



UINTAH BASIN

CHRISTIAN ACADEMY

Student and Parent Handbook 2017-2018



Uintah Basin Christian Academy
1921 West 750 South
Vernal, UT 84708
435-789-9332
www.ubcaeagles.org
www.facebook.com/UintahBasinChristianAcademy

Glorifying God by assisting parents in their God-given responsibility to train up their children to be followers of Christ, in possession of strong intellects, spirits, bodies, and characters by providing students with Christian values, biblical principles, and an excellent academic education.

~ Uintah Basin Christian Academy Mission Statement

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Thank you for choosing to join our family at Uintah Basin Christian Academy! We are blessed to serve your family, partnering with you as we provide spiritual guidance, academic excellence, and a culture of grace. We invite you to become a vital part of your child's education, visiting often, and sharing your experiences with us in the classroom, chapel services, and on field trips. Our prayer is that your family will be blessed by our ministry at Uintah Basin Christian Academy. We sincerely look forward to the opportunity to serve you during the 2017-2018 school year!

Our History

Uintah Basin Christian Academy (UBCA) was founded in 1999, for the purpose of offering academic excellence in a Christ-centered environment for the whole community of Vernal, Utah. UBCA is an auxiliary of Vernal Christian Church. What began as a small student body of twenty-three students and two staff members has grown into over one hundred students and fourteen staff members. UBCA is a non-denominational, non-profit 501 (c)(3) Christian school. UBCA is a member of the Association of Christian Schools International (ACSI). Our intent is to become accredited through ACSI in the near future. Currently UBCA serves students in preschool through eighth grade.

Our Philosophy

Uintah Basin Christian Academy exists to assist parents in fulfilling their divine responsibility to train each child to obey God in every area of life.

We believe the ultimate purpose of our school is to provide a Christ-centered quality education. We believe that all truth is God's truth and has its source in Jesus Christ (John 14:6). Our program is focused to meet not only the intellectual needs of the student, but also his or her spiritual, physical, and social needs (Luke 2:52).

Our Mission

Glorifying God by assisting parents in their God-given responsibility to train up their children to be followers of Christ, in possession of strong intellects, spirits, bodies, and characters by providing students with Christian values, biblical principles, and an excellent academic education.

Our Vision, as We Soar Like Eagles Through the 21st Century

Unifying families, school, and community
 Basing daily instruction on individual student needs
 Christ-centered learning environment
 Aspiring to provide a ministry center of service

Excellence in academic achievement
 An atmosphere of respect, encouragement, and accountability
 God's Word as the foundation and ultimate truth
 Life-long learners, prepared for God's calling
 Equipping and challenging students through innovative and engaging curriculum
 Students and staff as ambassadors of Christ's grace

How We Treat Others

- Everyone is shown respect all the time
- Always be safe
- Give support, encouragement, and help to others
- Listen carefully, and follow directions the first time
- Excel; do your best
- Serve faithfully, share Christ's love, and be responsible for yourself and others

PALS (Parents Actively Lending Support)

UBCA helps keep costs down by involving our parents in the PALS program. Families are asked to volunteer 30 hours per school year (20 for single parent/part time students) or pay a fee of \$750 (\$500 for single/part time) per school year. **Each PALS hour, performed by the child (4th grade and over in most instances), his or her parents, grandparents, or other relatives, may be used toward the family's PALS hours. Please visit the office to pick up a PALS hours completion form to record your time.** Sign up forms are also available for large group events at the school. Every PALS hour you perform is equivalent to \$25 worth of service. Parents may choose to pay or volunteer to eliminate some or all of the payment due for PALS hours.

Hours may be earned in many ways – driving for field trips, classroom help, ground's maintenance, cutting out Box-Tops for Education, attending parent-teacher conferences, etc. Full information is available in the office. We appreciate the many hours parents have worked to make UBCA a reality.

PTF (Parent Teacher Fellowship)

The Parent Teacher Fellowship (PTF) is an integral part of the day-to-day operations of Uintah Basin Christian Academy. The PTF exists to serve and support the administration and faculty. The PTF accomplishes its mission through the use of parents who volunteer their time. These parents, recruited and coordinated by the leadership of the PTF, make possible the many activities and fund-raising events that UBCA is known for, and that have been so successful in the past. All parents are encouraged to be part of the PTF! Please contact the school office to learn how you can be a part of such events as serving holiday meals, working at the 4th of July fireworks tent, and many other activities that directly support the teachers and staff at UBCA.

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Attendance

Absences, Tardiness, and Truancy

Regular school attendance is imperative for success in school. Our staff works diligently to prepare lessons that will meet objectives to prepare the students for future success. Every time a student is absent, he or she will miss out on learning experiences that are foundational for learning. To that end, to ensure a greater level of success, make regular attendance a priority for your child.

Absences must be approved by the administrator to be excused. Examples of excused absences include illness, injury, and family vacations. A phone call for an illness lasting fewer than 3 days will not require a doctor's note. Absences lasting longer than 3 days will require a doctor's excuse or an excusable reason why the student will not be in attendance. Excessive absences may require a doctor's note for all subsequent absences. No absence will be excused without the parent contacting the school. If the parents do not contact the school on the day of the absence, a doctor's note will be required in order to excuse the absence. Please be mindful of upcoming programs, events, and special activities which require your child's attendance. Sometimes appointments must be made months in advance. Please check with your child's teacher if you believe an appointment may interfere with a future event. Teacher planning includes your child and can cause major changes should he or she not attend. Any advanced notice you can give your teacher can prevent absences that may cause scheduling conflicts.

Parents are responsible for contacting the office in the event of an extended absence, such as a family vacation. The office staff should be contacted to approve an extended absence. **Please give the office at least a three day notice (when possible) to provide time to gather work to be completed.** When possible, the work should be completed prior to the vacation or extended absence. All work missed during an absence will have to be made up or the student will receive a zero on the assignment.

Being absent from school without an acceptable reason, or leaving school without permission are both examples of truancy. According to Utah State Code (Section 53A-11-101.5), students who have more than 5 unexcused absences must meet with the administrator to discuss why the absences took place. **Failure to meet with the administrator is a class B misdemeanor. Excessive unexcused absences will result in a referral for educational neglect to the Eighth District Juvenile Court and may be referred to the Division of Child and Family Services.** Due to the severity of these laws, it is critical parents remain in contact with the office staff regarding absences.

Since the doors will be locked at 8:30 AM for safety purposes, students who arrive late must have a legitimate reason for the tardiness. Tardiness may also affect a student's standing with student groups, including student council. Unexcused examples of tardiness include running late, oversleeping, sibling disputes, etc. Please understand that tardiness creates a burden on many levels, for the office staff, attendance record-keeping by the teachers, loss of learning time, interruption of morning Bible time and chapel, etc. The administrator will determine if tardiness is excused based on the reason given by the parent. Tardies will not be excused after the day of the tardy unless a doctor's note is provided. **Unless prior approval has been given, anyone arriving after 10:00 AM will be marked as absent unexcused, unless a doctor's note is provided.**

Should truancy (being absent from school without an acceptable reason, or leaving school without permission) become an unresolved issue, the administrator will consider measures such as suspension and/or a warning of expulsion to ensure attendance is no longer an issue.

