

Show, Nurture, Teach, Empower

Upstate Christian Academy

A Ministry of the
Seventh-day Adventist Church



Calendar-Handbook 2011-2012



Dear Parents,

I would like to take this opportunity to thank you for entrusting your children to Upstate Christian Academy. It is our purpose to take these diamonds in the rough, and with the Lord Jesus' help, transform them to brilliant jewels for the kingdom of God! The home, school and church are all responsible in raising up future citizens of this land and heaven to come.

This handbook is published under the authorization of the School Board of Upstate Christian Academy. It contains policies and procedures of operation that are to serve as a guide in maintaining a close working relationship among parents, staff members, school board members, and students. The information provided herein will be reviewed and revised as necessary. The School Board reserves the right to change and/or add to any policy or regulation contained in this handbook. As these changes are made, parents will be notified through the school's monthly newsletter. We encourage parents and students to read carefully all regulations.

Please join us in praying for UCA on a daily basis during the ensuing school year so God's richest blessings may continue to pour upon us throughout the school year.

Yours in Christian Service,

David Pasos
Head Teacher

AFFILIATION

The Seventh-day Adventist Church operates the broadest unified church-related international system of education. Scattered among more than one hundred countries are 850,000 students, 47,000 educators, and almost 6,000 institutions. The church operates forty colleges and universities, including three medical schools that offer recognized graduate degrees.

ACCREDITATION

The Northern American Division Board of Regents, a recognized accrediting body for the US Department of Education, and the National Council for Private School Accreditation (NCPSA) accredits Upstate Christian Academy as a state recognized educational facility. We follow the adopted South Carolina guidelines for length of school year, attendance policy, student transfer, and immunization records. We are also inspected yearly by the Local Fire Department.

Upstate Christian Academy is also accredited through and/or supervised by the following bodies:

**Carolina Conference of the Seventh-day
Adventists**
Department of Education
P.O. Box 560339
Charlotte, NC 28256-0339

**Southern Union Conference of Seventh-
day Adventists**
Department of Education
P.O. Box 849
Decatur, GA 30031

PHILOSOPHY

The Seventh-day Adventist educational philosophy is based on the belief that the ultimate purpose of man is to love and serve God and fellow man. All instruction and learning must be directed toward reaching this goal.

*“Train up a child in the way he should go, and when he is old,
he will not depart from it.”*

Proverbs 22:6

Seventh-day Adventist church schools have been established in harmony with the divine plans of education by God to His people. It is our purpose to provide a Christ-centered program of studies and activities that will harmoniously balance the development of the physical, mental, spiritual, and social needs of the students.

“True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being and with the whole period of existence possible to man. It is the harmonious development of the physical, mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come.”

Education p. 13

MISSION STATEMENT

The Upstate Christian Academy family exists to *show* children Jesus, *nurture* their love for Him and others, *teach* them to think, and *empower* them to serve.

HISTORY of UPSTATE CHRISTIAN ACADEMY

Back in 1949 the South Carolina Greenville SDA Church decided to begin a school on the basement of the church with enrollment as high as 41 students at one time. By 1972 a new school building was finished. In 2004-2005 a gymnasium was completed.

Also in 2010 several churches joined forces (Anderson, Greenville Spanish and Greenville) and became the Upstate Christian Academy. Together we are working on achieving the goal: a Junior Academy.

SCHOOL OBJECTIVES/VISION

- To provide spiritual atmosphere in which prayer, worship, and doing the will of God will be seen as the ideal and accepted pattern of living.
- To help students achieve a Christian philosophy of life, and acquire the attitude, knowledge, and skills for a Christian character.
- To lead students to make a personal commitment to the service of their God, their church, and fellow men.
- To promote independent thinking and the highest academic achievement possible for each individual.
- To help students learn habits of healthful living, industry, promptness, reliability, accuracy, thoroughness, and self-reliance.
- To inspire love and loyalty for their country, and respect for recognized authority.

CURRICULUM

The curriculum shall conform to the SDA Conference guidelines. At the present time it includes Bible, English/Language Arts, Mathematics, Reading, Spelling, Social Studies, Science, Art, Music, Physical Education, and Keyboarding for our First Grade to Eighth grade classes.

