

# UINTAH BASIN

## CHRISTIAN ACADEMY

### Student and Parent Handbook

2019 - 2020



Uintah Basin Christian Academy

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Vernal, UT 84708

435-789-9332

[www.ubcaeagles.org](http://www.ubcaeagles.org)

[www.facebook.com/UintahBasinChristianAcademy](https://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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## **WELCOME**

Thank you for choosing to join our family at Uintah Basin Christian Academy! We are a non-denominational, non-profit 501 (c)(3) and is a member of the Association of Christian Schools International (ACSI). 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 2019-2020 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 four staff members has grown into over one hundred students and fourteen staff members.

## **OUR PHILOSOPHY**

UBCA 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 proclaim salvation through the grace of Jesus Christ alone. 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. (Luke 10:27).

## **STATEMENT OF FAITH**

1. We believe the Bible to be the only inspired, infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)
2. We believe that Christians are called to study the Bible and ask the Holy Spirit to aid in our understanding of its application to our lives. (James 1:5, 2 Timothy 2:15)
3. We believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19)

4. We believe in Jesus Christ, His Only Begotten Son, Who is God in the flesh, Who brought grace and truth to the world, Who died on the cross to save us from our sins, and Who rose from the dead and ascended to the right hand of God the Father. (John 1:12, 17 and 3:16, Luke 24:37-39, 50-53, John 1:14).
5. We believe in the Holy Spirit of God, sent to be our Advocate and Counselor, to guide us into a way of life that is pleasing to God. (John 16:7-11)
6. We believe that all people are created in the spiritual image of God, but are separated from Him by their sins, and thus require personal salvation through Jesus Christ and the regenerative work of the Holy Spirit to be reconciled to and attain eternal life with God. (John 3:3, 1 Corinthians 15:1-4)
7. We believe in water baptism in the name of the Father, the Son and the Holy Spirit. Such water baptism is for believers and represents an identification of the individual believer with the death, burial and resurrection of Jesus Christ. (Acts 2:38, Mark 16:16, Romans 6:1-4)

#### **STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, trans-gender conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of UBCA as a local Body of Christ, and to provide a biblical role model to UBCA faculty, staff, students, parents, volunteers and the community, it is imperative that all persons employed by UBCA, and anyone on the UBCA School Board agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thes 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of UBCA.

## **FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of UBCA's faith, doctrine, practice, policy and discipline, our school board members and the elders of Vernal Christian Church are UBCA's final interpretive authority on the Bible's meaning and application.

## **ADMISSIONS**

Before applying for admission to our school, please read the Student Handbook. The Student Handbook will introduce you to many of the school's policies, procedures, and expectations for both parents and teachers.

UBCA unashamedly believes, teaches, and practices a literal interpretation of the Word of God (The Holy Bible). Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence but also to teaching students how to apply the truths of God's Word to every aspect of life. If you are in agreement with the teaching of God's Word, we look forward to partnering with you to educate your child.

Admission to UBCA 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. As a private institution, UBCA has the right to accept or reject any applicant from enrollment.

Placement tests will also be administered to prospective students in K5-8<sup>th</sup> grade. The Administrator will discuss grade placement of an enrolling student with his/her parents.

## **ENROLLMENT**

After your child has been successfully admitted to UBCA, you will need to complete some enrollment information forms available from the office. A registration fee will be due at this time.

### **Changes In Information**

Please keep all contact information current with the school office. Please update the following information: home and cell phone numbers, work phone numbers, emergency contact numbers, email addresses, physical home address, and mailing address (if it differs from your physical home address).

## **RE-ENROLLMENT**

Enrollment is offered to returning students before new students may register. A non-refundable registration fee will be due at the time of re-enrollment. Once all the spaces in a grade level have been filled, a waiting list for that class will be initiated. Parents will be notified if a space has opened up for their child.

## **WITHDRAWALS**

The school office must be notified, as soon as possible, of all intentions to withdrawal. Any refund will be based on a pro-rated schedule on a per case basis.

## **FINANCIAL INFORMATION**

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

Payments are due on the 25<sup>th</sup> of each month. A \$25 late fee will be added to your account if your tuition payment is not paid within 10 days after the due date. Payments are made on a ten-month schedule.