Family vacations, illness, medical procedures, and any other serious health-related absences are excused. **Parents should limit the amount of excused absences to 10 days for the school year.** School work missed will need to be completed to receive credit. Parents must inform the office staff when their children will not be in school for any of the reasons listed above. Additional days missed for excused reasons may require extended work into the summer, at parent's cost, to complete coursework. All absences should be avoided the week of Terra Nova testing. The dates of Terra Nova testing are on the school master calendar and on our website at www.ubcaeagles.org. Absences will not be excused on merit trip or field trip days if the student is not eligible to attend due to grades, behavior, or attendance.

In order for a student to earn a Perfect Attendance Award for the year, he or she may not be tardy or absent for any part of the school year. UBCA discourages students attending school when ill to earn the award. Any student with perfect attendance for the year will receive a \$250 credit on their account.

Admissions and Dismissal

Uintah Basin Christian Academy does not discriminate against students on the basis of race, color, gender, disability, national and ethnic origin, or religious affiliation. Students will be admitted on an individual basis, dependent upon the completion of several forms, including the following (for students in fifth through eighth grades):

- Personal Letter by Student
- Uintah Basin Christian Academy Statement of Cooperation
- Recommendations Sheet
- Uintah Basin Christian Academy Lifestyle Responsibilities Statement of Cooperation

New applicants in first through eighth grades will take the Fountas and Pinnell Benchmark Assessment System reading comprehension, fluency, and accuracy test to determine academic standing. Placement tests will also be administered to prospective students in K5-8th grade. Students who have traditionally struggled academically may be allowed to attend Uintah Basin Christian Academy. Students will be placed in the grade that is appropriate based on the results of the placement testing. The staff at Uintah Basin Christian Academy will provide individual assistance to students when possible. This may include intervention or after school help. After school help must be arranged with the teacher, and is done at the teacher's convenience. The teacher may require compensation for providing after hours help. Students on academic probation will not be allowed to attend merit trips or field trips until they have improved their grades to a point allowing them to be removed from the academic probation list. Students may be placed on academic probation based on the following guidelines:

- The student fails two or more subjects in a quarter
- The student receives four D's in a quarter
- The student receives one F and two D's in a quarter

- A student's low attendance rate in a quarter caused a significant decline in a grade in one or more subject areas

Students who have academic and/or behavioral concerns may be dismissed at the administrator's discretion. Parents will be notified via letter and phone call indicating their child may not attend UBCA.

UBCA will not tolerate alcohol, tobacco, drugs, violence, fighting, or threats of any kind. This includes possession of anything that could be used as a weapon. Students may be expelled for any action or statement associated with violent behavior including a joke which could be interpreted as a threat. Students' lockers, book bags, or other storage areas are subject to search for prohibited or illegally possessed substances or objects. Students who do not report wrongdoing may be subject to disciplinary action. UBCA expects full cooperation from both students and parents in the education of the student. The staff at UBCA reserves the right to have locker searches when cleanliness or safety must be preserved.

When misconduct occurs, either the teacher and/or administrator will record the incident on Praxischool. Notification will be available on the parent portal. Parents may also be notified by phone, email, or note.



Biblical Principles to Guide Students in Christian Behavior

A positive, non-threatening learning environment is essential for effective instruction. The conduct and expectations of UBCA delineate the standard for appropriate behavior. God's inspired Word is our guide for student's Christian behavior. It contains the principles by which God wishes us to guide our lives. We hold the following truths as models for our students:

Respect Authority

"Let every soul be subject unto the higher powers. For there is no power but of God: the powers that be are ordained of God. Whosoever therefore resisteth the power, resisteth the ordinance of God: and they that resist shall receive to themselves damnation. For rulers are not a terror to good works, but to the evil. Wilt thou then not be afraid of the power? Do that which is good, and thou shalt have praise of the same: For he is the minister of God to thee for good. But if thou do that which is evil, be afraid; for he beareth not the sword in vain: for he is the minister of God, a revenger to execute wrath upon him that doeth evil." Romans 13:1-4

Be an Example

"Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity." 1 Timothy 4:12

Seek Excellence

"I can do all things through Christ which strengtheneth me." Philippians 4:13

Be Honest

"Providing for honest things, not only in the sight of the Lord, but also in the sight of men." II Corinthians 8:21

Be Truthful

“Wherefore putting away lying, speak every man truth with his neighbour: for we are members one of another.” Ephesians 4:25

Practice Edifying Speech

“Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers.” Ephesians 4:29

Reflect Jesus

“Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.” Philippians 4:8

Specific student responsibilities for achieving a positive and productive learning environment at school or school-related activities will include:

1. Attending all classes daily and on time
2. Being prepared for each class with appropriate materials and assignments
3. Being properly attired
4. Exhibiting respect toward others and toward school property
5. Obeying all school rules, including safety rules
6. Taking home all school-related communications
7. Cooperating with the staff

To maintain a learning environment conducive for learning, we expect students to conduct themselves appropriately. The following is not a complete list but is representative of unacceptable behavior: talking without permission, public display of affection, failure to complete assigned work, fighting, lying, stealing, gambling, being disrespectful, cursing, forging another’s name, plagiarism, cheating, and deliberately damaging school or another’s property. Behaviors such as these will result in disciplinary action to be noted on Praxischool.

Students will use the KJV Bible at Uintah Basin Christian Academy. Parents should ensure the Bible students use is available for school use on a daily basis. We encourage students to use the same Bible year after year, marking key passages, taking notes, and emphasizing key biblical passages of study. All memorization work must be done in KJV. Students may bring their own Bible from home should they choose to do so. If a student cannot afford a Bible, one will be provided by the school upon request.

Cell Phones/Phones/Devices

Students will be permitted to use the telephones, with permission and supervision, for emergencies and important matters only. Students may use the phone in the classroom with teacher permission. In the case of a family emergency, a message or telephone number will be delivered to a student in the classroom.

Cell phones are not allowed at school in the lower hallway. The cell phone must be kept in the office during the school day. The phone must be put in the office at the beginning of the day and

retrieved by the student at the end of the school day. The office staff is not responsible for lost, stolen, or damaged cell phones, or retrieving the phone for the student(s) after school hours. The responsibility of taking the phone to the office and retrieving it at the end of the school day lies solely with the student. Cell phones are allowed in the upper hallway if the parents have signed a cell phone form, and with teacher approval. Cell phones will not be allowed out of the classroom. Cell phones must be given to the teacher at the beginning of the day, and may only be used when the teacher allows it. Cell phones will only be used for listening to music. All music must be appropriate for UBCA listening. Students may lose the privilege of bringing a cell phone to school if improper use has taken place. Under no circumstance should a cell phone or other device that is similar in nature (iPad, iPod, Kindle, etc.) be kept in a backpack, locker, or on the student during the school day during school hours. A complete technology policy is available upon request.

