

Parent-Student Handbook

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I. *Welcome and Purpose*

A. Welcome

At Upper Bucks Christian School, it is our desire to partner with parents to develop their children into young men and women of character who can change their world for Christ. We strive to do all from a Biblical worldview and to develop our students to allow them to use their abilities to have an impact for Christ wherever He leads them. God has blessed us with an incredibly talented and experienced teaching staff that inspires and engages students in a rich learning environment. We are thankful for you being a part of the UBCS family.

B. Student Body

Upper Bucks Christian School, a ministry of Bethel Baptist Church, is a private Christian school offering a challenging educational program in a nurturing Christian environment. Upper Bucks ministers to students from various school districts: Central Bucks, North Penn, Palisades, Penridge, Perkiomen Valley, Quakertown, Souderton, Southern Lehigh, and Upper Perkiomen. Upper Bucks also ministers to students from various countries including China, South Korea, Spain, and Vietnam.

C. Mission Statement and Core Values

The mission of UBCS is to educate the next generation with a Biblical worldview to lead, serve others, and love God. In support of this mission, our core values are:

- Preparing students to engage their world and culture for Christ.
- Pursuing excellence in academics, athletics, and the arts.
- Partnering with families in training their children to be committed followers of Christ.
- Striving for growth in spiritual formation and integrity.

D. Statement of Faith

- The Bible is the inspired Word of God and is infallible, inerrant, and authoritative in all matters of which it speaks (2 Tim. 3:16-17; 2 Peter 1:19-21).
- There is one God who is personal, infinite, perfect, and eternal, existing as Father, Son, and Holy Spirit, who are equal in divine perfection (Ex.20:2-3; Deut.6:4; Rev.4:11; Matt.28:19).
- The Holy Spirit gifts Christians as He desires for service in the body of Christ (1 Corinthians 12:11). While there were supernatural giftings (tongues, healing, prophetic utterances) in the early church, we would teach they are not normative for today (Hebrews 2:3-4).
- God directly created the universe from no pre-existing substance in six literal days (Gen.1:1, 26-27; 2:7; Col.1:16-17).
- Man was made in God's own image but now is, through Adam's fall, a sinner both by nature and choice (Gen.3:1-6, 24; Rom.3:10-19; 5:12, 19).
- God created man and woman in His own image and established marriage as a lifelong union between one biological male and one biological female. Biblical marriage is the only legitimate and acceptable context for sexual intimacy (Gen 2:20-24; Matt 19:4-6; Romans 7:2; 1 Thess 4:1-8; Hebrews 13:4).
- Jesus Christ was conceived of the Holy Spirit, was born of a virgin, and is true God and true man (Is.7:14; Matt.1:18-25; 1 John 5:20).
- Salvation is by grace through faith only in Jesus Christ, through his substitutionary atoning sacrifice apart from any human merit (Eph. 2:8-9; Heb.2:14-17).
- Jesus Christ rose bodily from the grave, ascended into Heaven, and intercedes on our behalf as our High Priest (1 Cor.15:3-4; 1 Tim. 2:5; Rev. 3:21).
- Every believer is eternally secure, being "kept by the power of God" (John 10:28; 1 Pet. 2:5; Rom. 8:35-39; Eph. 1:13).

- Baptism and the Lord's Supper are ordinances of the church; they have no merit for salvation but are important symbols of the gospel (John 3:23; Rom. 6:3-5; Matt. 3:16; 1 Cor. 11:23-28).
- The Bible calls for a separation from sin and a pursuit of holiness and righteousness as they seek to love God and their neighbor (2 Cor. 6:14; 7:1; 1 Thess. 1:9-10; 1 Tim. 6:3-5).
- We believe in the second coming of Christ, which will be visible and personal (1 Thess. 4:16-17; Rev. 19:11-21).
- All persons will experience resurrection; unbelievers to eternal punishment in hell and believers to a state of eternal joy with Christ (1 Thess. 4:13; Rev. 20:11-15).

E. School Accreditation and Faculty Certification

Upper Bucks Christian School is a member of the Keystone Christian Education Association (KCEA) and was first accredited in September 1988. A re-evaluation was conducted in December 1994, resulting in UBCS again receiving accreditation each year.

The KCEA program incorporates the measurable qualities of a staff member with the recommendations of his employers as it evaluates the overall credentials of that teacher. The program examines areas which include: academic preparation, spiritual development, job performance, professional growth, and professional history. Each faculty member at UBCS must meet the basic criterion and work toward advancement.

F. School Board

UBCS is governed by a school board consisting of 7-11 members. The purpose of the board is to work for quality education by:

- creating and advancing the mission and vision for UBCS;
- providing guidance and assistance in the development of school goals and objectives;

- creating effective communication among parents, students, staff, and community;
- facilitating increased involvement of parents and other individuals in the education of their students at the school;
- participating in the development of plans and reports involving the school which are consistent with the overall objectives of the UBCS School Board;
- making recommendations and participating in the solution of issues;
- and, seeking the overall improvement of education at the school.

II. Admission Procedures

A. Introduction

We are honored that you are placing your child(ren) in Upper Bucks Christian School! We pray God's blessings upon your family as we work together to educate your child(ren) in such a way as to bring glory and honor to the Lord.

Students are tentatively accepted at Upper Bucks Christian School after a successful interview with the administrator (potential 7th – 12th grade students are requested to attend the interview). Final acceptance is contingent upon a review of the permanent record of the student's previous schooling and the results of any necessary testing. (Testing is not typically required unless there is evidence of a particular academic need.) For the first nine weeks, all new students will be monitored to ensure their transition academically, socially, and spiritually is what would be expected.

Upper Bucks Christian School admits students of any race, color, national or ethnic origin, and entitles them to all the rights and

privileges, programs, and activities generally made available to the students at the school.

B. Age Requirements

Based on Pennsylvania State Law and local school district practices:

1. Kindergarten – children should be five (5) years old by September 1 to enter Kindergarten at Upper Bucks Christian School. A readiness evaluation is given to all applicants. It may be recommended that, in their best interest, some children wait until the next school year to enroll in Kindergarten.
2. First Grade – children should be six (6) years old by September 1 to enter first grade.

C. Enrollment Steps

A student may register for school in the school office during regular office hours. Enrollment is not considered finalized until the following steps have been completed:

1. Personal interview with the administrator.
2. Enrollment application and other required forms processed.
3. Registration Fee paid.
4. Verification of student's birth date.
5. Proof that required immunizations and dental/physical exams are current.
6. Any necessary testing completed.

