

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. Purpose of the Handbook

The Parent-Student Handbook provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Upper Bucks Christian School. Although the Handbook is not intended as a definitive statement on these subjects, it is written to answer the most frequent questions asked about the policies and procedures of the School. In the Handbook, no attempt has been made to explain the rationale for each policy or procedure, but it is important to realize that our policy and procedures are formulated as one way to implement our goals in Christian education as well as to provide for a safe, orderly, efficient, and consistent approach to problems. Commitment to these policies and procedures by students, parents, and staff enables the School to run on a smooth, orderly basis. Consistent support of them, however, will produce even more significant and lasting accomplishments for the students. We believe that Christian education involves

encouraging and training students for responsible action. These policies and procedures are basic guidelines that should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. The ultimate purpose of this book assists in the “of one mind” training of children to honor God with their whole lives.

C. 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 which includes: Central Bucks, North Penn, Palisades, Penridge, Perkiomen Valley, Quakertown, Souderton, Southern Lehigh, and Upper Perkiomen. Upper Bucks also ministers to students from various countries in Asia and Europe.

D. Mission Statement, Vision Statement, and Core Values

MISSION STATEMENT: Upper Bucks Christian School is a community Christian school that educates the next generation with a Biblical worldview to lead, serve others, and love God.

VISION STATEMENT: UBCS seeks to be a Christ-centered place of excellence in a loving and caring environment where students are equipped with the character and skills to navigate life successfully for God’s service.

CORE VALUES STATEMENT: The core values listed below speak to our strategic goals of preparing students to engage their world and culture for Christ; pursuing excellence in academics,

fine arts, and athletics; partnering with families in training their children to be committed followers of Christ; and striving for growth in spiritual formation and integrity.

Truth:

- Scripture is the revealed Word of God and is taught as truth.
- God’s Word should be integrated into all aspects of the learning experience.
- All truth is God’s truth.
- We are created in the image of God.
- We must confront sin and seek redemption.
- We know God as He is revealed in Christ and made present through the Holy Spirit.
- Students must have a personal relationship with Christ.
- Students are to live honestly and responsibly.
- Students are directed to fulfill God’s plan for their lives.

Excellence:

- Develop students with a biblical worldview who are well prepared in all academic disciplines.
- Understand the Christian mind should be the best mind, enlightened by the mind of Christ and one that integrates God’s principles with academic pursuits.
- Emphasize accurately interpreting God’s Word.
- Masters communication skills.
- Shows proficiency in mathematics and science.
- Understands history and God’s role.
- Appreciates literature and the arts.
- Reasons and thinks critically.
- Analyzes and appropriately uses information.

- Integrates faith and learning in all academic disciplines.
- Develops innovative curriculum and programs.
- Teaches Bible is an essential core subject in the academic curriculum.

Evangelism:

- There is nothing more important than encouraging people to respond to the Gospel.
- Encourage students to disseminate the Gospel to as many people as possible.
- Believe the ultimate purpose in living is to know and glorify God and experience eternal life.
- Live with an eternal perspective of a Heaven and a Hell.
- Begin with our school families and reach beyond to the rest of the world.

Spiritual Formation:

- Every learning experience aims to enable students to reach their full potential in Christ.
- Deepen the walk of the students we serve.
- Trust in God and be a person of character that pleases Him.
- Be honest in word and deed.
- Respect authority and be kind to one another.
- Introduce the doctrines of Christ's Lordship, sin, repentance, forgiveness, and justification by faith.
- Encourage students and parents to live by God's standard of holiness and obedience.
- Encourage the school family in scriptural study and application of God's Word in all areas of life.

- Live above reproach and inspire others to love one another.
- Be strong in character, rooted in God’s Word, and fruitful in life.
- Make disciples.
- Prepare for works of service.
- Develop an eternal view of life.
- Cultivate ability to think and process information in the context of a biblical worldview.
- Focus teaching on providing programs and services appropriate for the student.
- Establish awareness of the student’s relationship and responsibility to society.
- Develop students spiritually, intellectually, socially, and physically through every curricular and co-curricular activity.

Christian Leadership:

- Leadership from the Board, administration, staff, and faculty should be committed to following Christ.
- Leadership should teach and lead from a biblically integrated perspective.
- Leadership by the Board, administration, staff, and teachers models Christ in their leading and teaching.
- Leadership reflects and supports the school’s vision, mission, core values, and expected student outcomes.
- Leadership lives before an all-seeing God and understand it is subject to public scrutiny.
- Leadership exhibits love, justice, humility, and service throughout the community.

- Leadership implements in all cultural contexts a thoroughly biblical philosophy of Kingdom education.
- Leadership reflects Christ-like sensitivity relevant to a diverse school community.
- Leadership seeks to be worthy of the trust that has been placed in the school by our parents.
- Leadership holds themselves to the highest standards of accountability.