Changes in Information

Parents or guardians are to report any changes in their home address or telephone number, work phone numbers, or emergency phone number to the school office. Please be sure we also have your correct mailing address if it is different from your home address. Also, contact the office staff should you need to change your email address. Summer updates will often be sent via email, posted on our website, and our Facebook page.

Chapel

Chapel services will be held on a weekly basis. Chapel begins at 8:40 AM on Wednesday mornings. The lower hallway has chapel from 8:40-9:05 AM. The upper hallway has chapel from 9:05-9:30 AM. When students provide chapel, when we have a praise and song chapel, and when we have special chapels the students will all be in together. This will begin at 8:40 AM. Each service is led by a local pastor, special guest speaker, the school administrator, or grade level group. All parents, relatives, and friends are invited and encouraged to attend the weekly chapel services. EAGLE of the Month awards will be presented at the first chapel of the month.

Christian Service

UBCA desires that all students develop their characters. One of the ways we do this is through Christian service. Students in 6th-8th grades are expected to perform 10 hours of Christian service per year. This can include nursery at church, helping neighbors, or assisting UBCA in activities. These include Bingo, Founder's Dinner, and other times when service or performance is needed.

Closed Campus Policy

UBCA operates as a closed campus. Students are not allowed to travel off campus during lunch or any other break unless it is with an approved parent or guardian. Students who leave school during the course of the school day **MUST** be signed out in the office by a parent or guardian. Non-guardians or parents will not be allowed to take a student off campus for lunch without a note, phone call, or email from the child's parent or guardian.

Communicable Disease

Children exhibiting symptoms of a communicable disease are to be excluded from school until proper treatment has been administered and the condition has improved. In some cases, a physician's statement may be necessary to be re-admitted to school. Communication between the parents, student, teacher(s), and office staff must be complete and accurate. Students must remain home for 24-hours following a fever of 100 degrees or higher, or following treatment for a contagious disease.

Community Support and Outreach

Many opportunities exist within our community to provide support directly to our school. The collection resources from local businesses and individuals provide our school with valuable materials and equipment. The following resources are collected or used at the school:

- **Box-Tops for Education**—Clip, collect, and submit to the office
- **Smith's Community Rewards**- Designate UBCA as your charity, shop at Smith's, earn money for the school through your purchases!
- **Amazon Smile**- Login into Amazon Smile, designate Vernal Christian Church as your charity, shop as you normally would, and UBCA will receive a percentage of your purchases.

Uintah Basin Christian Academy considers outreach a vital part of our existence. Every year our outreach impacts individuals locally, regionally, and globally. Groups UBCA has supported in the past include the Turning Point Women's Shelter (Vernal), Christian Children's Ranch (Idaho), and Haitian Christian Mission (Haiti). The student council group plans and determines how funds will be raised to support the various missions we support.

Computers and Technological Devices

Chromebooks will be available for student use. Technology use at UBCA will continue to grow, including the number of Chromebooks and tablets to be used by the students. A complete policy has been created for technology use. Parents should read the policy carefully before signing the Permission Form for student use. Please be advised that in order to access Google docs, or login to a Chromebook, the parent must create a Google Gmail account for the student. If your child has a Gmail account please provide that information to the office. If not UBCA can set one up for them.

Course Work and Homework

Uintah Basin Christian Academy believes that homework is an integral part of the school program. The teacher is at liberty to give homework to aid the students in advancing their studies. Therefore, each student is required to complete homework assignments on time.

We do request parents' full cooperation in seeing that the assignments are completed. Typically, the amount of time spent on homework should be 10 minutes per grade level (10 minutes for first grade, 40 for fourth grade, etc.). Homework should not be busy work, but rather an extension or review of learning. Should students not have homework for a given night, he or she should read,

study math facts, or review in areas of need. UBCA does not give homework on Wednesdays. This will allow your child to have a break in the week, and gives an opportunity for family time. Homework assignments will be posted on the parent portal.

Curriculum

Uintah Basin Christian Academy primarily uses A Beka curriculum. The curriculum is currently used in thousands of Christian Schools and homeschools around the world. The King James Version is used in A Beka and will be the only version UBCA uses.

Discipline

Student Conduct

Discipline and its application at UBCA is grounded in the Bible (Proverbs 12:1; 13:18; 22:15; Revelations 3:19). The intent of discipline at UBCA is to correct wrong behavior in a loving manner that will assist the student in developing character traits that are pleasing to God. God intends discipline to correct behavior and to build character.

Aims

1. To develop and maintain a safe and effective learning environment.
2. To correct behavior that disrupts or damages the learning environment
3. To train students in behavior patterns that will benefit them, their class, the school, the family, and the community. These patterns will help to maintain a safe and effective learning environment, and will promote the development of intellect, spirit, body, conscience, and character.
4. As a last resort, to remove students who continue to engage in actions that disrupt or damage the learning environment. A pattern of behavior, and a reluctance to change behavior, will precede this action unless the offense is serious enough to warrant immediate removal.
 - a. School staff is responsible to God for the lives placed in their care. Parents agree that school staff has the authority to discipline their child(ren) within the guidelines established in this handbook.
 - b. Students are responsible to God to obey and show respect for school staff as they should with their parents. They are responsible to help maintain a safe and effective learning environment.
 - c. Destruction of school property may result in repair or replacement at the parents' expense. Students are responsible for helping to maintain the cleanliness of the school.
 - d. All students enrolled at Uintah Basin Christian Academy are expected to display moral conduct that shows Christian character in and out of school. The administrator and school board have the right to discipline any student, up to and including expulsion, whose conduct is not in agreement with the guidelines set forth in the handbook.

Discipline

Students are expected to have Christian character, and to abide by it. In order to maintain UBCA's integrity, safety, and effectiveness, the administrator will discipline students who violate behavior rules.

These actions will result in discipline at UBCA. This is not an exhaustive list. Other misbehaviors will be dealt with at administrator discretion.

1. Disrespect
2. Fighting
3. Cheating
4. Stealing
5. Lying
6. Dress Code Violations
7. Profanity
8. Failure to Complete Homework
9. Rule Violations

When students engage in these actions, the following consequences will ensue. Students will receive demerits for violations. Upon accumulation of demerits consequences will result.