III. Medical Information

A. Health Requirements

1. The Pennsylvania Department of Health has established requirements for health records that must be maintained for

every student. These records must be kept up-to-date in order for a student to attend UBCS.

2. The Pennsylvania School Health Law requires that all students entering school for the first time must have a physical examination and show proof that they have been completely immunized before they can begin classes.
 - a. Students also must have a physical exam in Grades 6 and 11.
 - b. All students entering school for the first time and students in Grades 3 and 7 must have a dental exam. Forms for these exams are available from the school office.
 - c. Students that are not immunized due to a parent's "conscience" objection to inoculation must submit a written statement to that effect. The student may be excluded from attending school should there be an outbreak of illness.
 - d. All students in Grades K-12 are given annual height, weight, and vision screenings that are recorded in the student's permanent records.
 - e. The UBCS School Nurse administers audio screening exams to students in Grades K, 1, 2, 3, 7, and 11. If your child is not in one of those grades but you feel they may be having difficulty hearing, the school nurse will gladly test them upon request.
 - f. All students in Grades 6 and 7 must be screened for Scoliosis to detect for possible curvature of the spine. Students in other grades may be checked upon request.
 - i. The purpose of the screening is to detect possible curvature of the spine in children.

- ii. These grades were selected because they represent critical periods of growth and development in a child's life.
- iii. UBCS provides this free screening.
- iv. Parents will be notified in advance of the screening date.

B. Emergency Information

1. In preparation for the beginning of each school year, emergency information must be updated via the FACTS System (RenWeb's Online Enrollment).
2. We ask that all emergency contacts, doctor information, allergy/medication, and immunizations be checked and updated carefully.

C. Medications

1. Any student needing prescribed medication during the school day must bring the properly labeled medication to the school office with and a "Permission to Administer Medications" form with the specific name, dosage, and time that the medication is to be given.
2. Acetaminophen (brand name, Tylenol), ibuprofen (brand name, Advil), antacids, and cough drops are available in the nurse's office and may be administered in accordance with the parents instructions that are updated annually on the student's Emergency Information via the FACTS System. Other medications are also available with parent permission: Allergy medication (pill or liquid), cold and sinus medication, gas relief, anti-diarrheal, Pepto-Bismol, cough syrup, etc.

D. Illnesses

1. In the event of a minor injury or common ailment, treatment will be administered in accordance with the parental wishes as expressed on the Emergency Information page.
2. Parents will be called to pick up their child from school if they have a fever of 99 degrees or more or if they vomit during the school day.
3. For the safety of your child and others in their class, please keep your child home if they are ill. Students must be free from fever (99.5 or less) or diarrhea for 24 hours and have not vomited twice in the last 24 hours.

E. Medical Treatment and Accident Reporting

1. In the event of a serious injury or illness, every effort will be made to contact the parents first. If necessary, school personnel will make arrangements to have the student transported to the nearest, appropriate medical facility.
2. An Accident Report Form is filled out each time a student is substantially injured. This form is kept on file in the Nurse's Office.
3. The school nurse is available at (215) 536-9200, x. 121, during the school day.

F. Insurance

1. Upper Bucks Christian School does not provide insurance coverage for students. A Student Accident Responsibility Form, that provides UBCS with verification of medical coverage, must be submitted annually.
2. If a student is injured at school, the insurance claims must be handled by the family's insurance policy or otherwise pay for services rendered. Bills should not be sent to the school.

3. Parents may contact the financial secretary or school nurse for the accident report if needed.

IV. Financial Policies

A. Tuition

1. Tuition – tuition and fees are reviewed annually. The rates for the upcoming year are provided at the time of application or re-enrollment. It is expected that parents who enroll their child(ren) will meet their financial obligation by paying the tuition and fees on time. All school billing is done through the FACTS Payment System. Several payment plans are available to you.
2. No permanent records, transcripts, or diplomas will be issued without a current account. Any late accounts will be assessed a monthly late fee and will be added to the FACTS System.
3. Charges – any check/draft returned due to insufficient funds or any other reason will be assessed a late penalty. There is also a late fee assessed for any past due amounts.
4. Re-enrollment – no family may re-enroll for the following year without the previous school year’s account being current or prior approval by school administration.
5. FACTS – all families must have an account set up through the FACTS System for billing purposes. Details for login are given upon acceptance as a student.
6. Financial Aid – scholarship help is available. All scholarships or Variable Tuition assistance is based on financial need.
 - a. Apply for financial aid through the FACTS System. Login details will be given to you with the Tuition information. The school’s Scholarship Committee will review your

application, and the finance office will notify you of any help available.

- b. Other limited help is available through KCEA and other organizations through the PA EITC and OSTC Programs. Separate applications are available for these opportunities.

B. Giving

1. Upper Bucks Christian School endeavors to keep tuition rates low for the benefit of our families. Many individuals have helped and continue to help us maintain our lower tuition rates by contributing in various ways. All gifts to UBCS are tax deductible according to IRS guidelines. These gifts accomplish the following goals:
 - Permit extra courses to allow our students to grow culturally and professionally (arts, music, technologies, sciences).
 - Maintain a professional Christian teaching staff and enable them to have a reasonable salary commensurate with their calling.
 - Enable us to hold tuition costs as low as possible so that more Christian families can enroll their children in our school.
 - For complete giving opportunities, please contact the school's Finance Office.
2. EITC Program – qualifying businesses and individuals can donate and receive up to a 90% state tax credit on qualified donations. For more information, contact the school's Finance Office.
3. Bethel Christian Education Trust Fund – recognizing the importance of Christian education for future generations, the Bethel Trust was established as a means to underwrite UBCS. Parents and students will benefit as our generation provides the financial foundation for tomorrow. Tuition

alone cannot cover the expenses of quality staff and educational instruction. The Bethel Trust uses funds donated and invests them to create a continuous flow of interest income to then be used in the operation of the school. The interest is then used:

- To help keep tuition costs at a level where Upper Bucks Christian School can remain an affordable school for Christian parents and not a private school affordable only by some.
 - To offer scholarship help to families who have need.
 - To enhance the day-to-day operating costs of the school.
4. Annual Founder's Banquet – anyone who supports UBCS with a gift of \$1,000 or more during a given school year is honored at the annual Founder's Banquet. It is our desire to thank the individuals who support the school and to inform them of the education progress of Upper Bucks Christian School.

