



# **UNION CHRISTIAN DAY SCHOOL**

Instilling academic, physical, and spiritual excellence.

2023-2024 Student Handbook

## Welcome Parents!

The administration, staff, and faculty of Union Christian Day School warmly welcome each one of your children to our school, whether this is their first year or they are returning to us after a well-earned summer vacation. As parents, we appreciate your obedience to the Biblical command to “train up a child in the way he should go” (Proverbs 22:6) and sincerely appreciate the trust you have shown in us to help you in this task.

The UCDS policy handbook has been compiled to familiarize parents and students with the policies, procedures, and practices of our school. The Union Christian Day School family takes pride in preparing youth to step out in the world, being able and ready to face the tasks that lie ahead of them in life, and instilling in them a confidence in the quality of their education.

The purpose of UCDS is to provide an education that promotes a Christ-centered lifestyle and upholds a standard of scholastic excellence. The school graduates students who have been taught to think creatively, work both independently and cooperatively, form and defend political and religious convictions, and treat others with courtesy and respect. We at UCDS regard the training of children as the joint responsibility of the home, church, and school, and therefore a concentrated effort is made to involve all three units in order to develop Christian personalities. This effort requires a level of participation not only from the school, but from the parents as well. When you enroll your children here, you are making a commitment to play a large role in their educational and spiritual growth by being actively involved in both their school and church. We know from experience that UCDS parents take pride in being involved in their children’s lives and we thank you for all the hard work you do to raise such outstanding children, and for sharing them with us. We hope that you find the handbook to be both clear and informative.

Sincerely,

The UCDS Family

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## **Mission Statement**

Union Christian Day School was established to provide a non-denominational program of Christian education that promotes a Christ-centered lifestyle and upholds a standard of scholastic excellence, furnishing instruction for the individuals and enabling them to take their places in the world and in the community.

Since the training of children is regarded as the joint responsibility of the home, the church, and the school, we make a definite effort to involve all three units in the full, integrated program so that Christian personalities may be developed in each student.

Our ultimate goal is to encourage children to become God-fearing and good citizens of our country and the wider world, trusting that they will become leaders in their chosen field.

UCDS encourages students to attend the church of their choice and to be faithful to that church. Students will not be pressured to attend a specific church or to leave their churches for another.

## **Personnel**

The faculty of UCDS is composed of dedicated men and women who believe that teaching in a Christian school is their calling. Teachers in K-5 through 12<sup>th</sup> grade all have or are working towards receiving a bachelor's degree or higher. K-3 and K-4 teachers focus on academic and social skills; they are also certified in safety and first-aid by the state.

## **Statement of Purpose**

The purpose of Union Christian Day School is:

- to offer a Christ-centered program of instruction with high academic standards aimed at preparation for college or higher-level education;
- to teach the fundamental elements of education and bring students to the place where they can reason intelligently, read accurately, write legibly, and spell correctly;
- to direct, according to Christian standards, the total development of every student mentally, physically, spiritually, emotionally, and socially;
- to teach that growth in the Christian life depends upon fellowship with God through Bible study, prayer, and service.
- to teach the Bible as the only Word of God and produce a passion for God;
- to teach students to apply themselves to their work and fulfill their various responsibilities as a citizens and as Christians;
- to build character and to produce graduates who are committed, responsible, resourceful, respectful, and who have the courage to stand alone when necessary;
- to teach students to work independently and cooperatively and to aid them in the development of their creative skills; and

- to develop an appreciation of fine arts.

## Admissions

Union Christian Day School is a college preparatory academy, and it is our goal to fully prepare each student to thrive academically, socially, and spiritually. To date, all our graduates who chose to attend a college or university have been accepted to the institution of their choice and have often received both public and private scholarship assistance.

UCDS is not an alternative or reformatory school, and is not equipped to accommodate students with severe learning or physical disabilities. Students with children are not allowed to attend UCDS. Any negative information gained after a student's admission to UCDS may be grounds for dismissal from the school. Failure to provide complete and accurate details of past history may also lead to dismissal.

