

Union Christian Academy



If anyone is in Christ, he is a new creation. (2 Cor. 5:17)

Parent/Student Handbook

Volume 12

www.unioneagles.org

Educating the Heart and the Mind

Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.
(Colossians 3:12-14)

Our Mission:

**To provide an outstanding Christian education
centered on a Biblical worldview
that encourages all our students
to reach their highest God-given potential.**

Our Vision:

**To become a nationally-recognized,
pace-setting leader in Christian education
that honors the Lord Jesus Christ.**



Dear Parents:

Our school has a very clear mission. We also have a very clear vision. Everything we do will be measured against our mission and vision, and I am so excited about this new school year and the potential that exists with Union Christian Academy.

I truly believe that God has protected and sustained this school in miraculous ways. I believe He has used and intends to use the school to develop the new, next generation of Kingdom leaders.

Our students have the potential to reach and impact more people worldwide for the cause of Christ than ever before. We are privileged to partner with you in the spiritual and academic development of your children, and are praying that we will be excellent stewards of the beautiful young people you are entrusting to us.

As we strive to provide you with great value in academics and experience, we also commit to building incredible relationship between our faculty and your student. I'm anticipating that God will continue writing His story in our community as we walk in trust and faith, depending on Him alone, as we experience together the Next-Generation Union.

***Dennis Queen, Superintendent
Union Christian Academy***

Union Christian Academy School Day

- Extended Care
K5– 6th 3:10 a.m. – 6:00 p.m.
- All Students
K3- K4 (hours of preschool operation) 7:00 a.m. – 6:00 p.m.
K5- 12th (school day) 8:00 a.m. – 3:10 p.m.

K5-12th grade students will not be permitted to enter the building before 7:30 a.m. For the safety of your child, we strongly urge you to plan your child’s arrival to coincide with opening time.

Union has a single point of entry for all K5 through 12th grade students and all campus visitors. This is the “U” entrance which is located in the recessed area to the right of the two-story building and to the left of the chapel as you take the Albert Pike driveway designated as “Secondary School Entrance”.

Contact Information

- **Address** **4201 Windsor, Fort Smith, AR 72904**
- School Phone 479.783.7327
- School Fax 479.783.9342
- Website www.unioneagles.org

Forms and handbooks are located under the Campus Life section of the Union website. The Athletic Packet (which includes the Physical Form) is located on the Athletics page of the Union website.

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100. Our Foundation

101. Mission Statement

The mission of Union Christian Academy is to provide an outstanding Christian education centered on a Biblical worldview that encourages all our students to reach their highest God-given potential.

Expounding on the Mission:

...an outstanding Christian education. Union is committed to providing the highest standard of education to ensure that our students are more than competitive in academics, business and citizenship. Providing an outstanding Christian education means that as we focus on academics, we will also be proactive in the integration of faith and education through Biblically-based curriculum, in the employment of faculty who have a committed relationship with the Lord Jesus Christ, and in opportunities for discipleship and service consistent with the example of Jesus.

...centered on a Biblical worldview. A worldview is the lens through which we all view the world around us. Secular education typically presents material in an atheistic or non-spiritual perspective. Union is committed to ensuring that all subjects are presented from the viewpoint of using scripture as our filter for morals, values, ethics and behaviors.

...encourages all our students to reach their highest God-given potential. It is our desire that each and every student be engaged in a challenging environment that helps them reach their highest God-given potential. Not all students will reach the same achievements, but we consider it a great privilege to be involved in helping students discover and develop the special and unique gifts that God has created within them.

102. Vision Statement

The vision of Union Christian Academy is to be a nationally-recognized, pace-setting leader in Christian education that honors the Lord Jesus Christ.

Expounding on the Vision:

...nationally recognized, pace-setting leader. As Union strives for excellent performance in the academic world, we endeavor to become a leader in Christian education. This includes academic standards, curriculums, methods, and innovations.

...that honors the Lord Jesus Christ. As Union strives to be a school that honors Christ, we will be better equipped to serve other Christian schools that are trying to do likewise in their communities. This multiplies Union's effectiveness in building the Kingdom of God.

103. Statement of Faith

- A. We believe that there is one God eternally existent in the persons of
- God the Father, who so loved the world that He gave His only begotten Son for our redemption (John 3:16);
 - God the Son, born of a virgin (Matthew 1:18-25), sinless in life (2 Corinthians 5:21), whose death, burial and resurrection marks the good news for humankind's redemption (1 Corinthians 15:1-4), who is coming again (1 Thessalonians 4:13-18); and
 - God the Holy Spirit, whose present ministry in the life of the believer gives us the grace to live our redemption (John 16:7-11, 13; John 3:5).
- B. We believe the Bible to be inspired in its original form and the only authoritative Word of God (2 Timothy 3:16, 17; 2 Peter 1:20-21).
- C. We believe in humanity's need of salvation by grace (Ephesians 2:8-10), only through faith in the Lord Jesus Christ (John 14:6).
- D. We believe in the resurrection of both the saved and the lost: those who are saved unto the resurrection of life in heaven and those who are lost unto the resurrection of the condemned in hell (John 5:28-29).
- E. We believe in the spiritual unity of all believers in Christ (John 17:21; Ephesians 4:13).
- F. We believe that Jesus is coming back to earth (Acts 1:11).

104. Philosophy

Believing that God's inspired Word is Truth and that Jesus is the center of our quest for knowledge, Union Christian Academy partners with parents to present the totality of our curriculum through the perspective of Scripture while we motivate our students with rigorous academics in all subject matter and in all classrooms. We desire to equip our students with the competencies not only to be successful members of society prepared for any career choice but also to realize Christ-generated transformation in their own lives and to influence the transformation of the Lordship of Jesus in others on a local, national, and global scale.

105. Core Values

- We will clearly communicate and practice who we are (our mission) and where we are going (our vision) as a school, and regularly evaluate our product and programs against our mission.
- We will provide an outstanding education.
- We will live and teach Biblical principles and values as we partner with families, helping them to fulfill their Biblical responsibility to raise and train their children.
- We will provide a well-disciplined environment conducive to learning.
- We will provide a place where children are loved.

106. Accreditation

Accreditation is from the following agencies:

- ANSAA (Arkansas Nonpublic School Accrediting Association)
- ACSI (Association of Christian Schools International)
- AdvancED (previously North Central Association)

Accreditation status is reviewed on a periodic basis.

200. Admissions

201. Admission Policy

- A. Union Christian Academy is an independent, co-educational, Christian school that respects diversity in its student body and staff. Union Christian Academy does not discriminate on the basis of race, gender, color, national or ethnic origin in the admission of students, in hiring, or in the Administration of its educational program.
- B. Family Commitment to Union: The student and his/her parents must understand and agree with the school's mission which is to provide the student an outstanding Christ-centered, Biblically-directed education. We want the parents not only to support, but also to be actively involved in their child's education at Union Christian Academy. A student's admission is contingent upon the parent's commitment, by their agreement with and signature on the *Family Commitment Form*.
- C. Student Code of Conduct: We believe the key to a student's success at Union Christian Academy begins with his positive attitude about attending the school and his willingness to comply with the *Student Code of Conduct*, as signified by his/her signature on that form.
- D. Age Requirements:
- Preschool students must be toilet trained and at least 3 yrs. old by first day of attendance.
 - Kindergarten students five (5) years old by August 1.
- E. Entrance Testing: Administration will review previous school records of all new Kindergarten through 12th grade students to determine if testing is needed to finalize placement. A new student will be considered as anyone who has not attended Union Christian Academy for one year.
- F. Special Needs Students: Parents have the responsibility to disclose Individualized Educational Plans (IEP) or other pertinent information that would help Union Christian Academy evaluate any learning disabilities prior to admission, in order to determine if the school can effectively meet the needs of its students. Union Christian Academy may accept a student with mild disabilities, such as Learning Disabilities (LD), Attention Deficit Disorder (ADD/ADHD) and/or Other Health Impaired (OHI), provided the school receives current documentation that the student has been evaluated by a qualified professional within the past three years and the student meets all other admission criteria. In cases when a student is making application accompanied by an IEP, the Academic Services team will review the records and make a recommendation to the Principal who will make the final decision.
- G. Immunizations: All students must comply with state immunization laws prior to admission.

- H. Academic Probation: A student whose grade point average is below a 2.0 may be placed on Academic Probation upon admission to Union Christian Academy.
- I. Expelled Students: Any student who has been expelled from another school must wait at least one full semester before being considered for enrollment in Union Christian Academy. After evaluation, if the student is permitted to enroll, he/she will be on probationary status for a period of nine (9) weeks.