V. Attendance Information

A student's regular attendance is required by State Law and is essential to maintain their academic progress and a positive attitude toward their school experience.

A. School Arrivals/Departures

Students from Kindergarten-12th Grade are provided with bus transportation to and from school.

1. Arrivals

- a. Students must be dropped off by 7:55 am.
- b. Students arriving between 7:30 and 7:55 am are to report to the gymnasium.
- c. Students arriving before 7:30 am must wait in Day Care Extended Care (Room 106).

- d. Students arriving after 8:00 am must report to the office to sign in.
- e. K-4th Grade students remain in the gymnasium until their teacher comes for them at 8:00 am.
- f. 5th-12th Grade students are dismissed to their lockers at 7:55 am.

2. Departures

- a. All students leaving school before the end of the school day must sign out in the school office before leaving.
- b. Elementary students who are going home by car may be picked up in the Timothy Social Center between 3:16 and 3:25 pm.
- c. Middle School and High School students who are going home by car will be dismissed at 3:16 pm and may be picked up in the Timothy Social Center between 3:16 and 3:25 pm.
- d. Students who normally ride a bus home must have a parental note regarding any change in plans or the student will be sent home on the bus as usual.
- e. Any student remaining on UBCS campus after 3:30 pm must be under direct supervision of a designated adult for a recognized school activity.

B. Medical Appointments

1. Students who must leave school early for a medical or dental appointment must have a note from their parent or guardian. Notes must be given to the office at the beginning of the day so that teachers may be properly notified.
2. Students must sign out in the school office before leaving school; students must sign back in upon their return.
3. A doctor's appointment is considered an excused tardy or early dismissal.

C. Absences

1. If your child is absent, contact the school office before 8:30 am on the day of their absence (215 – 536 – 9200, ext. 114).
2. Students may have only ten (10) cumulative absences per semester (twenty (20) cumulative absences per school year).
 - a. Cumulative absences can be excused or unexcused and will count toward the limit of absences a student may have.
 - i. Excused Absences
 1. Illness with a parent’s note (but no doctor’s note)
 2. Medical appointments
 - ii. Unexcused Absence
 1. Failure to attend school but not due to illness
 2. Family vacations
 - b. Non-cumulative absences are excused absences that do not count toward the limit:
 - i. Illness excused by a doctor’s note
 - ii. Death in the immediate family
 - iii. Impassable roads or vehicle trouble
 - iv. Administrative/School-related Events
 1. School Activities
 2. Field Trips
 3. College visits by Juniors/Seniors (maximum of five (5) days per year).
3. Students who arrive at school after 9:47 am will be counted as half-day absent.
4. Students who are absent for more than three (3) consecutive days may be asked to supply a doctor’s note.
5. After the 10th cumulative absence in a semester, all absences must have a doctor’s note.

6. Any student who has more than twenty (20) days of cumulative absences during the school year may be retained at the same grade level. In high school, this could result in the loss of credit for any course in which the student has accumulated more than twenty (20) absences.
7. In order to participate in any school activity or practice, a student must be at school, signed into the office, by 10:36 am (end of 3rd Period) on the day of the event. (Exceptions for excused tardy or excused absence.)

D. Tardies

1. Students who arrive after the beginning of school (8:00 am) will be considered tardy.
 - a. An excused tardy to school will carry no penalty. A tardy will be considered excused for the following reasons:
 - i. Note from a doctor or dentist appointment
 - ii. Note from a parent indicating a child was sick
 - iii. Special consideration will be given for “inclement weather”
 - b. If not for the above reasons, a tardy will be considered unexcused.
2. For every three (3) unexcused tardies, a student will be assessed a ½ day absence in the students attendance records. For every six (6) unexcused tardies, a student will be issued a detention.
3. Students who travel to school on a bus which arrives late are not considered tardy for attendance purposes.

E. Make-up Work Due to Absence

1. All work must be made up after an absence unless administrative approval is given in advance.

2. It is the student's responsibility to make arrangements with the teachers involved regarding their make-up work.
3. Students will be given the number of days they are absent plus one (1) more day to complete any missed work.
4. Other arrangements may be made for absences that extend beyond a week.
5. Missing assignments for unexcused absences, unexcused tardies, or absences due to administrative discipline may be assessed an academic penalty.

F. Excuse Forms

1. UBCS is required by Pennsylvania Education Code to have an excuse form on file for every student absence.
 - a. Students should bring an excuse form with them on the day they return to school.
 - b. Students who do not turn in an excuse form will be issued an unexcused absence. If an excuse form is turned in at a later time, the absence will be changed to excused, if applicable.
 - c. Emails from the parent to the school office will suffice as an excuse form.
2. UBCS families receive excuse forms in their parent orientation packet. When a student hands in an excuse form, he will receive a new form for use if another absence should occur.

G. Late to Class

1. Students are expected to be on time to all classes and scheduled activities during the school day.
2. Students are considered late if they are not in their seat when the bell rings. This is NOT tardy; it is late to class. The teacher may take disciplinary action for repeated offenses.

VI. Academic Requirements

Because God is the source of all knowledge, all academic material is taught with the Bible as the final authority of truth. Every attempt is made to integrate all learning in each subject with the Bible. In addition, the Bible is taught as a regular subject throughout the school. Each student is required to have his/her own Bible in school daily. We use the English Standard Version for chapel and Bible Memory (students who wish to do Bible memory in the King James Version may request to the administration to do so). Each school day begins with devotions, prayer, and pledges to the American flag, Christian flag, and the Bible. Chapel services are scheduled on a regular basis throughout the week.

A. Grading Systems

Our grading system uses these symbols based on percentages (%):

<u>Letters</u>	<u>Equivalents</u>	<u>Meaning</u>
A+	99-100	Superior
A	94-98	Outstanding
A-	92-93	Excellent
B+	90-91	Very Good
B	85-89	Good
B-	83-84	Marginally Good
C+	81-82	High Average
C	75-80	Average
C-	73-74	Low Average
D+	71-72	High Below Average
D	65-70	Below Average
D-	63-64	Below Minimum
F	0-62	Failure to meet Minimum Level
O	Outstanding	
S	Satisfactory	

N	Needs Improvement
U	Unsatisfactory (not working to ability)
I	Incomplete (student will need to make up within a designated time frame)

Note: Kindergarten Reports are somewhat different and are explained at the Information Night in the first month of school.