UCDS reserves the right to deny student admission and also to prevent students from re-enrolling.

The school has a non-discrimination policy and will not discriminate against applicants on the basis of race, gender, or ethnic origin.

## Registration

Parents interested in enrolling their child at UCDS must first complete an application for admission. Once the Admissions Office has received all relevant documents, the application is submitted for consideration. Accepted applicants will be notified by phone or mail within five days of receipt of the completed admissions packet. Registration fees are due at time of enrollment, and this fee is non-refundable and non-transferable. New students must also provide a copy of their birth certificate, and a completed emergency/immunization card must be filled out before a student will be allowed to attend class.

### ~ Class Placement:

A child's final placement in the classroom and grade level is the determination of UCDS.

If you are new to UCDS, your child's initial class placement will be based on the placement test given prior to the start of the school year. Class placement for continuing students is based on both a child's grades and teacher recommendations. Many factors are considered when placing a child, including but not limited to academic ability, social skills, teacher/student personalities and classroom dynamics as a whole. Please remember that our interest as an educational institution is to provide the best experience for your child, both academically and socially.

A student is considered registered when the school has received the registration fee and a signed and completed enrollment form. The Admissions Office must also have copies of the student's birth certificate, social security card, and immunization card.

## Finances

### ~Monthly Payments:

UCDS allows tuition to be paid in full or in ten monthly installments. Monthly payments are due on the first of each month, August through May. A signed financial contract outlining all fees and total tuition is required for all students. Fees are not included in the monthly tuition. Payments can be made in the school office or on PraxiSchool. Payments made online or using a debit or credit card are charged an additional convenience charge.

### ~Returned Check:

All returned checks are automatically re-deposited. If a check is returned, that account will be charged a \$25.00 processing fee. Two incidents of returned checks will result in the account being placed on a “cash only” basis.

### ~Delinquent Tuition Policy:

Prompt payment of tuition is essential to the operation of UCDS, and to meeting its financial obligations. If payment of tuition is not received by the 5<sup>th</sup> of the month, a \$25.00 late fee will be added to the tuition payment. In the event that a payment is not received by the 15<sup>th</sup> of the month, the parents will be notified and the student(s) will not be allowed to continue to attend class until their account has been brought up to date. No records will be sent to another school until the account balance has been paid in full.

### ~Early-Withdrawal/Expulsion:

If a student is expelled or chooses to leave UCDS to attend another school, the parents are required to continue paying tuition until the end of the quarter.

## Health and Records

### ~Records:

It is extremely important that all student records be kept current and up to date. Any changes to student or parent information, including home address, contact phone numbers, emergency contact information, and special instructions should be delivered to the front office as soon as possible. In the unlikely event of an emergency, it is absolutely imperative that we have correct contact information.

Student records are kept in the front office. If your child is transferring to another school, a request for transfer of records must be delivered to our campus from that institution, and all necessary information will be sent directly to the inquiring school when all books are returned and accounts are paid in full. At no time will records be released to parents or guardians.

### ~Immunizations:

South Carolina state laws dictate necessary immunizations for children prior to entering an academic facility. These immunizations differ based on the age of your child, and most current

information can be found in the front office. Children who are not properly immunized, or have a pending doctor's appointment to receive necessary immunizations, will not be allowed into the classroom. This is for the safety of all children and staff members. In addition to immunization information, the office also requires parent contact information, at least two alternate contacts in the event of an emergency, and child allergy information.

#### ~Medication:

UCDS does not have a registered nurse on the premises. Some members of our staff are certified in CPR and first aid. Minor medical situations will be handled by the designated school office staff. When a student becomes ill or is injured in school, he/she will be evaluated and/or treated by the office personnel or a designated staff member. If it is necessary for the student to be sent home or to a doctor, parents will be contacted and requested to pick up the child. No child will be released from campus without an adult to accompany them.

In case of an emergency, both the fire department paramedics and the parent will be called. Should a life-threatening situation exist, the child will be taken to the nearest emergency facility.