The School board must approve all requests for curriculum changes or “special programs” outside the normal curriculum. All requests should first be brought to the School Board Chairperson, who will then consult with the Teacher before presenting the request to the School Board.

SCHEDULE

Our desire is that the educational program takes place in a genuine Christian atmosphere with teachers, parents, and students who firmly believe in the value of Christian education. The Bible is emphasized in the curriculum and its study is a daily experience.

The schedule for the year shall be in accordance with the printed schedule put out by the Carolina Conference of Education. All medical appointments and family vacations should be scheduled accordingly. The School Board will vote on any exceptions.

OPEN DOOR POLICY

We maintain an open door policy for parents during school hours. Our front door is kept locked after classes have begun for the safety of the students. If you need to come into the building during school hours you must go to either side door by the classrooms and inform the teacher of your need. Please take our schedule into consideration when dropping in, and remember that visitors (including parents) usually cause the children to react in an excited manner that does not normally occur when we are alone with them.

ARRIVALS-DEPARTURES

We will only release your child to you or someone else you designate, if someone else is to pick up your child; please notify us ahead of time. A verbal notice is adequate

on that day if the person is on the list of people who are authorized to pick up your child. If the person is not on that list we **must** have written permission to release your child. Please inform emergency contacts that if we don't know them they must provide a photo ID.

ADMISSIONS

South Carolina State Law requires that all children be enrolled in school if they reach age 6 before November 1. Kindergarten students must be age 5 before September 1. In the light of inspired counsel and recent educational findings, it is strongly recommended that children be as advanced in age as possible.

Enrollment is not limited to children whose parents are members of the Seventh-day Adventist Church.

It is the official policy of the Seventh-day Adventist Church in all of its Church operated schools on elementary, secondary, and higher education levels in the United States to admit students of any race to all the privileges, programs and activities generally accorded or made available to the students at schools, and to make no discrimination on the basis of race in the administrations, scholarship programs and athletic or extracurricular programs.

The School is not designed or equipped for "special education", and is not open for admission of students who are behind scholastically or experiencing adjustment difficulties or discipline problems.

REGISTRATION REQUIREMENTS APPLICATION FORM

The application form must be fully completed. The signed document requires thorough reading of the policies in this handbook along with any spoken ones made by the teacher at any time for a specific purpose. Parent(s) and student(s) schedule interview with teacher and submit application.

OTHER REGISTRATION REQUIREMENTS

- South Carolina verified proof of all required immunizations.
- Physical Examination by a certified doctor.
- Copy of Student's Birth Certificate.
- Have "C" average or better in academic subjects.
- Parents are to notify the school of any special educational needs of the child.
- All new students will be accepted on a probationary period of up to 60 days, and will be accepted only after action by the School Board.
- A transfer student will be placed in the proper grade for his/her achievement level. This will be determined by transferee's school records and/or test administered by the teacher.
- The registration fee and any previous balance are required on or before registration. (See previous balance section under FINANCIAL POLICY on page 17).

STUDENT INSURANCE

The school accident insurance program covers all students. All accidents should be reported to the school within 24 hours and the necessary forms completed.

FINANCIAL POLICY

The annual tuition will be set by the School Board. It is reviewed annually and adjusted according to necessity. Christian Education is an investment in the future of the child. It is the goal of the School Board to operate the school as efficiently and economically as possible.

Registration fee- \$300 per child for books ,student's insurance & Yearbook (non-refundable) which is to be paid in full on or before the day of registration. A \$70.00 graduation fee will be charged for 8th graders. This fee will cover graduation expenses.

Constituent- (Member of Greenville S.D. A., Greenville Spanish, Anderson Church)

1st child *\$2,375/yr. or \$250 for 10 months
2nd child *\$2,137.50/yr. or \$225 for 10 months *yearly rates show a 5% discount
3rd child *\$1,900/yr. or \$200 for 10 months

Non-Constituent- (Non-member of Greenville S.D.A., Greenville Spanish, Anderson Church)

1st child *\$3,325/yr. or \$350 for 10 months
2nd child *\$3,087.50/yr. or \$325 for 10 months *yearly rates show a 5% discount
3rd child *\$2,850/yr. or \$300 for 10 months

Tuition payments are due upon receipt of the statement. Statements are sent out the first of the month. Payments are "past due" by the twentieth of the month and a late fee of 5% will be charged if an account falls more than 10 days in arrears. If your account becomes more than 60 days in arrears the student's attendance will be in jeopardy. All checks returned for insufficient funds will incur a \$25.00 fee plus all bank fees we incur as a result.