B. Student Classification

1. To be classified as a:

Sophomore	5 credits minimum
Junior	10 credits minimum
Senior	15 credits minimum
Graduate	21 credits minimum <i>plus one (1) Bible credit per year at UBCS</i>

- All students must carry a full load of six (6) classes per semester. Graduating class valedictorian and salutatorian must have attended UBCS for two years of the final four high school years.

C. Honor Roll

- High Honor Roll – All academic grades must be A's with no unsatisfactory marks or incompletes.
- Honor Roll – All academic grades must be A's and B's with no unsatisfactory marks or incompletes.

D. Grade Reports

- At the midpoint of the marking period, Progress Reports are sent home to parents indicating their student's achievement level.
- Report Cards are given four (4) times during the school year, at the end of each marking period.

3. Our teachers and school office staff are available at any time throughout the school year should you have questions regarding grades and policies.

E. Homework Policies

1. Homework is a necessary part of each child's education. The purpose of homework is to practice the material explained in class for additional exposure to the material to help the student master the essentials of the content taught and for remedial activity as necessary.
2. Students are expected to accept the responsibility for completing their homework as follows:
 - a. Have the necessary materials to complete their homework.
 - b. Ask questions as needed to clarify their assignments.
 - c. Work as independently as possible.
 - d. Complete assignments with minimal help from parents or others.
 - e. Complete homework as thoroughly as possible.
 - f. Complete homework by the due date.
3. It is important that the student develop good study habits.
 - a. Think positively and do his/her best.
 - b. Ask questions when they do not understand.
 - c. Minimize distractions so they are able to concentrate and work diligently.
 - d. Work on long-term projects for a few minutes each night instead of waiting until just before the project is due.
 - e. Take all needed materials to class each day.
 - f. Listen in class and take part in class discussions.
 - g. Schedule time for homework each night.
4. Homework is assigned daily, with the following exceptions:

- a. No homework is assigned to be due on Thursday to encourage students to attend the mid-week activities at their churches. Occasionally, exceptions may be made to this policy due to inclement weather or around school breaks.
 - b. We try, as much as possible, to limit homework being due the day after special events (concerts, etc.)
 - c. Homework is not assigned to be worked on or due immediately after school breaks (Thanksgiving Break, Christmas Break, and Easter Break).
 - d. Snow days or unforeseen school closures may impact the normal homework policy, but we will do everything possible to be reasonable in what is expected.
5. As mentioned previously in the “Make-up Work Due to Absence” section, all homework is expected to be completed in the designated time, and it is the student’s responsibility to discuss missed work with their teachers.

F. Graduation Requirements

1. Students must meet all courses, credits, and conduct requirements to be eligible to graduate.
2. Deficient by up to and including two credits/courses: full graduation privileges once arrangements have been made for summer school, including payment in full. These arrangements must be made with the school office in writing and approved by the Administration.
3. Deficient by more than two credits/courses: forfeit all senior privileges. The student will be expected to repeat the senior year.

VII. Student Conduct

Upper Bucks Christian School makes every attempt to provide an environment that is conducive to the spiritual growth and development of Christian young people. Christ-like conduct is the goal for all students. An orderly and disciplined environment with opportunity for self-development is essential to discipleship and enables the student to learn. Discipline is positive training in the right direction. Adherence to school rules and correction when the rules are broken are part of the student's discipleship training.

Teachers seek to deal with each student in a Christ-like manner and correct students individually when appropriate. Corrective measures such as student/parent conferences, revocation of privileges, demerits, and detentions will be issued as each need warrants. If these measures do not result in changed behavior, suspension or expulsion may be necessary.

Students are expected to abide by the standards of conduct described in this Parent/Student Handbook throughout their enrollment at Upper Bucks Christian School.

1. Students who demonstrate by their actions or attitudes that they are not in harmony with the ideals of UBCS may be asked to withdraw when the welfare of the student body demands it.
2. A Spirit-filled life comes through the work of the Holy Spirit in a student's life. While conformity to man-made regulations may result in good behavior, it does not produce a walk worthy of His calling (Ephesians 4:1).
3. Students should behave in a way that reflects Christ even when they are away from the school. The testimony of students in public is a reflection on their life in Christ and upon Upper Bucks Christian School.

The following guidelines will help students know what behaviors are acceptable while a student at Upper Bucks Christian School.

A. General Behavior

1. Bullying (targeted intimidation or manipulation of another person) is a serious offense and will not be tolerated.
2. Chewing gum is prohibited on school property.
3. Littering is not permitted.
4. Students are expected to be responsible for their own behavior regardless of the actions of others. Running, shoving, yelling, fighting, or “horse play” could result in disciplinary action based on the severity of the action.
5. Items that distract classmates from academic performance are not to be brought to school.
6. Stealing, cheating, or lying will subject the offender to disciplinary action.
7. Any form of improper speech, vulgarity, or profanity may not be used at any time.
8. Firearms, explosives, knives, or anything that could be considered a weapon are not permitted.

B. Attitude

1. A Christ-like spirit of cooperation should be maintained by students at all times.
2. Respect should be given to those in authority – administration, faculty, staff, and elected student officers.
3. Courtesy to other students and visitors is required.
4. Each student should strive to be considerate of others despite differences.
5. Disobedience, rudeness, and insolence will not be tolerated.
6. Complaining, griping, or sullenness will not be tolerated.

7. Making light of Bible classes, chapels, and chapel speakers is not acceptable behavior.
8. While recognizing that Upper Bucks Christian School cannot directly control students' behavior while they are away from school, students should be aware that unacceptable behavior of Upper Bucks Christian School students, even while off-campus, can subject them to discipline, including suspension and expulsion. Such unacceptable behavior involves, but is not limited to, using or possessing tobacco or alcoholic beverages; handling, using, or encouraging the use of drugs for anything other than medical purposes; participating in theft, vandalism, or other unlawful activities; immoral/lewd behavior, possession of pornographic/lewd materials, or participating in immoral conduct will subject the student to discipline even if the aforementioned acts occur off of the Upper Bucks Christian School property.

C. Care of Property

1. Upper Bucks Christian School is God's property. Both care and respect for the appearance of the school are important parts of maintaining Christian testimony presented by Upper Bucks Christian School.
2. Writing on, carving, and defacing desks is not permitted.
3. Willful damage or destruction of school property will result in disciplinary action. A student may be required to pay for the damage to school facilities or equipment, depending on the circumstances.
4. Students are expected to report any damaged furniture or other school property to the office immediately.