No student will be allowed to attend class if their account is 30 days delinquent. Please speak to the Administrator about a Financial Hardship Agreement if you are having trouble paying your school bill.

Please check at the office for a current tuition and fee schedule.

### **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 made 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](http://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 have completed the online application, call or email the office to let them know. Currently, we are able to award a maximum of 40% of a child's tuition per year. Families must be current with all school payments and PALS hours in order to be considered for tuition assistance.

## ACADEMICS

### CURRICULUM

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

### COURSE WORK AND HOMEWORK

UBCA 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. Homework assignments will be announced in class, written in student planners, and posted on the parent portal.

### GRADING

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

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

### REPORT CARDS

Report cards will be given to parents a few days prior to the Parent/Teacher conferences. Additionally, parents are encouraged to follow their children's academic progress on the Parent Portal. Students in preschool will have a separate report card. Please see your child's teacher for more details.

### PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will take place shortly after each quarter ends. Teachers will send home schedules the week before conferences. 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).

Additional conferences may be scheduled at any time during the school year. Please contact your child's teacher for an additional conference. Preschool conferences will be scheduled twice a year in the fall and spring.

## **HONOR ROLL / RECOGNITION ASSEMBLIES**

- Students in first through eighth grades may be eligible for the honor roll.
- To earn honor roll recognition students must earn a 3.5 grade point average.
- The honor roll assembly will take place during chapel, shortly following the end of the grading period.

## **SPECIAL SERVICES**

Special services may be provided through the Uintah School District for your child at UBCA.. If you believe your child needs special services, please contact the administrator of UBCA to begin the process of testing with the Uintah School District. Usually, special services are free to families at UBCA. Parents should note that travel expenses to and from UBCA are not covered by the special services. Questions and comments regarding special services should be directed to the school administrator.

## **STANDARDIZED TESTING**

Students in K5-8<sup>th</sup> grades will take national standardized tests in the spring. These tests are meant to assess students' proficiencies in a wide range of subject areas taught nationally. Typically, the tests are given in April or early May. Results of the test will be given to parents as soon as UBCA receives them from the testing service.

## **PROMOTION AND GRADUATION**

Preschool-5<sup>th</sup> graders are promoted at teacher and administrator discretion. Grades, behavior and attendance are evaluated when determining whether a child will be promoted.

Sixth and 7<sup>th</sup> graders 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 4<sup>th</sup> Quarter Report Cards are due
- A minimum GPA of 2.0 (with no failing grades) for the year end average is required for promotion

In order to graduate from 8<sup>th</sup> 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 schoolwork must be completed by the time 4<sup>th</sup> Quarter Report Cards are due
- A minimum GPA of 2.0 (with no failing grades) for the year end average is required for graduation.
-

## **DISCIPLINE**

### **DISCIPLINE PHILOSOPHY**

UBCA is a Christian school committed to leading students to joyfully loving, accepting, honoring, glorifying, and submitting to the Lord in all areas of their lives. We know that living a life dedicated to the Lord will enable students to grow and thrive and learn. Using God's Word (The Holy Bible) as our standard, we will help students to learn to choose Godly behaviors. If students choose unacceptable behaviors, the UBCA teachers and administrator will help students rethink their actions and attitudes with the goal of repentance, forgiveness and restoration. UBCA desires over time to guide students to self-discipline and changed hearts.

UBCA desires to foster a partnership with parents in the education and discipline of their students. A key element of this partnership is mutual support. UBCA expects that parents will support the school's discipline efforts for the benefit of students and the entire school community. Respectful and clear communication between parents and UBCA is necessary in order to facilitate working alongside each other.

The following procedures should provide consistent discipline guidelines and help the student and parents to become aware of behavioral standards.

### **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

## **DISCIPLINE PROCEDURES**

The following are expected student behaviors:

1. Honesty and integrity in keeping your word. (Doing your own work, being responsible for completing assignments on time.)
2. Showing respect and courtesy to other students, teachers, staff, property and yourself.
3. Being prepared for class and ready to learn. Students should be committed to engaging in their own education.
4. Being willing to reconcile through appropriate repentance and forgiveness.