202. Homeschooled Students

Union Christian Academy recognizes different categories of Home Schooled Students. The following admission criteria apply:

Placement in Grades 1-8

Students who have been home schooled may be appropriately placed in Grades 1-8 based on the following criteria:

- Scoring at or above the 50th NPR in Reading Comprehension and Math Problem Solving on the two most recent Administrations of the state required Norm Referenced Test
- Scoring a minimum of 60% on grade level math and literacy diagnostic tests administered by the school prior to enrollment.

Depending upon the test results and recommendation of a Principal-appointed admissions committee, the student will be appropriately placed.

Placement in Grades 9-12

Students, who have previously been home schooled, may be eligible for appropriate grade level placement and may be awarded credits toward graduation based on the following criteria prior to enrollment:

- Scoring at the 50th NPR, or above, (in Reading Comprehension and Math Problem Solving) on the two most recent Administrations of the state required Norm Referenced Test AND
- Providing a transcript from an accredited institution for courses taken OR
- Achieving a minimum 60% score on grade level diagnostic tests (for those courses the student is seeking credit) administered by Union prior to enrollment.

The diagnostic test grade will be awarded according to the Union Grading Scale:

60-69=D 70-79=C 80-89=B 90-99=A

- The counselor and Principal will review the transcript for the purpose of awarding credit for those courses which meet current school standards. Credit for electives will be considered on a course-by-course basis.

Eligibility for Graduation/Honors

- Students who enroll part time and later choose to graduate, must enroll as full-time students during their junior and senior years, OR enroll as full-time students at least the last semester of their senior year and provide an acceptable transcript from an

accredited institution that meets requirements for the junior year and the first semester of their senior year, if applicable.

- To graduate with honors and/or be eligible for salutatorian or valedictorian, students must attend Union Christian Academy the last four consecutive semesters (grades 11 and 12) prior to graduation.
- All students are required to complete all graduation requirements as set forth in the Academic Handbook.

Other Criteria:

- Students who are not interested in graduating from Union may enroll in as few as one and as many as five courses.
- Students in 9th-12th grades who enroll in two or more courses must include Bible as one of their courses.
- Home schooled students enrolled in fewer than 4 academic classes are not eligible to serve as club or class officers.
- The same immunization policies apply to all students regardless of whether full-time or part-time.

203. Admission Process

Union's admission process can be found at unioneagles.org. Past behavior and Christian conduct, as well as academic background, will be considered as part of the enrollment process for all grades.

A summary of the steps for admission includes:

- Navigate to unioneagles.org.
Select 'Apply Now', fill out online application, and press submit.
Pay \$50 application fee online.
Submit official birth certificate, social security card, and immunization records. The Nurse will review the records submitted.
Submit academic records (standardized test scores, report cards, transcript) and any education plans. The Principal will review the records submitted.
The Principal will interview the applicant, determine the enrollment decision, and will notify the Registrar. The Registrar will send an Offer of Enrollment to the applicant's parents and will send instructions for completing the online enrollment. Upon submission the parent(s) must pay the appropriate enrollment fee.

204. Appeal Process

If a family is denied admission to Union by the Administration, they may appeal that decision by making the appeal in writing to the school Administration. A three-member panel consisting of a board member, a teacher, and a representative of Administration will review the decision, re-interview if necessary, and make a determination which is the final decision.

300. Academics, Activities, and Basic Procedures

301. Homework

- Each teacher is at liberty to give homework to encourage each student to advance his or her studies.
- In an effort to support the activities of local churches, teachers are encouraged not to assign homework on Wednesdays or administer major tests on Thursdays.
- It is the responsibility of the student to complete assigned homework and to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized.
- Failure to turn in assignments on the date due will result in reduced credit. Assignments submitted within two days of the due date will result in a 50% loss of credit. Failure to submit assignments within two days of the due date will result in a complete loss of credit.
- Special Projects – When a class assignment is defined as a Special Project, that project is due on the date announced, regardless of whether or not the student attends the class that day. The teacher must assign the project at least two weeks in advance and make clear to the students in writing that the project is classified as a “Special Project.” If the student is absent, he or she should make arrangements with someone to get the project to the school before the class period begins. Exceptions will only be granted by the Superintendent on rare occasions based on the individual circumstances where it is obvious the student had no way to turn in the project.

302. Make-up Work Guidelines

- Following an absence, students will have the day they return to class plus the number of days they were absent to make up work and/or take exams. However, if the assignment was made or the exam noted *before* the absence, then the assignment is due, or the exam will be administered, on the date of the student’s return. A grade of zero (0) will be given for a make-up test or assignment not completed by the “due” date assigned by the teacher(s).

To help students prepare for college, we believe it is in the best interest of students in grades 9 – 12 to accept responsibility for missed work by initiating contact with the teacher to receive any school work missed due to absence.

303. Grades and Student Progress Report to Parents

RenWeb

- Teachers will have a web page for each of their classes providing students and parents access to all their class assignments, grades, and other information.
- Each teacher has the ability to send and receive emails.

Report Cards/Progress Reports – (Grades 1-12)

Report cards will be

- Generated each quarter
- Distributed at Parent/Teacher Conferences following the 1st and 3rd quarters
- E-mailed after each semester (at the end of the 2nd and 4th quarters)

If the parent has any outstanding financial obligation to the school, the report card will be held, Renweb will be blocked, and no academic information will be forwarded to other schools or agencies.

304. Semester Exams and Exemptions

Semester exams account for 20% of the semester grade and are required for all students in grades 9-12 in all classes that are at least a semester in length.

Students in grades 5 through 8 will not take semester exams, but will take a regular end-of-quarter exam covering the same amount of material, and weighted the same as any other exam. This also applies to students in grades 9 – 12 who are enrolled in classes that are only a quarter in length.

305. Academic Probation

Probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so that a mutual effort on the part of both school and home may be made to correct the academic deficiency.

Academic probation will be invoked in the following manner:

- A student who receives a grade of “F” in three or more classes, or falls below a 2.0 GPA, during any 9-week period will be placed on academic probation for the following 9 weeks.
- A letter of notification will be sent to the parents.
- A student who achieves a 2.0 GPA or higher at the next 9-week grading period will be removed from probation.
- After two consecutive 9-week periods on academic probation, a conference will be held with the parent(s) to determine if continuation at Union is the best option.

306. Parent Meetings/Conferences with Teacher

A parent wishing to speak with a teacher should send an email to the teacher, or call the school office to make arrangements for a conference. Parents are asked to make this contact during school hours, if at all possible. Please do not attempt to hold an impromptu conference with a teacher during school hours, especially when the teacher is conducting class, or in the mornings when students are coming into the teacher’s classroom.

It is required that all parents check in with the “U” before going to a teacher’s classroom during school hours.

307. Guidance Counseling

In cooperation with parents and teachers, the counselor provides personal help to the student as needs arise. Our services provide the student assistance in aspects of personal, spiritual, and educational growth and development through individual conferences. In situations requiring in-depth or long-term assistance, professional referrals may be suggested.

308. Academic Counseling

Any questions regarding a student’s program of academic study should be directed to the guidance counselor.

309. College Counseling

Information about preparing for and choosing a college will be distributed to each 8th grader during an orientation session in the spring of their 8th grade school year. This information will be made available to all students who did not receive it during the 8th grade spring orientation.

Through student conferences, financial aid night, questionnaires, interviews, and parent conferences, the counseling program seeks to provide help in making specific post-high school plans. Information on individual colleges, scholarships, and college entrance examinations is available from the counselor and university web sites.

Juniors and seniors receive two college days per year to visit colleges. College Visit Forms, which require parent and Principal approval, will be available in the High School office. Students must bring verification of the campus visit on college letterhead when returning to school, or they will be counted as absent.

310. Career Counseling

The guidance program seeks to put students in touch with career information from a variety of sources. This may include computer software programs, books, audio-visual presentations, career fairs, and individuals within the community.

311. Standardized Testing

- All students in Kindergarten through 10th grade take a standardized achievement test during the school year. The results of these tests are reported to parents. Union Christian Academy uses test results to evaluate any changes needed in the curriculum and course placement.
- All 8th grade students take the EXPLORE test. This test is the first in a series of tests (EXPLORE-PLAN-ACT) that are designed to provide students, parents, the counselor, and teachers with information that can be used to plan and prepare for future academic and career success. A fee is charged and is collected through the counselor’s office.

- All sophomores take the PLAN test. This test is designed to provide students, parents, the counselor, and teachers with information that can be used to plan and prepare for future academic and career success. A fee is charged and is collected through the counselor's office.
- Juniors are required to take the PSAT (Preliminary Scholastic Aptitude Test/National Merit Scholar Qualification Test). This test measures students' critical reading, math problem solving and writing skills and provides an evaluation of their skills and a comparison with other college-bound students. A PSAT fee is charged and is collected through the counselor's office.
- It is highly recommend that students begin taking the ACT (American College Test) in the 10th grade. The ACT measures four curriculum areas – English, mathematics, reading, and science reasoning. A writing section is optional.
- ACT tests are taken at parent expense and are generally required for college entrance.

