



Substitute Core Courses

Students may not enroll in other schools' courses with the idea of substituting these for UCA SCHOOL core courses without Academy approval. Parents may submit written requests explaining reasons for using substitute courses along with outside credit application form to the Academy. Such requests will be evaluated by administration, who will make decisions on a case-by-case basis. No more than one-third of a student's UCA SCHOOL courses during any school term may be replaced by another school's courses.



UPPERROOM CHRISTIAN ACADEMY SCHOOL

Core Courses ???????

English I (Language Arts 9)
English II (Language Arts 10)
English III (Language Arts 11)
English IV (Language Arts 12)
World History (History 10)
U.S. History (History 11)
Government/Economics (History 12)
Civics/World Geography (History 9)
Algebra I (Math 9)
Geometry (Math 10)
Algebra II (Math 11)
Pre-Calculus (Math 12)
Science 9
Physical Science
Integrated Physics & Chemistry
Biology (Science 10)
Chemistry (Science 11)
Physics (Science 12)
New Testament Survey (Bible 9)
Old Testament Survey (Bible 10)
Doctrine & Applications (Bible 11)
Essentials of Christian Service (Bible 12)
Foundations for Living



Academy Credit Standard

UpperRoom Christian Academy School courses are designed to follow the **Carnegie credit standard,???** which in a conventional school means one graduation credit is earned for successfully completing a class that meets 50-60 minutes per day over the course of a 180-day school year. This is why it takes the average full-time UCA SCHOOL student about 90 school days to complete a half-credit course, and approximately 180 school days to complete a one-credit course. The Academy awards one half credit per each semester of a course after all work for the semester is successfully completed.

Outside Credit Guidelines

To receive credit for outside courses, the Outside Credit Request Form must be filled out and **the fee** paid. All transfer credits must receive prior approval by UpperRoom Christian Academy School Administration.

Course Status

- Future Courses: May be used for elective credit for courses that do not appear on the Academy course list. Future outside courses *must* be pre-approved by UCA School Administration. Courses using ~~Alpha Omega Publications~~ _____ curriculum may not be taken for UCA SCHOOL credit while enrolled in UCA School.
- Course In Progress
- Course Completed



Non-Institutional Courses

To transfer credit from non-institutional (eg: designed by a parent or taken at a homeschool co-op) courses, the academy needs documentation in these areas:

- Instructional time should be at least 4-5 hours per week over the course of a semester or High school credit is normally determined by instructional time. One credit is defined as one class per day over the course of a full academic year, or 180 instructional hours. One-half credit is equivalent to 90 instructional hours.
- Description of course content and curriculum used including a course outline, list of materials used, [grading scale](#), and syllabus.
- Verification of content mastery based on tests, quizzes, field studies, projects, records of daily work,
- For LIFEPAAC and Horizons courses, provide unit test scores
- For non-UCA School-approved Publications curriculum, provide a detailed grade report including quizzes and tests. Also define the grading scale used. A sample of tests and semester exams completed may be useful for determination of approving

Letter grades will be assigned if we have adequate documentation of grades earned. Otherwise, a pass/fail grade will be assigned and those courses will not be included in calculating cumulative GPA. Placement tests may be taken into account when assigning credit and approving grades given.



Institutional Courses

To transfer credit from institutional courses, the academy needs documentation in these areas:

- Official transcript sent from institution to UCA SCHOOL upon completion of the course
- For courses taken at a college or university, credit is awarded based on the following conversion:

College Credits		High School Credits
5	=	1.25
4	=	1
3	=	1
2	=	.5
1	=	.25

Examples of Acceptable Courses:

- Fine Arts/Practical Arts (Choir, Band, Shop, Home Economics, Welding, Photography, Auto Mechanics, etc.)
- Driver's Education – 1/4 to 1/2 credit, depending on hours of instruction
- Sports – Team or individual sports may be applied toward the PE credit required by the Academy.
- Sports teams will be graded as Pass only
- Documentation needed: Copy of sports schedule and roster
- 1 sports season will equal .5 credit

Courses Generally Not Approved:

- Instrumental/Music Lessons (not enough direct instructional time)
- Work Experience (too subjective to monitor and evaluate; not enough instruction)
- Courses that meet only once a week or less for instruction
- Religion/Bible courses taught from outside a broad evangelical Christian viewpoint, as expressed in the UCA SCHOOL Statement of Faith



ACHIEVEMENT TESTING

Achievement Testing

UpperRoom Christian Academy School requires that all full-time 3rd-10th grade students take an achievement test yearly so that parents, students, and teachers can benefit from an external assessment of how much academic progress students have made from year to year. UpperRoom Christian Academy School uses the **MAP (Measure of Academic Progress)????** test through the Northwest Evaluation Association. The MAP test should be taken when a student first enrolls in UpperRoom Christian Academy School, and then each spring the student is enrolled at UCA SCHOOL (from 3rd – 10th grade).

