



# **Student Handbook**

**2019-2020**

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**The President and Administrative Committee reserve the right of interpretation of this handbook. Should there be any discrepancies between the academy and college handbooks, the college handbook shall have precedence unless there is documentation of properly approved changes.**

# **Union Bible Academy**

## **Student Handbook**

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# **GENERAL INFORMATION**

## **WELCOME**

Welcome to Union Bible Academy! We are excited about a new school year and the opportunity to teach your children! We accept the great responsibility to prepare our students to excel academically, socially and spiritually! We want to thank those of you who are parents for entrusting UBA to assist you in this educational process. We are at your service!

## **INTRODUCTION**

Union Bible Academy is an extension of Union Bible College; therefore, all policies and procedures are subject to the Union Bible College president and Administrative Committee and may be changed as they deem necessary.

## **MISSION STATEMENT**

Union Bible Academy is committed to providing a distinguished K-12 education in a Christ-like atmosphere that prepares our students to *Change the World with the Unchanging Word*.

## **VISION STATEMENT**

The vision of Union Bible Academy is to provide a Christian educational environment consistent with its holiness heritage, where students excel spiritually, academically, and socially.

## **GOALS**

Union Bible Academy students will...

1. Experience excellent academic instruction in an atmosphere conducive for learning and growing, and nurturing their physical, emotional, social, and spiritual well-being.

2. Cultivate an understanding of a variety of worldviews as a foundation to discover the superiority of the Christian worldview.
3. Demonstrate and value biblical knowledge, faith, and lifestyle.
4. Develop socially to respect authority figures, to contribute to community, and to practice wholesome interpersonal relationships.
5. Respond with integrity to leadership opportunities, demonstrating the heart of a servant leader.

### **ETHICAL STANDARDS**

Higher standards are expected of students attending a Christian school than of the general public. Students of Union Bible Academy are expected to abide by the policies stated in this handbook in a respectful and submissive manner. Any failure to do so will result in disciplinary action.

Parents, by enrolling your child at UBA, you have requested our assistance in his or her educational training. Therefore, we expect respectful cooperation from you in helping to enforce the policies stated in this handbook. We thank you in advance for your assistance.

We also remind you that Union Bible Academy is an interdenominational school. Therefore, there will be various views held throughout the UBA Family. We ask that you be respectful of the opinions of others.

### **SCHOOL-IN-SESSION TIMES**

The school day begins at 7:45 AM and ends at 2:45 PM.

Business Office hours:

Monday – Wednesday            8:00am – 4:00pm

Thursday – Friday                9:00am – 5:00pm

## **STUDENT DROP-OFF & PICK-UP**

It is the responsibility of parents to ensure that their children arrive on time and to pick them up immediately after school. Students may arrive after 7:15 AM. Upon arrival, students may sit quietly and orderly in the Chapel Annex until 7:35 AM and will then be released to class. Upon dismissal at 2:45 PM, students will be supervised at the main entrance in good weather and in the annex in inclement weather until 3:00 PM. Only those students who are involved in approved after-school activities should remain after school hours.

## **VISITORS**

Union Bible Academy welcomes friends and relatives of the students to the campus. However, anyone wishing to visit an Academy class must first seek prior approval from the principal's office. Before entering the Academy, all visitors must report to the business office and receive a visitor's badge, which must be worn at all times.

## **CELL PHONES**

To promote better focus on academics, all cell phones must be submitted to the teacher at the beginning of class and picked up at the close of the same. A student's cell phone privilege may be temporarily or permanently revoked if it creates a distraction or disturbance.

## **DINING HALL**

### **General Rules**

To promote the values of courtesy and orderliness, students are asked to keep the following rules:

1. Lunch is served at 11:30 AM for elementary and at 12:20 PM for junior high and high school.
2. Kitchen staff should always be treated respectfully.
3. Proper table etiquette is to be observed.

4. Both sitting on tables and leaning back in chairs is prohibited.
5. Only those assigned to work in the kitchen should be in that area.
6. No food or dishes are to be taken from the kitchen.