Students with any outstanding balances will not be allowed to enroll in August until the account is paid in full or arrangements have been made. Any delinquent account from a sibling who attends UCA must also be settled before another family member is admitted. Report cards and cumulative records will not be released until the account is paid in full.

Checks should be made payable to and mailed to:

Upstate Christian Academy
Attn: Treasurer
1704 East North St.
Greenville, SC 29607

PAST DUE ACTION

30 days- A letter will be sent to the Parent/Guardian requesting payment. The Finance Committee and Board Chair are notified.

45 days- Parent/Guardian will be contacted by a member of the finance committee.

60 days- The student(s) will not be allowed to attend classes until suitable arrangements have been made.

REFUND POLICY

If a student withdraws prior to the end of the school year charges will be figured out on a per day basis. The registration fee is **NON-REFUNDABLE**. Any refund due will be issued to the parent/Guardian in check form.

ATTENDANCE POLICY

The school day will begin promptly at 8:00 AM and end at 2:30 PM. No student should arrive at school before 7:45 AM or picked up after 2:45 PM unless PRIOR arrangements have been made. Students are not to be left at the school before the teacher arrives.

TARDINESS

Punctuality is essential in the proper development of character. Habitual tardiness is counter-productive, for it encourages irresponsibility in the student. When a tardy student enters the classroom it causes disturbances, time wasted, and unnecessary repetition of instructions.

EXCESSIVE TARDINESS

If the student accumulates ten unexcused tardies per quarter, the student will be suspended. Before the student can return to school, the student and their parent will need to meet with the School Board to explain how the problem will be corrected.

DRESS STANDARDS

A student's manner of dress does influence his behavior and contributes to the overall classroom environment. While dress is ultimately an individual matter, modesty and simplicity require that certain standards be taken into consideration. Parents and students may not always agree with the standards of the school, but cooperation in this matter is necessary.

School uniform:

Girls

- Skirts, skorts, pants, jumper (navy blue, khaki, or black jumpers/shorts. Skirts in navy or green plaid)
- Shorts and pants must be Docker style flat or pleated front (no sagging or tore style)
- Polo shirts (navy blue, white, red, powder blue, forest green, pastel yellow, pink)
- Blouses white, powder blue.
- Shoes must be non-marking and have backs. No flip-flops or Heelies!
- Hooded sweatshirts in red or navy with school's name monogram. These can be ordered through the school.

Boys

- Pants or shorts (navy blue, khaki, or black) Docker style with flat or pleated front (no sagging or tore style)
- Polo shirts (navy blue, white, red, powder blue, forest green, pastel yellow)
- Oxford shirt (white, blue stripe, pale blue)
- Shoes must be non-marking and have backs. No flip-flops or Heelies!

- Hooded sweatshirts in red or navy with school's monogram. These can be ordered through the school.

All students must have a red polo shirt with the school monogram for field trips. Uniforms may be purchased from the J.C. Penny's catalog- School Uniforms

- Jewelry such as bracelet, anklets, rings, necklaces, and earrings are not permitted.
- If make-up and nail polish are used it should enhance **natural** appearance.

ABSENCES

When students are absent for any reason it causes a disruption in their learning program. To receive the maximum benefit from school, as well as to prepare him/her for the future, each student must be in regular attendance. Although the Pre-Kindergarten and Kindergarten grades may not have regulations as strict as the children in grades 1st thru 8th we strongly suggest keeping absences to a minimum; as these may interrupt the learning system that the teacher has worked for them.

EXCUSED ABSENCE

Written verification dates and signed from the parent or physician is required for **any** absence. Chronic or extended absence due to illness must be verified by a Doctor's statement. If a parent knows in advance of an absence, arrangements must be made with the teacher in advance. When a student returns to school from an excused absence it is the student's responsibility to make arrangements with the teacher to make up the work. The following shall constitute excused or valid reasons for the temporary non-attendance of a student at school:

1. Illness or injury
2. Quarantine
3. Death in immediate family
4. Medical or Dental appointments
5. Religious observance.