The following behaviors are prohibited and will result in disciplinary measures. It is understood that this list is not exhaustive and behaviors not listed below may incur disciplinary action at the discretion of the teacher or administrator.

### *Attendance*

1. Unexcused tardiness to school or class.
2. Leaving school without permission.
3. Being out of class without permission.
4. Being in locations where students are not normally allowed.
5. Being out of class for an excessive amount of time.
6. Unexcused absence from school including fieldtrips.
7. Unexcused absence from detention.

### *Dress Code*

Failure to conform to the expected dress code.

### *Careless Behavior*

1. Running in the halls or the classroom
2. Horseplay
3. Throwing or shooting unauthorized objects in the building

4. Not complying with the safety procedures in the parking lot and drop-off/pick-up lanes.

#### *Classroom/School Etiquette*

1. Disruptive behavior that impedes the educational process.
2. The use of cellular phones and other electronic devices during school hours.
3. Eating food, drinking beverages or other than when approved by the teacher.
4. Chewing gum anywhere on campus
5. Failure to comply with or fulfill classroom responsibilities

#### *Physical/Sexual Behavior*

1. Displays of romantic affection such as holding hands, kissing, hugging.
2. The possession and/or distribution of pornographic materials and information in any form.
3. Possession and/or distribution of any impure or suggestive material.
4. Sexual harassment.
5. Immoral sexual conduct including intimate sexual activity, homosexual activity or any transgender expressions.

#### *Harassment/Intimidation*

1. Sexual harassment including all acts of a sexual nature, whether verbal or physical, which are unsolicited, unwelcome, inappropriate, and/or demeaning, which interfere with an individual's performance or which create an intimidating, hostile or offensive atmosphere.
2. Physical harassment or bullying including threats or intimidation of any nature, or inappropriate verbal or physical conduct which creates a hostile, offensive or fearful environment. (Examples: provoking a fight, fighting, bullying, acts that inflict injury or damage, and/or acts intended to control by fear or intimidation.

#### *Verbal Behavior*

Language or gestures that are vulgar, obscene, derogatory or disrespectful.

#### *Dishonesty*

1. Dishonesty in any form including lying, theft, cheating, plagiarism, stealing.
2. Gambling
3. Forging signatures or altering documents
4. Altering grade reports.

#### *Disrespectful Behavior*

1. Rebellious or disrespectful attitudes or disobedience
2. Littering
3. Disturbance or rude behavior in Chapel or assemblies
4. Interrupting the school-home communication process
5. Defacing of school, student, or faculty property
6. Direct disobedience to the reasonable authority of teachers, the Administrator or any adult authorized by UBCA to have authority over the students

7. Deliberate destruction or damage to the school.
8. Display of any items that conflict with the values of the school

#### *Academic Behavior*

1. Not being prepared for class.
2. Failure to meet classroom responsibilities.
3. Failure to employ good study habits after repeated warning.
4. Failure to return documents or assignments by due date.

#### *Further Prohibited Items and Activities*

1. Possession of weapons and/or dangerous items such as guns, knives, explosive devices
2. Possession of tobacco, alcoholic beverages, drugs (unauthorized prescribed or illegal)
3. Noncompliance with the UBCA Medication Policy

#### *Disciplinary Process*

Disciplinary action will be taken for infractions of school policy and rules. Most disciplinary issues will be dealt with by the teacher in the classroom, according to their Classroom Management Plan. Parents will receive a copy of the Classroom Management Plan for their individual student. Classroom plans may include the following, separately or in combination. Formal reports to record all infractions will be retained within the student's school file outlining the nature of the infraction, how the issue was addressed and the action plan to address resolution. Follow up steps will be amended to the initial report. Parents may follow the grievance procedure for issues which may arise pertaining to the implementation of any disciplinary process. (See Grievance Procedure)

1. Warning and discussion with the teacher
2. Completing a "Rethink Form" and action plan requiring teacher/student/parent signature
3. Notification of behavior problems to parents
4. Conference with parents
5. Temporary removal from class
6. Denial of privileges
7. Detention (4<sup>th</sup> grade and above)
  - a. Detention will be served within 2 days of being issued. UBCA will notify parents of required detention on the day that detention was issued.
  - b. Detention will be served from 3:30-4:30 PM
  - c. Students will be charged \$10.00 for first hour of detention per quarter. Each subsequent detention will result in an increase of \$5.00 per detention per quarter.
  - d. Charges for detention will appear on the student's tuition bill and will be subject to the same collection guidelines as all other fees.
  - e. All detention rules must be followed, or the student may be required to serve their detention again.

