report form must be used for all subjects even if the student doesn't earn a high school credit for every subject. If the course is not for high school credit, simply leave the high school credit section blank.
- Grades earned in middle school for high school level courses will be used in the calculation of the student's cumulative high school GPA.
- If a middle school student has been using the Recurring Academic and Enrichment Pursuits in the Community section of the elementary/middle school grade report, include that with the high school form in order for these activities to be included on the elementary/middle school transcript.

High School Graduation Requirements

- UCCA offers a high school diploma to students 16 years of age or older. This diploma is not accredited by the state of Alabama, but it does closely mirror their requirements. No public post-secondary institution in the state of Alabama can discriminate against a diploma issued by a church school located in Alabama.
- In order to graduate from UCCA, a student must earn the 19 required credits listed below plus 5 more credits of their choosing. This is the minimum number of credits required, and UCCA students are encouraged to exceed this number as they prepare for their post-secondary plans. It is imperative that all students know and understand the admission requirements of the institutions they wish to attend after graduation to ensure those requirements are met.
- Most UCCA students graduate with 26-30 credits. The minimum requirements include the following:

- English	4 credits	(English 9, 10, 11, 12 are required)
- Mathematics	4 credits	(Algebra 1, Algebra 2, Geometry are required)
- Science	4 credits	(Physical Science, Biology, Chemistry are required)
- Social Studies	4 credits	(see below for possible sequence)
- Physical Education	1 credit	(see below for explanation of varsity sports with THE)
- Fine Arts	1 credit	(see below for examples)
- Microcomputer Applications	½ credit	(word processing, spreadsheets, power point, etc.)
- Health	½ credit	
- Foreign Language and/or Electives	<u>5 credits</u>	(A foreign language is recommended but not required.)
	24 credits	

 - ✓ The following sequences are recommended for Social Sciences: Two years of World History, one year of American History, American Government (1/2 credit), Economics (1/2 credit) OR one year of World History, two years of American History, American Government (1/2 credit), Economics (1/2 credit).
 - The public school system requires 1 year of World History and 2 years of American History.
 - Students pursuing a classical education can list their courses as follows: World History I and II (ancient and medieval) and American History (modern).
 - ✓ Potential fine art courses include art appreciation, music appreciation, painting, drawing, sculpture, calligraphy, music, dance, theatre, architecture, film, photography, conceptual art, and printmaking. Others can be used as well.
 - Students should keep track of hours spent in courses developed by the parent-teacher. It takes 140 hours to earn 1 credit and 70 hours to earn a ½ credit.
 - ✓ Playing any varsity sport for Tuscaloosa Home Educators will earn one physical education credit. One credit for PE will be awarded for each school year even if the student plays multiple sports.

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- Students should keep track of hours spent in courses developed by the parent-teacher. It takes 140 hours to earn 1 credit and 70 hours to earn a ½ credit.
- ✓ UCCA students should check with the post-secondary institutions they wish to attend to determine if that school gives preferential admission status to students who have two years of the same foreign language.
- ✓ Microcomputer applications is a good dual enrollment course to take on-line at Shelton State Community College or UA Early College.

High School Credits

- UCCA will award one high school unit of credit for the following academic achievements.
 - ✓ Completion of a high school level course designated as a one-credit course by a credible publisher with a grade of “D” or better.
 - ✓ Completion of a minimum of 140 hours of instruction, research, and/or study for a given high school level subject with a grade of “D” or better.
 - ✓ Earning college credit for a CLEP subject test.
 - ✓ Earning college credit for an AP exam.
 - ✓ Dual Enrollment: One high school credit will be awarded upon passing a minimum three hour college course with the exception of English 101 and 102 which require a literature component to be added. English 101 and 102 may be taken in the same year which would equal one high school credit.
- UCCA will award one half-unit of high school credit for the following academic achievements:
 - ✓ Completion of a high school level course designated as a half-credit course by a credible publisher with a grade of “D” or better.
 - ✓ Completion of a minimum of 70 hours of instruction, research, and/or study for a given high school level subject 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.
- Students should keep track of hours spent in courses developed by the parent-teacher. It takes 140 hours to earn one credit and 70 hours to earn a half credit.
- Biblical Studies as a course of study will not transfer as a credit to most public high schools, and it will not be recognized by some colleges and universities. Instead of Biblical Studies, choose a more detailed description of the student’s course of study.
Examples:
 - ✓ If a student is taking a course on the history of the Christian church, this could be classified as a course in World History and listed as a Social Sciences credit.
 - ✓ If a student is taking an apologetics course, this might be classified as an elective in Philosophy, Rhetoric, or Speech if the arguments are presented orally.