Biblical Worldview Orientation:

- Biblical Integration education is a life-long, bible-based, Christ-centered process.
- Its goal is to lead a child to Christ (salvation), build a child up in Christ (discipleship), and equip a child to serve Christ (ministry).
- It recognizes that the Bible is the foundation of all knowledge and must be integrated into education.
- It sees Jesus Christ as our authority and Lord of truth; He must have the preeminence.
- It acknowledges the work of the Holy Spirit in our lives and the guidance He gives.
- It focuses on what God intends every child to be for they are fearfully and wonderfully made (Psa. 119:14) and are creations in Christ Jesus (Eph. 2:10).
- It results in the formation of a worldview that is patterned after the worldview of one's teachers as they live a life patterned after God's Word.
- It equips students to fulfill God's highest purpose for man, to glory Him for life and eternity.
- It teaches students how to interact with the world.

E. Statement of Faith

1. 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).
2. 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).
3. 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).
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).
5. God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complimentary genders together reflect the image and nature of God (Gen. 1:26-27)
6. God 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).
7. 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).
8. 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).

9. 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).
10. 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).
11. 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).
12. 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).
13. 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).
14. We believe in the second coming of Christ, which will be visible and personal (1 Thess. 4:16-17; Rev. 19:11-21).
15. 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).

F. Expected Outcomes: A Portrait of a UBCS Graduate

UBCS desires to rise up a generation of godly leaders that have a Heart for God, a Mind for Truth, and a Passion for the World. UBCS desires that its students, upon graduation, are the next generation of Christian leaders that seek to impact our ever changing world (Vision) with the power of the Gospel. UBCS graduates are godly and inspired leaders that have a passion to learn, the courage to lead, and a commitment to serve with their God-given talents in the fulfillment of God’s purpose for their

lives (Mission). UBCS graduates live their lives based upon truth; striving for excellence in all they do; living their lives above reproach so a lost and dying world can see Christ in them; and sharing the principles of Kingdom education to all they serve for the honor and glory of God (Core Values).

1. Serve: A heart for God and others: UBCS desires to rise up a generation of godly leaders who have a Heart for God.

- Graduates who experience the love of Jesus Christ through example and teaching; to learn importance of showing love to others (Luke 6:40, I Peter 4:8).
- Graduates who passionately love Jesus more than anything else in this world. (Matt. 22:36)
- Graduates who show true character by their submissive hearts before Christ (Matt. 22:37, John 10:27).
- Graduates who express love for others that is seen in their relationships (Rom. 12:10).
- Graduates who exhibit convictions that are seen in strong morals and ethics (Rom. 12:1-2).

A Heart for God Benchmarks:

- Graduates have a visible and articulated testimony.
- Graduates are engaged in church and youth group.
- Graduates are engaged in spiritual growth activities.
- Graduates seek to fulfill the Great Commission.
- Graduates act appropriately.
- Graduates seek to be just and equitable.
- Graduates are peacemakers.
- Graduates serve well in family, social group, teams, etc.

2. Learn: A mind for truth: UBCS desires to rise up Graduates who have a Mind for Truth.

- Graduates whose lives are oriented on and effectively represent a biblical worldview (Matt. 7:24-25).

- Graduates who have acquired the finest education attainable in a school whose expectations are constantly being increased (Jeremiah 29:11, Prov. 24:14).
- Graduates who participated in a wide variety of co-curricular opportunities conducted in an atmosphere and with attitudes and behaviors that exalt Christ (Phil. 4:8-9, Phil. 2:5, Phi. 2:14, Rom. 15:5).
- Graduates who possess a well-developed intellect and love for life-long learning (Matt. 22:37, 2 Tim. 2:15).
- Graduates who utilize excellent written and verbal communication skills (Colossians 4:6).
- Graduates who exercise godly wisdom in decision-making and problem solving (Psa. 111:10).

A Mind for Truth Benchmarks:

- Graduates articulate biblical respect for all vocational callings.
- Graduates have a working knowledge of biblical theism and other worldviews.
- Graduates learn across disciplines.
- Graduates are proficient in transferring learning from one subject to another.
- Graduates utilize higher order thinking skills.
- Graduates have the ability to think logically.
- Graduates can justify conclusions.
- Graduates can evaluate a variety of problems.
- Graduates utilizes multiple strategies in problem solving.
- Graduates can utilize a variety of resources including technology.
- Graduates have the ability to develop thoughtful questions in problem solving.
- Graduates give evidence of responsible stewardship of Creation, life, time, and finances.