- A. 5 demerits- Conference with the principal
- B. 7 demerits- Letter sent home to parents
- C. 10 demerits- 1 hour detention (\$10 fee)
- D. 15 demerits- 2 hour detention (\$20 fee)
- E. 25 demerits- 1 day in school suspension (\$50 fee)

Students will have the following demerit accrual. Demerit accrual will occur on a rolling 6 week basis. After 6 weeks, a violation will be removed from the student's count. Fighting, cheating, and stealing offenses will remain for the year.

Disrespect

- A. First Offense- Verbal Warning (1 Demerit)
- B. Second Offense- Written warning (2 Demerit)

After three written warnings are given students will receive 10 demerits, resulting in detention.

- C. Each subsequent violation will result in 10 demerits.

Fighting

- A. First Offense- 10 Demerits resulting in detention.
- B. Second Offense- 1 day in school suspension.
- C. Subsequent Offenses will result in suspension or expulsion.

Cheating

- A. First Offense- 5 demerits
- B. Second Offense- 10 demerits resulting in detention.
- C. Third Offense- In School Suspension
- D. Subsequent offenses will result in suspension or expulsion.

Stealing

- A. First Offense- 5 demerits
- B. Second Offense- 10 demerits resulting in detention.
- C. Third Offense- In school suspension
- D. Subsequent offenses will result in suspension or expulsion

Lying

- A. First Offense- Verbal Warning (1 Demerit)
- B. Second Offense- Written warning (2 Demerit)
After three written warnings are given students will receive 10 demerits, resulting in detention.
- C. Each subsequent violation will result in 10 demerits.

Dress Code Violations

- A. First Offense- Verbal Warning (1 Demerit)
- B. Second Offense- Written Warning (2 Demerits)
After three written warnings are given students will receive 10 demerits, resulting in detention.
- D. Each subsequent violation will result in 10 demerits.

Profanity

- A. First Offense- 5 demerits
- B. Second Offense- 10 demerits resulting in detention.
- C. Third Offense- In school suspension

D. Subsequent offenses will result in suspension or expulsion

Failure to Complete Homework

- A. First Offense- Reminder
- B. Second Offense- Reminder
- C. Third Offense- Verbal Warning (1 Demerit)
- D. Fourth Offense- Written Warning (2 Demerits)

After three written warnings are given, students will receive 10 demerits, resulting in detention.

- E. Each subsequent violation will result in 10 demerits.

Rule Violations

- A. First Offense- Reminder
- B. Second Offense- Verbal Warning (1 Demerit)
- C. Third Offense- Written Warning (2 Demerits)
- D. Fourth Offense- 5 Demerits
- E. Each subsequent offense will result in 10 demerits.

Dress Code

Students at Uintah Basin Christian Academy should be neat, clean, modest, and appropriately dressed. The school dress code should be followed every day. Students are not required to follow the normal school dress code during field trips, Fridays (if they pay to dress casually), and during special days determined by the school administration. Friday dress will be jeans and a UBCA shirt (if a ticket is purchased). All dress and appearance should be honoring to God. Sweaters and pullovers will be allowed in the same colors as shirts. Only UBCA logos will be allowed. Girls may also wear navy blue, black, or khaki dresses, skirts, skorts and jumpers. Dresses, skirts, skorts, jumpers, and shorts must extend to the knee. Jeans are only allowed on Fridays. Cargo pants or shorts are not allowed. Athletic wear will only be worn during PE. Socks and shoes are required at all times. Only shoes with backs will be allowed. Belts are required for students in the upper hallway if their pants have belt loops. They are not required for students in the lower hallway. Shirts should be tucked in. UBCA Hoodies will be allowed. Anything that draws attention away from learning will be asked to be changed.

Field Trips

Students will dress appropriately for all field trips. Students will still dress neat, clean, and modestly. The field trip permission form will state what appropriate attire for that trip will be. Students and staff will wear the UBCA field trip shirt on all field trips (available in the school store), unless it is deemed that the field trip shirts are not appropriate. Students should be prepared for different weather on field trips. Coats, boots, hats, gloves, or rain gear may be needed.

PE

Students should wear athletic clothing and a UBCA shirt for PE. The school store will provide the approved shirt for purchase. Athletic shoes are required to be worn during PE.

Girls

Normal school attire will be navy blue, black, or khaki pants or shorts, with a red, white, pink, navy blue, or gray dress shirt or polo shirt. Girls' hair should be clean and neat. Hair should be a natural hair color. The hair should be worn in a manner that does not draw attention to the hair. Should the hairstyle cause a disruption at the school, the girl will be asked to change her hairstyle to something that allows the focus to return to learning. Jewelry should be simple and tasteful. Piercings are allowed in the ear lobe only. Body piercings are not allowed. Make-up should be modest and minimal. Only dress hats will be allowed to be worn in the building. Other hats may be worn during outside PE and recess only.

Boys

Normal school attire will be navy blue, black, or khaki pants or shorts, with a red, white, dark green, navy blue, or gray dress shirt or polo shirt. Boys' hair should be clean and neat. Hair should be a natural hair color. Hair should be above the eyes and shoulders. Boys are not allowed to grow facial hair. Sideburns may extend to the bottom of the ear lobe. Jewelry should be simple and tasteful. Boys are not allowed to wear pierced jewelry of any kind. No hats will be allowed to be worn in the building. Hats may be worn during outside PE and recess only.

Winter Clothing

Winter clothing may be worn outside only. Winter clothing should be left in the lockers or hallways to minimize messes. If boots are worn, shoes should be available to change into while in the building.

These rules may be suspended, at administrator discretion, for Fridays, special events, or school spirit days. Modesty and cleanliness should still be evident during these days.

Drop Off and Pick Up

Drop off and pick up will be handled in a manner that minimizes safety risks to students and families. Vehicles will enter through the north side of the parking lot. They will drive through the parking lot to the south side. Keep in mind that children may be in the parking lot, so all vehicles should be going slow enough to maintain safety in the parking lot. The vehicles should line up in the pick-up line facing north. The vehicles should be stopped before the portico. There will only be one line of vehicles. No passing is allowed before the portico. Students will be in the gymnasium with their materials, waiting to be called by name to speed up the process of pick up at the end of the day. Once students have been called, they will come outside. A safety patrol member or a teacher will escort the student to the vehicle, and help them in if needed. If there is a delay in your child(ren) coming outside, we will ask you to pull forward to the north side of the portico. This will allow the line to continue moving. In order to keep the line moving, please do

not leave your vehicle while you are in line. Please do not move forward, through the portico, until the safety patrol member is holding the “SLOW” sign.

Parents need to inform the office of who is allowed to pick up their child(ren). This is done at registration. If you would like more people to be on the approved list, contact the office. The office will make a note in the file and inform the safety coordinator of any changes. If you want to change the approved list at any time, let the office know.

In order for our staff to have devotions in the morning, we ask parents to not drop off students until 8:00 AM. Students should wait on the north playground in the designated area. **The school will not be held responsible for students who are dropped off prior to 7:45 AM.** Parents must sign a Release, Waiver, and Indemnity Agreement to release the school of legal responsibilities of injuries occurring prior to 7:45 AM and after 3:45 PM. The playground and school grounds cannot have full time supervision due to our staff size and the sheer size of the facility.