### **Meal Tickets**

Meal tickets are required for meals from the dining hall. The procedure will be handled as follows:

1. Meal tickets can be obtained from the business office.
2. Meal tickets can be bought by the day, week, month, or semester.
3. Junior and senior high school students will be responsible to carry and use their own meal tickets. Elementary students will be assisted by their teachers.
4. Outside guests are welcome to join us for meals but are responsible for purchasing a visitor's meal ticket in the business office.

## **UNION CENTRAL**

Union Central, the campus store, is available to both students and the public. School supplies, uniforms, snacks, and other items are available for purchase.

## **ACADEMIC INFORMATION**

### **ATTENDANCE**

Each student is expected to be present and on time for all classes. Union Bible Academy adheres to the following attendance policy:

### **Absences**

1. Excused absences include: medical appointment, illness, or a death in the family. The principal reserves the right to determine if any other absences are to be excused.

2. A student returning to school after an absence must bring a note stating the date and the reason for the absence. The note must be signed by a parent (or social dean for boarding students). The student should then submit the note to the business office.
3. Any missed assignments must be completed to receive a grade. Students with excused absences have as many days to make up their work as the number of days they missed. For example, a student missing five days of school will have five days to complete their missed assignments.
4. Students who miss an assignment, quiz, or test due to an unexcused absence will receive a grade of zero on that assignment, quiz, or test.
5. On rare occasions, a student may request an exemption from the unexcused absence policy. In such cases, students may make a special arrangement with the principal prior to the absence. Upon the principal's approval, the student may obtain work assignments from the teacher or teachers and complete them before the absence. In the case of an emergency resulting in the student receiving exemption on short notice, assignments will be completed in the same manner as excused absences. Students maintaining less than a C average in any class may be denied this exemption. These absences will be documented as such and will not be reflected as an unexcused absence if all work is completed.
6. On occasion, students may be returning late to campus from school-sponsored trips for ministry. Policy for these students is as follows:

<b>After</b>	<b>Before</b>	<b>Excused</b>
12:30 AM	1:30 AM	First Period
1:30 AM	2:30 AM	First & Second Period
2:30 AM	3:30 AM	First thru Third Period



students will be considered *dual-enrolled* in both Union Bible College & Academy. When applicable these classes may also qualify for *dual-credit*.

In addition, seniors who have maintained a B average or above throughout the entire year in any subject are not required to take the corresponding final exam.

### **CLASSROOM BEHAVIOR**

Classroom conduct can be guided by three simple principles: stay in your seat unless you have permission to be out of it, keep your eyes on your work or to the front, and do not communicate without permission.

### **HOMEWORK**

Homework is an integral part of our curriculum. Therefore, it is necessary that all students stay current on assignments. Homework is given for the following purposes:

1. **For practice** Following classroom explanation and illustration, homework enables a student to master the given material.
2. **For preparation** Students profit most from classroom explanation and discussion when they have previously read the material to be discussed.
3. **For proficiency** At times, a student may have difficulty in understanding a particular concept. Further explanation followed by homework often enables a student to grasp the concepts needed.
4. **For Projects** Book reports, compositions, special research assignments, and projects are some of the activities frequently assigned as homework.

Parents' cooperation in seeing that homework assignments are completed is critical to the student's success.

## DIVERSIFIED LEARNING

Union Bible Academy is committed to diversified learning. While a traditional classroom model using Abeka curriculum is our primary mode, UBA also utilizes other curricula, online platforms, and independent learning options. It is our intention to provide each student with the best methods possible to maximize their academic potential.

## HOMESCHOOLING SUPPLEMENTATION

Union Bible Academy offers the following supplementation program for homeschooling students:

1. A homeschooling student may take up to three on campus classes per year.
2. A homeschooling student may participate in UBCA's *dual-credit* and *dual-enrollment* options.
3. Any student participating in UBA's Homeschooling Supplementation is considered a part of Union Bible Academy and may participate in all appropriate extracurricular activity (i.e. class trips, school trips, school events, etc.).