Before taking the MAP test, please review [this presentation](#) ***carefully.

FAQ's

The MAP Test: Basic Information

- What is the MAP test?
 - The MAP test is produced by the non-profit Northwest Evaluation Association (NWEA). UpperRoom Christian Academy School does not determine the subject matter of the questions on the MAP test.



The MAP tests are normed for accuracy on the basis of over 2 million student results, and have replaced pencil and paper achievement tests in thousands of schools. Because fewer questions are needed, MAP test sessions are shorter than normal paper and pencil tests. You may visit the NWEA website at nwea.org ***** for more information.

- How does the MAP test work?
 - The MAP test is taken online. Each section consists of approximately 43-63 questions, and typically takes between 60-90 minutes. However, this will vary for each child.
 - MAP tests are computerized and adapt to the individual student. How well the student answers each question determines how hard or easy the next question will be, giving more accurate results than traditional tests. If a student answers a question incorrectly, the next question will be less difficult; if a student answers a question correctly the next question will be more difficult. Because of this, students should average about 50% correct answers. This is part of the process of determining a student's academic level in each subject.
- What sections of the MAP test do I have to take?



- UCA SCHOOL utilizes three sections of the MAP test: Reading, Math, and Language Usage. We do not offer the Science or History sections.
- Can I take the test at night or on the weekend?
 - The MAP test must be proctored by an UCA SCHOOL staff member. For this reason it is only available between 8:00 am and 4:30 pm Central Time Monday-Friday.
- How much does it cost to take the MAP test?
 - There is no cost for full-time students. Part-time students are not required to take the MAP test, but may do so for a fee of \$20.

Scheduling

- How do I schedule the test?
 - To sign up for the MAP test, families should contact their Education Coordinator or submit [this form](#). **(if will be included will print out Revise and Attach)**
- Something came up and I can't take the test when I scheduled it. What should I do?
 - If a family cannot complete the test during their scheduled time, the family should call their Education Coordinator or School Support Services to reschedule the test.



Technical Information

- How do I access the test?
 - The address for the MAP test is [https://UCA SCHOOL-test.mapnwea.org/test](https://UCA_SCHOOL-test.mapnwea.org/test). You will receive an email on the morning of the test with login information.
- What browser should I use?
 - We recommend using Chrome (version 41 or newer), Firefox (version 50 or newer), or Safari (versions 7 to 10) for the MAP test. Please do not attempt to use Internet Explorer.
- I got an error message and can't sign in to the test.
 - For step-by-step tutorials to common problems, [check out this guide](#). If you are still unable to access the test call the proctor (contact information is in the email with the login information).

During the Test

- I got an error message and can't sign in to the test.
 - For step-by-step tutorials to common problems, [check out this guide](#). If you are still unable to access the test call the proctor (contact information is in the email with the login information).
- I got kicked out of the test before I finished. What should I do?



- Call or email the proctor (contact information is in the email with the login information).
- If I get kicked out of the test, will I have to re-start it from the beginning?
 - The test will pick up on the same question number (the question itself may be different).
- How long do I have to finish the test?
 - Tests are not timed, however it will time out if a question is not submitted within about 7 minutes. Please remember there is no support available after 4:30 pm (Central Time).

After the Test

- When will I receive my results?
 - Test results are emailed to the parent or school administrator on the Friday after the final section of the test is completed.
- What do my MAP test results mean?
 - Please check out [this document](#) for an explanation of MAP test results. If you still have questions, you may reach out to the MAP proctor, or to your Education Coordinator.
- How does UCA SCHOOL use my MAP test results?
 - MAP test results are kept confidential and will be used to help UCA SCHOOL improve instruction.



Resolving Conflicts or Concerns

Challenging a MAP Score

Students are encouraged to look over their work after it has been submitted. Much of the work is computer graded and it is possible for an extra space, an extra letter, or a misspelled word to be counted as incorrect. Students may message their teacher, call their teacher, or attend their teacher's online office hours to request credit for these items. Teachers may grant full credit, partial credit, or no credit depending on their assessment of the student's answer.