More extreme or persistent cases of misconduct will be managed by the administration and will be treated with one or more of the following measures:

1. Conference with the Administrator and/or teacher

2. Detention (4<sup>th</sup> grade and above)
3. Probation, combined with appropriate application of consequences relevant to the offense (See explanation below)
4. In-school suspension
5. Out-of-school suspension (See explanation below)
6. Restitution for any damages caused by a student
7. Withdrawal, temporary, until restitution and restoration can be confirmed
8. Expulsion
9. Notification of Law Enforcement of illegal activity

### *Disciplinary Probation*

Disciplinary probation is designed to alert the student and his or her parents to areas of his or her life that need special attention. Students may be placed on disciplinary probation by the recommendation of the teacher and the approval of the Administrator for a specified period of time. Student actions leading to probation may include, but are not limited to, continued deliberate disobedience, continued and persistent rebellious attitude, negative influence on other students, academic progress that is unacceptable because the student is not working up to his or her ability, committing a serious breach of conduct inside or outside the school, and failure by students and parents to comply with school policies.

A conference with the student and his or her parents, the Administrator, and teacher is held at the beginning of the probation to discuss the reasons for probation. A letter stating the results of the conference and the reasons for the probation will follow this conference.

During the probation period the student will be restricted from participating in activities beyond class requirements.

In cases where the probation follows a serious breach of conduct, a second major incident of misconduct will result in the suspension or expulsion of the student.

During the probationary restriction, teachers will monitor the progress of the student. The Administrator will decide whether the student shall be returned to the status of a regular student or will recommend expulsion from UBCA to the school board.

Disciplinary probation is sincerely intended as an intermediate step for the student to address his or her behavior. If there is no progress in attitude, behavior, or general academic achievement due lack of cooperation, the student will be asked to withdraw from the school or be expelled by action of the UBCA school board.

### *Suspension and Expulsion*

Suspension is the responsibility of the Administrator and may be used for serious violations or repeated violations of school rules. If illegal activity is suspected or confirmed, students may be turned over to the proper authorities. Students may be suspended for a period of one to ten days at the discretion of the Administrator. Examples of such conduct may include, but are not limited to the following:

1. Cheating (Actively cheating or facilitating cheating)
2. Stealing
3. Fighting or intentionally causing harm to another person
4. The use and/or possession of tobacco, alcoholic beverages, illegal drugs, or noncompliance with the UBCA Medication Policy.
5. Immoral sexual activity, including intimate sexual relations, expressions of homosexuality or transgenderism
6. Obtaining or facilitating an abortion
7. Possession or use of weapons or dangerous items
8. Repeated dishonesty
9. Flagrant disrespect and disobedience
10. Leaving campus without permission
11. The possession and/or distribution of any pornographic or suggestive materials and information
12. Harassment in any form
13. Vandalism
14. Continued willful disobedience, misconduct, disrespect
15. Any action taken by a student that disturbs the privacy or invades the private property of a teacher or Administrator at his or her home, or the affects his or her private property at school.

During the suspension period the student must keep up with his or her schoolwork. All assignments, quizzes, or tests missed during the period of suspension must be completed in the time allotted.

Students may not participate in any school activities during their suspension. A parent/student/administrator/teacher conference will be held on the day the student returns to school. The student will automatically be placed on probation for six weeks or more.

Expulsion is the responsibility of the UBCA School Board. Students may be expelled from school when major moral or social offenses have been committed and after other disciplinary procedures have failed. The Administrator will refer students who have been placed on suspension, repeated suspensions or disciplinary probation to the School Board. The School Board will discuss the continuance at UBCA of any student recommended for expulsion.

## **INCENTIVES**

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

Students who exhibit **E**xcellent **A**ttendance, **G**rades, and show **L**ove **E**veryday 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, a candy bar, and their picture in the Friday “Flyer”.