312. Activities

Elementary Programs and Parties

- Musicals - The elementary school body will perform evening musical presentations at least twice throughout the year. ***If you know that your student will not be performing, please let the music teacher know in writing at least two weeks in advance, so that parts can be adjusted accordingly.***
- Field Day - Field Day is a "special events" day scheduled at the end of the school year for elementary students to fellowship together. This is an "outside" event if the weather permits.
- Kindergarten Graduation – An evening graduation ceremony will be held for the K5 classes at the end of the year.
- Classroom Parties – Students in grades K3 -4th will have scheduled classroom parties for
 - Thanksgiving (Fall parties)
 - Christmas
 - Valentine's Day
 - Easter Resurrection Celebration
 - Halloween will not be recognized
- Individual Parties – Elementary students (Preschool-4th) are allowed to bring **peanut/peanut butter free** cupcakes, cookies, and other small snacks on their birthday to share with classmates. Arrangements need to be made in advance with the child's teacher.

NOTE: Our policy concerning food provided for classroom parties, field trips, etc., is that this food must be commercially prepared. All food distributed for group functions must be **peanut/peanut butter free.**

Elementary Activities

- 1st-4th grade activities may include, but are not limited to the following:

| | |
|--|---|
| <i>Academic Awards Program</i> | <i>Spelling Bee (4th)</i> |
| <i>Athletic Events (2nd-4th)</i> | <i>Geography Bee (4th)</i> |
| <i>Cheerleading Events (2nd-4th)</i> | <i>National Elementary Honor Society (4th)</i> |

Middle School Activities

- The Middle School Academy students in grades 5 – 8 will have activities as a Middle School.
- 5th & 6th Grade students may have recess and Spring Field Day, but field trips will be taken in subject area classes rather than by grade level Teachers wishing to conduct special activities will request to do so through the Principal. All food distributed for group functions must be **peanut/peanut butter free** and commercially prepared.
- Additional activities for 5th-8th grades may include, but are not limited to the following:

| | |
|--|--|
| <i>Spelling Bee</i> | <i>Academic Awards Program</i> |
| <i>National Elem. Honor Society (5th & 6th)</i> | <i>Athletic Events</i> |
| <i>National Junior Honor Society (7th & 8th)</i> | <i>Cheerleading Events</i> |
| <i>Middle School Student Council</i> | <i>Band Activities (6th-8th)</i> |
| <i>Chess Club</i> | |

High School Activities

- 9th-12th grade activities may include, but are not limited to the following:

| | |
|---|---|
| <i>Athletic Events</i> | <i>FBLA</i> |
| <i>Senior High Homecoming</i> | <i>Academic Awards Program</i> |
| <i>Jr./Sr. Banquet</i> | <i>Cheerleading Events</i> |
| <i>Quiz Bowl</i> | <i>Athletic Awards Programs</i> |
| <i>National Honor Society (10th-12th)</i> | <i>National Junior Honor Society (9th)</i> |
| <i>Student Council</i> | <i>Band Activities</i> |
| <i>Choir Activities</i> | <i>Fellowship Christian Athletes (FCA)</i> |

313. Electronic Device Usage Guidelines

The following are guidelines for usage of electronic devices at Union:

- 1) Users shall not use another person's name, log-in, password or files nor let other persons (except authorized staff) use their name, log-in, password, or files.
- 2) Users are not permitted to download or install any software onto school-owned devices.
- 3) Users shall not violate copyright laws or use an electronic device for other unlawful purposes.
- 4) Users shall not attempt to damage or otherwise hinder the performance of any school electronic device (e.g., bug, virus, worm, etc.)
- 5) Users shall not deliberately access or create any obscene or inappropriate information, language, or images.
- 6) Users may not download items from the internet, including music or streaming video without permission from their teacher.
- 7) Users shall not tamper with electronic devices, networks, printers, or other associated equipment.
- 8) The electronic devices, network, email, and internet are provided for educational purposes. Users shall not use the school's technology for purposes other than those consistent with the mission statement and the parent/student handbook.

- 9) Users shall NOT attempt to bypass normal security measures that have been implemented on the school network. Any user that identifies or becomes aware of a security problem must immediately notify the classroom teacher or Dean.
- 10) Network storage areas are treated like school lockers. Network administrators may view files and communications to maintain system integrity and ensure responsible usage.

Any violation to the above may result in a loss of student access to the electronic devices, as well as other disciplinary action.

314. Internet Access

Access to the internet is given as a privilege to students who agree to act in a considerate and responsible manner. We have implemented security measures designed to protect both the student and the school. Although the school can provide a significant degree of assurance, no internet filtering system can be completely secure. Safeguarding our students' hearts and minds from potential negative uses of the internet must be a shared responsibility between the school and home. Union Christian Academy will respond to the actions of any student who accesses inappropriate content on any electronic device as a serious disciplinary issue.

315. Cell Phones and Other Electronic Devices

K through 4th grade students may not use their cell phone or other electronic device during the day, except when clearly permitted by the teacher in class. If the student is using the cell phone or electronic device without permission, or if the use of the device is causing a disruption in class, the device will be confiscated and turned in to the office. The student's parent will be notified to pick up the phone or device after school. Repeated violations will require the student and the parent to have a conference with the Principal.

Students in 5th through 12th grade may bring cell phones and other electronic devices to school. In no instance is it appropriate for cell phones or other electronic communication devices to be ON during class time without direct permission from faculty. Cell phones and other electronic devices are required to be OFF and must be placed in a basket or designated holding area during class. The phone or device will be visible at all times and will be used only for specific instructional purposes clearly permitted by the teacher. The cell phone or electronic device may not be removed from the classroom during class time, but students may have their devices in the hallway between classes.

If a middle school or high school student's cell phone or electronic device causes a disruption during class, makes a sound, or is in use without clear faculty permission, the following actions will be taken:

- First violation – The device will be confiscated and taken to the High School Office. The device can only be claimed by the parent of the student.
- Second violation – The student will be required to complete the consequence for the first violation, and will also receive one day of "In School Suspension".

- Repeated violations – The student will be required to complete the consequence for the first two violations, and the student and parent will be required to have a conference with the Principal, which may result in the student losing cell phone or electronic device privileges.

Violations will be cumulative in ALL classes.

316. Laser Pointers

Laser pointers are never authorized for use, as these devices can be very dangerous. Using a laser pointer will result in appropriate disciplinary action.

317. Telephone Use

Students will be allowed to use the school phone during school hours in the case of an emergency, or if the child needs to leave school. Typically, the teacher will not allow a student to be dismissed during class time to use the telephone.

Parents are encouraged to make carpool, lunch, and other arrangements with their children before school in the morning. If an emergency occurs at home, please call the school office to have a message sent to your student.

318. Care of Personal Items

Personal items from home are only to be used with teacher approval. Items should be kept in the student's backpack or locker. Union Christian Academy will not be responsible for lost, stolen, or damaged personal items.

Board games may be brought to be used when the students cannot go outside due to inclement weather.

Otherwise, students are not allowed to bring toys, trading/playing cards, balls, etc. to school or to school functions unless the teacher or administrator has granted special permission for special occasions.

319. Lost and Found

- We strongly encourage that all personal items **be properly labeled** with the student's name.
- When such articles are found, they will be turned in to the "U" and kept in the Lost and Found.
- At the end of each nine weeks, unclaimed articles will be donated to a thrift store or charity.

320. Delivery of Gifts

The school discourages the delivery of flowers, balloons, or other gifts for students during the school day. However, if gifts are delivered to the campus, they will be held for pickup in the “U” until the end of the school day.

Valentine deliveries from outside vendors will be prohibited; however, valentines distributed by the junior class for fundraising will be permitted.

321. Driving Information

The following will be in effect for student drivers:

- No loitering in the parking lot.
- No students will be allowed to return to their cars during the school day without permission from the “U” worker.
- Reckless or irresponsible driving may result in the student’s loss of parking privileges.

322. Field Trip Policy

- 1) The school will provide field trip information to parents prior to the scheduled field trip.
- 2) Normal school dress, as outlined in the Student Dress Standard, is appropriate for most field trips. There may be times when alternative clothing will be permitted.
- 3) Only students enrolled in the class or activity will be permitted to attend the field trip. Siblings are not allowed to attend the trip.
- 4) Parents may decide that their child will not participate in a particular field trip. In this case, failure to attend school will result in an absence.
- 5) Students must travel by transportation provided by the school. Exceptions may occur provided arrangements have been *approved by the Principal* before the students leave the school grounds.
- 6) All school rules are in effect during field trips.
- 7) Students with excessive absences or conduct problems may be asked to remain on campus.
- 8) In the event that a student is disobedient or becomes ill while on a field trip, the parent will be contacted. The student’s parent will be responsible for any expenses involved in this action.