UNEXCUSED ABSENCE

A student's absence from school for any reason other than those listed under "Excused Absences" is unexcused.

EXCESSIVE ABSENCES

When a student is absent more than 10 days of the school year for any reason, his advancement to the next grade will be in jeopardy.

GRADING

In an effort to maintain the highest scholastic excellence, daily grading will be on a percentage basis and will closely follow these guidelines for grades:

- A. =90-100%
- B. = 80-89%
- C. = 70-79%
- D. = 60-69%
- F. = 0-59%

The minuses and the pluses of each letter grade A through D will fall within this range. All schoolwork not finished in class automatically becomes homework and is due by the class time the next day unless otherwise arranged for by the pupil. Progress reports are issued at the end of each nine-week period. Parent/Teacher conferences are

held after the first and the third quarters. Progress reports are sent home with the student at the end of the second quarter and mailed home at the end of the school year.

ACHIEVEMENT TESTS

Standardized tests are given annually to all students in grades 3 through 8 in the spring. It is important that each student be in school during this time as this test helps the teachers evaluate the strengths and weaknesses of each student. Results from the Standardized Achievement Tests (ITBS) are provided in the spring from our fall testing. **Parents are welcome to discuss their student's progress with the teacher at any time by making an appointment.**

RETENTION

At UCA we want to ensure that each student masters new information and concepts as they are presented. Because of different abilities and learning styles some students are slower than others in the academic progress. When a student falls behind a meeting may be called to discuss possible interventions. If after various interventions are tried and the student continues to fall behind academically it may be necessary to retain the student. This decision is made by consensus of the teacher, parents and principal. The following will be considered for retention: 1. A student in first grade who hasn't mastered a minimum reading or math requirement. 2. A student who has accumulated absences of over 30 days. 3. A student who has demonstrated a decided lack of effort and has failing grades.

If a student demonstrate severe deficit academically, emotionally and/or behaviorally, it may be recommended that the parent/guardian arrange a psycho-educational assessment by a certified school psychologist at the local public school district to determine if there are serious physical, learning, emotional and/or behavioral disabilities which may be affecting the student's learning ability.

DISCIPLINE

The highest aim in disciplining a child is to turn him/her to Jesus, their Savior. Discipline must be done in love and firmness. The lessons learned in taking responsibility for their own actions are the only ones that will have a lasting effect on behavior change. Only as discipline comes from within will it be effective. Persistent behavior problems will be handled in the following ways:

- A. Council and/or removing the child from center stage.
- B. Referral to parents.
- C. Referral to School Board.

No corporal punishment will be administered at the school. Suspension and/or expulsion will be employed as a last resort. The following behaviors will result in suspension and the continuation of any of these behaviors will be in expulsion.

1. Fighting
2. Persistent disrespect to teacher or peers.
3. Rude or coarse language, such as swearing, cursing, and obscenities.
4. Possession of or bringing firearms or explosive material to school. **NO EXCEPTION.**
5. Use of tobacco, alcoholic drinks, or use of a controlled substance without a prescription or the conveyance of any of the former.
6. Conveyance of threat to teacher, classmates, or staff.

We stress two main patterns of behavior: respect of other people and respect of property. The rules are explained to the children frequently, so that they are familiar with the guidelines.

PARENT-TEACHER RELATIONSHIP

The success of the school depends in a large measure upon the fullest cooperation between parent and teacher. Should any question arise, please communicate promptly for a resolution of the matter by requesting an appointment, where full attention can be given to the concerns that will be addressed.

GRIEVANCE PROCEDURE

1. Contact the teacher after school hours.
2. If no resolution can be obtained, document the problem and discussion with teacher then contact the School Board chairperson for an appointment with both chairperson and teacher.
3. If no resolution can be obtained, a School Board meeting will be called and the problem presented before the School Board. The Carolina Conference Educational Superintendent will be invited to this meeting. School Board meeting minutes will be forwarded to the Conference per standard procedure.

RESPONSIBILITIES OF THE STUDENT/PLEDGE

More specific guidelines will be called to the attention of the students from time to time as circumstances demand. Those rules adopted and announced by the faculty or School Board during the school year are as binding as those printed in this bulletin.