3. Lead: A Passion for the world: UBCS desires to rise up godly leaders who have a Passion for the World.

- Graduates who are equipped and empowered to fulfil their unique purpose and call. (Psa. 33:11, Jer. 1:5)
- Graduates who exist to exalt Christ and will be satisfied with nothing less (Psa. 34:3, Ex 15:2, Psa. 99:9).
- Graduates who serve others with generosity (Matt.20:26-28).
- Graduates who understand their God-given purpose and talents (I Peter 4:10).
- Graduates who lead by example with a positive influence on the home, culture, and world for the glory of God.
- Graduates who seek to fulfill the Great Commission.

A Passion for the world benchmarks:

- Graduates know God and help others know God.
- Graduates apply the unifying principle of God as the Creator and Savior.
- Graduates supply the principle of Creator-Savior to all content disciplines.
- Graduates understand the inherent tension between popular culture and a biblical theistic worldview
- Graduates evidence a commitment to bring life, beliefs, and behavior into conformity with the teachings of Christ.
- Graduates engage in community responsibly, both politically and socially.
- Graduates actively advocate for cultural and racial reconciliation.

G. School Accreditation and Faculty Certification

Upper Bucks Christian School is a member of the Association of Christian Schools International (ASCI) and the Keystone Christian Education Association (KCEA). Upper Bucks Christian School is

accredited through the state by KCEA since September 1988. A re-evaluation was conducted in December 1994, resulting in UBCS again receiving accreditation each year.

H. School Board

UBCS is governed by a school board. The purpose of the board is to work for quality education by:

1. Creating and advancing the mission and vision for UBCS;
2. Develop and approve overall school policies;
3. Providing guidance and assistance in the development of school goals and objectives;
4. Creating effective communication among parents, students, staff, and community;
5. Facilitating increased involvement of parents and other individuals in the education of their students at the school;
6. Participating in the development of plans and reports involving the school which are consistent with the overall objectives of the UBCS School Board;
7. Making recommendations and participating in the solution of issues;
8. 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 partner together to educate your child(ren) with a Biblical worldview to lead, serve others, and love God.

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. 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, a dental 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, and a dental exam in Grades 3 and 7.
- b. 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, but are not submitted to the state.
- 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 will be screened for Scoliosis to detect a possible curvature of the spine. Students in other grades may be checked upon request.
 - i. Grades 6 and 7 were selected by the PA Department of Education because they represent critical periods of growth and development in a child's life. The purpose of the screening is to detect possible curvature of the spine in children.
 - ii. 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 along with the "Permission to Administer Medications" form filled out in its entirety.
2. Acetaminophen (Tylenol), ibuprofen (Advil), antacids (Tums), and cough drops are available in the nurse's office and may be administered in accordance with the parents' permission that is updated annually on the student's Emergency Information via the FACTS System. Other medications also available with specific parental permission include: allergy medication (Benadryl), cold and sinus medication, gas relief, anti-diarrheal, and cough syrup.

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 (with oral thermometer)

or ≥ 100 degrees (with tympanic/ear thermometer) 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.
 - a. Students must be fever-free for 24 hours (without the use of fever-reducing medicine) before returning to school.
 - b. Students cannot return to school if they have had diarrhea twice or 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 (i.e. report cards), 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.
6. Financial Aid – financial assistance is available through our Variable Tuition program and all 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 Variable Tuition Committee will review your application, and the finance office will notify you of any assistance 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:

- Enable us to hold tuition costs as low as possible so that more Christian families can enroll their children in our school.
- Maintain a professional Christian teaching staff and enable them to have a reasonable salary commensurate with their calling.
- Permit extra courses to allow our students to grow culturally and professionally (arts, music, technologies, sciences).

For complete giving opportunities, please contact the school office via office@upperbucks.org.

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 office via office@upperbucks.org.
3. Christian Education Trust – recognizing the importance of Christian education for future generations, the Christian Education 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 Christian Education Trust invests donated funds to support Christian education and the operations of the school in the following ways and in the discretion of the trustees of the Trust:

- 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. Patron Appreciation Banquet – anyone who supports UBCS with a gift of \$500 or more during a given school year is honored at the annual Patron Appreciation 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 the success of a student's school experience. One cannot totally make up or compensate for absence from a class.

A. School Arrivals/Departures

Students from Kindergarten-12th Grade are provided with bus transportation by the school district in which they reside 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 their homeroom.
- c. Students in Grades K-6 arriving before 7:30 am must wait in Day Care Extended Care.
- d. Students arriving after 8:00 am must report to the office to sign in.
- e. Homeroom is an important part of the day because of devotions, announcements, and various other important communications. Due to this, students are expected to be at school for the beginning of homeroom at 8:00 am.
- f. In order to participate in any after school activity or practice, a student must be at school by the end of 3rd hour on the day of the event. (Exceptions granted for excused tardy or excused absence)

2. Departures

- a. All students leaving school before the end of the school day must sign out in the school office before leaving.
 - i. Students are permitted to sign out in the office to leave school during the day for medical appointments and for reasons requested by parental note.
 - ii. Please communicate with the school office no later than the morning of the requested time.
 - iii. Students are not permitted to leave school during the day for any other reason.
- b. After school pick-up
 - i. Elementary students who are going home by car may be picked up at the carport between 3:05 and 3:20 pm.
 - ii. 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 front of the Timothy Social Center between 3:16 and 3:25 pm.