Parents who do not pick up their children by 3:45 PM, or who drop off their children before 7:45 AM will be charged \$0.50 per minute. If you know that you need to drop off early, or pick up late, let the office know. We may be able to work something out if notice is received in advance.

Should inclement weather become a factor, students will be brought into the school in the cafeteria or gymnasium area. Currently, we do not provide child care before or after school. Students must be picked up immediately after school is dismissed.

As a staff we must constantly be aware that accidents are more likely to happen without supervision. Please honor staff devotion time and allow the staff at UBCA to prepare for their teaching day. Having staff members being taken from their time of preparation to monitor students impacts our overall program.

Surveillance cameras will be in use for the perimeter of the building during school and non-school hours of the day and night.

Bicycles may be used before and after school as a means of transportation. Students should walk their bikes on the sidewalk to get to the street. Bikes should not be ridden in the parking lot. A bike rack will be provided for security during school hours. The bike should be walked to and from the bike rack.

E.A.G.L.E. of the Month

Students who exhibit **Excellent Attendance, Grades, and show Love Everyday** will be eligible to earn the EAGLE of the Month Award. One student from each hallway will be chosen each month to be our EAGLE. Those students will receive a certificate, punch card for 5 Free Days of Friday Dress, a candy bar, and their picture in the Friday “Flyer” displayed in the office. Their teacher will also write up a paragraph explaining why they earned this award, which will be included with their picture to the local newspaper.

Emergency Drills

UBCA will conduct lock down, fire drills, and other drills in preparation and training for emergencies. Drills will be conducted on a regular basis. Parents should speak to children in preschool and kindergarten to reassure them that drills are meant to provide a safe environment.

Enrollment

Enrollment into Uintah Basin Christian Academy will be based on application information and an interview with the parents/guardians of an incoming student. UBCA does not discriminate on the basis of race, gender, or religious affiliation when evaluating student applications. Church membership at Vernal Christian Church, or any other church, will not be a determining factor in the admission process. As a private institution, UBCA has the right to accept or reject any applicant from enrollment. An academic and behavioral analysis will be given when considering the applicant. A non-refundable registration fee will be required to enroll in Uintah Basin Christian Academy. Please see the current admissions information for the registration fee amount.

Field Trips

A field trip is defined as an off-campus activity or event that is an extension of in-class study, either academic in nature or for enjoyment. All students are expected to attend academic field trips. Students may not attend field trips for enjoyment if reasons exist for the student not to attend (behavioral issues, illness, injuries, etc.). **Field trip days are still considered school days and require a written excuse for non-attendance.** All school rules are in effect on school trips. A field trip permission slip will be sent home providing parents with the trip details. No student will be allowed to attend the outing without a signed permission slip. The school field trip dress code will be in effect during field trips, unless otherwise indicated. Please contact your child's teacher with questions regarding details of the field trip. PALS hours may be earned by driving for field trips and being a chaperone for the activity. Chaperones who drive, must have a Volunteer Driver's Form filled out each year. They must also provide copies of a current license and insurance. Volunteer Drivers are subject to approval from the administrator.

Financial Information

Registration Fees must be paid at the time of registration and are non-refundable and non-transferable.

Payments are due on the 25th, of the month beginning in July or at registration for late registering students. Tuition payments are on a ten-month schedule, July through April. Tuition paid on the 25th, will be applied to the upcoming month's services.

The July late payment will be waived for students that register later and make their first payment prior to the student starting school.

Monthly tuition payments are due on the first of each month. A \$25 late fee will be added to your account if not paid within 10 days of the due date.

No student will be allowed to attend class if their account is approximately 30 days delinquent. The exception to this rule **will be if parents choose to agree to complete a Financial Hardship Agreement. The agreement will specifically outline dates and amounts for repayment. Should parents not make payments outlined with the administrator, and not complete a Financial Hardship Agreement, and are 30 days delinquent, the parents will be given a written notice and a phone call stating when the student(s)' last day will be with Uintah Basin Christian Academy.**

Returned Checks

If a payment is made by personal check and the check does not clear, UBCA will charge a \$20.00 processing fee. That fee will be due along with the next month's tuition payment. If a second tuition payment does not clear, UBCA will require all future payments be in the form of a cashier's check, cash, or money order.

Tuition Assistance

Parents who are interested in applying for tuition assistance should visit the school's website at www.ubcaeagles.org. Click on the FINANCES tab at the top of the page. Click on the Tuition Assistance link. Click on Apply here. Click on START APPLICATION and provide the information requested. When you are finished with that call or email the office to let them know that you have completed a tuition assistance application. By board policy we are currently able to award up to a maximum of 40% of a child's tuition per year. Tuition assistance is on a first come, first serve basis, with considerations beginning in early summer for the upcoming school year. The total amount awarded for tuition assistance is dependent primarily upon a family's income situation. The UBCA board sets the total amount allotted for tuition assistance for families. In order for families to be considered for tuition assistance, all previous payments, including PALS hours, must be complete.

Fundraisers

Fundraisers will take place throughout the school year to provide necessary funding in various areas. Some of the fundraisers are ongoing, such as Uintah Basin Christian Academy brick sales and "Jeans on Fridays" days. Others occur annually, such as the fall Walk-a-Thon and the Bingo night. Fundraisers have typically been used to finish the building, to upgrade various programs, and to keep tuition prices as low as possible. Specific details regarding fundraisers will be given through the Friday Flyer, teacher notes, Facebook, email, text, Remind, and the school's website.

Grades

The uniform grading scale for students in K5-8th grade is as follows:

A+ = 98-100%	B- = 80-82%	D+ = 67-69%
A = 93-97%	C+ = 77-79%	D = 63-66%
A- = 90-92%	C = 73-76%	D- = 60-62%
B+ = 87-89%	C- = 70-72%	F = 59 % and Below
B = 83-86%		

Students in preschool will have a separate report card. Please see your child's teacher for more details.

Graduation and Promotion

Graduation

In order to graduate from 8th grade at UBCA a student must complete the following:

- Students must not be absent for more than 20% of the school year (this includes excused absences)
- All projects must be turned in to the teachers by the time 4th Quarter Report Cards are due
- A minimum GPA of 1.5 (with no more than one “F”) for the year end average is required for graduation
- Students must complete and be signed off on their 10 Christian Service Hours before the last week of school

Promotion

In order for a student to be promoted they adhere to the following:

Preschool-5th grades

Will be promoted at teacher and administrator discretion. Things that will be taken into consideration are: attendance, grades, social interaction with peers, and the amount of demerits received during the year.