- The student is to show due respect for the Word of God and maintain a reverent attitude during religious exercises.
- He/she is also to practice acceptable principles of Christian morals, ethics, fair play, and courtesy in all school relationships.
- He/she will abstain from rough and uncouth behavior, and refrain from any act that injures, degrades and disgraces anyone.
- Students are to conduct themselves in a manner consistent with a refined home. Loud talking, running in the building, scuffling, and conduct of a boisterous nature is out of order. Vile and profane language is not acceptable.
- Expenses for replacement or repair of school or student's properties (books, desk, chairs, equipment, etc.), which are lost or abused, will be charged to the offending student's account.
- Relationships that border on courting or inappropriate association are not appropriate and will be discouraged.
- Bicycles ridden to school are to be walked onto the school grounds and left until school closes. Skateboards and roller skates are not allowed on school grounds.
- Students are not to bring knives, matches, lighters, playing cards, radio/CD/tape recorders/Game Boys, or video games to school.
- Use of tobacco, alcoholic drinks, drugs, or the bringing/possession of firearms are a violation of school policy as well as state law. Violators will receive disciplinary action and expulsion.
- Students will provide their own pencils, paper, notebooks, crayons, tape, eraser, scissors, etc. Personal belongings should be labeled and put away at all times.

ZERO TOLERANCE POLICY

Conveyance of threats to do physical harm to other students or staff will demand a prompt disciplinary action, suspension, and/or expulsion.

HARRASMENT

UCA is committed to provide a school environment free of any type of harassment (sexual, bullying, etc...) for all students. Incidents of harassment should be reported to the school's authorities. Students who harass others are subject to discipline up to including dismissal

RESPONSIBILITIES OF PARENTS

Our primary objective is to help prepare your child for Christ's soon return. Many influences will neutralize a child's desire for spiritual things. Among the most detrimental is absence of family worship, excessive TV viewing, listening to rock music, insufficient sleep, no breakfast or a high sugar breakfast. We appeal to you to make the home environment a complement to ideals of Christian living and learning.

Every moment is precious in the economy of teaching, especially with the multi-grade program. In the interest of giving your student the necessary time and attention, we must ask you to avoid non-emergency interruptions to the classroom environment.

Each child should drink plenty of water and get between 8-10 hours of sleep nightly in order to do his best work.

Unclean meats are not to be brought to school. Is preferred that clean meats not be included in lunches. Caffeine drinks are not to be sent at anytime. If lunch ideas are difficult for you contact the teacher for ideas and resources. By minimizing the ingestion of products that contain large amounts of sugar (sodas) you may greatly increase your child's ability to concentrate in the classroom.

The microwave is for quick warming of lunches only, about 2 minutes for each lunch. Except in cases of emergency, students will not share lunches.

ILLNESS POLICY

The health and well being of all of the children here at Upstate Christian Academy is very important to us. It is for the protection of the children that we must insist on strict adherence to our illness policy. Please read it carefully.

Symptoms Requiring Removal of Child from School

- ✓ **Communicable Diseases:** Not permitted by law in school. Some of these illnesses are, but not limited to: Infectious Conjunctivitis (pink eye), Impetigo, Hepatitis A, cabbies, Ringworm, Infectious Diarrhea, Chicken Pox, Scarlet Fever, Lice, and Strep Throat. If your child is thought to have a communicable disease you will be notified and asked to pick him/her up. The student will be accepted back into school when no longer contagious. We may require a doctor's note, at our discretion, for returning to school. All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for.
- ✓ **Fever:** Not permitted. The student needs to be fever free for a minimum of 24 hours period before returning to school without the aid of any fever reducing substance. Administering a medication to reduce your child's fever so that you can bring him/her to school is ground for termination.
- ✓ **Diarrhea:** Not permitted.
- ✓ **Vomiting:** Not permitted. If the student vomits while at school you will be expected to come within the hour to pick him/her up. The student must stay at home until 24 hours have passed with no vomiting episodes.