- iii. 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.
- iv. 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. Positive COVID test result (need a copy of test turned in to school nurse)
 - iii. Death in the immediate family
 - iv. Impassable roads or vehicle trouble
 - v. 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 the beginning of 3rd Period will be counted as half-day absent.
4. Any student who leaves before the end of 5th Period will be counted as half-day absent.
5. Students who are absent for more than three (3) consecutive days may be asked to supply a doctor's note.
6. After the 10th cumulative absence in a semester, all absences must have a doctor's note.
7. 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.
8. In order to participate in any school activity or practice, a student must be at school, signed into the office, by the end of 3rd Period on the day of the event. (Exceptions for excused tardy or excused absence.)

D. Tardy Offenses

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. 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 $\frac{1}{2}$ 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.
4. Students who are not transported to school on a bus and are tardy must sign in at the school office upon arriving at school. Students who drive must first park and then come to the office; they should not park in the day care to sign in.

E. Early Dismissals

1. Students who leave before the end of the school day (3:16 pm) will be considered an early dismissal.
 - a. An excused early dismissal will carry no penalty. An early dismissal will be considered excused for the following reasons:
 - i. Doctor or dentist appointment

- ii. A child getting sick
 - iii. A parent note requesting for a student to be dismissed early for a non-medical appointment
 - iv. Special consideration will be given for “inclement weather”
 - b. If not for the above reasons, an early dismissal will be considered unexcused.
2. For every three (3) unexcused early dismissals, a student will be assessed a ½ day absence in the student’s attendance records. For every six (6) unexcused early dismissals, a student will be issued a detention.
 3. Students must sign out at the school office before leaving school. Students who drive must first sign out and then go to their car.

F. 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.

G. 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.

H. 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 Section

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. Academic Goals

- 1. Academic excellence in a Christ-centered environment.
- 2. Spiritual/character development in a caring, loving environment.
- 3. Enrichment of lives emphasizing creativity.

B. Grading Systems

Our grading system uses these symbols based on percentages:

<u>Letters</u>	<u>Equivalent</u> s	<u>Meaning</u>
A+	97-100	Superior
A	93-96	Outstanding
A-	90-92	Excellent
B+	87-89	Very Good
B	83-86	Good
B-	80-82	Marginally Good
C+	77-79	High Average
C	73-76	Average
C-	70-72	Low Average
D	60-69	Below Average
F	0-59	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.

C. Student Classification

1. To be classified as a:

Sophomore 5 credits minimum

Junior 10 credits minimum

Senior 15 credits minimum

Graduate 21 credits minimum *plus one (1) Bible credit per year at UBCS*

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

D. 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.

E. Honor Roll

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

F. Grade Reports

1. At the midpoint of the marking period, Progress Reports are sent home to parents indicating their student's achievement level.
2. 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.

G. 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. Note-taking is an important part of class participation.
 - h. 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 and semester exams.
 - 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).
5. Impact of Snow Days or unforeseen school closures

- a. Tests/quizzes, and homework scheduled for the first day of the unforeseen closure will be due the first day school resumes. Teachers may reschedule if circumstances dictate that being the best thing to do.
- b. Tests and quizzes due to the day classes resume after an unforeseen closure will be reschedule.
- c. Unforeseen school closures may impact the normal homework policy, but we will do everything possible to be reasonable in what is expected.

H. Honor's Classes

1. UBCS offers a variety of Honors classes for students in Grades 9-12.
2. Honors classes are designed to challenge more academically-oriented students.
3. Honors classes carry a 10% quality point increase over a non-honors class.

I. Advanced Placement Classes

1. Advanced Placement classes are available to Juniors and Seniors only.
2. In order to receive college credit for the Advanced Placement class, students must take a College Board AP Exam at the time it is offered by the College Board.
3. Advanced Placement classes carry a 20% quality point increase over a non-AP class.

J. Learning Support

1. The Learning Support Program focuses on the provision of supplementary teaching to students who require additional help in areas such as phonics, reading and comprehension, math, study skills, writing assignments, and reading tests aloud.
2. Learning Support may be with a group of students or one-to-one in the learning support classrooms.