## **Merit Trips**

Students in K5-8<sup>th</sup> grade are eligible to attend merit trips. Preschoolers may also be allowed to go, but parental accompaniment may be required. The following is the general policy for students to attend a merit activity:

- A record of good behavior. No probations, detentions or suspensions.
- A current GPA of 2.0 or higher.
- No more than a combined 4 unexcused tardiness or missing assignments.
- No unexcused absences.
- Parents must sign a parent agreement form.

## **CAMPUS POLICIES AND PROCEDURES**

### **ATTENDANCE**

Regular school attendance is imperative for success in school. Every time a student is absent, he or she will miss out on learning experiences that are foundational for learning. To that end, please limit absences to no more than 10 days per school year. (See reference to Utah State Code below.) We ask that you avoid any absences during the week of standardized testing.

### **Absences Due To Illness**

All absences must be reported to the UBCA office by students' parents/guardians as soon as possible. Absences lasting more than three days will require a doctor's note. Absences due to communicable illness may require a doctor's release before a student will be permitted back to school. Teachers will provide a list of required make-up work and due dates.

### **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 become ill at school 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.**

### **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. Students must remain home for 24 hours following a fever or following the initiation of treatment for a contagious disease. In some cases, a physician's statement may be necessary for the student to be readmitted to school. Communication between the parents, student, teacher(s), and office staff must be complete and accurate.

### **Other Excused Absences**

Please give your child's teacher and the school office notice of planned absences. Absences will be excused at the discretion of the UBCA Administrator. Your child's teacher will provide a list of required make-up work and due dates. Completion of this make-up work before the planned absence is encouraged.

### **Unexcused Absences**

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), parents of 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. Please note, 3 unexcused tardiness equals 1 unexcused absence.** Due to the severity of these laws, it is critical parents remain in contact with the office staff regarding absences.

### **Tardiness**

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. The Administrator has the authority to determine the legitimacy of a student's tardiness. Reason for tardiness must be addressed upon arrival of student.

## **CELL PHONES/PHONES/DEVICES/PARENTAL CONTACT AT SCHOOL**

### **Cell Phones**

Cell phones are not to be used at school! If a student needs to bring a cell phone to school, it must be turned off and stored in their backpacks, inside their lockers. Cell phones MAY NOT be turned on or carried at any time during the school day.

**Personal Electronics Devices**

Students may not bring electronics devices such as iPads, iPods, Kindles, MP3 players, radios, CD players and electronic games to school unless authorized to do so by the School Administrator.

**Parental Contact at School**

Parents who need to contact their child during the school day should call the school office. School staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider the child's cell phone as a means of contacting their child for any reason during the school day.

**CHAPEL**

Chapel service is held every Wednesday at 8:30 AM in the Vernal Christian Church worship center. Services are led by local pastors, visiting missionaries, and UBCA students. Parents and friends are always welcome to attend chapel. The UBCA school office will be closed during chapel (8:30 AM – 9:30 AM).

**CLOSED CAMPUS POLICY**

UBCA operates as a closed campus. Students, at the discretion of the administrator may be allowed to travel off campus for appointments or occasional lunches. Students who leave school during the course of the school day **MUST** be signed out at the office by a parent or guardian. Parents or an approved guardian must make prior arrangements with the UBCA office if their child is to be taken off campus by anyone.

**DRESS CODE**

Students at UBCA 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 special days determined by the school administration.

Dress and appearance should be honoring to God. Anything that draws attention away from learning will need to be changed.

**Girls**

Girls may wear the following:

- Any solid color polo shirt (Must be tucked into belt)
- Dark denim blue jeans with no holes, tears, embellishments or fading
- Navy blue, khaki, or black slacks or shorts (shorts must reach top of knee)
- Navy blue or khaki skirts or jumpers (Hems must at least reach the top of the knee)
- Pants, shorts and skirts must be worn at the natural waist and belted. (Belts should be black, brown or navy with no embellishments.)
- Preschool 2, 3, and 4 students do not need to wear belts
- Shoes with backs

Hair, jewelry, make-up and hats should be as follows:

- Hair should be clean and neat
- Hair should be a natural hair color
- Hairstyle should not be distracting
- Jewelry should be simple and tasteful
- Piercings are allowed in ear lobe only
- Body piercings are not allowed
- Make-up should be modest and minimal
- Hats may be worn during outside PE and recess