D. Boy-Girl Relationships

Upper Bucks Christian School is a co-educational institution, operating on the premise that it is wholesome for boys and girls to develop friendships during their school years.

1. There should be no public displays of affection (PDA) between students during school hours or at any school activity, function, or program. Both offending students shall receive the same punishment. This includes hand-holding, hugging, and kissing.
2. Students who marry or become engaged to be married while enrolled as students may not continue attendance at Upper Bucks Christian School.

E. Dress and Grooming Code

Students should remember that they represent Christ to others in the community. Their clothing choices should demonstrate that they desire to please God and glorify Christ (Romans 12:1-2, I Corinthians 10:31). Personal cleanliness, neatness, and dress that are appropriate for the occasion are expected so that dress is modest and does not distract from the Christian educational atmosphere of the school. While many areas covered in our dress code are not a matter of sin, they help us maintain an educational atmosphere that is appropriate in a Christian School. We ask that parents be knowledgeable of the dress code and to help the school in seeing that their student meets the dress code standard.

General Guidelines

1. Good hygiene should be a daily practice.
2. Apparel should be clean, in good repair, and appropriate for the activity.

3. Clothing should be modest. Consider the type of fabric, cut, and style of the clothing for your child's build.
4. The fit should be loose and modest. Undergarments should not be seen during any activity.
5. Printed messages or pictures on the clothing should be positive and not distracting.
6. Shorts are not permitted as normal school dress. Loose-fitting shorts may be worn for approved activities such as camp, field trips, and field day. Shorts should be modest, loose-fitting, and of appropriate length.
7. Administration or teachers who supervise a school program, event, or out-of-school activity may require a specific type of dress depending on what is appropriate for the occasion.
8. Athletic Games spectator dress:
 - a. All school dress code rules regarding modesty apply for all school events.
 - b. Athletic or recreational t-shirts may be worn. No garments with inappropriate slogans/graphics may be worn.
 - c. Blue jeans are permitted but must be in good condition, not frayed, or with holes. Athletic shorts are permitted for fall and spring sporting events.
9. Athletic Dress for Team Members (before and after games): School dress of team t-shirt and athletic warm-up pants which are loose-fitting.
- 10. Administration reserves the right to interpret dress code as needed for appropriateness, modesty, health, and safety.**

Specific Guidelines for Elementary Students Grades K-4

1. Play clothes that are appropriate, clean, modest in fit, and in good repair.
2. Both boys and girls may wear jeans to school.

3. T-shirts with non-distracting graphics or words are acceptable.

Specific Guidelines for Students Grades 5-12

1. Girls

a. Tops

- i. Necklines should draw attention upward toward the face – no visible cleavage.
- ii. T-shirt styled tops that are cut and styled similar to a blouse and not of unisex style are permitted. Athletic style T-shirts are not permitted, except for special school activities.
- iii. Students are permitted to wear UBCS Spirit Shirts each Friday.
- iv. Tops of shoulders should be covered front and back.
- v. Midriff should be covered front and back – no matter what the activity.

b. Pants/Slacks

- i. Pants must be modest and loose fitting, designed for activity both inside and outside. Khaki style and jean style pants are permitted. Regular blue jeans are only approved for special school activities such as jean days, field trips, camp, and field day. When worn, jeans must be in good condition, not frayed or with holes.
- ii. Due to still having recess, **5th and 6th Grade students** are permitted to wear blue jeans as normal school dress.
- iii. Athletic pants or sleepwear are not approved as normal school attire. (Athletic wear is permitted on special days.)

c. Skirts/Dresses must have hemlines, slits, and openings that are knee-length.

d. Shoes

i. Normal school dress includes shoes or sneakers which must be worn at all times. Shoes should be in good repair, clean, and appropriate for school activities.

ii. Slip-on sandals, foam/shower style flip-flops, and slippers are not appropriate school attire.

iii. As athletic event spectators, students are permitted to wear slip-on or slide style shoes.

e. Jewelry should not be distracting.

f. Hairstyles should be neat, clean, cut in a non-distracting style, and of a natural color.

g. Piercings: a maximum of two earrings may be worn in the lower lobe of each ear. No other body piercings.

h. Tattoos or ink drawings are not permitted.

2. Boys

a. Shirts

i. Shirts must have a collar. Long sleeve or three-quarter sleeve crew neck shirts or sweaters are acceptable in place of a collared shirt. (Long sleeve crew neck T-shirts and “baseball shirts” are not permissible.)

ii. Shirts designed to be T-shirts worn under another shirt and work style T-shirts are not permitted.

iii. Students are permitted to wear UBCS Spirit Shirts each Friday.

iv. Athletic style T-shirts are not permitted, except for special activities.

b. Pants/Slacks

- i. Pants must be modest and loose fitting, designed for activity both inside and outside. Khaki style and jean style pants are permitted. Regular blue jeans are only approved for special school activities such as jean days, field trips, camp, and field day. When worn, jeans must be in good condition, not frayed or with holes.
- ii. Due to still having recess, **5th and 6th Grade students** are permitted to wear blue jeans as normal school dress.
- iii. Athletic pants or sleepwear are not approved as normal school attire. (Athletic wear is permitted on special days.)

c. Shoes

- i. Normal school dress includes shoes or sneakers which must be worn at all times. Shoes should be in good repair, clean, and appropriate for school activities.
 - ii. Slip-on sandals, foam/shower style flip-flops, and slippers are not appropriate school attire.
 - iii. Boys may not wear any open-toed shoes or work boots during the school day.
 - iv. As athletic event spectators, students are permitted to wear slip-on or slide style shoes.
- d. Hair must be cut in a neat, clean, and non-distracting style, and of a natural color. Hair length should be above the collar, ears, and eyebrows.
- e. Young men must be clean shaven.
- f. Young men are not permitted to have any body piercings.
- g. Tattoos or ink drawings are not permitted.

F. Disciplinary Action

Upper Bucks Christian School expects students to maintain a Christian testimony at all times. Students are asked to follow school rules with a cooperative spirit while displaying respect for God, family, faculty, and fellow students. While it is our desire to deal with incorrect behaviors in a loving and non-punitive manner whenever possible, there are times when behaviors require certain consequences. The following describes what the normal disciplinary progression would involve. Administration reserves the right to skip any disciplinary step deemed appropriate, depending on circumstances.