VII. Student Conduct

PHILOSOPHY OF DISCIPLINE AND CONDUCT EXPECTATIONS

- “Do not be deceived: Bad company ruins good morals” (1 Corinthians 15:33)
- “... Train yourself for godliness” (1 Timothy 4:7)
- “For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.” (Hebrews 12:11)

The Bible clearly indicates that parents are responsible for the discipline (training and instruction) of their children. UBCS exists to partner with parents in this God-given responsibility. In developing our philosophy of education and discipline, UBCS attempts to always align ourselves as closely as possible to the Biblical instructions to parents so as to provide consistency between the training students receive at home and at UBCS. We see discipline as serving in two ways, a process and a product. God expects parents and other authorities to discipline children so as to produce a child who becomes a self-disciplined adult, who requires less supervision as he

grows (Proverbs 22:6). God-given responsibilities in the discipline process exist not only for parents and school, but also for the students themselves. Students are to respond to UBCS faculty and staff members with respect and courtesy.

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 Upper Bucks Christian School students. An orderly and disciplined environment is essential to discipleship and enables the student to learn. Discipline is positive training in the right direction.

Teachers seek to deal with each student in a Christ-like manner and correct students individually when appropriate. Corrective measures such as conversations with the student, communication with parents (by either a note, email, or phone call), loss of privileges, demerits, and detentions may be used, based on the circumstances. On occasion, a suspension or expulsion may be necessary if other steps do not result in the desired behavior.

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 values of UBCS may be asked to withdraw if the testimony of UBCS requires it.
2. A Spirit-filled life comes through an active personal relationship with Christ and the work of the Holy Spirit in a student's life. While conformity to school rules may result in good behavior, it does not produce a walk worthy of His calling (Ephesians 4:1). It is the desire of UBCS leadership that all UBCS students live a life that pleases God in

the decisions they make.

3. Students should behave in a way that reflects Christ even when they are away from the school. The testimony which students give when out 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. Student behavior: to accomplish our disciplinary goals and to allow for a safe educational environment, certain behavior by students cannot be tolerated and will result in disciplinary action.
2. Bullying Policy
 - a. Bullying defined: intimidating or harassing another student or staff member through words or actions. This is a serious offense and will not be tolerated. (1 John 4:7-8)
 - b. Bullying Awareness: as part of our required staff in-service training, and during opening school chapel with students and during other chapel times throughout the year, bullying is discussed. Examples of what bullying looks like and a discussion of the Biblical reasons bullying is sin and not tolerated is discussed.
 - c. Examples of bullying:
 - i. Physical Bullying
 - ii. Verbal bullying
 1. Unwelcome jokes, whether intended to bully or not
 2. Use of ethnic slurs

3. Use of gender-based insults or stereotype characterizations
4. Calling someone stupid or dumb
5. Any other label or name that would be considered hurtful, offensive, or derogatory
- iii. Non-verbal bullying such as social isolation and manipulation.
- iv. Cyber-bullying (social media or any other form of online communication).
- v. Negative comments towards other students who are different: academically, physically, ethnically, economically, or socially.
- vi. Any act that insults or demeans an individual in a way to cause distress or reluctance to attend school.
- d. Bullying Reporting:
 - i. Any reported incidents of bullying will be investigated and addressed by staff or administration as soon as possible, preferably before the end of the school day.
 - ii. Students and staff are prohibited from knowingly falsely accusing another of bullying.
3. 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.
4. Stealing, cheating, or lying is subject to disciplinary action.
5. Improper speech, vulgarity, or profanity may not be used at any time.
6. Firearms, explosives, knives, or anything that could be considered a weapon are not permitted.
7. Chewing gum is prohibited on school property.

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 expected.
4. Each student should strive to be considerate of others despite differences.
5. Making light of Bible classes, chapels, and chapel speakers is not acceptable behavior.
6. 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 disciplinary action. Such unacceptable behavior involves, but is not limited to, using or possessing tobacco (including vaping or electronic cigarettes) or alcoholic beverages; handling, using, or encouraging the use of drugs for anything other than medical purposes with a physician's prescription; 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 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. Willful damage or destruction of school property (desks, lockers, bathrooms, locker rooms, etc.) will result in disciplinary action. A student may be required to pay for damage to school facilities or equipment depending on the circumstances.
3. Students are expected to report any damaged furniture or other school property to the office immediately.
4. Littering is not permitted.

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 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. 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)
3. 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 (Rom. 12:1-2, I Cor. 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. It is the student and his or her parents or guardians who are responsible for dress consistent with the spirit and word of our dress code.

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 and consistent with student's birth sex. Consider the type of fabric, cut, and style of the clothing for your child's build.
4. The fit of all clothing should be appropriate in style and fit, loose and modest. Shirts and tops should be of appropriate length, and neither too short nor too long.
5. Printed messages or pictures on the clothing should be positive, not distracting, and consistent with the mission of UBCS. Please avoid pictures and phrases that would not line up with our Biblical worldview.