- ✓ **Runny Nose & cough:** The student may be brought to school if he/she has a common cold (slight occasional cough, clear runny nose, occasional sneezing). Discharge of any color other than clear is not acceptable in school.
- ✓ **Rashes:** Not permitted. Any rash will require a note from the doctor stating it is not contagious.
- ✓ **Runny and/or Crusty Eyes:** Not permitted. Watery, matted and/or re/pink eyes are not acceptable in school under any circumstances. A period of 24 hours must pass after symptoms before returning to school.
- ✓ **Lice:** Not permitted back until after the second treatment and no nits are present. Your child will be inspected by us upon arrival at school before your leave.
- ✓ **24-Hour Rule:** The student must be free from any of the previous symptoms for a minimum of 24 hours before returning to school.

DISPENSING MEDICATION

Only the teachers will be responsible for administering medications. All medications will be stored in a secure location. All medications must be brought to the teacher inside the original container, clearly labeled with the name of the student, name of medication, appropriate dosage and time of each dose written on it. A medication log will be kept for each child that receives medication and kept in file for record keeping. The medication will only be administered following the physicians orders. The parent/guardian must sign a school form giving permission to the school staff to administer this medication. Over -the-counter medication may be provided to the student by the staff provided that the parents/guardian signed the medication form. Inhalers are to be registered with the teacher and kept in an agreed location to be used as needed.

MEDICAL EMERGENCIES

Our school staffs are trained in Infant/Child/Adult CPR & First Aid. In a case of an emergency we will administer the necessary first aid required. If necessary, The Greenville Emergency System will be notified and the student will be transported to your designated hospital. **YOU WILL BE NOTIFIED AS SOON AS POSSIBLE.** All costs involved in emergency treatment and/or the cost of an ambulance is your responsibility. The Upstate Christian Academy will not be held liable for any sickness/injury of either parent/guardian, family member while on these premises.

TEXTBOOKS

All textbooks are property of UCA. Students are responsible for the proper care of textbooks. Damaged books will be evaluated and fees charged accordingly. Lost books will be replaced by the parent/guardian at cost; if the book is found the full price will be refunded minus a \$5.00 handling fee.

SCHOOL TELEPHONE POLICY

The school telephone is for school business only. Students should not be called during school hours except in cases of emergency. All phones, during school hours, are to be used only with the permission of the teacher. Transportation arrangements must be made before the school day begins. If a change occurs, parents should contact the school. This is the parent's responsibility. If a student is to leave with anyone other

than those listed on the transportation consent form, the teacher must be notified by the parent, not the student. **Cell phones are not to be brought or used at school. If your child needs a cell phone for emergency use, it must be handed over to the teacher for safe keeping during school hours.** If the school phone must be used calls must be limited to 3 minutes.

VISITORS

Parents are always welcome at the school and they are encouraged to visit classrooms. Regular times for conferences are scheduled throughout the school year. The teacher's time is valuable to the student's and all visits must be previously arranged with the teacher. If a student is to be picked up during school hours, the parent must notify the teacher and wait outside the classroom for the student to be dismissed.

ASBESTOS

In compliance with 40CFR part 763.93, we are pleased to announce that the Upstate Christian Academy (previously known as Greenville SDA Church School) appears to contain no asbestos-containing building materials.

OUTDOOR EDUCATION

The 5th thru 8th grade classes attend a special educational program for a week every other year. During this time they study, work and worship God in the outdoors. A fee is charged for this activity.

STUDY helps

The following suggestions may be of help to the students in developing good study habits.

- Have your own materials so you can work independently.
- Get assignments accurately.
- Begin work promptly.
- Concentrate on your work; don't let your mind wander.
- Review previous work and relate it to the new lessons.
- Use correct English, spelling and good penmanship.
- Examine all papers returned; understand mistakes marked.

BAD WEATHER POLICY

In bad weather, the school will follow the actions of Greenville County School regarding closing due to weather, unless otherwise advised prior to 7:00 AM by the principal/teacher, School Board Chairman, or Pastor. There are 3 main ways for this communication:

- 1) Watch WYFF- Channel 4 News. Our school's information will appear under Private schools. School's Website www.upstatechristianacademy.org. Any update will be posted on the main page.
- 2) Direct phone call from the school staff, chairman, pastor.

Many students and/or parents have accounts on the Internet website "Facebook". Our school does not promote the use of this website, but because most parents and/or students may have a "Facebook" account, a message may be posted through this site also.