1. General Discipline Guidelines

a. Elementary (Grades K-4)

- i. Warning
- ii. 1st √ - 5 minutes off recess time
- iii. 2nd √ - 10 minutes off recess time
- iv. 3rd √ - 15 minutes off recess time and Problem Report

b. Lower Middle School (Grades 5-6)

- i. One warning plus four (4) checkmarks is equivalent to a Problem Report.
- ii. Three (3) Problem Reports in one quarter will result in a meeting with Administration.
- iii. One checkmark is equivalent to 5 minutes off of recess (not to exceed 15 minutes of recess).

c. Upper Middle School (Grades 7-8) and High School (Grades 9-12)

- i. Verbal Warning: in many (but not necessarily all) cases, the first level of discipline is a verbal warning.
- ii. Merit System: the Merit System is a discipline guide used to monitor a student's behavior. A

student begins the semester with 100 merit points; if a student is issued a *Behavior Report*, demerits will be assigned and subtracted from the student’s “balance” of merit points.

Offense	Occurrence							
	1	2	3	4	5	6	7	...
Disruption/Talking in Class	1	2	4	8	10	10	10	10
Dress Code Violation	1	2	4	8	10	10	10	10
Tardiness to Class	1	2	4	8	10	10	10	10
Chewing Gum	1	2	4	8	10	10	10	10
Disrespect of Peers	5	5	10	10	10	10	10	10
Horseplay	5	5	10	10	10	10	10	10
Inappropriate language	5	5	10	10	10	10	10	10
Defacing school property	10	15	20	25	30	-	-	-
Direct Disobedience	10	15	20	25	30	-	-	-
Skipping Class (may vary)	25	25	25	25	-	-	-	-
Disrespect of Authority	25	25	25	25	-	-	-	-
Lying (may vary)	40	40	40	-	-	-	-	-

- iii. Certain behaviors (use of tobacco, drugs, alcohol, pornographic materials, and participation in immoral behavior) are not included in the merit system but will be dealt with according to the serious nature of these offenses, up to and including immediate dismissal from school.
- iv. The actual number of demerits assigned may vary based on the circumstance of the misbehavior. The administration reserves the right to make the final decision concerning the assignment of any demerits for a student’s behavior.

- v. Merit Levels:
- **75 Merits or less** – Letter sent home informing parents.
 - **50 Merits or less** – The student is placed on conduct probation. The administration and parents will meet with the student.
 - **25 Merits or less** – The student is required to serve a 3 day out-of-school suspension (treated as unexcused absences; grades will be adjusted on assignments). A parent conference will be required.
 - **0 Merits** – The student is dismissed from UBCS. The student may not apply for re-enrollment for at least one (1) year.
- vi. Detentions
1. A detention will be assigned for every 15 demerits received.
 2. A detention will be assigned for every 6 unexcused tardy offenses.
- vii. Suspension: A student may be suspended from school for a set period of time. Suspension eliminates a student from participating in any school functions during their time of suspension.
1. Suspended students are required to make up the work they miss while on suspension according to the normal “Make-up Work Due to Absence” policy. A 10% point grade deduction will be assessed per day of suspension (30 points maximum) and will be assessed on all work missed during the suspension.

2. The student's parent or guardian must accompany the student to school for a meeting with the administrator prior to the resumption of attending classes.
 3. Suspensions are given when a student obtains 75 demerits in a semester or has an offense that rises to the level of suspension in the administrator's opinion.
- viii. Expulsion: A student may be expelled from school. This action is reserved for extremely serious and/or continuing offenses.
1. Expulsions may be declared at the discretion of the administrator for any of the following reasons:
 - a. Repeated violations of policies that lead to suspensions.
 - b. Weapons possession, threat, or use.
 - c. Using or possessing tobacco or alcoholic beverages.
 - d. Handling, using, or encouraging the use of drugs for other than medical purposes.
 - e. Participating in theft, vandalism, or other unlawful activities.
 - f. Immoral or lewd behavior.
 - g. Possession or viewing of pornographic or lewd materials.
 - h. Participating in immoral conduct.
 2. Students who have been expelled or asked by the administrator to withdraw from UBCS may not attend school or any school function until the completion of two (2) full semesters following the expulsion or withdrawal.

- a. During the period, the student is restricted from attending UBCS functions (including athletic practices or games, fine arts rehearsals or performances, etc.).
 - b. Students who are expelled or asked to withdraw from UBCS will be eligible for re-enrollment consideration after two (2) full semesters following their dismissal from school.
3. Re-enrollment will include one or more of the following:
- a. Obvious correction in the student's attitude and actions.
 - b. Approval of the administration prior to enrollment.
 - c. The student will be placed on behavioral probation for the first semester that they are back in school.

2. Disciplinary Probation

A student may be placed on disciplinary probation if he/she repeatedly or flagrantly ignores, disobeys, or flaunts school regulations and/or teacher instructions.

The purpose of disciplinary probation is to allow the school administration to evaluate a student's progress and repentance from disciplinary problems. It also helps to establish a program and atmosphere that will make the student and his/her family aware of their responsibility to conform to the school's code of rules and conduct.

If a student fails to respond to this action, suspension or expulsion may follow. Parents will be notified of this action by the school administration.

a. Academic Probation

- i. This classification denotes the administration's concern for a student academically. If a student is placed on academic probation, their grades must average at least a "C" and have no failing grade upon receiving his first report card since being put on academic probation.
- ii. A student may be asked to leave the school if the grade criterion is not met.

b. Behavioral Probation

- i. This classification denotes the administration's concern for a student's behavior. If a student is placed on behavior probation, the following restrictions apply:
 1. A student may not seek, nor hold, a class officer position.
 2. A student may not participate in athletic competition.
 3. A student may not receive a conduct grade lower than an "S" in any subject (elementary level) or an unsatisfactory faculty evaluation (middle school or high school level), or the probation period will be extended to the following 9-week period.
- ii. A student may be asked to leave the school if the conduct criterion is not met.

VIII. *Extra-Curricular Activities*

A. Athletic Department

Upper Bucks Christian School operates an athletic program to provide students the opportunity to bring glory to Jesus Christ through the use of their athletic talents. The Bible tells us in I Corinthians 10:31 “So, whether you eat or drink, or whatever you do, do all to the glory of God.” We strive to instill within each athlete the desire to allow Christ to be seen in them through the use of their talents. Students in the sports program may participate in three sports seasons for both Middle School and High School.