### **Boys**

Boys may wear the following:

- Any solid color polo shirt (Must be tucked into waist band)
- Dark denim blue jeans with no holes, tears, embellishments or fading
- Navy blue, khaki or black slacks or shorts (Shorts must reach top of knee)
- Pants and shorts must be worn at the natural waist and belted. (Belts should be black, brown or navy with no embellishments)
- Preschool 2, 3, and 4 students do not need to wear belts
- Shoes with backs

Hair, jewelry or hats should be as follows:

- Hair should be clean and neat
- Hair should be a natural hair color
- Hair should be worn above the eyes and shoulders
- No facial hair except sideburns. Sideburns may be grown level with the bottom of the ear lobe.
- Jewelry should be tasteful and simple
- Boys may not wear and pierced jewelry of any kind
- Hats may be worn during outside PE and recess only

### **Fieldtrip Dress Code**

Students will dress in a clean, neat, modest, and appropriate manner for all field trips. The field trip permission form will state what appropriate attire for that trip will be. Students should be prepared for different weather on field trips. Coats, boots, hats, gloves, or rain gear may be needed.

## **PE Dress Code**

Students 4<sup>th</sup> grade and up should wear the following for PE class:

- Red, gray, or navy blue, loose fitting T-shirt (or UBCA PE shirts from past years)
- Black or navy loose fitting athletic pants or shorts (shorts must come to the knee)
- Clothing should be logo free. Very minimal brand logos may be approved
- Socks and non-marking athletic shoes

## **Winter Clothing**

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

## **DROP OFF AND PICK UP**

Drop off and pick up will be handled in a safe manner.

- Parents should drop off their children after 8:00 AM.
- Parents should pick up their children before 3:45 PM.
- Vehicles enter through the north side of the parking lot.
- Vehicles will drive slowly to the south side of the parking lot and form a single line in the drop off/pick up lane.
- Vehicles should not pass another vehicle anywhere in the parking lot.
- Drivers should not leave their vehicles while in line
- A safety patrol officer or a teacher will escort dropped off children into the school.
- Drivers should stay alert for instructions from the safety patrol.
- A safety patrol officer or teacher will escort children to be picked up to your vehicle
- If your child is delayed coming outside, pull forward to the north side of the portico
- Parents must give the UBCA office a list of people who are allowed to pick up their children.

Bicycles may be used before and after school as a means of transportation. Students should walk their bikes on the sidewalk as they are walking to or from the front doors. Bikes should not be ridden in the parking lot. A bike rack will be provided for security during school hours.

## **EMERGENCY DRILLS**

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

## **FIELD TRIPS**

A field trip is defined as an off-campus activity or event that is an extension of in-class study.. **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.

## **FUNDRAISERS**

Fundraisers will take place throughout the school year to provide necessary funding. Some of the fundraisers, such as UBCA brick sales, are ongoing. Other fundraisers occur annually. Fundraisers have typically been used to help pay general operating costs. Successful fundraising events help keep tuition down. Specific details regarding fundraisers will be given through the Friday Flyer, teacher notes, Facebook, email, text, Remind, and the school's website.

## **GRIEVANCE PROCEDURE**

UBCA is greatly concerned with the well-being of everyone. To facilitate a peaceful, satisfactory resolution to any concerns, UBCA requests that matters be discussed reasonably and discreetly in the order stated below:

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 with the teacher or staff member present.

Step 3. If the issue is not resolved, speak to the school board president. 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. A parent with a grievance may request a hearing with the UBCA School Board during a closed meeting. Appropriate UBCA faculty or staff will typically be at this meeting. The school board, under its own discretion, may choose not to address a matter brought to their attention.

## **IMMUNIZATIONS**

The state of Utah requires all students have a health form and updated immunization record, or a 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 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.

## **INCLEMENT WEATHER AND EMERGENCY DISMISSAL**

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.

## **MEDICATION**

### **OVER THE COUNTER (OTC) MEDICINES**

No OTC medicines will be provided by UBCA, except in **rare** cases when symptoms develop during the school day. OTC medicines include (but are not limited to) acetaminophen, ibuprofen, Tums, cough drops, vitamins or supplements, allergy medications, or anything taken by a student to prevent or relieve any physical or mental symptom.