323. Lunch and Lunch Room Policy

- Union Christian Academy offers hot lunches.
- While our school lunch room does not participate in the National School Lunch Program, we still adhere to the suggested nutritional guidelines.
- All students have the option of paying in advance for a certain number of lunches, or bringing their lunch.

- Monthly menus will be posted on the school website.
- Faculty and staff will monitor the lunch room each day.
- Parents having lunch with their children should sign in and out upon entering and leaving the school.
- If parents wish to order a school lunch, they must call the school office before 9:00 a.m.
- **Peanut free** tables are provided, when needed
- Students are encouraged not to share food with other students.
- Students are not allowed to order food from outside vendors.

324. Campus Lunch Policy

K3-10th Grade Students have a Closed Campus and are not permitted to leave campus during lunch unless accompanied by a parent who signs them out at the “U.” Upon return, the parent must sign the student back in. Students may not leave campus with another adult unless permission is given by their parent. Verbal permission may be given over the phone to the appropriate school office personnel. Following a lunch check out, students who return late to campus will receive an unexcused tardy, even though they are accompanied by their parent or other adult (see section 506).

11th-12th Grade Students who can drive may take advantage of an Open Campus, provided the student(s) provide a one-time consent form that has been signed by the student(s) and parent(s). The student(s) must also be approved quarterly by teachers, and their names on an approved list, which takes into account student conduct, academic performance, and attendance. Student drivers can only transport themselves. If a student fails to comply with these rules, he or she will lose his or her privilege to leave campus. If any student receives a ticket of any kind, he or she will also lose his or her privilege. A student must not leave before 5th period is over and must be back on campus before 6th period begins. Failure to heed these attendance expectations will result in negative consequences: the first offense will be a warning; the second (and final) offense will be a termination of this privilege.

325. Lockers

- Each student in grades 7-12 will be assigned a locker.
- Students will be encouraged to protect their valuable possessions by keeping them locked in a locker or leaving them at home.
- Each student is responsible for taking care of his/her locker.
- Students should be cautioned against revealing the combination of their lock to anyone.
- Administrators will conduct random locker checks.
- No contact paper or adhesive-backed pictures are allowed inside lockers.
- End-of- year locker checks for damage will be done and a fee will be assessed for any destruction caused to the locker (includes writing that cannot be removed, surface abuse, etc.).
- Students should not use the athletic locker room to store their books, lunch, etc. The locker rooms will be locked throughout the day.

326. Library

- Reference books, newspapers, periodicals, and hardback/paperback books are available in the library.
- Computers are available with online programs, and access is provided to a variety of materials. Students are asked to follow the Electronic Device Usage Policy as stated in this handbook.
- All books taken from the library should be checked out at the circulation desk. Books are checked out for two weeks. If a book is not returned by the date due, a fine of \$0.10 per each overdue day will be charged.
- All library materials are the responsibility of the student who checks them out. If a book is damaged or lost, the student is responsible and must pay for the replacement cost of the book.
- Students may not check out more than three books at a time.
- Reference books may be checked out overnight and are due by 8:00 a.m. the next school day. A fine of \$1.00 per day is charged for overdue reference books.
- Library privileges may be withheld for any student who fails to follow the rules.
- A student's report card will be held if the student has a library fine.

327. Parent Organizations

Parent/Teacher Fellowship (PTF)

- The PTF is organized for the purpose of creating a closer relationship between the home and the school. Various fundraisers are held to raise money for school projects.
- Meeting dates are announced during the school year.

Athletic Booster Club

The Union Christian Academy Athletic Booster club directly and actively supports the entire athletic program.

328. Visitors

- All visitors and parents must report to the "U", sign in, and obtain a visitor's badge. They must have a valid reason for visiting prior to gaining access to the classrooms.
- Graduates from Union Christian Academy are welcome to visit faculty/staff and friends only at lunch time during the school day. Like all visitors, they must sign in at the "U" and obtain a visitor's badge.
- Previous Union students, who did not graduate from Union, may come to visit only at lunch time and students under 18 should be accompanied by their parent.
- Student visitors from other schools are **not** permitted on campus or in the parking lot at any time unless attending a school function. Exceptions to this policy must be approved by an administrator at least one day in advance. No exceptions will be made during exam weeks, or before and after school holidays.

329. Child Custody/Custodial Parent Policies

Family situations are becoming increasingly complex and can be traumatic for both parents and students. Consequently, the focus of Union Christian Academy is on the safety and well-being of the student, and our policies further this goal.

- a. Custody Documentation. At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of their student, if applicable. If there are any legal changes in custody or visitation, parents are obligated to inform Union of the change within seven days.
- b. School Records. A non-custodial parent shall have the right to access school records related to his or her student unless prohibited by a legally binding instrument.
- c. Dismissal and Early Releases. No student shall be released to any individual other than a custodial parent unless express written permission is first given to Union Christian Academy by a custodial parent, or unless a valid legally binding instrument granting release is on file with Union. A parent cannot ask the school to withhold release of his or her student to the other parent or representative without a legally binding document.
- d. Parent-Teacher Meetings. It is the policy of Union Christian Academy to provide separate parent-teacher meetings if the need arises and the school is informed in a reasonable time.
- e. School Communications. It is the custodial parent's duty to communicate with the noncustodial parent regarding school announcements and notes.

400. Athletics

We are committed to excellence in the athletic program, and we strive to keep Christ and Christian values as the foundation for building a successful program. All coaches will reflect a Christ-like attitude on and off the playing field and will instruct their athletes in this same attitude.

Participation in athletics develops the student mentally, physically, socially, and spiritually. All participants are expected to maintain the same Biblical standards that are required during the school day. Standards of conduct apply to practice sessions, home and away games, and any other times the student is representing the school.

All students represent Union Christian Academy at sporting events, whether on the field or in the stands, so their conduct should reflect Christian sportsmanship toward the opposing team(s) and toward the officials.

The following information is a general overview of the athletic programs. Additional information will be found in the Athletic Handbook.

The following athletic programs may be offered:
(F)=Fall (S)=Spring

JUNIOR HIGH (7/8/9 grades)

| | |
|----------------------------------|----------------------------------|
| Girls | Boys |
| Basketball | Basketball |
| Cheerleading | Football (F) |
| Golf (F) 9 th grade | Golf (F) 9 th grade |
| Tennis (F) 9 th grade | Tennis (F) 9 th grade |
| Track (S) | Track (S) |
| Volleyball (F) | |

SENIOR HIGH (10/11/12 grades)

| | |
|----------------|--------------|
| Girls | Boys |
| Basketball | Baseball (S) |
| Cheerleading | Basketball |
| Golf (F) | Football (F) |
| Tennis (F) | Golf (F) |
| Track (S) | Tennis (F) |
| Volleyball (F) | Track (S) |

ELEMENTARY (2/3/4 grades)

| | |
|--------------|------------|
| Girls | Boys |
| Basketball | Basketball |
| Cheerleading | |

MIDDLE SCHOOL (5/6 grades)

| | |
|--------------|----------------------------------|
| Girls | Boys |
| Basketball | Basketball |
| Cheerleading | Football (6 th Grade) |

401. School Colors

Navy Blue, White, and Silver

402. School Mascot

Eagle

403. Heartland Christian Athletic Association (HCAA)

*For more information please refer to the Union Christian Academy Athletic Handbook.

Semester Eligibility

1) Junior High (7th-8th grades)

- A student has six semesters of opportunity for eligibility. A student repeating either the seventh or eighth grade for any reason shall not have the opportunity for eligibility during the complete year that is repeated.

2) Senior High (9th-12th)

- A student is limited to eight consecutive semesters of opportunity for eligibility beginning with the student's first enrollment in the ninth grade.
- If a ninth grade student competes for the junior high, the student may then compete at the senior high level after the completion of that junior high sport season. A ninth grade student may not compete for the senior high and return later to compete for the junior high in the same sport.
- Semesters are applied toward the limitations regardless of the following:
 - a. if the school does not offer a sport; or
 - b. if the student does not participate; or
 - c. if the student is not eligible; or
 - d. if the student's earlier enrollment was in a different school system.
 - e. A student is limited to a total of twelve semesters of opportunity for eligibility upon entering the seventh grade. The final eight semesters shall be consecutive.

3) Age Requirements

1) Junior High – A junior high student is not eligible for junior high competition if the student's 16th birthday is on or before September 1. 2.0 GPA is a requirement or enrolled Student Improvement Plan.