Dual Enrollment, Accelerated High School, UA Early College

- The parent-teacher should discuss high school and college course equivalencies in relation to graduation requirements with the Director before enrolling in these courses.
- UCCA has dual enrollment contracts with **Shelton State Community College** and **Bevill State Community College**.
 - ✓ Dual enrollment students are required to take the ACT or ACCUPLACER to determine college readiness and course placement. See college website for more information.
 - ✓ The UCCA Director must approve the courses the student wishes to take and sign the appropriate form. Make sure the entire form is complete except for the counselor’s signature and that all courses are listed.
 - ✓ The Director will forward the signed form along with the student’s transcript to the appropriate school.
 - ✓ The student will receive the same grade at the high school level as received on the college level.
 - ✓ The student should track their percentage grade in order to submit it on the UCCA grade report.
 - ✓ The student should also print an unofficial transcript to be submitted with the UCCA grade report.
 - ✓ Accelerated high school is another option to receive high school and college credit for the same course, but course selection is limited. See college website for more information.
- Many UCCA students take classes through UA Early College, but UCCA does not have a dual enrollment contract with UA. This decision was made so that the parent-teacher has the freedom to select which courses their student takes without prior approval

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from the UCCA Director. Instead, upon request, the Director will complete the Counselor Cover Memo and submit a transcript on the student's behalf to declare they are eligible for Early College. After this initial step, the student is free to register for classes without prior approval from the Director.

- ✓ To receive high school credit for classes taken at UA Early College, the parent-teacher should submit the percentage grade on the UCCA grade report and also submit an unofficial transcript that includes the final grade for confirmation.
- ✓ The parent-teacher has the option of not requesting high school credit for these courses, but the grade will remain on the student's official college transcript.

High School Evaluation of Academic Performance

- UCCA uses a non-weighted 4.0 grade scale. See below for scale.
- The High School Curriculum and Grade Report form is used to report academic progress once a student begins to earn any high school credits. Only semester grades are reported. Average the semester grades to get the final grade.
- Use a percentage grade and a letter grade when submitting high school grade reports.
- When measuring progress in subjects where it is not feasible to calculate a percentage grade, assign a letter grade based on the student's progress. See the grade scale below.

UCCA Grade Scale

Percentage	Letter	Progress	Point Value
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

Example of Calculating the GPA

Subject	Percentage 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

High School Plan and High School Resume

- A high school plan should be developed before a student begins to earn high school credits at UCCA. The Director is available upon request to assist in the development of this plan.
- College bound students should research admission requirements for the college or university they wish to attend and plan accordingly.

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- The parent-teacher, not the Director, is responsible for all counseling duties to ensure their student's post high school plans can be achieved.
- The parent-teacher should assist the high school student in maintaining a "High School Resume" folder. Include the dates in which the student participated in each activity. It is very important to keep a record of any leadership roles or special recognition received. Keep track of everything even it seems insignificant. Possible items to include on the high school resume include but are not limited to the following:
 - ✓ Key Stats (GPA, ACT, SAT)
 - ✓ Academic Honors and Awards
 - ✓ Academic Societies
 - ✓ Academic Teams and Competitions
 - ✓ Academic and Leadership Camps/Conferences (AIMS, SAME, Space Camp, TeenPact)
 - ✓ Contest Entries and Special Recognition (essay-writing, engineering, photography, etc.)
 - ✓ Community Service Activities (Keep a log of volunteer hours.)
 - ✓ Club Memberships (4-H, Tuscaloosa Children's Theatre, Civil Air Patrol, Girl Scouts)
 - ✓ Sports Activities and Honors Earned
 - ✓ Enrichment Activities (mission work, travel, special projects, musical accomplishments, special programs)
 - ✓ Work Experience (Make note of business name and location, dates of employment, job title, and specific duties. Include paid and unpaid positions.)
 - ✓ References (Make a list of possible references with contact information.)

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.

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.

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