Student/Parent Concerns and Complaints

In the event that a student or parent has a concern about a matter regarding a course, assignment, or teacher, that concern should be brought to the teacher for that course. Following Matthew 18:15-17, it is best to speak with the individual directly involved with issue at hand first. If a student or parent brings a concern about a course, assignment, or teacher to an Education Coordinator or Administrator, **???or the "Principal"???**, he/she will be asked to first talk to the teacher about the matter. The Educator Coordinator or Administrator may be contacted only after initial attempts to resolve a matter have been unsuccessful.



Financial Matters

Questions or concerns about financial matters should be directed to your UCA School Administrator.

Cyberbullying & Netiquette Policy (adapted from: www.Stopbullying.gov)

Cyberbullying Definition: Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

Reporting Cyberbullying & Escalation Process:

When cyberbullying happens, it is important to document and report the behavior so it can be addressed.

Student Steps to take immediately:

- Don't respond and don't forward cyberbullying messages
- Keep evidence. Record the dates, times, and descriptions of instances when cyberbullying has occurred. Save screenshots, emails, and any text messages.
- Report instances of cyberbullying to your teacher, education coordinator, or school principal.



Report Escalation Process:

- All reports will be forwarded to the school principal. Any student who believes he/she has been the victim of bullying has a responsibility to report the alleged bullying to his/her teacher or academic advisor as soon as possible. Furthermore, any student, parent, guardian, or teacher who has knowledge of conduct which may constitute cyberbullying has a responsibility to report such conduct to a teacher, an academic advisor, or an administrator.
- In response to the report, UCA SCHOOL administration will conduct an investigation to determine if a violation has occurred. Evidence of the event will be requested at this stage.
- If a violation has occurred, the principal will notify the parents and students involved in the incidence. UCA SCHOOL administration will determine the appropriate disciplinary action, including notifying law enforcement if criminal charges are warranted.
- The UCA SCHOOL Administration will determine appropriate action for addressing the violation. Disciplinary action may include:
 - Verbal warning
 - A written apology
 - Suspension from the Student Center, Online Whiteboard Hours, and/or Online Classrooms
 - Dismissal from UpperRoom Christian Academy School



UCA SCHOOL Student Public Group Conduct

In addition to a general cyberbullying policy, UpperRoom Christian Academy School will outline specific content guidelines for student interaction at any and all UCA School-sponsored function which UCA School students attend.

UCA School-sponsored activities or functions are places for students to get to know each other and have fun. To ensure that everyone is creating an atmosphere where that can happen UCA School has the following expectations for students who participate and attend:

- In terms of content, let Philippians 4:8 be your guide: "Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things."
- All UCA SCHOOL-provided facilities, while available to all eligible UCA School students and monitored by UCA School staff, it is still important to stay safe when utilizing online services. Do not share private or personal information with others such as phone numbers, emails, or physical addresses.
- UCA School expects that students will always treat each other with respect and kindness. Students may not say things or post content that puts others down.
- UCA School expects that students will not use profanity, acronyms that contain profanity, language that can be interpreted as profanity, or take the Lord's name in vain (that includes using OMG).
- UCA School expects that students will not use any UCA School-provided facility for dating talk or talking about other people as objects of romantic interest.



UCA SCHOOL NETTIQUTE POLICY

The following lists proper conduct when communicating with all staff at
UpperRoom Academy School:

Do's:

- Use Formal Titles in all emails and messages in your greetings. (Ex. Use Mrs. Ellis instead of Julia or Mrs. Julia)
- Use proper grammar, punctuation, and spelling in all work, emails, and messages. Proofread before sending.
- Be as specific and concise as you can when using email.
- Use full sentences when answering short answer questions on lessons, quizzes, or tests unless otherwise instructed
- Use respectful language in all messages, emails, chats, and discussion threads with any staff.

Don'ts:

- Expect instant responses on emails and grades. Remember, you are not your teacher's only student
- Don't write in ALL CAPS. This is considered yelling in the online world.
- Don't use slang or text language shorthands or abbreviations

Escalation Process Per Individual Semester Course Enrollment:

- Student's 1st Offense: Teacher explains proper procedure
- Student's 2nd Offense: Teacher explains proper procedure
- Students 3rd Offense: Teacher Phone Call to Parent or Guardian