2) Senior High – A senior high student is not eligible for interscholastic participation if the student's 19th birthday is on or before September 1. 2.0 GPA is a requirement or enrolled Student Improvement Plan.

404. Union Christian Academy Athletic Requirements

- Athletes must commit themselves to the sport(s) they participate in for the entire semester of the sport. During those seasons when a sport is not competing, each student will be expected to remain enrolled in their respective athletic period and participate in another sport or an off-season program overseen by a coach.
- A student is required to attend his or her scheduled classes on the day of competition or practice to be eligible for interscholastic competition or participation that day. Exception

may be granted if the student misses school for a previously scheduled and documented doctor's appointment.

- Athletes who sign-out early (during off-season) or who report to school late or miss their (off-season) athletic period are not assured of playing time when the next season arrives. An important lesson learned by participation in athletics is commitment and dependability and those lessons cannot be learned unless the student athlete remains loyal by devoting, at a minimum, the class period designated for that sport, on a year round basis.
- Seniors who participate in baseball and/or track ONLY are not required to enroll in the fall semester of athletics. They may be eligible for early dismissal* during first semester. These students will be enrolled in 8th period athletics effective with the first day of the second semester. Seniors who participate in one, or more, sports that conclude during the first semester (tennis, volleyball, or football) and do not participate in a second semester sport may be eligible for early dismissal* upon completing their season. Those seniors who participate in basketball but no other sport (during second semester) may be eligible for early dismissal* upon completion of the season.
- Students participating as members of a school's cheer or dance team must meet eligibility requirements for interscholastic non-athletic competitive activities. Cheer or dance teams do not receive credit for physical education.

*Early dismissal enables seniors to sign out and miss the last period of the school day. Seniors must complete an Early Dismissal form obtained from the high school office in order to obtain approval for early dismissal.

500. Dress Standard, Attendance, and Discipline

Reminder: Unless otherwise stated, the following policies, procedures, and protocols are applicable for all students, excluding preschool, unless otherwise noted.

501. Student Dress Standard

Philosophy

Parents are responsible for sending their children to school with correct dress and grooming. Students should select for themselves proper attire which is in accordance with the following:

- 1) Is modest
- 2) Is not offensive, immoral, illegal, or obscene
- 3) Does not call attention to the student

The Student Dress Standard is required any time the student is on campus or is representing the school at athletic events, field trips, etc. Determination of dress code violations will be the responsibility of the Dean and Administration. If a teacher has a question regarding dress code, the teacher will notify Administration to check it out. Administration reserves the right to grant exceptions.

Dress Standard

The Union Christian Academy dress standard is based on **modesty**. Adherence to the following guidelines will ensure compliance with the Modesty Dress Standard:

All Students:

- Clothing may not contain offensive writing (such as sexual innuendoes, advertising for or references to alcohol or drugs, gang symbols, or ethnic/racial writing.)
- Clothing may not have holes which reveal undergarments or are immodest. *(Effective for the 2018-19 school year, holes will not be allowed in any clothing.)*
- If 'see through' clothing is worn, the garments underneath must meet all dress standards, except underneath tops may be sleeveless (not 'spaghetti' straps).
- Clothing may not have writing on the rear of shorts/pants.
- Clothing may not be excessively tight, baggy, or saggy. If yoga pants, leggings, jeggings, or other tight pants are worn, they must be covered by a top that meets the dress standard length for skirts.
- Pajama pants may not be worn.
- Athletic pants and shorts may not be worn
- Hats may not be worn in the school building during the school day.
- No extreme fads in hairstyle cuts or color.
- Tops must be long enough so that no skin or undergarments show at any time.
- Preschool and Elementary students (K3 -4th) may not wear open-toed shoes or flip flops.
- No visible tattoos are allowed.
- Undergarments may not show.

Boys:

- Face should be well groomed.
- Sleeveless shirts or tank tops may not be worn during school hours, except during athletics class.

Girls:

- Skirts, shorts, skorts, and jumpers that are shorter than the width of a dollar bill from the top of the knee may not be worn (even with leggings or yoga pants).
- Shirts may not be sleeveless, except during athletics class.
- Shirts may not be low-cut.
- Only ear piercing is allowed.

Consequences

The Administration will take any appropriate means to ensure students are in compliance with the Student Dress Standard so that student dress is not an ongoing distraction for students or faculty. The standard of modesty is sometimes open for interpretation; however, the school Administration will be the final arbiter. If you have a question on modesty, then find something else to wear, because the standard of modesty will be enforced.

502. Absences

- Students who are absent from any one class more than ten (10) times per semester (excluding school-sponsored activities) will be removed from Union. If absences are due to sickness or unusual circumstances, the Administration may grant an exception.
- Elementary students who arrive at school later than 10:30 a.m. or leave before 1:30 p.m. will be marked absent for one-half ($\frac{1}{2}$) day.
- Parents are asked to call the school office by 9:30 a.m. the day their child is absent.
- See Section 302 for guidelines for make-up work following an absence.

503. Verification of Absences

Absences must be verified by the parent or guardian, in person, in writing or by phone, on the first day of the absence in order for the absence to be excused. Any documentation provided regarding an absence will be placed in the student's file.

504. Excused Absences

Unless otherwise noted, all absences (including excused absences) will count toward the maximum absence limit of ten (10) days per semester.

Excused absences shall be defined as follows:

- Personal illness of the student – In cases of extended or chronic illnesses or where question of illness may arise, the Principal may require verification of an illness by a physician.
- Serious illness, death, or funeral in the immediate or extended family.

- Medical appointments – Parents or guardians are urged to schedule medical or dental appointments after school hours. When this is not possible, the appointment should be scheduled so the student will not miss the same class(es) repeatedly.
- Official school-sponsored activities (which will not be counted toward the maximum absence limit).
- Parental permission – Students may be excused from school for a variety of valid reasons which would include family trips, mission trips, etc. Absences with parental permission shall not be granted if in conflict with semester examination and standardized testing schedules except for extenuating circumstances approved by the Principal. Although these absences are excused, they still count toward the limit of ten (10) days per semester.
- Students on suspension.
- Approved college visitation days (not counted toward the maximum absence limit if proper procedure is followed for approval).

Final authority for determining the legitimacy of an absence rests with Administration.

505. Unexcused Absences

Unexcused absences are willful neglect in attending school as required by Arkansas state law, and for the safety of the student Union takes this very seriously. An unexcused absence is defined as any absence that has not been verified as an excused absence, or an absence from class that has not been approved. *No credit will be given for work missed due to an unexcused absence.*

The consequences for unexcused absences for a class period during the entire school year are as follows:

- One class 1 before or after school detention
- Two classes (or two times) 2 before or after school detentions
- Three classes (or three times) 3 before or after school detentions
- Four to six classes (or times) 1 half-day of in-school-suspension
- Seven or more times will be comparable to a full day of unexcused absence as indicated below

The consequences for unexcused absences for an entire day during the entire school year are as follows:

- One day unexcused absence 1 day of in-school-suspension
- Two days unexcused absences 1 day of out-of-school-suspension
- Three days unexcused absences removal from Union Christian Academy

Students who leave campus without permission from parents or the Administration are considered truant. The consequences for truancy during the entire school year are as follows:

- First Offense 3 days out-of-school suspension
- Second Offense removal from Union Christian Academy

506. Tardies

Elementary tardy policy is as follows:

- Elementary students who arrive at school after 8:00 a.m. but before 10:30 a.m. will be counted tardy. Arriving after 10:30 a.m., or leaving before 1:30 p.m., will count as a half day absence.
- Elementary students are permitted three (3) tardies per semester without penalty. Subsequent infractions will result in an absence counting for each three (3) tardies after the first three (3). These absences will be added when calculating the total absences allowed above.
- An adult must accompany the student into the building and sign in the student at the "U". The student will be issued a tardy slip.

Middle school and high school tardy policy is as follows:

- When a middle school student arrives late for school, an adult must accompany the student into the building and sign in the student at the "U". Middle school students arriving late for school will be issued an excused or unexcused tardy slip to allow admittance to class.
- High school students arriving late for school will be issued an excused or unexcused tardy slip to allow admittance to class when they check in at the "U". Excused tardies include the following:
 - Student or parent unforeseeable automobile delays or breakdowns en route to school
 - Detainment by the office or another teacher
 - Temporary illness
 - Unavoidable reasonable circumstances

The above will be excused if verified by the student's parent or a school employee. Verification can be made in person, in writing, or by phone.