6th-7th grades

Will be promoted based on the following criteria:

- Students must not be absent for more than 20% of the school year (this includes excused absences)
- All projects must be turned in to the teachers by the time 4th Quarter Report Cards are due
- A minimum GPA of 1.5 (with no more than 1 F) for the year end average is required for promotion
- Students must complete and be signed off on their 10 Christian Service Hours before the last week of school

Grievance Procedure

Should a parent have a matter of concern regarding an incident that took place at school, the following process should be used. Matthew 18:15-17 states the following: “Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican.”

Parents, when dealing with a problem, should follow the following steps in order:

Step 1. Speak directly to the teacher or staff member. If the issue is not resolved, proceed to step number two.

Step 2. Speak to the administrator. If the issue is not resolved, proceed to step number three.

Step 3. A conference with the parent, teacher, and administrator will be scheduled with an attempt to resolve the matter.

Every attempt should be made to reconcile the difference at the school level. Only under rare occasions should a matter be brought to the school board. The school board, under its own discretion, may listen or not listen to a matter brought before the Uintah Basin Christian Academy board. The parent with a grievance must add the agenda item to the school board agenda. A parent may not show up at a school board meeting and automatically expect to be heard.

Honor Roll/Recognition Assemblies

Honor roll will be used for students in first through eighth grades, and students will be awarded a certificate shortly after the end of each quarter. Students who earn a 3.5 grade point average based on the Grade Point Scale below will earn honor roll recognition. The honor roll assembly will take place in chapel, shortly following the completion of the quarter.

Grade Point Scale

Letter Grade	Grade Point	Percentage
A+	4.0	98-100%
A	3.8	93-97%
A-	3.7	90-92%
B+	3.3	87-89%
B	3.0	83-86%
B-	2.7	80-82%
C+	2.3	77-79%
C	2.0	73-76%
C-	1.7	70-72%
D+	1.3	67-69%
D	1.0	63-66%
D-	0.7	60-62%
F	0.0	0-59%

Illness

For the welfare of your child and others in the school, all children who are sick must be kept at home. Students will be sent home from school for the following reasons:

- Fever of 100 degrees or higher
- Vomiting and/or diarrhea
- Conjunctivitis (pink eye)
- Head lice

- Any symptoms severe enough to prevent him/her from being in the classroom
- Any contagious disease

Students who are ill will spend time in the sick room until a parent or guardian arrives. Please honor the office staff's request to remove an ill child from school until he or she feels better and does not show signs of illness indicated above. **Students should be fever and symptom free for 24 hours before coming back to school.**

Immunizations

The state of Utah requires all students have a health form and updated immunization record, or signed exemption form, on file with the school. We are required to report students not in compliance in an annual report filed in November and again in June. Please be sure to update your child's immunizations and records with the office as soon as possible. Students who do not have an updated immunization record, or a signed exemption form on file will not be allowed to attend UBCA until the updated form has been given to the school.

Intervention

We provide a reading intervention teacher. This teacher will pull students who are struggling in reading. She works every morning. Additionally, grades 6-8 will have a math intervention time scheduled daily. This time will be used to work with the students at their level. Since all three grades will have it at the same time no class time will be missed. We are working on figuring out how to expand this time to the other grades.

Inclement Weather and Emergency Dismissal Procedure

Information will be made available when we receive it. Parents will be notified as soon as a decision to cancel school has been made. We know that school closures can cause difficulties for parents so we will avoid closing school unless it is necessary. We may also announce that the weather is bad, but we will still have school. On those days, any student who is late or absent, due to the bad weather, and the parents have informed the office, will be excused.

Lunches

UBCA has partnered with Sharlee Pickering to provide hot lunches for the students. Sharlee controls the menu and the pricing. UBCA is not involved in that aspect of it. Payments for lunch must be made to Sharlee Pickering. They can be dropped off in the office. Parents are welcome to join their children for lunch. Currently, the pricing for lunch is \$3 for Preschool-1st grade students, and \$3.50 for 2nd-8th grade students. These prices may change prior to the start of the school year.

Medication

If a student is to take any medication while at school, he or she must have a completed form on file in the office granting permission. In order to be administered medication, the Medication Permission form in the Registration Packet must be completed and returned to the office prior to any medicinal dispensation. The medication to be dispensed will be kept in the School Office

and dispensed by the secretary or administrator according to the doctor's instructions. **Students are not permitted to keep medication of any kind in their possession, including in their backpacks, locker, desk, or in their pockets.** Prescription medications must be in the original bottle with complete directions. Parents may allow the office to administer any medicine provided or any non-prescription medicine to their child at any time. A record will be kept of what was given and when it was given. Parents may ask for that information at any time. Parents may also require that they be contacted prior to any medication being given. The office will not provide any medication to their child without first contacting the parent and getting approval. A record of this will also be kept. Parents may opt to not allow the office to give any medication to their children. In this instance, if the office believes that medication is needed, the student will be kept in the office until the parent arrives to give the medication.

Merit Trips

Students in K5-8th grade are eligible to attend merit trips planned by the student council group. Preschoolers will also be allowed to go, but parental accompaniment may be required. Merit trips are often local, short trips to places such as the rec center, sledding hill at the golf course, movie theater, etc. In order for students to attend the merit trip, they must have met certain criteria. The following is the general policy for students to attend a merit activity:

- No more than 14 demerits in a quarter.
- No more than a combined 6 unexcused tardies or missing assignments. This can be any combination of the two criterion.
- No more than one unexcused absence.

This information will be available on the Parent Portal, or in the office upon request. Please provide 24 hours for the request to be processed.

Parent Agreement

At the back of this handbook is a parent agreement page which should be signed, dated, and returned to the child's teacher by the date mentioned on the form. The form is an acknowledgment that you have read this handbook completely and agree with the policies set forth. Should you have any questions regarding the handbook or policies, please contact the child's teacher or the school principal. Students will not be allowed to attend without a signed parent agreement form on file.

Parent/Teacher Conferences

Parent/Teacher Conferences will take place shortly after the quarter ends. Teachers will send out schedules the week before conference dates. Every parent is requested to attend the Parent/Teacher conference for the benefit of his or her child and to obtain pertinent information concerning specific areas of instruction. Students may attend with the parent(s) to discuss progress. Parents will receive one PALS hour for each conference they attend.

Other conferences may be set up at any time during the school year if you have questions or concerns about your student. Please contact your child's teacher for an additional conference.

Physical Education

The school's physical education program is designed to meet the needs of all students who are physically able to attend school. Written requests from parents for exemption for P.E. covering one to three days at a time are to be given careful consideration and the instructor or administrator will decide if it is advisable for the student to be excused from the activity. A physician's statement must be presented if more than three consecutive days are involved.

P. E. Uniforms

P. E. Uniforms are required for 4th grade and above. The PE shirt must be purchased through the school store (\$10). Black or red loose fitting athletic pants, or shorts that come to the knee, may be purchased elsewhere. Please make sure these are either logo free or small logos can be approved by the school office. Socks and non-marking athletic shoes must also be worn.