In order for prescribed medication to be dispensed, a parent or guardian must first provide the medication to the office. Several over-the-counter medications are kept in the office for students to have, but they cannot be dispensed without written parent permission (given on the enrollment form). The school will only dispense prescribed medication that is in the original labeled container and displays the child's full name, attending physician, etc. Over-the-counter medication must be received in the original sealed container or it cannot be dispensed. Students needing an Epi-Pen must provide one for school use, to be kept in the office. Students may not keep their own medication, regardless of type (i.e.: inhalers, Tylenol, aspirin, etc.). All medications must be kept in the office and be dispensed by the office personnel or a designated staff member.

#### ~Special Consent to Carry and Self-Administer Medication:

Permission may be granted for a student to carry and self-administer life saving medication only after the following process has been completed and is on file in the office. These medications may include but are not limited to inhalers, diabetic supplies/insulin and EPI-pens.

- 1) A physician's written statement regarding the student's medical condition, medications and dosage have been received and is understood by the health and records personnel.
- 2) A Medication Consent Form has been completed, signed and received by the office.
- 3) The parent/guardian, student, and administration are aware of the student's needs, and are comfortable with the cognitive ability and maturity of the student to appropriately carry and self-administer life saving medication only.
- 4) The teachers are made aware of the student's special needs and the student may be in possession of life saving medication.
- 5) The above policy shall not be interpreted to allow a student to carry non-life threatening medication.

## Food

#### ~Allergies:

It is important that you inform the office of any food allergies your child may have. A



detailed list is kept in the office to ensure that no children come into contact with food to which they are allergic.

#### ~Lunch:

Students may bring food from home or purchase food in the canteen for lunchtime. In the event that a student forgets their lunch they will be allowed to charge food on their account in the canteen.

#### ~Outside lunches:

Parents may bring restaurant (fast food) meals to their child for lunch or have them delivered by a delivery service. These meals should be dropped off at the front office prior to the lunch period and students should pick them up before going to lunch. Juniors and seniors who are allowed to leave campus for lunch are not permitted to bring restaurant food back on campus for themselves or other students.

## Academics

#### ~Honor Roll:

Scholarship is recognized and encouraged through “A” and “B” academic honor rolls. The honor roll is compiled at regular intervals: each nine weeks, each semester, and at the end of each year. For “A” Honor Roll, all grades must be an “A” with no incomplete grades. To qualify for the “B” Honor Roll, all grades must be at least a “B” with no incomplete grades.

#### ~Class Rank:

Students are ranked based on the average of all unit bearing courses attempted as weighted using the South Carolina Uniform Grading Scale.

Honor graduates are determined by averaging final grades of all unit bearing high school courses. Students who have an overall average of 96 or better are considered “honor” graduates, the Salutatorian is the student ranked number 2 in the class and the Valedictorian is the student with the highest overall GPA using the SC Uniform Grading Scale.

#### ~ SAT/ACT Requirement:

Every graduating senior will be required to take either the SAT or ACT and have the score on file in the office prior to graduation in order to receive a diploma.

#### ~Transfer Credits:

UCDS accepts credits from accredited schools, or recognized Homeschool Associations. Acceptance of credits from another institution is solely the decision of the UCDS administration.

#### ~Homework:

Each teacher is at liberty to give homework to aid students in their studies. Therefore, students are expected to complete their homework assignments by the deadline given by the teacher. Parents are expected to ensure that their children complete the assigned homework,

and assist in keeping track of deadlines.

~PraxiSchool:

PraxiSchool is an online communication system designed to allow teachers, parents, and students to access information from the school. A parent and student portal allows access to grades, attendance, school calendars, tuition and fees, teacher comments, and messaging. Each student and parent will receive information on how to log-in and use PraxiSchool.

~Report Cards:

Report cards are available on PraxiSchool every nine weeks. The dates the report cards are available are published in the school calendar. The reports will be emailed unless we do not have an address on file. If a parent does not receive the child's progress report on an assigned date, they may contact the school office and request a copy.