- Unexcused tardies include the following:
 - Oversleeping
 - Arriving late for any reason other than those listed as excused. This includes returning late from an approved lunch check-out.
- Students arriving after the class bell rings will be counted tardy in that class. Students must present a signed note from another teacher or staff member in order for the tardy to be considered excused. For students without a note, the tardy will be considered unexcused, and the student will receive the following consequences:
 - Three (3) unexcused tardies in a class = Office referral to Principal or Dean
 - Four (4) unexcused tardies = One (1) unexcused absence in that class
 - Six (6) unexcused tardies in a class = Two (2) unexcused absences in that class
 - See item 505 for consequences of unexcused absences

These consequences may be modified for those students who are late to school and are not drivers.

507. Sign Out/Re-entry

- Parent permission is required for any student who leaves school before the school day ends. Elementary and middle school students must have a parent or approved adult sign them out at the “U”. High school students must sign out at the “U”.
- Any student who arrives late or returns to campus after being signed out must be signed in at the “U”. The student must provide appropriate documentation for being signed out.
- Students may **not** leave campus with another adult unless prior parental permission (verbal or written) is given and the “U” is notified.
- Students may **not** leave campus with another student without prior permission from a parent of both students, and appropriate notification at the “U”.
- Early Dismissal for Seniors.
 - Seniors who have met all graduation requirements and have a 2.5 GPA *may* be approved for early dismissal. Exceptions may be made for students with a lower GPA who have validated employment.
 - An Early Dismissal form obtained from the counselor or the high school office must be completed in order to gain approval for early dismissal. The form requires the parent’s signature.
 - Seniors approved for early dismissal must sign out at the “U” and must leave campus at the designated time.

508. Student Code of Conduct

Authority of the School

The school has authority over its students from the time they arrive on campus each morning until they depart the campus at the end of the day. This includes any school-related activity regardless of time or location. While the school does not have authority over students outside of the school day and school activities, the consequences of their conduct must extend to any occurrence which reflects adversely on the good name or reputation of the school even if an event occurs outside of school activities. ***Students are reminded that any faculty or staff member in the school has the authority to correct unruly individuals at any place and at any time.*** Therefore, by enrolling their children, parents agree to support the school’s student behavior/discipline policies as articulated.

Student Behavior Expectations

A high standard of conduct is required of each student for the purpose of maintaining order and building Christ-like character.

Students must

- Be obedient to all rules
- Exhibit an attitude of respect toward all individuals and property
- Be honest and trustworthy
- Attend all classes daily and be on time unless appropriately excused
- Be prepared for each class
- Be properly dressed

509. Conduct Grade (Kindergarten – 4th Grade)

In Kindergarten through 4th grade, positive behavior will be encouraged through a chart system in each classroom. The students' daily behavior will be recorded in their weekly progress folder, which will be sent home each Friday.

Conduct grades are reported on each report card and represent the student's overall classroom behavior for that grading period. The following guidelines will be used to determine the conduct grade.

Students will receive a conduct grade from each teacher. These grades will be determined in the following manner:

- Students begin each school day with 100 conduct points.
- Each mark received for lack of self-discipline counts ten (10) points.
- Three (3) marks in one day denote "Lack of Self-Control" and will result in the student contacting the parent.
- Three Parent Contacts in one week will result in detention. The time and place will be determined and scheduled with the parent to allow the student to continue classroom participation. In frequent or extenuating circumstances, the student may be removed from the classroom for a period of time. In severe cases, the student will be sent home with reentry procedures to encourage correction of behavior.
- All classroom teachers and enrichment teachers give conduct marks.
- There is a comprehensive conduct mark for all classes for each student each nine-week grading period.
- The Principal may assign a conduct mark to any student which will become the comprehensive mark for that grading period.
- Due to misbehavior or misconduct, students may be placed on Disciplinary Probation – students on probation may be prohibited from participating in any extracurricular activities for a designated time or indefinitely.
- Frequent or severe misbehavior may also result in suspension.

510. Illegal Behavior

Students taking part in any illegal activities on or off campus will be subject to disciplinary action. Arkansas law prohibits the following behavior in a school setting and violators may be subject to additional reporting and legal consequences:

Verbal or Physical Abuse

Arkansas law states that a student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures; vulgar, abusive, or insulting language; taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but

is not limited to fighting, racial, ethnic, religious, or sexual slurs. Furthermore, it is unlawful, during regular school hours, and in a place where a school employee is required to be in the course of his/her duties, for any person to address a school employee using language which, in its common understanding, is calculated to

- 1) Cause a breach of the peace,
- 2) Materially and substantially interfere with the operation of the school,
- 3) Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.

Bullying

According to Arkansas law, bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of, or actual physical harm, or it can be verbal abuse of the child. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions, directed against multiple students.

Examples of “Bullying” may include, but are not limited to, a pattern of behavior involving one or more of the following:

- 1) Sarcastic “compliments” about another student’s personal appearance;
- 2) Pointed questions intended to embarrass or humiliate;
- 3) Mocking, taunting, or belittling;
- 4) Non-verbal threats and/or intimidation such as “fronting” a person;
- 5) Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics;
- 6) Blackmail, extortion, demands for protection money or other involuntary donations, or loans;
- 7) Blocking access to school property or facilities;
- 8) Deliberate physical contact or injury to person or property;
- 9) Stealing or hiding books or belongings; and/or
- 10) Threats of harm to students, possessions, or others.

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Administration. Students who bully another person shall be held accountable for their actions whether it occurs while in school, on school property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

Cyber Bullying

Arkansas state law defines cyber bullying as the use of computers, websites, the Internet, cell phones, text messaging, chat rooms, and/or instant messaging to ridicule, harass, intimidate, humiliate, or otherwise bully another student. It is strictly prohibited by law.

Students are encouraged to report behavior they consider to be cyber bullying, including a single action, which if allowed to continue, would constitute cyber bullying, to their teacher or the Principal. The report may be made anonymously. The person or persons who file a complaint will not be subject to retaliation or reprisal in any form.

Students who are being cyber bullied should do the following:

- Not respond to the harassing messages
- Save the harassing messages
- Set up a new account

Teachers and other school employees who have witnessed, or are reliably informed that a student has been a victim of behavior they consider to be bullying/cyber bullying, including a single action which, if allowed to continue, would constitute bullying/cyber bullying, shall report the incident to the Principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying/cyber bullying to the Principal. The Principal shall be responsible for investigating the incident(s) to determine if disciplinary or legal action is warranted.

Texting/Sexting

The school board has adopted the following policy regarding the issue of sending, receiving or forwarding sexually explicit messages, photos, or images via cell phone, computer, or any other digital device.

- Students engaged in such activities are subject to state laws and school discipline.
- The school considers sending, sharing, possessing or viewing pictures, text messages or e-mails (including those displayed on “Facebook” or any other social networking site) which contain a sexual message, or image, as inappropriate.
- A violation of this policy may include expulsion and the notification of local law enforcement.
- Students are required to immediately report any such activity to a teacher or school administrator.

511. Unacceptable Student Behavior

The following are some examples of student behavior which violate school policy when they occur at school or during school activities. This list is not intended to be all-inclusive.

- 1) Class tardiness or truancy
- 2) Disrespect
- 3) The use of improper language
- 4) Rowdy behavior: running, pushing, yelling, etc.
- 5) Fighting
- 6) Threatening, intimidating, or causing bodily harm to any person
- 7) Bullying
- 8) Cheating
- 9) Inappropriate displays of affection, sexual misconduct
- 10) Leaving a classroom or leaving the school campus without permission

- 11) The possession, transmission, and/or use of tobacco, drugs, alcohol, knives, fireworks, firearms (or any item that is used as a weapon)

512. Disciplinary Procedures and Responsibilities

Teacher Level Discipline

- The teacher has the first and primary responsibility to maintain a disciplined environment, and to take appropriate action as deemed necessary.
- Should this fail to gain the appropriate response from the student, the teacher will refer the student to the Dean of Students.

Dean of Students Level

This middle level of discipline will handle more serious offenses or repeat offenders. Teachers may refer students to the Dean at any time **AFTER** they have exhausted their responsibilities to solve the problem, or when an extreme incident occurs. The normal sequence at the Dean's level is as follows:

- Specific counsel, prayer, research and determination of an appropriate corrective action.
- Dean/Parent Conference. Some infractions may warrant the involvement of parents to inform and solicit parental involvement in a problem that has risen above the normal course of student behavior.
- Dean's Detention. Students may be required to serve up to a sixty (60) minute period of Dean's detention.

In-School Suspension (ISS)

Examples of offenses that would result in ISS could include fighting or excessive tardies. The student must report to a designated, supervised area, and remain in this area, apart from regular classes and activities. The parent(s) will be notified by the Dean as to the following provisions:

- The term of suspension will be no less than half (1/2) or no more than five (5) consecutive school days.
- Days of in-school suspension are not considered absences. All daily work and tests must be completed, and will receive no higher than "D" or 60% on each assignment and/or exam.