6. Sweatshirts and hoodies are permitted to be worn. However, hoods, hats, caps, and headbands are not permitted to be worn in class or during chapel.
7. Shorts are not permitted as normal school dress. During selected times of the year shorts are permitted to be worn by students in grades K-6 due to warm temperatures. The school office will communicate in advance when shorts are permitted during these times. Loose-fitting shorts may be worn for approved activities such as camp, field trips, field day, athletic events, and Walk-4-Bucks. Shorts should be modest, loose fitting, and of appropriate length (the length should be at least to the bottom of the fingertips when the student's arms are extended at their side).
 - a. Students in Grades K-8th may wear PE attire to school on the day they have PE Class. School modesty, tightness, and graphics/wording policies apply to PE attire.
 - b. For athletic team practices, both indoors and outdoors, shorts should be modest, loose fitting, and of appropriate length (the length must be at least to bottom of the fingertips when the student's arms are extended at their side).
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.
9. 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. Shoes: normal school dress includes shoes or sneakers in good repair, clean, and appropriate for school activities. (Open-toed shoes are not recommended due to recess and other elementary-age activities. Foam/shower style flip-flops and slippers and not appropriate school attire.)
3. Both boys and girls may wear jeans to school.
4. Printed messages or pictures on the clothing should be positive, not distracting, and consistent with the mission of UBCS. Please avoid pictures and phrases that would not line up with our Biblical worldview.
 - a. UBCS approved Spirit Shirts are acceptable.
 - b. T-shirts with a brand logo are acceptable (example: a shirt with a Nike swoosh, etc.).
5. Hairstyles should be neat, clean, cut in a non-distracting style, and of a natural color. For young men, hair length should be off the collar, ears, and eyebrows.

Specific Guidelines for Students Grades 5-12

1. Girls
 - a. Tops
 - i. Necklines should draw attention upward toward the face – no visible cleavage.
 - ii. Printed messages or pictures on the clothing should be positive, not distracting, and consistent with the mission of UBCS. Please avoid pictures and phrases that would not line up with our Biblical worldview. T-shirt styled tops that are cut and styled similar to a blouse and not of unisex style are permitted. A

- unisex shirt is a shirt that is made for both boys and girls.
- iii. Unisex style T-shirts are not permitted as school dress, except for UBCS Spirit shirts.
 - iv. Students are permitted to wear UBCS approved spirit shirts any day of the week.
 - v. Tops of shoulders should be covered front and back.
 - vi. Midriff should be covered front and back – no matter what the activity.
 - vii. Sweatshirts and hoodies are permitted to be worn, but hoods are not to be up indoors.
- b. Pants/Slacks
- i. Pants must be appropriate in style and fit, modest and loose fitting, designed for activity both inside and outside. Khaki style, blue jeans, and jean-style pants are permitted for all students. Jeans must be in good condition, not fraying, or with holes.
 - ii. Styles of pants/slacks to be avoided include low-cut waist, hip huggers, pajama style, cargo pants, overalls, and army fatigues.
 - iii. Fabrics to avoid include stretch, flannel, leather, and parachute fabric.
 - iv. Athletic pants or sleep wear 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. 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 four earrings may be worn in the lower lobe of each ear (one of the four may be a cartilage piercing and in the upper ear). No other body piercings.
- h. Tattoos or ink drawings are not permitted.

2. Boys

a. Tops

i. Shirts

- 1. Acceptable styles include: collared dress shirts or polos, long sleeve or three-quarter sleeve crew neck shirts or sweaters, short-sleeved shirts with buttons, v-neck, or chest pocket, Spirit shirts.
 - 2. Unacceptable styles include unisex t's (other than Spirit shirts), sleeveless/tank-tops, shirts designed to be t-shirts worn under another shirt.
 - 3. Unisex style T-shirts are not permitted as school dress, except for UBCS Spirit shirts.
- ii. Sweatshirts and hoodies are permitted to be worn but hoods are not to be up indoors.

b. Pants/Slacks

- i. Pants must be appropriate in style and fit, modest and loose fitting, designed for activity both inside and outside. Khaki style, blue jeans, and jean style pants are permitted for all students. Jeans must be in good condition, not fraying, or with holes.
- ii. Styles of pants/slacks to be avoided include pajama style, cargo pants, overalls, and army fatigues.
- iii. Fabrics to avoid include stretch, flannel, leather, and parachute fabric.
- iv. Pants/slacks must be regular length and must be worn at the waist. Baggy or oversized pants/slacks are not permitted.
- v. If pants have belt loops, belts must be worn.
- vi. Athletic pants or sleep wear 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 off 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 students are expected to maintain a Christian testimony and to positively represent UBCS at all times. Students are asked to follow school rules with a cooperative spirit, while displaying respect for God, family, faculty, and fellow students. All students will be treated fairly and reasonably. 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. Classroom Discipline Guidelines

- a. No talking in class without being recognized (raise your hand).
- b. Do not leave your seat without permission.
- c. Keep your hands, feet, and other things to yourself.
- d. Be kind in what you say to others and to your teacher.
- e. Accept and obey any instruction or discipline from a teacher.
- f. Do not sit on desktops and tables.
- g. As a matter of security, do not prop doors open.