The rules for the gym are as follows:

- Wear appropriate clothing; no boots, non-scuffing shoes only, no bare feet, etc.
- No hanging on rims or nets, or dunking the basketball (unless during a sanctioned event)
- Proper safety equipment must be worn for all activities
- Use athletic equipment properly, which includes not throwing basketballs long distances (unless during a sanctioned event)
- No gum, food, or drinks allowed
- No tape should be used to mark the floors
- Return equipment to the appropriate location when finished

Playgrounds

Playgrounds will be used at the discretion of the teacher and on a first come, first served basis. The north playground is available to all grades. Students may continue to use the rec center field as in the past. Regardless of which playground is being used at specific times, the teacher(s) and/or aide(s) will be responsible for all the students in the group. At no time should students be on playgrounds with no supervisor present.

Re-Enrollment

Prior to enrollment being opened to everyone, presently enrolled students may enroll for the fall term on a first come, first serve basis. A non-refundable registration fee will be due at the time of re-enrollment. Only registered students will be guaranteed a space in class once enrollment is opened to the public. Once all spots for the grade level are filled, parents who wish to enroll their children will be put on a waiting list until a new class opens, another student withdraws, or until the next school year begins.

Safety Patrol

Students in 5th-8th grades will be eligible for safety patrol. Students who wish to be in safety patrol should complete an application from the office. Parental permission must be given to students who choose to be a part of this activity. Safety patrol begins at 8:15 AM and ends at

8:25 AM. Patrol resumes once again at 3:25 PM and is completed at 3:45 PM. The primary responsibility for students is to escort students to vehicles and ensure they walk and watch for oncoming vehicles. Students who are in safety patrol will be recognizable by their blaze orange vests or hats. Please respect and honor the work of all safety patrol workers before and after school. Students on safety patrol must maintain a GPA of 2.5 or higher, practice excellent citizenship, follow instructions, and obey teachers.

School Board Meetings

Regular board meetings for Uintah Basin Christian Academy are held at 6:00 PM at UBCA on dates determined monthly. Parents are welcome and encouraged to attend the school board meetings. Should a parent, guardian, student, or community member wish to share a topic of discussion at the board meeting, he or she must have the topic added to the agenda before the scheduled meeting. To add the item to the agenda, simply call the school office and inform the office staff of your name and the topic of discussion and we will inform the board. **All requests to be added to the agenda must be given at least 1 week before the next board meeting. Requests will be added at the board's discretion.** Often the topic is addressed early in the meeting to allow for people to share their ideas, discuss the matter, and be dismissed without having to attend the full meeting. All topics of discussion must be addressed by the administrator prior to being added to the agenda.

School Day Hours

- The Preschool 3 year old class meets Monday, Wednesday, and Friday from 8:30 AM to 11:30 AM. An afternoon class will also be offered from 12:30 PM to 3:30 PM. The PM class will be added with a sufficient number of students.
- Preschool 4 year old classes meet Monday through Friday, either from 8:30 – 11:30 AM or 12:30 to 3:30 PM. The PM class will be added with a sufficient number of students.
- Students in K5-8th grades meet Monday-Friday from 8:30 AM to 3:30 PM.

Please note that at 8:30 every morning all school doors will be locked to ensure a safe school environment. Students who arrive late will need to be let in through the office to receive a tardy slip. Students will not be allowed in until announcements are completed. Please honor the staff at Uintah Basin Christian Academy by arriving on time and being prepared for school on a daily basis.

School Events Updates

The administrator, office staff, and teachers want to be in regular contact with parents of students who attend Uintah Basin Christian Academy. Several options exist to keep in contact with the school.

- **Annual Calendar** (paper copy in fall, and on the school website)
- **Facebook**- www.facebook.com/UintahBasinChristianAcademy
- **Friday “Flyer”** (on the school website, usually by Friday evening of the previous week, and a paper copy sent home with each student)
- **Lunch Calendar** (given to each student)

- **Notes** (occasional notes explaining details of an upcoming event; full school events will be sent home; grade specific notes will be sent out from the individual teachers)
- **Remind** (a free, anonymous text message system, see Remind 101 link on our website)
- **Website**- www.ubcaeagles.org

School Store

In the mornings, students will be able to purchase school supplies, UBCA clothing, decals, snacks, drinks, and other items for sale. A parent volunteer will be in charge of the school store. Proceeds from the store will be used to provide for activities and functions of UBCA. Merit trips, donations to missions groups, and other events and activities are possibilities for consideration.

Special Services

Special services may be provided through the Uintah School District for your child at Uintah Basin Christian Academy. Services such as speech and language, special education, and any types of testing or services may be performed during the school day as determined by both the Uintah School District and Uintah Basin Christian Academy. If you believe your child is in need of special services, please contact the administrator of UBCA to begin the process of testing with the Uintah School District. Most of the time, the costs of special services is free to families at UBCA. Parents should note that travel to and from UBCA will be a cost paid for and provided by the parent/guardian whose child needs special services. Should parents/guardians choose not to have their child tested and the administrator and staff at UBCA believes that testing should be done to assist a child in need, the administrator may choose to not allow the student to attend UBCA. Intervention for reading and math will be provided for all students in need in 1st-8th grades. Questions and comments regarding special services should be directed to the school administrator.

Student Council

The student council group at UBCA is a group made up of four students and an academic advisor. The student council group will be made up of the following:

- **President**—an eighth grade student
- **Vice-President**—a seventh grade student
- **Treasurer**—a sixth grade student
- **Secretary**—a fifth grade student

Third and Fourth grades will elect a class representative to attend the student council meetings. They will report back to their classes on what is happening in student council.

In order for students to be on the student council group, they must have met and continue to meet the following criteria throughout the school year:

- a. Earn at least a 3.0 GPA at the end of each quarter
- b. Serve as a role model to older and younger students in actions and in words
- c. Perform duties that are considered the responsibilities of the individual position
- d. Does not have more than 10 demerits

Should a student on student council not meet the criteria listed above, the individual who was second in voting by the student body (1st-8th grades and teachers) will serve as the replacement

for that individual for the remainder of the year. Should a tie occur in any election the administrator will break the tie.

Students interested in taking part in the election should do the following:

- a. Determine whether they would like to hold the position for a full school year and discuss the opportunity with a parent/guardian
- b. Read the expectations of a student council member carefully and be confident that he or she can meet the criteria for the full school year.
- c. Write a 2 minute (or less) speech explaining the following
 1. Why the position is desired
 2. The strengths the student offers to the student council group and school
 3. The responsibilities he or she is willing to offer the school
 4. Past experiences that may prove leadership qualities
 5. One final reason or thought that will prove he or she is the best candidate for the position
- d. Have a parent/guardian sign the permission slip acknowledging that the student has permission to be in student council for the full year

Report Cards

Report cards will be given to parents at parent teacher conferences. Parents are encouraged to follow their children's academic progress on the Parent Portal.