Cheating

- Cheating involves taking information from some outside source and presenting it as if it came from the student's own mind.
- Students willfully giving other students unauthorized information or allowing other students access to unauthorized information are equally guilty of cheating.
- If it is determined that a student has indeed cheated, the following actions will be taken:
 - 1) The student will receive a zero ("0") on the *assignment* or *test*.
 - 2) The respective Dean will be notified and will confer with the student.
 - 3) The parents will be called.

- 4) If the student holds any leadership position in a class, club, or athletic team, he/she may lose his/her position, as well as academic honors or awards.

Principal Level

Principal's level discipline is reserved for more serious or repetitive infractions of school rules and procedures. The Principal may use any of the above-mentioned tools or may pursue more serious corrective action including, but not limited to the following:

Disciplinary Probation

- When a student is placed on probation, the Principal will notify the parents immediately.
- A student placed on disciplinary probation is in jeopardy of losing the right to remain at the school.
- A student placed on probation will forfeit any class office or official position held in any school-related organization.
- A student placed on probation normally will not be allowed to represent the school in any contest or public program.
- A student placed on probation will not be eligible to receive any honors.
- The probationary status of a student will be reviewed at the end of the quarter by the Administration. If sufficient correction of behavior is evident at that time, the student may be removed from probationary status. If not, the Administration will determine whether or not the student will continue to attend Union Christian Academy.
- Further disciplinary actions that result in a student being placed on probation for the second time within the same school year, may eliminate an offer to the student of continued enrollment for the following semester or reenrollment for the next school year.

Out-of-School Suspension

This may be assigned by the Principal and the following specific provisions shall apply:

- The parents will be notified to take the student home the day of the occurrence. If the parents cannot be notified immediately, the student will be kept in a designated area until the close of the school day.
- The term of the suspension shall not exceed ten (10) consecutive school days.
- A parent may request a meeting with the Superintendent to review the offense and the discipline imposed.
- A parent of the suspended student must meet with school Administration after the suspension period and before the student can return to school.
- Any student assigned to out-of-school suspension will be removed from any office or leadership position for the remainder of the school year.
- Days of suspension are considered absences from school and upon return the student will have the same number of days they were suspended to make up the work missed.

- Upon return to school, if the student makes up missed assignments or exams, the student will receive a grade of no higher than “D” or 60% on each assignment and/or exam.
- Students receiving out-of-school suspension are ineligible to participate in extra-curricular activities during the suspension.

Grounds for Suspension

Grounds for suspension may include but are not limited to

- 1) Lying,
- 2) Stealing,
- 3) Cheating,
- 4) Insubordination,
- 5) Disorderly conduct,
- 6) Persistent violation of the rules and regulations,
- 7) Truancy,
- 8) Infliction of physical harm to any student or employee,
- 9) Use of profane and abusive language,
- 10) Damage to or destruction of school property,
- 11) Commission of any act that is disruptive to the best interest of the school,
- 12) Abuse of social media,
- 13) Other serious infractions deemed appropriate by the Administration.

Superintendent Level

Expulsion

- Expulsion of a student occurs if extensive documented attempts to correct the student’s misbehavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant the school’s most drastic sanction.
- Upon a recommendation of expulsion, a hearing will be held by the school board.
- The student and his/her parents will have a right to attend the hearing.
- A decision by the school board will be final.

Grounds for expulsion may include but are not limited to

- 1) Defiance or direct confrontation with school faculty, staff, or Administration;
- 2) A second suspension;
- 3) Repeated instances of cheating;
- 4) Chronic violations of Union Christian Academy rules not corrected by lesser measures;
- 5) Activities which call for police intervention (i.e., stealing/shoplifting);
- 6) Any misconduct seriously detrimental to the reputation and Christian witness of Union Christian Academy (i.e., sexual immorality);
- 7) Homosexuality;
- 8) Assault of a teacher or other individual;
- 9) Malicious prank against a school representative;
- 10) Involvement with the occult;

- 11) Intentional destruction of property (vandalism);
- 12) Possessing, delivering, using, or being under the influence of any:
 - a) Alcoholic beverage, controlled substance or dangerous drug;
 - b) Abusable glue, paint, or other chemical substance;
 - c) Mood-changing, mind-altering, or behavior-altering drugs;
 - d) Tobacco
- 13) Possession of a lethal weapon; or
- 14) Other serious infractions as determined by the Administration.

Behavior warranting grounds for suspension or expulsion are behavior that is exhibited either in or out-of-school.

600. Health and Safety

601. Health Care/Accidents

- A registered or licensed practical nurse is on duty or on call during school hours.
- Minor first aid will be administered by the school nurse or school staff.
- Parents (and Emergency Medical Services, if needed) will be called if an injury is more severe.
- Parents are required to submit a signed Medical Authorization to Treat form. This authorization ***must*** be kept current.
- A student (grades 5-12) visiting the nurse or office for illness may only remain there for one period and then must either return to class or be sent home.

602. Immunizations

- Schools are required by Arkansas state law to evaluate the immunization records of children entering school for the first time, children transferring from another school, and children entering 7th grade.
- Parents must provide verification of all immunizations as specified in the current Arkansas Department of Health, Education, and Welfare laws. In the event the law changes mid-year, the following required immunizations may change.
- Immunization records will be checked twice yearly, and notices will be mailed for necessary updates as needed.
- New students will be provisionally enrolled with thirty days (K5-12) and fifteen days (K3-K4) allowed for records to be complete or “in process.”
- Students failing to acquire the needed immunizations will be removed from the classroom until verification is obtained by the nurse.
- The immunization laws below are in effect for the 2014-2015 school year as of September 1, 2014.

Required Immunizations for Entry into K3

- DTP/DTaP minimum of four doses, or third dose within last 6 months, or one dose within last two months
- Polio minimum of three doses, or one dose within the last two months.
- MMR minimum of one dose, on/or after first birthday
- Varicella One dose given on/or after first birthday
- Hib Three to four doses with last on/or after first birthday, or one dose on/or after fifteen months of age
- Hepatitis B Three doses
- Pneumococcal Three to four doses- last dose must be given on or after 1st birthday
- Hepatitis A Two doses with one dose on/or after the 1st birthday.

Required Immunizations for Entry into K4

***Upon turning 4, students must receive the preschool doses of Dtap and Polio**

- DTP/DTap Five doses* or fourth dose within last six months, or one dose within the last eight weeks or four doses with last dose on/after fourth birthday
- Polio Four doses with a minimum of six months between the third & fourth doses
- Hib Three to four doses with last dose on/after the first birthday, or one dose on/or after 15 months of age
- Hepatitis B Three doses
- MMR One dose
- Varicella One dose
- Pneumococcal Three to four doses – last dose must be given on or after first birthday
- Hepatitis A Two doses with one dose on/or after the first birthday

Students must have up-to-date immunizations or be “in process” within fifteen days of beginning classes. After fifteen days, students will be excluded from class until proper documentation is provided.

Required Immunizations for Entry into School (Kindergarten)

- DTap/DTP Four doses with one dose on/or after the fourth birthday
- Polio Three to four doses with one dose on/or after the fourth birthday. A six month interval must separate the last two doses.
- MMR Two doses with dose one on/or after the first birthday
- Hepatitis B Three doses
- Varicella Two doses
- Hepatitis A One dose on/or after the first birthday

Required Immunizations for Entry into School (1st -12th Grades)

Please note: Students that will be eleven or sixteen by September 1st or entering 7th grade will be required to receive certain vaccines.

- Dtap/DTP Four doses with one dose on/or after the fourth birthday
 - One dose of Tdap is required at **age 11**
- Polio Three doses with one dose on/or after the fourth birthday. A six month interval must separate the last two doses.
- MMR Two doses with dose one on/or after the first birthday
- Hepatitis B Three doses
- Meningococcal One dose is required at **7th grade**
 - A second dose is required at **age 16**. If the first dose is given at 16, a second dose is not required.
- Varicella Two doses
- Hepatitis A One dose on/or after the first birthday. **Required for 1st grade only**

Exemptions from Immunizations

- Philosophical, medical, or religious exemptions are accepted.
- Exemptions must be applied for on a yearly basis through the Arkansas State Health Department.
- The exemption approval letter must be submitted to the school office.
- It is the **parent's responsibility** to contact the State Health Department and reapply every year.

603. Illnesses

Fever/Vomiting

- No student with fever above 100° or vomiting will be allowed to remain in class.
- When sent home with fever over 100° or vomiting, the student may not return to school until he/she has been fever and Tylenol-free for at least 24 hours or there has been no more vomiting for at least 24 hours. Even though a fever may be reduced with medicine, the student may still be contagious.
- This policy applies to regular school hours and extracurricular school events.