~Graduation Requirements:

Math	4 units	History	2 units
English	4 units	Gov't	½ unit
Science	3 units *	Econ	½ unit
Foreign Language	2 units **	Bible	2 units
Fine Arts	1 unit	Computer Science	1 unit ****
Physical Ed	1 unit***	Electives	3 units

\* A student planning to major in a science or technology area are encouraged to take 4 units

\*\*Both units must be from the same language

\*\*\* ¼ unit can be earned for each season of a team sport or approved private classes

\*\*\*\*Keyboarding does not fulfill this requirement

The following substitutions may be made:

- Algebra II may be divided into Algebra 1.5 and Algebra 2 for students who plan to follow a vocational school track. Mechatronics may also be used as a fourth unit of math for those in the vocational track if not being used for the computer science requirement.
- ½ unit of keyboarding may be included as part of the computer science requirement. Mechatronics may be used as a computer science course.
- Electives may include a work-study program designed especially for students with specific career choices.

Eligible juniors and seniors may take dual enrollment classes at USC-Union or Spartanburg Community College to earn both high school units and college hours. In order to be eligible, students must maintain a 3.0 GPA. Any grades from USC-Union or SCC below a C will not be accepted by UCDS for high school credit.

**Behavior**

**Demerits**

Demerits will be given for behavior that is not in keeping with the standards of the school. Demerits may be monitored by parents under the "Discipline" section of PraxiSchool. Notice of detention is sent to parents via email and a copy of disciplinary actions is sent home for parent signature. This form should be returned when the detention is served. **Detention will be from**

**7:30 am until 7:50 am.** Students who are late for detention will receive one additional day of detention. Detentions will be postponed only in the event of an excused school absence.

Below are guidelines for issuing demerits. Teachers and staff are not limited to this guide and may give demerits for any behavior they deem inappropriate.

1 demerit:

- Dress code violations – may include uniform violations, inappropriate shoes, etc.
- Tardiness
- Unprepared for class – teacher discretion
- Chewing gum
- Open food in lockers or class
- Disruption of class – teacher discretion

5-10 demerits: Defacing any school property – includes books, desks, classrooms, school grounds

5-20 demerits: Disrespect of authority in any form

Demerits will accumulate throughout each quarter, but will reset to 0 with the start of each new term. The administration reserves the right to consider all past disciplinary action to determine if a student should be allowed to continue as a student of UCDS.

Extreme offenses:

- A student involved in fighting or intentionally harming another student or their property will be automatically suspended for two days. After a review of the student's overall disciplinary record, the administration may recommend additional disciplinary action and/or expulsion.
- Cheating in any form, including, but not limited to, "cheat sheets" in any form, giving to or receiving answers from another student, sharing test information through texts or other communications, completing assignments for other students, and any method of receiving unearned credit for tests or assignments will result in two days suspension and a grade of zero on the assignment for all students involved.
- Students are allowed to use a cell phone during lunch, study hall, and gym. Should a student need to make a call during school hours, permission must be obtained to use the school telephone. If a student is found using a cell phone during the school day, the phone will be taken until the end of the school day and the student will receive two demerits. Repeat offenders may lose the privilege of bringing a cell phone on school grounds.

Consequences:

1-4 demerits	Corrective action form sent home for parent signature
5-9 demerits	Detention: 7:30 am-7:50 am
10-15 demerits	2 detention days + parent conference
16-18 demerits	1 days suspension
18-20 demerits	2 days suspension
More than 20	Recommendation for expulsion

## Incentive Program – Eagle Bucks

In providing for the care of mind, body, and soul, it is important to recognize achievement in all areas. Each quarter, we will have a Soaring Eagle Trip for those who qualify. The trips will be designed to reward the hard work of students. Participation in these trips is optional and costs are not included in the tuition.

To qualify for the quarterly trips, a student must have a total number of Eagle Bucks determined by the administration each quarter. Eagle Bucks are earned by going above and beyond the requirements of school and showing outstanding character and commitment to always doing the best job possible. Below are ways to earn Eagle Bucks.

Church mission program or outreach project 40 bucks

A student must participate in at least six hours of service and these hours must be documented by a church leader. Only one project per quarter is eligible.