Fall Sports

Volleyball (girls)

Soccer (boys)

Winter Sports

Basketball

(girls and boys)

Spring Sports

Baseball (boys 8th-12th Gr.)

Soccer (girls)

All Athletes must meet eligibility requirements and have an annual physical examination.

1. Extracurricular Eligibility

- a. The school office compiles a weekly eligibility review of all students involved in extra-curricular activities.
- b. Eligibility standards are designed to help the students maintain a satisfactory and consistent performance in academic work.
 - i. If a student earns a “D” during the review period, they will be placed on a watch list. If a student earns an “F” they will be placed on the ineligible list.
 - ii. After a discussion with the administration, improper conduct may also result in ineligibility.

2. Eligibility periods last five (5) school days, from Tuesday through Monday of the following week, typically.
3. A student with a regular record of ineligibility may be excluded altogether from extra-curricular activities.
4. A physical examination must be dated from within the last year. We recommend getting physicals done during the summer before school begins so it is valid for the whole school year.

B. Music Department

1. Upper Bucks Christian School is committed to providing quality music education for its students.
 - a. It is our desire to teach our students to strive for excellence in their musical presentation as we help them to develop their God-given abilities for use in their local churches.
 - b. In keeping with the teaching Matthew 5:13-14, Upper Bucks Christian School strives to guide our students in selection of music (both secular and sacred) that is a testimony for Christ.
 - c. Upper Bucks Christian School provides opportunity for students to participate in many vocal and instrumental groups: middle school and high school band, middle school and high school choir, and KCEA ensembles.
 - d. Private music lessons are available to students for a reasonable charge, but the school does not necessarily provide instruments. Lessons are scheduled so the least amount of class time is missed. Students must make up work missed while they are away from the classroom.
 - e. Students in music classes and groups are expected to participate in all school concerts and activities scheduled.
 - i. Failure to do so will result in disciplinary action.

- ii. The school administration must approve release from participation.
- iii. Parents are encouraged to consult the school calendar and note regularly scheduled school events.

2. KCEA Festivals

- a. Upper Bucks Christian School is a participating member of the Keystone Christian Education Association (KCEA). Every year many students may take part in KCEA's various events of competitions which include: academic, fine arts (music and speech), Bible, home economics, and science projects.
- b. A registration fee is required if the student advances.

C. Keystone Christian Honor Society

1. The purpose of the Keystone Christian Honor Society is to create an enthusiasm for Christian scholarship; to stimulate a desire to render Christian service; to promote Christian leadership; and to develop Christian character in students.
2. The Upper Bucks Christian School Chapter honors 10th-12th Grade students who excel not only academically but also in character and spiritual qualities that honor God and have a positive influence on others. Honor Society students must not only maintain their academic level and testimony, but also be actively serving in the school by helping with the following:
 - a. Aid students who ask for extra help with their studies or desire tutoring from fellow students;
 - b. Assist with several programs at school;
 - c. Serve as greeters and hosts and hostesses for a variety of events such as Grandparents' Day, Open House Nights, and other special days.

IX. Additional Services

A. Extended Care

1. The goal of our Extended Care Program is to help school families by providing safe and dependable care for their elementary children before and after the school day.
2. The morning program starts at 6:30 am and the afternoon program ends at 5:30 pm.
3. There is a per day usage charge that is billed directly to the family's school account.
4. Late fees per quarter hour are charged for late pickups.

B. Library

1. The purpose of the Upper Bucks Christian School Library is to enrich the Bible-based curriculum of the school. As an extension of the church and home, the library is to encourage spiritual learning and growth and provide any other materials deemed appropriate to the intellectual needs of the students.
 - a. Our position is that the Bible is our pedagogical and literary model. The Scriptures present objectionable elements as negative examples of behavior with clearly negative results.
 - b. Literary works that treat objectionable elements in the same way that the Scriptures treat them are not only acceptable but desirable.
 - c. Literary works that do not treat evil in the same way that the Bible does are not acceptable for our Library.
2. It is a privilege for students to be able to use our library facilities.
 - a. We value donations that our generous parents and friends have made.

- b. These books and materials represent a major investment in the education of our students. Therefore, it is necessary to charge students who abuse this privilege by losing, damaging, or withholding these materials from other students.

3. Overdue Books/Lost Books

- a. Fines and loss of library privileges are penalties that are assigned for overdue books and materials.
- b. A student may not check out books if they have an overdue book or unpaid fine. No additional books may be taken out until all books have been returned.
- c. Students with an item overdue for an extended period of time may be charged a replacement fee. The head librarian will determine the value of “out-of-print” items.

4. Fines

- a. Ten cents (10¢) per school day will be charged for all overdue materials. If the student is absent on the day a book is due, they are not charged for the days they are absent.
- b. No fines are charged on the Elementary level.

5. Reference Books and Reserve Books

- a. Reference and Reserve books may be taken out only overnight.
- b. A fine of fifty cents (50¢) will be charged for each day a book is out past its return time.

C. Lunch Program

1. Hot lunches are available to students in Grades K-12.
2. Students who bring their own bagged lunch to school have microwaves available to them for heating up their food.
3. Milk, juices, sodas, and snacks are available for daily purchase.

4. Special lunches are available throughout the year.

D. Standardized Testing

1. Students in the 11th Grade take the PSAT/NMSQT Test normally in the fall.
2. Students in the 10th Grade take the ACT Plan/Aspire Test normally in the spring.
3. Achievement testing is done annually for students in Grades K-9 during the spring.

E. Telephone Usage

1. Students are not permitted to use cell phones during the school day without permission from their teacher or the school office.
 - a. Students may have their cell phone in their possession throughout the day, but it must be off, on airplane mode, or on silent at all times during the school day.
 - b. Students may be granted permission by their teachers to use their phone for various reason:
 - i. Using their phone as their Bible.
 - ii. Using their phone as a calculator.
 - iii. Accessing information online for academic purposes.
2. Students may obtain permission to use the school office telephones.

F. Yearbooks

1. Annual Yearbooks are produced through a private company. Patrons and local businesses largely support the Yearbook through the use of advertisements.
2. Students, parents, and other interested persons may purchase a Yearbook for a small fee. Each family will receive

one (1) free Yearbook; additional books will be available for an additional fee. Name engravings and dust jackets are also available for a minimal additional fee.