## GRADING SCALE

A+ 99-100	B+ 89-91	C+ 80-82	D+ 71-73
A 95-98	B 86-88	C 77-79	D 68-70
A- 92-94	B- 83-85	C- 74-76	D- 65-67
F 64 or below	(no credit issued)		

## COURSES OF STUDY

A Bible course is required for each year of high school at UBA. Students transferring in may substitute other electives for this requirement.

College Freshman and Sophomore level courses, when approved, can be taken as a dual/credit elective. See college catalog for a full list of courses.

## General Diploma

Bible I	2
Bible II	2
Bible III (Dual Credit)	2
Bible IV (Dual Credit)	2
English I	2
English II	2
English III	2
English IV	2
Speech	1
Algebra I	2
Math Elective	2
Biology	2
Physical Science	2
US History	2
Government	1
Economics	1
Physical Education	2
Health	1
Keyboarding	1
Document Processing	1
Choir	4
<b>Elective Options:</b>	<b>4</b>
Algebra II (2)	
Geometry (2)	
Consumer Math (2)	
World History (2)	
Chemistry (2)	
Spanish I (2)	
Dual Credit (2)	

**Minimum Required:**

**42**

**Honors Diploma**

Bible I	2
Bible II	2
Bible III (Dual Credit)	2
Bible IV (Dual Credit)	2

English I	2
English II	2
English III	2
English IV	2
Speech	1

Algebra I	2
Algebra II	2
Geometry	2

Biology	2
Physical Science	2
Chemistry	2

World History	2
US History	2
Government	1
Economics	1

Spanish I	2
Spanish II	2

Physical Education	2
Health	1
Keyboarding	1
Document Processing	1
Choir	4

**Minimum Required: 48**

## **HONOR ROLL**

### **Principal's Honor Roll**

To qualify for the Principal's Honor Roll the student must have all A's on their Report Card throughout the year.

### **A Honor Roll**

To qualify for the A Honor Roll, the student must have at least an overall average of A-, as well as nothing lower than a C on their report card throughout the year.

### **B Honor Roll**

To qualify for the B Honor Roll, the student must have an overall average of B-, as well as nothing lower than a D on their report card throughout the year.

## **GRADUATION REQUIREMENTS**

In order to qualify for graduation, the student must. . .

1. Complete a minimum of 42 credits
2. Be approved by the Administration and Board of Directors.

To qualify for graduation honors, the graduating student must. . .

1. Have a minimum GPA of 3.5.
2. Have been a student at UBA for their senior year
3. Have the approval of the administration.

To qualify for Salutatorian or Valedictorian, a student must also have completed the Honors Diploma course of study.

The junior with the highest cumulative GPA for their class will serve as a flag bearer for the UBCA graduation ceremony.

# STUDENT INFORMATION

## DRESS CODE

To exemplify Christian standards and to represent Union Bible Academy appropriately, the following dress code is applicable to all students while at UBA and for all school-related functions, whether on or off campus. Such functions may include: choir trips, IHC, senior trip, Youth Challenge, lock ins, intermural, or any venue in which the student is participating in a school-related event. Students present at such functions but not participating on behalf of Union Bible Academy are subject to their parents.

### Uniform Dress Code

To promote equality and consistency among peers and to uphold our standard of modesty, Union Bible Academy requires the following uniform guidelines:

1. Chapel attire will include a white button-up shirt and navy pants/skirt.
  - a. K – 6<sup>th</sup> grade may use either a polo or button-up shirt for Chapel. They must also wear socks.
  - b. 7<sup>th</sup>-12<sup>th</sup> grade boys must wear a tie and girls may wear a complementing scarf. For boys, 7<sup>th</sup> grade and up, shirts must be tucked in. Boys must wear dress shoes and dress socks. Girls must wear dress shoes and hose, knee highs, or knee socks.
2. School approved sweaters and jackets will be considered part of the uniform. If it is simply worn to school, the student may wear other sweaters or jackets of their choice. If it is worn during school, it must be a school uniform option. Exceptions may be made for the comfort of the student.
3. If students receive a no uniform dress privilege, they must abide by the general dress code.