A or A/B Honor Roll 40 bucks

This includes ALL subjects (not just core classes).

No demerits for the current quarter 35 bucks

Teacher Awarded Bucks

Teachers will give between 1 and 10 bucks to students who demonstrate outstanding academic abilities or service qualities over the course of the year.

## Extracurricular Activities

### ~Sports Program:

UCDS offers a variety of sports activities for our students. Students meeting the listed requirements are welcome to participate in our sports program.

#### Membership Requirements:

- 6<sup>th</sup>-12<sup>th</sup> grade
- Good disciplinary record
- Academic progress consistent with UCDS requirements
- Maintain at least a passing grade in all subjects
- Attend all required practices
- Attend all scheduled home and away games
- All athletes are required to follow UCDS' rules of conduct when visiting other schools
  - o Must stay in designated area with the team
  - o Respect school property

Failure to meet these requirements at any time may result in the student being dismissed from the sports program.

An additional fee is charged for this activity.

## Warning of Inherent Risks and Dangers of Athletic Participation

Participation in athletics includes the risk of injury which may range in severity from minor to disabling to even death. Although serious injuries are not common, it is impossible to eliminate the risk. Participants must obey all safety rules, report all physical problems and any problems with equipment.

### Eligibility

A student has eight consecutive semesters of eligibility from the time he/she enters ninth grade. Varsity sports will be for students in grades seven through twelve and each student must turn age 19 on or after July 1 of the upcoming school year. To be eligible for Junior Varsity, a student must be in grades six through ten and turn age 16 on or after July 1 of the upcoming school year. UCDS requires every athlete to maintain an overall C average in all graded subjects where academic work is being completed and no F's are allowed. Grades will be checked at progress report time and when report cards are issued. A student that does not meet the criteria for grades when checked will be placed on two weeks probation. The student will not be allowed to practice or participate in games during this time. Grades will be checked at the end of the two week probationary period to determine eligibility. A good disciplinary record is also required.

## Day-to-Day

(Listed in alphabetical order)

### ~Arrival and Pick-Up

The school opens at 7:15 every morning. Please drop your child off in the designated area under the awning only, not in front of the entrance to the main building. All students must report to the gymnasium, not their classrooms. Staff members are on hand to escort younger children safely away from the traffic and into the gymnasium. If you need to personally escort your child into the building, please park in a designated space so that your car does not block the flow of traffic. Preschool students are moved into their classrooms at 7:50 by their teacher. Students in grades 1-12 remain in the gymnasium for Morning Assembly.

Likewise, in the afternoon, please park in a designated parking space if you must leave your vehicle for any reason. In addition, please do not “park” in the car line. If your child is not in sight, please drive around again in order to allow others to move quickly through the line.

### ~Attendance:

Regular attendance is essential to successful class work. Absences should be kept to a minimum. South Carolina state law dictates that students cannot accumulate more than ten excused/unexcused absences in a school year. Once a student has exceeded ten excused/unexcused absences in a given year, the student’s grade will be changed to an incomplete and no credit will be earned.

Students in K-5 through 6th grade who miss between 1 ½ and 3 hours of the day will be marked absent for ½ day. Those absent for more than 3 hours will be marked absent for the entire day.

Attendance for students in grades 7-12 will be recorded in each class. Those absent for more than ½ of a class period will be marked absent for the entire class period.

UCDS does not offer summer school. In the case of excessive absences, if a student has a passing average, families may arrange for make-up days with UCDS teachers. In order to make-up for the absence, the student must meet with the teacher for one hour per absence over 10. These sessions are at the convenience of the teacher and must be arranged and paid for in advance. The cost of each make-up session is \$25 per hour. If the absences are not made up, no credit will be given for the class.

Excused absences in excess of the maximum will not result in action by the county’s truant offices; unexcused absences in excess of the maximum may be reported to the truant officer for action. Excused absences will allow the student to make up missed class or class work without penalties; unexcused absences will result in zeros for missed tests or class work for the day.

Suspension days will be counted as unexcused absences.