FIELD TRIPS/CLASS TRIPS

At UCA field trips and class trips are an integral part of the total educational experience. Students are required to participate in these trips. Some activities may have an assessed fee. UCA will give notice as necessary. All students must keep the Standards of Conduct and Dress as if present at school. All students participating in field trips must wear the assigned shirts with the school logo. Each student participating of these field trips must have a written permission signed by the parent/guardian. Parents providing transportation for field trips must provide proof of liability insurance. You may be requested to provide a car seat for the day.

LIBRARY/MEDIA CENTER

All students have access to the library to check out books and do research. Damaged or lost books are the responsibility of the student and parents. The library is upgraded each year by the ANGEL (Adventist Network of General Educational Libraries) program, a library service sponsored by the Southern Union Conference. The fee for any lost book is \$10.00 for paperback and \$20.00 for hardback books. The cost of replacing it will be charged to the student's school statement.

All students of Upstate Christian Academy have full access to books in our library, a full online library database and Encyclopedia; Encyclopedia Britannica. To have access to these online links just visit the school's website www.upstatechristianacademy.org, click under the links button and choose either Angel program for the library database or choose Encyclopedia Britannica.

There are several other important links on our website as Adventist Parenting Tips link, 3ABN, Adventist Edge Curriculum, Counseling contacts, Adventist Educational Centers, etc.

GUM POLICY

Chewing gum is not allowed in the school premises. Non-compliance will result in a conduct slip being issued, and a \$3.00 charge that must be paid before the student returns to class the next day. After the 3rd ticket is issued the fee goes to \$10.00.

COMMUNICATION

UCA wants to have a tool of communication between parents and school. For this reason a monthly school newsletter will be sent home. Please encourage your child to bring this home so you may be aware of current and upcoming activities at school. The school's website is: www.upstatechristianacademy.org . It will also be available through our web page.

EXTRA CURRICULAR ACTIVITIES

UCA includes activities such as, but not limited to: Career Day, Fund Raising Activities, March Madness, Worship Services, Week of Prayer, Outdoor Ed. (5th – 8th), Chimes, Puppets, School parties & Social events (Thanksgiving, Christmas), Fall Fest, Book Fair and Community Guests

COMPUTER AND INTERNET POLICY

We are very pleased to bring this access to U.C.A. and believe the use of Computers and Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

All use of the computers must be approved by the teacher. No personal games or discs from home would be accepted or used on the computers except those revised and approved by the teachers and with educational value. The school's computer's cannot be tampered with or changed in any way except with the consent of the director or school administration.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

- 1) Electronic mail (e-mail) communication with people all over the world.
- 2) Public domain software and graphics of all types for school use.
- 3) Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics.
- 4) Access to many University Library Catalogs, the Library of Congress, and ERIC, a large collection of relevant information to educators and students.
- 5) Graphical access to the World Wide Web, the newest and most exciting access tool on the Internet.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. U.C.A. has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We (Upstate Christian Academy) firmly believe that the valuable information and interaction available on this worldwide network far out weighs the possibility that users may procure material that is not consistent with the educational goals of the school. Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If an U.C.A. user violates any of these provisions, his or her privilege will be terminated and future access could possibly be denied.

Internet--Terms and Conditions of Use

1) **Acceptable Use** - The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Upstate Christian Academy. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

2) **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or teacher who receives an account will be part of a discussion with a U.C.A. staff member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may deny the use at any time as

required. The administration, faculty, and staff of U.C.A. may request the system administrator to deny, revoke, or suspend specific user accounts.

3) **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a) Be polite. Do not get abusive in your messages to others.

b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

c) Illegal activities are strictly forbidden.

d) Do not reveal your personal address or phone numbers of students or colleagues.

e) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

f) Do not use the network in such a way that you would disrupt the use of the network by other users.

g) All communications and information accessible via the network should be assumed to be private properly.

4) **U.C.A. makes no warranties** of any kind, whether expressed or implied, for the service it is providing. U.C.A. will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. U.C.A. specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5) **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or teacher. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

6) **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.

All students must receive written permission from their Parent/Guardian to be able to use the computers and internet at school by filling out the form provided by the school. The Computer and Internet use Agreement will be kept in each student's file.