## **General Dress Code**

Union Bible Academy believes in the values of modesty and gender distinction. Clothing must be worn in a way that is not seductive or inappropriate. It should also promote a positive, wholesome self-image.

1. Boys and girls must wear clothing distinct to their gender. Girls are not allowed to wear slacks or any other masculine clothing. Boys are not allowed to wear feminine apparel.
2. Shorts are prohibited.
3. Sleeves should extend below the elbow.
4. Clothing should not be form-fitting, gaudy, or immodest.
5. Clothing that exposes undergarments is not permissible.
6. Clothing with writing which is not consistent with Christian character is prohibited.
7. Only closed-toe, closed-heel shoes are to be worn.
8. Recreational clothing may be worn for recess as long as it complies with the criteria above.
9. No jewelry, real or fake, may be worn.
10. No form of makeup or nail polish is permissible.

## **Boys' Dress Code**

Boys are expected to present themselves as gentlemen, at all times, in accordance with the following:

1. Socks that cover the ankle are to be worn at all times.
2. Hats or caps are not permitted in the classes, chapel, or cafeteria, except for special allowances.
3. Hair must be kept short, clean, and neat. Unless authorized, faces are to be clean-shaven.

## **Girls' Dress Code**

Girls are expected to present themselves as ladies, at all times, in accordance with the following:

1. All dresses or skirts should fall below the knee when sitting or standing.
2. Wrap-around skirts are not permitted.
3. Open splits are prohibited.
4. Hose, knee highs, or knee socks are to be worn at all times (7-12). Casual knee socks are only permissible for recreation. Elementary (K-6) girls are allowed to wear ankle socks.
5. Necklines must be modest.
6. Hair must be kept clean, neat, and pulled back from the face. K-6 grade girls may wear their hair down. All other girls must wear their hair up. A simple braid is permissible for all girls.

### **GENERAL GUIDELINES**

1. Address all school personnel in a respectful manner (i.e. Mr., Ms., Mrs., Bro., Sis., Dr. or other suitable titles). Students may not refer to school personnel by their first names.
2. Please respond cheerfully and willingly when asked by any member of the faculty or staff to participate in any school activity.
3. Help keep the campus clean by putting all trash in the proper containers.
4. Any disorder or destruction of property must be reported to the principal. Any destruction of property will be added to the student's school bill.
5. To abide by UBCA safety regulations, students who drive to school should observe the following:
  - a. Cars should be parked in front of the Academy building.
  - b. No car is to leave campus during school hours without permission.
  - c. No Academy student is to ride with a student driver unless the parents of all students involved have given permission.

6. All prescription medication must be prescribed by a physician to the student taking it. All medication must be held by and administered by the school nurse or someone appointed by the principal.
7. Any form of media that is contrary to Christian character is prohibited.
8. Students are not permitted to be in any on-campus housing or dorms during school hours without permission from the principal, social dean, or the faculty/staff member who resides there.
9. All classes or organizational projects must first be approved by the principal and the president. Forms for this purpose are available in the secretary's office.

## **STUDENT ACTIVITIES**

To promote unity, school spirit, and spiritual wellness, UBA recommends and requires certain activities.

### **Recommended Activities**

1. Banquets
2. Camp Meeting (Evening Sessions)
3. World Changers Week (Evening Sessions)
4. Preview Days (Evening Sessions)
5. Revivals (Evening Sessions)

### **Required Activities**

1. Camp Meeting (Morning Sessions)
2. World Changers Week (Morning Sessions)
3. Homecoming Weekend: All students will participate in an assigned activity during this fundraising event.
4. Christmas program
5. Easter program
6. Preview Days (Morning Sessions)

7. Revivals (Morning Sessions)
8. School picnics
9. Awards program
10. Commencement
11. Any other activity announced by UBCA as mandatory.