**Please keep all sick students at home until they have been 24 hours fever and vomit free. Any child who comes to school and is found to have a fever or who seems in danger of being contagious will be sent home for the benefit of the entire class.**

The following circumstances constitute excused absences:

- o Death in the family: Please contact the Administrative Office if a death does occur that will require your child to miss class. The administration will take into account travel time and time to grieve with the family.
- o Family-related activities: UCDS understands that there are extenuating circumstances when students must miss class for family related activities. The school may approve a maximum of three days per semester. Please notify the Administrative Office in writing at least one week prior to the beginning of the activity. This will allow the office, student and parents to contact the teachers for work that can be completed in advance or work that will need to be made up on the student's return to class. **Including educational stops in family trips does NOT mean that the student will be marked present instead of absent. The absence will be excused, but will still accumulate in the ten absences allowed per school year.**
- o Doctor excused illness: UCDS understands that from time to time students will become ill and need to miss class. Days that are missed as a result of illness are excused if the student is under a doctor's care. The student will be responsible for bringing a doctor's excuse in order for the absence to be excused. Illnesses that do not have a doctor's excuse will not be excused.
- o Church-related trips: An absence caused by a student participating in a church-sponsored trip may be excused if requested in advance. Upon return, the student will be responsible for providing the Administrative Office with a written note from a church official to verify attendance at the function in order for the absence to be considered excused. Only one trip per calendar will be excused.

#### ~Bus Regulations:

In an effort to ensure a safe and pleasant experience in transporting students on field trips, athletic events, etc., all students will be expected to comply with the following policies:

- o There is to be no standing or moving around while the bus is in motion
- o There is to be no food or drink on the bus at any time
- o There is to be absolutely no horseplay
- o Students will be responsible for keeping the area they sit in clean
- o There is to be no litter thrown out windows
- o Electronic devices are permitted only at the discretion of the teachers in charge; when such devices are permitted, the student assumes sole responsibility for the devices
- o The school assumes no responsibility for any personal items left on the bus

#### ~Cell Phones and Other Devices

Students are allowed to bring cellphones to school. Cellphones can only be used before school, during lunch period, study hall and as permitted by the teacher. This includes all electronics. All devices must be kept in bookbags.



**1st Offense :** device is taken for the day and can be picked up at the end of the school day in the office.

**2nd Offense :** 1 lunch detention, the device is taken and parent/guardian has to come sign for the device at the end of the school day

**3rd Offense :** 1 lunch detention , the device is taken and parent/guardian had to come sign for the device and \$5.00 fine

**4th Offense :** 1 day of community service for the school, 1 day lunch detention, parent/guardian signature and \$5.00 fine

**5th Offense :** To be determined by the School Administrator at the time including but not limited to losing cell phone privileges for the year

#### ~Dismissal and After-School Care:

School dismisses at 2:45 p.m. or 3:00 p.m. depending on the age of your child. A teacher will be on duty until 3:15 p.m. Students remaining 15 minutes after their dismissal time will be charged a fee of \$7.00 and sent to after-school care. If for any reason you must come into the school during dismissal, please park in a designated parking space in order to avoid blocking other cars. **Please DO NOT PARK in the car line.** If your student is not visible when you reach the porch, please drive around the school again to avoid holding up other parents or park in a designated area.

#### ~Dress Code:

UCDS has adopted a school uniform policy to which all students will adhere.

- Shirts- Uniform shirts in white, red, blue, or burgundy and embroidered with the school logo are the ONLY shirts permitted to be worn to school. Boys must always have their shirt tails tucked in and wear belts. T-shirts or turtlenecks may be worn under uniform shirts but must be black, white, or the same color as the uniform shirt.
- Bottoms- All bottoms must be khaki, navy, black or the school-approved plaid pattern. No denim or jean styles. Pants are to fit correctly, baggy styles or overly long pants are not allowed. No decorative embroidery or contrasting trims. Shorts, skirts, and jumpers must also be one of the solid colors listed above and come at least to the top of the knee.
- Shoes- Appropriate footwear should be worn at all times (no bedroom shoes or slippers) Shoes must be properly laced and tied. Flip-flops may be worn on Friday only. Shoes with wheels in them may not be worn.
- Outerwear- All sweaters must be solid navy or burgundy and have the UCDS logo. Coats and jackets must be the uniform coats available from our uniform supplier.
- P.E. Clothes- All students enrolled in P.E. must bring appropriate clothes from home. Shorts must be to the top of the knee and shirts must have sleeves.
- Personal Appearance-
  - o Boys- Hair must be neat and trimmed. Hair color should appear natural. Facial hair should be neat and trimmed. No tattoos are allowed.
  - o Girls- Hair color and style must be clean, flattering, and appear natural. No tattoos.