2. Disciplinary Goals

- a. Respect authority (Romans 13:1)
- b. Use time wisely (Psalm 90:12)

c. Be considerate of others (Ephesians 4:29-32)

3. 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. Verbal warning: given for classroom behavioral issues and disruptions, and may result in a loss of recess time, depending on the circumstances.
- ii. Multiple warnings: if a student has multiple warnings in the same day for the same or similar behaviors, a loss of recess time, spending a portion (or all) of lunch in the school office, a conference with the school administration, and a parent notification are all potential consequences.
- iii. Ongoing discipline pattern: if a student demonstrates a pattern of discipline issues, the student will have a conference with school administration and parental notification will occur.

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. Demerit System: the demerit system is a discipline guide used to monitor a student's behavior. Demerits will be assigned based on the

infraction according to the following guide. Administration reserves the right to alter the number of demerits assigned based on circumstances.

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
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/ crude euphemisms	5	5	10	10	10	10	10	10
Defacing school property	10	15	20	25	30	-	-	-
Lying	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	-	-	-	-

- iii. The actual number of demerits assigned may vary based on the circumstance of the misbehavior.
- iv. The administration reserves the right to make the final decision concerning the assignment of any demerits for a student's behavior.
- v. Certain behaviors are included in the demerit system and are dealt with outside the above chart and according to the serious nature of these offenses, up to and including immediate dismissal from school.
 1. This includes behaviors such as bullying, fighting, use of tobacco (including vaping and electronic cigarettes), illegal drugs, alcohol, pornographic materials, and participation in immoral behavior.
 2. Social media trends and challenges designed

to harm others, damage property, and out of sync with the values held by UBCS are prohibited.

3. Inappropriate use of God's name is not acceptable at any time.

vi. Demerit Levels:

- **25 Demerits** – Letter sent home informing parents.
- **50 demerits** – The student is placed on conduct probation. The administration and parents will meet with the student.
- **75 demerits** – 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.
- **100 demerits** – The student is dismissed from UBCS. The student may not apply for re-enrollment for at least one (1) semester.

vii. Detention: detentions are served on Thursdays, starting right after school and ending at 4:15 pm. Students are under the supervision of a faculty/staff member during this time. A student must secure his own transportation in order to meet this obligation and must be picked up promptly at the Timothy Education Center by 4:20 pm.

1. A detention will be assigned for every 15 demerits received.
2. A detention will be assigned for every 6 unexcused tardy offenses.

- viii. 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. 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.
- ix. 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 (including vaping and electronic cigarettes) or alcoholic beverages.
 - d. Handling, using, or encouraging the use of drugs for other than medical purposes with a physician’s prescription.

- 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 one (1) full semester following in which the expulsion or withdrawal occurred.
- 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 one (1) full semester 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.

4. Disciplinary Probation

A student may be placed on disciplinary probation if he/she repeatedly or flagrantly ignores, disobeys or flaunts school regulation 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 an 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

The purpose of athletics at Upper Bucks Christian School is to give our young people the opportunity to use their God-given talents to represent Christ through athletics (1 Corinthians 10:31). We strive for Christian sportsmanship, excellence, and commitment from our athletes on the court, in the classroom, and around school. Our coaches strive to help each athlete to continually develop skills in the specific sport while also using the lessons obtained through athletics to teach our young people character development that can help them for life. We recognize the role athletics places to expose students to many aspects of life: being part of a team and something beyond themselves, recognizing their role and doing one’s best to fulfil that role, and to encourage and support one another. We strive to teach the handling of both successes and disappointments, and the importance of rule following and submission to authority – all important life lessons as they strive to live out a Biblical worldview.

Fall Sports

Volleyball (girls)

Soccer (boys)

Winter Sports

Basketball

(girls and boys)

Spring Sports

Baseball (boys)

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.
- c. Eligibility periods last five (5) school days, from Tuesday through Monday of the following week, typically.
- d. A student with a regular record of ineligibility may be excluded altogether from extra-curricular activities.
- e. A physical examination must be dated after July 1 before the current school 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. We desire to guide our students in their musical selections to honor God with our music, to exercise discernment in our choices, and to celebrate and enjoy the gift of music.
 - c. Upper Bucks Christian School seeks to provide opportunity for students to perform vocal and/or instrumental music in various settings: classrooms, chapels, concerts, and service opportunities.
 - d. Private music lessons are offered to students as time and expertise of our music teachers allow. Lessons take place during or after school at rates comparable with private lessons in our area.
 - e. Students in music classes and groups are expected to participate in all school concerts and scheduled activities.
2. Our music teachers strive to involve our middle school and high school students in other events that challenge them musically. These events are rotated based on the educational needs of the students, in consideration of what events provide the best motivation, experience, and learning. Typical events include KCEA All-State Choir, KCEA Fine Arts Festival, and inviting guest conductors to conduct Music Workshops here on campus. We remain open to different kinds of events that can serve this purpose.