Rashes or Eye Infections

- A student may have to be sent home with a rash or eye infection.
- If there is a question of contagion, the student may return to school when a physician states the student is no longer contagious, or when the symptoms disappear.
- If the rash is chicken pox, the student may return to school when he/she has been cleared by a physician and/or local health unit.

Communicable Diseases

- Students should not be sent to school with a communicable disease.
- Should students display symptoms of a communicable disease, including vomiting, while at school, the nurse will notify the parent to take the child home and/or to a doctor for confirmation of illness.

In the case that a student is sent home with any of the above illnesses, the student also may not participate in any extracurricular school events.

604. Lice

- If head lice or nits are detected at school, the child will be sent home.
- The school's policy is that the student must be nit free in order to attend school.
- If parents discover lice on their students at home, it is important that they contact the school nurse so that notification and written treatment procedures can be immediately sent home with all students. **Please note** that all information that is provided to the school will be kept confidential.
- We encourage parents to carefully follow treatment procedures, including nit removal.
- Students will be checked for head lice/nits before they are allowed to return to class.

605. Medication

- The school will not furnish over-the-counter medications for students.
- When an occasional illness necessitates over-the-counter or prescription medications, a Medication Permit (located in office) with the following information and signed by the parent will be required:
 - Name of child
 - Name of medication
 - Dosage
 - Frequency
 - Duration
- All medications are to be kept in the nurse's office, not with the student.
- Prescription medication must be sent in the original container and the parent must notify the school in writing regarding administering or changes in administering the medication.
- Only topical and oral medications will be dispensed. Students are responsible for coming at the proper time to the office for medicine. The nurse will not administer injections except emergency epipens and diabetic insulin.
- Whenever possible, please assist the school by asking your doctor for medications which would not have to be administered during the school day.

If it is necessary for a student to receive oral medication during school hours, the medication must be:

- Given to the office secretary or nurse upon arrival at school, to be placed in a locked cabinet not accessible to students.
- Provided in a clearly labeled, un-expired original container, labeled with the child's name, the doctor's name, the medication's name, and directions for Administration – including dosage and time of day. Medication improperly labeled WILL NOT be administered. The school will not administer narcotics such as Demerol or Codeine.
- Included with a Medication Permit (available in the school office or www.unioneagles.org under forms).
- Administered by and documented by a school employee.

606. Screenings

Hearing/Vision

- Hearing and vision screenings will be conducted on an annual basis according to recommendations by the Arkansas Department of Health.
- Students in K4, K5, 1, 2, 4, 6 and 8, any new students, and any teacher referrals will be screened.
- Parents will receive prior notice of the screenings and will be notified in writing of any apparent deficiencies.

Scoliosis

- Annual scoliosis screenings will be conducted in accordance with Arkansas Department of Health regulations.

- Girls in the 6th grade and all 8th graders will be screened.
- Parents will receive prior notice of the screenings and will be notified in writing of any apparent deficiencies.

607. Peanut-free Food Policy

In order to protect students from an environment that may be harmful because of this type of allergy, the following policy is needed:

The school prohibits serving, selling, or distributing products containing peanuts or peanut butter. This will apply to all food provided for group functions including, (but not limited to) class parties, birthday celebrations, assemblies, receptions, student organizations and fundraisers during normal school/extended care hours. The point of entry and check-in for all consumable products for group functions will be the "U." Any item that is not clearly marked in such a manner that it is "peanut free," or whose ingredients are not clearly peanut free, will not be served or distributed by Union.

NOTE: This policy does NOT apply to personal lunches or snacks sent from home. Students are not to share lunch or snack items with other students.

700. Spiritual Growth Activities

701. Chapel Services

Weekly chapel services will be conducted.

- K3 – K4 – Friday
- K5 – 4th grade - Tuesday
- 5th – 12th grade – Wednesday

Chapel services offer opportunities to engage in faith-related events and activities, allow for the working of the Holy Spirit, and provide encouragement, growth and perseverance in the lives of students.

702. Prayer

Prayer is a fundamental discipline and privilege in the life of believers. Students are trained in the importance of establishing a consistent daily prayer life. Teachers lead students to understand how dependence on God is central to all of life and that continual communication with Him is essential to daily Christian living. Students are trained in the habit of prayer throughout the school day, before beginning the responsibilities of each day, before eating lunch, for special needs, and to give Him praise for all things. Teachers and faculty members stand ready to pray for the needs of students as appropriate, without embarrassing them.

703. Biblical Worldview

Part of the mission of Union Christian Academy is to center all our academic and extra-curricular activities within the perspective of a Biblical worldview. Simply defined, a worldview is the lens with which a person views truth and reality, and ultimately is the foundation for life decisions. All worldviews seem to have these five fundamental basics in common:

- 1) **God** [Is there a personal, transcendent Supreme Being to whom we are all accountable? If so, what is this God like? If not, then what? etc.]
- 2) **Creation** [Where did the world come from? What sustains it all? Is there a spiritual part of reality, or is it all material?]
- 3) **Humanity** [Who are we? What gives us any unique value?]
- 4) **Moral Order** [Who makes the rules? Do some rules apply to everyone?]
- 5) **Purpose** [Why do we exist? Is there a reason for the world we live in? etc.]

Union integrates a Biblical worldview within the fiber of all its courses and curriculum, and desires to strengthen the faith of its students through teaching proper and legitimate apologetics and the means to defend their faith, which we believe will generally be heavily attacked when our students leave home and attend college. We desire to prepare them for spiritual battle on the open battlefield and reverse the trend of college-age students who walk away from their faith.

704. Bible Classes

Bible classes are included at all grade levels and are appropriate to the maturity of the student. Union does not offer “religion” classes, as we are an independent, non-denominational school. The Bible is our textbook, and generally we teach Biblical stories and characteristics at the younger grades, application of Biblical principles at the Middle School grades, and in-depth study for life application at the High School level.

Our teachers are trained to be sensitive to denominational doctrines and positions, and rather to focus on the truth that unites us as believers in Jesus Christ. When students have specific denominational questions, our faculty will generally encourage them to discuss these with their parents or pastors.

705. Service Opportunities

Understanding that Jesus taught and modeled servant leadership, Union has adopted “U” Serve service opportunities for teaching leadership through serving in all our students. “U” Serve Day projects are scheduled during the school year. These service days are academic days and normal attendance is required. The service days will generally prepare students for a “U” Serve Week in the spring. Students are responsible for finding sponsors or raising funds for these activities.

706. “U” Serve Week

Elementary (Preschool – 4th Grade) students will focus on serving others (parents, teachers, community leaders and servants, etc.)

Middle School students (5th-8th Grade) will focus on serving area organizations (Area Agency on Aging, rest/convalescent homes, senior living centers, etc.)

Mission Trip Framework:

9th Grade students will focus on local missions, working intentionally and diligently with local communities, organizations, and/or churches to be on mission in Fort Smith, AR. This is the first step in a progression that moves students toward our global mission focus. This trip is designed for 9th Graders.

10th Grade students will focus on national missions, focusing mostly on the Arkansas/Texas region as an introduction to mission work beyond our local scope. Some 11-12th grade students may elect, or be required, to choose this option due to travel concerns and restrictions, or other factors that might otherwise affect the student; this must be approved by the administration. To serve on this team, a student must have 1 year of Union missions experience (local). *For international and transfer students, this “experience” may be waived at the discretion of the administration.*

11-12th Grade students will focus on international missions. If a student, for some reason, is not able to serve on this team, he or she may elect to serve on the national missions team; this must be approved by the administration. 11th-12th grade students may not serve on the local missions team due to necessary team-building aspects. To serve on this team, a student must have 2 years of Union missions experience (local and national). *For international and transfer students, this "experience" may be waived at the discretion of the administration.*

Students not participating with their classes during U-Serve Week will still be expected to serve in some capacity during this week.

800. Emergencies

801. Procedures

Union students participate in regular fire and emergency drills to prepare them in the event of an actual emergency. If an actual emergency occurs, the school will communicate to parents through emergency text messaging.

802. Closing of School

Emergency closing of school may be necessary either before school begins or when the school day is in progress for a variety of reasons. In the event of a school evacuation or closing, parents can expect to be notified through emergency text messaging or phone calls advising them of the specific situation. School faculty and staff will remain on campus until all students have been released to a parent or guardian.

803. Inclement Weather

An announcement will be made by 6:30 a.m. or sooner if possible, on the following designated television or radio stations. Facebook, Twitter, and emergency text messaging will also be used.

| | |
|------------|---------------------|
| KWHN Radio | 1320 AM |
| KZKZ Radio | 106.3 FM |
| KFSM - TV | Channel 5 (CBS) |
| KHBS - TV | Channel 40/29 (ABC) |

900. School Year Calendar

Please visit www.unioneagles.org for our most current school calendar.