- a. The school will **ONLY** provide acetaminophen, ibuprofen, or Tums on **RARE** occasions.
- b. The school will call a parent, or designated representative, for permission to administer ACTAMINOPHEN, IBUPROFEN, OR TUMS. Parents must indicate a designated representative on the “Interim Medication Consent Form”.
- c. If a student develops symptoms before the school day begins, parents must provide their own medicine. (Including acetaminophen, ibuprofen, or Tums.)
- d. Parents must bring any necessary OTC medicine to the school. The medicines must be given to the office manager, or her designated staff representative.
- e. OTC medicines must be in their original container, with manufacturer labels and dosing information readily identifiable.
- f. The parent and the UBCA office manager, or her designee, will count the amount of medicine provided by the parent. This amount will be entered into a medicine log and signed by both parties.
- g. The parent must also provide written documentation of the medicine, dosage/duration and consent to administer. Any changes must be reported to the office manager. Dosages/duration beyond what is recommended on the original label must be have a doctor’s written prescription.
- h. Parents may come to UBCA and administer their child’s medicines without the need for paperwork. Parental administration of medication will occur in the UBCA Nurse’s Station and will still be logged. Parents must, as always, report to the front office, first. Office staff will call the student to the office.
- i. All medicines will be kept by the designated staff person in a locked, secure location.
- j. Medicine administration will be logged on the official State of Utah form.
- k. If a dosage of medicine is missed, the “Utah Medication Error Form” will be filled out.
- l. Parents must retrieve all unused medicine as soon as possible. If the medicine is not retrieved by the end of the school year, it will be properly disposed of.
- m. Students may carry and apply FDA approved sunscreen without consent. If a student cannot apply his/her own sunscreen, parents may give authorization to a UBCA staff member to apply the sunscreen.

## PRESCRIBED MEDICINES

All prescribed medicines will be treated in the same manner as OTC medicines, with the following additions:

- a. A current doctor's prescription must be submitted to the office manager with the medicine. The medicine must be in its' original container with a completely legible label.
- b. Any change in prescription must be reported, in writing, to the office manager. Changes in prescription dosing must be authorized, in writing, by a prescriptive medical provider.
- c. Unused prescription medicine must be retrieved as soon as possible. It will be properly disposed of by UBCA, within one week after cessation of administration.
- d. Parents may administer prescription medicine without paperwork on file at UBCA, but they must bring a doctor's prescription, the medicine in its' original container, with labeling and dosage legible. Parental administration of medication will still be logged.

## ASTHMA, DIABETES AND SEIZURE RESCUE MEDICATIONS

If a student uses any of these medications, please see the office manager for special authorization forms.

### **PALS (Parents Actively Lending Support)**

UBCA is able to offset operation costs through parental involvement in our PALS program. Parents are required to do one of the following:

- Help at the school 30 hours per school year (20 hours for single parent families or half day students)
- OR
- Pay an annual operational cost fee of \$750 (\$500 for single parent family or half day students)

Parents may inquire at the office for work opportunities. PALS hours should be reported and logged in the office as well.

### **PTF (Parent Teacher Fellowship)**

**The Parent Teacher Fellowship (PTF)** exists to serve and support the UBCA administration and faculty. All parents are encouraged to be part of the PTF! Please contact the school office to learn how you can be a part of PTF!

## 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 a one to three day exemption from P.E. will be given careful consideration by the Administrator and/or the teacher. A physician's statement must be presented if more than three consecutive days of exemption are requested.

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
- No gum, food, or drinks allowed
- No tape should be used to mark the floors
- Return equipment to the appropriate location when finished

## SAFETY PATROL

- Fifth-eighth grade students who have parental permission may apply. (Applications are in the office.)
- Safety patrol students must maintain a GPA of 2.5 or better.
- Safety patrol members must practice excellent citizenship, follow instructions and obey teachers.
- Safety patrol hours are 8:15-8:25 AM and 3:25-3:45 PM.
- Escorting students to vehicles and monitoring the drop off/pick up line are the primary responsibilities of the Safety Patrol.