Testing

Students in K5-8th grades will take the Terra Nova test in the spring. The test is meant to test students' abilities in a wide range of subject areas taught at Uintah Basin Christian Academy. Typically the test occurs in April or early May. Results of the test will be given to parents as soon as they are sent back to UBCA from ACSI. Should the results be delayed, they will be given at the beginning of the next school year. Should parents wish to see the results sooner than the next school year, they may visit the school and request the results of the test.

In addition to the Terra Nova test, students in 1st-8th grades will take the Fountas and Pinnell Benchmark Assessment System test in the fall, winter, and spring. Results of the test will be given as soon as most of the students have taken the test. Results from this test will also help the teachers determine which students should be in reading intervention. Students who have tested at a Z level will not be tested unless there is concern that regression has occurred.

Video/Audio Surveillance

Video and audio surveillance cameras will be in use during the school year. The reason for recording is to ensure safety for everyone at the school. The staff at Uintah Basin Christian Academy will use the cameras to provide an extra safety measure beyond general supervision.

Visitors

Parents are requested to stop by the office if they need to leave something for the student or teacher or if they have to pick up the student. **Please do not go directly to the classroom, as this interrupts instruction.** Parents are invited and encouraged to visit their child's classroom regularly. No appointment is necessary, however, providing your teacher with an advanced notice is helpful due to classroom planning purposes.

Exclusions to School Access

- a. Convicted sex offenders will not be allowed access to the school, school property, or children within the school except as required by Utah State law.
- b. Individuals who have been convicted of a sexual offense against a person under 18 years of age shall not be allowed to volunteer in the school or for school activities, whether the volunteer service would be supervised or unsupervised.
- c. Pursuant to Utah Code 77-27-21.7 (2)(a) the school administrator shall make a reasonable effort to allow convicted sex offenders to participate meaningfully in the education of their children if they must be present in order to carry out necessary parental responsibilities.
- d. Pursuant to Utah Code 77-27-21.7 (2)(b)(i)(ii)(iii) attendance at school related functions held on school property outside of regular school hours is prohibited. Attendance is permitted at a non-school-related public activity on school property as long as the activity does not involve children under eighteen (18) years of age.
- e. Per state law, sex offender registry information is not to be publicized or used to harass or threaten sex offenders or members of their family.
- f. Any convicted sex offender wanting to visit UBCA must submit a request for approval in writing to the school administrator no less than 3 school days prior to the requested visit, check in at the front office upon arrival, and be with or within eyesight of the school administrator or authorized designee at all times during the visit.

Website (school)

The school website, www.ubcaeagles.org will be used to inform parents and the general public regarding the events occurring at the Uintah Basin Christian Academy. The following items are only a sample of what may be of use to parents on a regular basis:

- Friday “Flyers”
- School Calendar
- Lunch Calendar
- Tuition Discount Website Link
- Photos of School Events
- General School Information

Withdrawals

All withdrawals from school must go through the school office. Any refund will be based on a pro-rated schedule on a per case basis. Please report a withdrawal to the office with the date of withdrawal. Please make arrangements with the teacher regarding textbooks and upcoming dates to ensure the transfer from UBCA is a smooth process.

Disclaimer:

Every attempt has been made to keep the policies and procedures current at the time of publishing. The school board, at its discretion, may modify, eliminate, or add policies or procedures as deemed necessary. Modifications, eliminations, or additions will be updated via the school’s website at www.ubcaeagles.org



Uintah Basin Christian Academy Student and Parent Handbook Agreement

***Students: Please return the following page signed to the office by
Friday, August 25, 2017. Thank you!***

The Mission of Uintah Basin Christian Academy

Glorifying God by assisting parents in their God-given responsibility to train up their children to be followers of Christ, in possession of strong intellects, spirits, bodies, and characters by providing students with Christian values, biblical principles, and an excellent academic education.

Standards of Conduct

Uintah Basin Christian Academy (UBCA) believes that the Bible is the infallible, divine word of God, that all truth comes from God, and that salvation by faith in Christ (Ephesians 2:8-9) is the initial step in the Christian life. The Bible promotes the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins at the moment of salvation, and continues throughout life. The Holy Spirit makes the Christian conscious of the biblical demands for a holy life, which fulfills both God's moral law and His high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from worldly influences.

An understanding of the need for the students of UBCA to experience spiritual growth has led UBCA to adopt the following standards, which are based upon biblical principles, and are conducive to the spiritual growth and development of young people. Students are expected to abide by the following standards for the length of their enrollment, including at school, home, or elsewhere, and regardless of whether school is in session.

1. Avoid participation in worldly activities such as swearing or indecent language; inappropriate online or social media content; body piercing or tattoos, smoking, including e-cigarettes and vaporizers; possession or use of alcoholic beverages, drugs, tobacco, or related products; involvement in the occult, gambling, stealing, pornography, extramarital sex, promoting or participating in gay, lesbian, homosexual, or transgender lifestyles, or any other lifestyle that violates biblical principles.
2. Refrain from harassment, fighting, violence, or threats of any kind, regardless of provocation; public disruptions; promoting division or a divisive spirit through symbols, pictures, writing, flags, banners, slogans, gang related items, or other divisive items.
3. Maintain Christian standards in courtesy, kindness, honesty, morality, dress, and entertainment.

Students found to be out of compliance with UBCA's Standards of Conduct may be subject to administrative withdrawal. Any student who has been found guilty by the courts will be transferred out of UBCA.

UBCA has open enrollment, and therefore, some of our students may not be Christians. Our desire is to see all of our students accept Jesus as Savior, and become Christians. Regardless of whether a student has made a personal decision to become a Christian, each student will be expected to abide by these Standards of Conduct and maintain Christian standards. Attendance at UBCA is a privilege, not a right.

UBCA Handbook Agreement Form

This agreement page should be signed, dated, and returned to the office by Friday, August 25, 2017. The form is an acknowledgment that you have read this handbook completely and agree with the policies set forth. Should you have any questions regarding the handbook or policies, please contact the child’s teacher or the school principal.

Students will NOT be allowed to attend without a signed agreement form on file.

Student and Parent Agreement Card

Students in 7th grade and higher should sign this card. Parents should also sign.

I have read the Standards of Conduct for Uintah Basin Christian Academy. I agree to cooperate with, and abide by these standards while enrolled at UBCA, whether at home, school, or elsewhere.

Student _____ Date _____

As a parent, I have read the Standards of Conduct for Uintah Basin Christian Academy. I will cooperate with UBCA by ensuring that my son or daughter maintains these high Christian standards whether at home, school, or elsewhere.

Parent _____ Date _____

Parent _____ Date _____