X. *Transportation*

A. School Buses

1. Most UBCS transportation is done by local school districts.
2. Students are expected to conduct themselves on the buses as they do in the classrooms. Riding the bus is a privilege, not a right.
3. Students may lose the privilege due to misbehavior. Parents of students that lose this privilege are legally responsible to transport their child to and from school.
4. Transportation questions are to be addressed to the school office.
5. The following guidelines will be enforced:
 - a. Follow the bus driver's directions, and obey all safety rules.
 - b. Be courteous at all times.
 - c. Be at the bus stop five (5) minutes before the assigned time and remain ten (10) feet away from the bus until it comes to a complete stop.
 - d. Stay off the roads and private property.
 - e. Do not crowd or push while getting on or off the bus. Move away from the bus when you get off.
 - f. NEVER run after a moving bus.
 - g. Be seated immediately, face forward, and remain seated. Do not change seats without the driver's permission.
 - h. Glass, large packages, luggage, weapons, or animals are not permitted on the bus.

- i. No screaming, yelling, loud laughter, back talking, or teasing.
- j. Keep your hands and head inside the bus at all times.
- k. No talking at a railroad crossing stop or when the interior lights are on.
- l. No chewing gum, eating, or drinking on the bus.
- m. Littering and vandalism are not permitted.
- n. An open flame from any source is not permitted.
- o. Gym bags and school projects must be held on your lap.
- p. Cross the street ten feet in front of the bus; never walk behind a bus.
- q. PA State Law governs that a student may ride only the bus on which they are rostered. Notifications of a roster change must be with the public school's approval. Each district has differing rules.

B. Transportation for Athletic Events

- 1. Transportation to and from games will be provided for athletes.
- 2. Athletes may go home from away games with their parent or other family members, but coaches must be notified with a note or personal contact.
- 3. Athletes may go home with another student or parent provided both parents give written permission.
- 4. No athletes will be dropped off at a school bus stop on the way home from an away game as a regular practice.
- 5. Athletes must have the same written permission for rides home from practices as for games.

C. Student Drivers

- 1. Student drivers must obtain permission from the school office by submitting a student driver application.

2. Students may not transport students, except siblings, without written permission from all of the parents involved and the administration.
3. Once a vehicle is parked in the morning, the riders are not permitted to return to it to retrieve any items without permission from a teacher or the school office.
4. No student is to be off the school grounds at any time during the school day without a parental note granting specific permission.
5. Habitual tardiness or reports of reckless driving, speeding, etc. in the parking lot or while traveling to and from school or school-related activities may lead to temporary or permanent loss of driving privileges.

XI. Miscellaneous Information

A. Personal Electronic Devices

1. Personal electronic devices may be used to perform academic work.
2. With special permission and signing an agreement form, a student may take notes in class on their personal device. The Electronic Device Agreement form must be signed by students and parents via the FACTS System. This form needs to be updated and signed yearly.
3. All personal electronics are the responsibility of the individual student. The school is not liable for damage.

B. School Technology and Internet

1. Any student who purposefully modifies or alters school computers, software, or hardware will be dealt with as if they had damaged school property.
 - a. The student will be responsible to pay for the damage.
 - b. Disciplinary action may occur, depending on the offense.

2. Students may not go into another student's UBCS computer account.
3. No student is permitted into a teacher's reserved area under any circumstance. Any violation will be dealt with in the same manner as accessing another student's locker or a teacher's desk.
4. Limited internet access is available to students. Internet use is restricted to research for class projects, language students, or specific assignments.

C. Student Lockers

1. Students in Grades K-3 are given storage space in their classroom for their coat, backpack, lunch box, and books.
2. Students in Grades 4-12 are assigned individual lockers.
 - a. Students may not enter anyone else's storage space or locker at any time.
 - b. The lockers are property of UBCS.
 - i. The administration may examine a locker if it is determined to be in the best interest of the students and the school.
 - ii. Students may decorate the inside of their locker with items that are in harmony with the standards and philosophy of Upper Bucks Christian School.
 - iii. A student may place a lock on their locker provided they either register the combination or leave a duplicate key in the school office.
 - iv. Lockers are to be regularly cleaned and kept in order.

D. Parent Signatures

1. Since Upper Bucks Christian School is partnering with parents in the education of their children, there are times when items are sent home for parental signatures.
2. Any material sent home for parental signatures (communication envelopes, tests, permission forms, etc.) must be signed by a parent/guardian and returned within three school days (some permission due dates may vary).
3. Failure to sign and return material in a timely manner could result in a disciplinary action against the student.

E. School Closings

1. Upper Bucks Christian School adheres to its school calendar throughout the year.
2. UBCS utilizes the FACTS Parent Alert System to contact parents via phone, email, and text message about any school late openings, closing, or early dismissals.
3. In the event of a school closing for inclement weather or some unforeseen difficulty, the time and special circumstance will be broadcast over the following stations:
 - a. Radio Stations – Philadelphia KYW 1060 AM (Code 748)
 - b. Television – Allentown WFMZ Channel 69 | Philadelphia WCAU Channel 10 | Philadelphia KYW Channel 3 | Philadelphia Fox 29
4. If UBCS cancels classes due to inclement weather, all school appointments, athletic events, and functions will likewise be canceled for that particular day.

F. Solicitation

1. UBCS is private property; unlawful entry on campus will be handled in consultation with local police authorities, as necessary.

2. Solicitation is not permitted at Upper Bucks Christian School without permission from the administration.

G. Visitors

1. Parents are welcome in the school at any time. For the security of our students, ALL visitors, including parents, are required to sign in at the school office before going to any other area of the facility.
2. Prospective students may visit at any time that does not interfere with the unique school scheduled items (field trips, achievement testing, exam days, etc.)
3. Visiting friends/family members should make arrangements to visit the school prior to doing so and must obtain permission from administration.
4. We request that all students who visit the school are doing so for the purpose of possible enrollment.

H. Withdrawals

1. Parents must meet with the administration and sign an Authorization for Withdrawal Form when withdrawing their child from Upper Bucks Christian School during the school year.
2. All tuition must be up-to-date, textbooks and library books must be returned, and all fees must be paid.
3. Grades, diplomas, credits, or transfer of records will not be forwarded to the new school until all outstanding fees are paid in full, including up to the time of the official withdrawal.
4. Upper Bucks Christian School will forward the withdrawing student's records when we receive a signed Request for Records Form from the new school. Parents cannot personally transfer records.