## SCHOOL BOARD MEETINGS

Regular board meetings for UBCA are held monthly at 6:00 PM. Dates for meetings will be published. 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 the topic of discussion and we will inform the board. **All requests to speak at a school board meeting must be made at least one week before the next board meeting. Requests will be honored at the board's discretion.** Often public topics are addressed at the beginning of the meeting to allow people to share and discuss their ideas 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/HOME COMMUNICATIONS

The following methods are used to communicate with UBCA parents:

- **Annual Calendar** (paper copy in fall, and on the school website)
- **Facebook-** [www.facebook.com/UintahBasinChristianAcademy](http://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 students per request)
- **Lunch Calendar** (given to each student)
- **Notes** (occasional notes explaining details of an upcoming event; full school events will be sent home; notes from the individual teachers)
- **Remind** (a free, anonymous text message system, see Remind 101 link on our website)
- **Website-** [www.ubcaeagles.org](http://www.ubcaeagles.org)

## SCHOOL HOURS

- Preschool 2&3 year old class meets Tuesday and Thursday from 8:30 AM to 11:30 AM.
- Preschool 3 year old class meets Monday, Wednesday, and Friday from 8:30 AM to 11:30 AM
- ½ Day Preschool 4 year old classes meet Monday through Friday from 8:30 to 11:30 AM  
Full Day Preschool 4 year old classes meet Monday through Friday from 8:30 AM to 3:30 PM
- ½ Day K5 students meet Monday through Friday from 8:30 AM to 11:30 AM
- Full Day K5-8<sup>th</sup> grades meet Monday through 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 check in at the office to receive a tardy slip. Tardy students will not be allowed to proceed to class until announcements are completed. Please honor the staff at UBCA by arriving on time and being prepared for school.

## SCHOOL LUNCH

UBCA provides hot lunches for the students. Payments for student lunches should be taken to the office. Parents are welcome to join their children for lunch. Currently, the price for a school lunch is \$3 for Preschool-1<sup>st</sup> grade students, and \$3.50 for 2<sup>nd</sup>-8<sup>th</sup> grade students. These prices may be subject to change.

## **SCHOOL STORE**

In the mornings, students will be able to purchase some school supplies, UBCA clothing, decals, 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 school activities and functions. The School Store is open Monday through Thursday, 8:00 to 8:20 AM.

## **STUDENT COUNCIL**

The UBCA Student Council consists of four students and academic advisor(s). The student council 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.

The following standards must be met by each student council member:

- 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

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

- Determine whether they would like to hold the position for a full school year and discuss the opportunity with a parent/guardian
- 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.
- Write speech, not to exceed two minutes in length, 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
- Have a parent/guardian sign the permission slip acknowledging that the student has permission to be in student council for the full year

## **VIDEO/AUDIO SURVEILLANCE**

Video and audio surveillance cameras for safety purposes are in use during the school year. Video and audio surveillance will in no way be used in lieu of staff supervision of students.

## **VISITORS**

All visitors (including parents) must check-in at the office before proceeding to any area of the school. **Please do not go directly to the classroom, as this interrupts instruction.** Parents are invited and encouraged to visit their child's classroom without an appointment. However, providing your teacher with advanced notice is helpful in classroom planning.

### **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.

### **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](http://www.ubcaeagles.org)

PLEASE FILL OUT THE FOLLOWING AGREEMENT FORM

(Page 29)

**“Uintah Basin Christian Academy Student and Parent Handbook Agreement”**

RETURN TO OFFICE BY SEPTEMBER 1, 2019

**Uintah Basin Christian Academy Student and Parent Handbook Agreement**

**Parents: Please read the following statements carefully and sign below to indicate your agreement.**

I hereby affirm that I have read the Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind UBCA and is subject to change without notice by decision of UBCA's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Signature of Mother \_\_\_\_\_

Date \_\_\_\_\_

Signature of Father \_\_\_\_\_

Date \_\_\_\_\_

**Students in Grades 5-8: Please read the following statement carefully and sign below to indicate your agreement.**

I hereby affirm that I have read the Student Handbook. I certify that I consent to, and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that this Handbook does not contractually bind UBCA and is subject to change without notice by decision of UBCA's governing body.

I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege.

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_