### **General Conduct Guidelines**

1. Physical contact between male and female students, as well as, inappropriate contact between same gender students is not permissible.
2. Couples can spend time together during school hours if it does not distract them from their educational goals.
3. No couple should be alone during or after school or at any school function. They may visit in mixed groups in the following designated places after school hours:
  - A. The gazebo
  - B. The foyer and parking lot of the Academy building
  - C. The foyer and front porch of the Smith Memorial Building
  - D. The gym when it is open and supervised
  - E. Union Central during open hours and student activity times

### **Dorm Students**

Dorm students are also subject to any portion of the Union Bible College Handbook that pertains to them. When Union Bible Academy is not in session they are subject to the UBC social deans.

### **GYM REGULATIONS**

1. The gym will be opened and closed at the discretion of the Union Bible College Vice-President of Operations (VPO). The VPO, or some other UBCA representative (i.e. principal or UBC

dean of student life) will ensure that adequate supervision is provided. Students will be expected to cooperate with and respect the gym supervisor at all times.

2. For all non-school activities, special person is required from the VPO.
3. Gym restrictions include:
  - a. No one is to be on the stage or steps except for special activities that require stage use. No food or drink is allowed on the stage.
  - b. Musical instruments are off limits except by permission of the UBC music program coordinator.
  - c. Any other items or conduct that would be harmful or destructive.
4. The gym will be closed on Sunday.
5. No one is to be in the gym when it is closed.
6. Faculty, staff, churches, and conferences connected with UBCA may request to use the gym anytime it is available. Anyone else wishing to use the gym may rent it for a fee of \$100.00 per day, with a security deposit of \$200 that will be returned upon verification that the gym has been cleaned and everything has been restored to its proper condition. Reservations are to be made with the VPO and are subject to his or her approval.
7. Anyone using the gym is responsible for ensuring that it is clean, trash is discarded, and the lights are turned off upon leaving.

### **WEAPONS POLICY**

No student shall knowingly possess, handle, or transmit any firearm or weapon on school property. Firearms include pistols, rifles, shotguns, and any other such devices, as well as any form of ammunition. Other weapons include: brass knuckles, knives, mace, pepper spray, and any other object used to cause injury or harm.

## **STUDENT DISCIPLINE**

Union Bible Academy seeks to provide not only a quality education for every student but also to cultivate Christian character. While the primary responsibility of character building lies on the parents, we realize that UBA has been entrusted to share in that responsibility. We endeavor to do so by rewarding good behavior and correcting poor behavior.

The full cooperation of parents and students attending Union Bible Academy is therefore expected at all times. Lack of such cooperation will lead to student discipline or dismissal.

### **Disciplinary Methods**

Disciplinary measures can be separated into three main categories: detention, suspension, and expulsion. Students will receive detention when they have had three consecutive violations of the same nature. The protocol of reception and notification of detention is as follows:

Upon the first violation, the student will be verbally reprimanded. The second offense will result in the same, with the inclusion of parent notification and signature. Detention will be given in response to the third offense. Parents will be notified, and a signature received. All offenses will be documented and placed in the student's file.

Administration reserves the right to give instant detention for intermediate offenses, the nature of which will be determined on a case by case basis. Parents will be notified immediately.

Detention takes place over one period and is typically issued during a study hall. A student will be sent to a separate area where they will be monitored closely and may be asked to perform various menial tasks.

Suspension (required absence from school for disciplinary reasons) and expulsion (dismissal of a student from school) will be reserved for violations of an extreme nature. The principal and administration shall make decisions on an individual basis regarding suspensions and expulsions.

### **Appeals**

If a student or parent feels that discipline has been unfairly administered, they have the right to appeal through the proper channels.

The following steps should be taken:

1. First, meet with the assistant principal and voice the complaint.
2. If the conflict is not resolved, the appeal may be taken to the president and administration.

## **FINANCIAL INFORMATION**

### **SCHOOL BILL**

Full payment of a student's bill must be paid (or a suitable payment plan established with the business office) prior to enrollment. Failure to maintain financial responsibilities will result in the dismissal of the student. No student will be permitted to return to or graduate from UBA unless their bill is dealt with properly.

### **TEXTBOOKS**

Textbooks will be purchased and picked up through the business office.

# NOTES