- Additional notes-
  - o All clothing and shoes are to be neat, clean, and in good repair
  - o No pins, buttons, etc. are to be worn on school clothing
  - o Casual day dress must still adhere to school policies about length of shorts/skirts. Tops worn on casual days must have straps at least the width of three fingers. **Leggings may not be worn as pants unless the shirt worn with them is finger-tip length.**

Uniform Violation- If the 1<sup>st</sup> period teachers see a potential violation of dress code, the student will be asked to go to the office. A staff member or administrator will decide if the student's clothing meets dress code. If the clothing is unacceptable, the parents will be called to bring an appropriate change of clothes. Students will not be allowed to return to class until they have changed into uniform. Any missed classes will result in zeros. In addition, one demerit will be given to the student for the uniform violation.

#### ~Field Trips:

The classes may take trips to interesting and educational places in the area from time to time as a vital part of the instructional program. Parents will be notified beforehand of these trips. Small fees may be charged to cover expenses. Permission slips will be requested from parents for field trips. Students without signed permission slips will not be able to attend field trips.

~Chromebooks/Laptops: All students grades 7 and up are **required** to have laptops. The goal is to issue Chromebooks to all students in these grades. As of now, Chromebooks are available to students in grades 7 through 11.

Chromebooks will be issued to students in seventh grade. No other electronic device should be brought to class unless otherwise instructed by a teacher. A \$50 insurance fee is charged to students in these grades. A handbook is also provided to each student to ensure proper care and use of these devices.

#### ~Lockers:

Lockers are provided for the 3rd-12<sup>th</sup> grade students, but remain the property of UCDS. Because UCDS is a drug-free school zone, lockers are subject to be searched by the administration at any time with or without cause for suspicion of illegal or unauthorized materials and without consent or notice. No locks may be placed on the lockers. Bookbags should fit inside lockers or for high school students, the bags may be placed on top of lockers. No bags (bookbags or athletic bags) should be left on the hallway floor.

#### ~Lost and Found:

The school is not responsible for lost items. We urge parents to mark clothing and personal articles with the child's name. If properly marked, articles that are lost will be easy to return. Items turned into Lost and Found will be kept for 14 days. Unclaimed articles will be given to a church or another charitable agency.

#### ~Morning Exercises:

The bell will sound at 8 AM. Morning exercises for grades 1-12 will begin at 8 AM. Students should be in the gymnasium at this time. Preschool students should be in their classroom. Each morning will begin with pledges, a Bible verse, prayer, and announcements.

Students not in their specified place at 8 AM are considered tardy. **Students in K3-3rd grade will not be allowed to go into class without a sign-in slip from the office. Three tardies in these grades will accumulate into an absence.** Students in 4th-12th grades will be given one demerit for tardiness. Morning exercises are over at 8:10 AM. Students are expected to be in their first period classes at 8:15 AM.

#### ~Office Visits:

The school office is a place of business and should be treated as such. Students should only be sent to the office in the event of an emergency or for immediate disciplinary action. Students should not “stop by” for any reason other than to pay tuition or when sent by a staff member.