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 need 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.

D. Student Council

1. Student Council is comprised of two students each from Grades 9-11 and the four senior class officers.
2. Student council members are chosen by their class.
3. The purpose of student council is to teach the biblical concepts of leadership through service and provide guidance in the planning and execution of those service opportunities (student-led chapels, High School Social, Spirit Week, volunteering with affiliated Christian ministries, peer-to-peer activities, etc.)

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 develop in our students a love for reading, which is at the core of learning. We strive to provide materials and assistance to the school community in order to meet curricular needs, develop information literacy, and promote a life-long love of reading by enriching the Bible-based curriculum of the school with an assortment of different kinds of literature and other resources. As an extension of the home, the library is designed to encourage spiritual learning and growth and provide any other materials deemed appropriate to the academic, spiritual, and social needs of the students.
 - a. Materials are selected to support and enrich the school's curriculum, the library's mission, the school's mission, and the functions of the library.

- b. The following criteria are used as a guide to selecting the most appropriate resources for the UBCS library:
 - i. Support of the curriculum and educational goals of the school
 - ii. Appropriateness, considering the age and ability level of the reader
 - iii. Literary and artistic excellence
 - iv. Accuracy and authenticity
 - v. Readability and interest to students
 - vi. Promotion of critical thinking skills and information literacy
 - vii. Permanence, including lasting educational importance and significance of the author and/or illustrator
 - viii. Favorable reviews found in reputable selection sources (top 2 sources being commonsensemedia.org and redeemedreader.com)
 - ix. Favorable recommendations by educational professionals
- c. In keeping with Upper Bucks Christian School's mission, the following materials will not be included in the school library:
 - i. Materials with the intent of undermining Biblical faith.
 - ii. Materials that reference romantic issues inappropriate for the age of the students or that promote normalization of non-Biblical sexual behavior.
 - iii. Materials with gratuitous use of inappropriate language and/or violence.
 - iv. Materials that promote a negative view of parents.
 - v. Materials that show little or no redemptive value.

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 make. These books and materials represent a major investment in the education of our students.
 - b. Gift materials will be accepted or rejected using the aforementioned criteria. Rejected gifts will be donated or disposed of at the discretion of the Librarian.
 - c. Selection is a continuous process which also includes the removal of materials no longer appropriate and the replacement of lost and worn materials. Removal of library materials is at the discretion of the Librarian, in keeping with the aforementioned criteria.
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. 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.

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. Bucks County Intermediate Unit Services

1. Intermediate Services are offered through the Bucks County Unit #22.
2. Services offered are remedial help in:
 - a. Speech/Language Therapy
 - b. Reading
 - c. Math

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.
- r. Other restrictions or regulations, whether temporary or permanent, will be communicated by your district office.

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. 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. No student is to be off the school grounds at any time during the school day without a parental note granting specific permission.
4. 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.
5. Students who drive and are late arriving to school must first park and then come to the school office to sign in. They should not park in the day care drop off area to sign in.
6. Students who drive and are leaving early should sign out in the office prior to going to their car.

XI. Miscellaneous Information

A. Cell Phone Policy

Upper Bucks Christian School recognizes the role that cell phones play in American culture and life. In addition to being a phone, many cell phones now also have Wifi and internet capabilities. While there are many benefits to this, if not properly controlled, cell phones can have a detrimental impact on a student's educational experience. Due to these factors, UBCS's cell phone policy will permit students to have cell phones on school grounds and at school functions under certain conditions. These conditions are more fully detailed in the "UBCS Cell Phone Policy" which is covered in detail with students at the beginning of each school year. A copy of this policy is available upon request.

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.
5. UBCS will issue student discipline up to and including suspension and expulsion if they are involved as a host or participate in content on the internet that devalues or disrespects persons, institutions, or Biblical values.
 - a. Posting on social websites like Facebook, Twitter, Instagram, Snapchat, or other similar sites that are in the opinion of school administration inappropriate will result in disciplinary action.
 - b. If a student's personal internet posting includes a threatening message to another student or staff member, a violent website, inappropriate comments about the school or staff, sexting, bullying, or inappropriate pictures and/or language, the student will face school discipline and if appropriate, authorities will be notified.

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 (tests, permission forms, etc.) must be signed by a parent/guardian and returned by the requested date.

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.

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.