#### ~Parent-Teacher Conferences:

In order for parents to know their child’s progress, it is advisable for them to schedule a conference with their child’s teacher(s). Teachers are **not** available to talk to parents immediately before school or while students are being escorted to vehicles after school. Teachers will never be available during school hours. Parents are urged to ask for conferences when necessary. Please call the office and an appointment time will be arranged for you to confer with your child’s teacher. **Please do not call your child’s teachers at their homes or request that they give you their personal phone numbers. Teachers may accept friend requests from parents (but not students) on social media if they so choose, but are under no obligation to answer school-related messages or questions on social media sites or their personal phones. Please use the office phone or the school Facebook page as your primary source of contacting the school.**

#### ~Photographs:

Teachers or staff members may take pictures of students on or off school grounds. These pictures may be used in our yearbook, on our website, in advertising or brochures, or on school-sponsored social media sites. By signing the parent-student agreement at the end of this handbook, permission is given to use photographs of you and/or your child for the above purposes.

#### ~School Closings:

If Union County public schools are closed due to inclement weather, UCDS will close also. School closings will be announced on Channel 7 (WSPA-TV), the school Facebook page, the school website, and through an all-call. **Our calendar is developed to closely follow the county’s public school schedule for holidays and early dismissals, but may vary slightly. UCDS will use our telephone broadcast system to alert you of any variation to the posted schedule.**

#### ~Tardiness:

Tardiness is disruptive to the classroom and also has an adverse effect on your child’s educational process. The morning bell rings at 8 AM. Students who arrive after morning exercises have started must be accompanied by a parent and signed in at the office. **Students in K3-3rd grade will not be allowed to go into class without a sign-in slip from the office. Three tardies in these grades will accumulate into an absence.** Students in 4th-12th grades will be given one demerit for tardiness. See “Morning Exercises” for more information. Students who are tardy for individual classes without a written excuse from a faculty or staff member will be given one demerit.

## Parent – Student Agreement Form: (Please retain your records.)

Parents and students need to be of one mind with the school staff in understanding the purpose and policies of the school. Consequently, we ask that at least one parent/guardian affirm that he/she has read the Student Handbook by the beginning of the school year and agrees to support the school in all matters. (Students in grades 6-12 are also required to read this handbook and to affirm this by their signature.) After completely reading this handbook, parents should complete the form below indicating that the handbook has been read and by signing, agrees to support the enforcement of all policies and procedures.

In addition, this form serves as a **liability release form** for all school-sponsored activities off campus. By signing you agree to release, forever discharge and agree to hold blameless Union Christian Day School and the directors thereof from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the participant that occurs while the student named below is participating in any school-sponsored trip or activity. The undersigned further hereby agrees to hold harmless and indemnify said school, its directors, employees and agents for any liability sustained by said acts of said participant, including expenses incurred attendant thereto.

The undersigned further consents to the administration of first-aid and/or doctor's care, or any other form of medical treatment necessitated by illness or injury that may require the same. In the event of the necessity of such care or treatment as heretofore described, the undersigned agrees to hold harmless and indemnify said school, its directors, employees and agents from any acts of malfeasance, and/or failure to act on the part of those chosen to administer medical care on behalf of the participant. If a dispute over this agreement or any claim for damages arises, the student and the student's parents and/or guardian agree to resolve the matter through a mutually acceptable arbitration process.

This signed agreement needs to be turned in by the end of the first week of school. Thank you for your cooperation.

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Student Grade                      Student Name (printed)

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Student Signature

Date

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Parent/Guardian Name (printed)

Date

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Parent/Guardian Signature

Date

## Parent – Student Agreement Form: (Please return this copy to the school office.)

Parents and students need to be of one mind with the school staff in understanding the purpose and policies of the school. Consequently, we ask that at least one parent/guardian affirm that he/she has read the Student Handbook by the beginning of the school year and agrees to support the school in all matters. (Students in grades 6-12 are also required to read this handbook and to affirm this by their signature.) After completely reading this handbook, parents should complete the form below indicating that the handbook has been read and by signing, agrees to support the enforcement of all policies and procedures.

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This signed agreement needs to be turned in by the end of the first week of school. Thank you for your cooperation.

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Student Grade

Student Name (printed)

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Student Signature

Date

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Parent/Guardian Name (printed)

Date

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Parent/Guardian Signature

Date