

# UPTON LAKE CHRISTIAN SCHOOL



37 Shepherd's Way  
PO Box 63  
Clinton Corners, NY 12514  
[ulcs@ccefcny.org](mailto:ulcs@ccefcny.org)  
Phone 845-266-3497  
Fax 845-266-3828

## Student and Parent **HANDBOOK**

Updated 8/10/2009

Please also see our website: [www.uptonlake.com](http://www.uptonlake.com)

## **WELCOME**

Welcome to Upton Lake Christian School! This educational ministry of the Evangelical Free Church of Clinton Corners is the result of the dedicated support of its members, school parents, and friends. Their vision was to establish a school for the purpose of providing a quality, Christ-centered education to our most precious resource - young people.

God holds parents responsible and equips them with His Word and Spirit for the training and development of their children. Our school, as an extension of the Christian home, is here to serve parents in that task. The home, church, and school can work together to meet the needs of the maturing student. Character traits as spoken and modeled in God's Word such as honesty, integrity, righteousness, and humbleness will be encouraged. Working together, we can see all students reach their individual potential in the center of God's care.

This handbook is provided for your convenience. It contains information regarding school regulations. We hope you will find it helpful.

The School Council of  
Upton Lake Christian School

## **EXPLANATION OF EMBLEM**

The school emblem appears on the cover of this handbook, and includes the following:

- ◆ An open Bible, symbolizing the truth of God's Word.
- ◆ A lamp, symbolizing God's Word as the basis of all knowledge and wisdom.
- ◆ A cross, symbolizing Christ's sacrifice for sin.
- ◆ These are enclosed with a laurel wreath and they symbolize the vision, values and victory which the believer has in Jesus Christ.

## **SCHOOL VERSE**

"In Him (Christ) are hid all the treasures of wisdom and knowledge." Colossians 2:3

# HISTORY OF UPTON LAKE CHRISTIAN SCHOOL

In 1976 a group of Christian parents from the Evangelical Friends Church of Clinton Corners, concerned about the increasing secular and humanistic attitude in the public schools, established a Christian day school. Its purpose was to provide an excellent, basic academic education from a Christian perspective. The new school was named the Community Friends Christian Academy, and consisted of one teacher and a few students meeting in the basement room of the old church building.

The school experienced a steady growth, and in 1978 the name was changed to Upton Lake Christian Academy, which then had reached its enrollment capacity of 30 students in grade levels 2-1. With the rapid expansion of the church and the growing interest in the Christian School movement, the Lord wonderfully provided, in the spring of 1980, for the purchase of a large tract of land nearby. Thanks to the hard work of devoted church members and school parents, the existing Annex building was totally renovated in just 45 days. By the opening of school that fall, the enrollment had nearly doubled to 56 students, including a new kindergarten program.

In 1983 the name of the church was changed to the Evangelical Free Church of Clinton Corners. God provided in every way, working miracles of faith and sacrifices as the school enrollment increased to over 100 students. The first class of 8 students was graduated in June of 1985. Since then, these students have gone on to distinguish themselves in college and chosen careers.

In December of 1986, the church completed a beautiful new building, which provided three additional classrooms and a gymnasium for the school's use. In 1989, another wing was added to the church and three more classrooms became available. In the spring of 1990, the school council made a commitment to the high school – the curriculum was changed, facilities were given a facelift, and teachers were hired. Everything was done to bring Upton Lake Christian School to the forefront of educational institutions in Dutchess County. Even today, changes are being made so we can better prepare our students for the 21st century.

God continues to bless this ministry. He provides for our needs and challenges our students. It is our hope that we, as His servants, remain faithful to His Word and the vision of the school's founders as we move forward in the vital task of educating our young people "in the training and instruction of the Lord."

# MISSION AND VISION STATEMENT

## MISSION:

Upton Lake Christian School is a Christ-centered, educational community serving Christian families under the authority of God's Word, and equipping students to glorify God through the exercise of His wisdom, love and purpose.

## VISION:

**Teaching to transform lives:** Our teachers and staff want to encourage each student to love learning, to explore new worlds of knowledge and truth, and to give each child hope and encouragement on the path to adulthood.

**Creating a passion for God:** We teach Bible, and our fervent desire is for each student to develop a personal hunger for and dependence on God. We encourage joyful celebration of Christ here at Upton Lake Christian School.

**Preparing today's youth for tomorrow's challenges:** We provide an academic program and develop in students Christian character and life skills to help them realize their God-given potential. This includes Bible study and worship, guidance and individual support, computer training, sports and extracurricular activities, and interactive family events.

## **Statement of Faith**

**Adopted from the E-Free Church as of 8/10/07**

### **God**

We believe in the one, holy, almighty God who eternally exists in three persons, Father, Son, and Holy Spirit. He, as creator and sovereign ruler of the universe, is righteous in all His ways, and holy in all His works.

### **Jesus Christ**

We believe that Jesus Christ, as the Scriptures affirm, is the pre-existent, eternal son of God and Son of man, conceived of the Holy Spirit, born of the Virgin Mary and is Himself very God. He is one person having two distinct natures - fully God, and fully man. We believe that Jesus came into this world to redeem man from sin and Satan and that this redemption is sufficient for all mankind. We believe that Jesus accomplished this salvation through His substitutionary death on the cross. He was then buried, and on the third day was bodily raised from the dead, triumphing over sin, death, Satan and Hell. We believe that the resurrected Christ ascended into heaven where He is even now at the right hand of God The Father, making intercession for believers. We believe in the visible, premillennial, personal return of Jesus Christ in power and glory.

Also shall we ever be with the Lord. @ 1Thessalonians 4:17

### **Holy Spirit**

We believe that the Holy Spirit, the third Person of the Trinity, is fully God. We believe the office and work of the Holy Spirit is to convict the world of sin, righteousness and judgment. He guides us into all truth, glorifies the Lord Jesus Christ, and is an ever-present comfort to the believer. We believe that at the time of conversion each true believer is baptized by the Holy Spirit, placing him in the body of Christ. The Holy Spirit seals the believer. We believe that the filling of the Holy Spirit is an ongoing work, dependent on the yielding of the believer to God. We believe all true believers receive gifts from God to aid, edify, and build the church. These gifts are administered by the Holy Spirit and are given according to the will of God and not the will of man. We believe that the fruit of the Spirit (Galatians 5:22, 23) is the evidence of the Holy Spirit working in the life of the yielded believer, changing him into the image of Christ.

### **The Scripture**

We believe that the Scriptures consisting of the Old and New Testaments in their entirety are verbally inspired of God. The Bible is the Word of God, and does not merely contain the Word of God. The Scriptures are inerrant in their original writings, and thus are the infallible, supreme, and final authority in faith and practice. We thus submit our Statement of Faith to the test of Scriptures.

### **Man**

We believe God created man in His own image, that man sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God. We believe that mankind is born with a sinful nature, is guilty and deserving of the wrath of God, and thereby is in need of salvation.

### **Salvation**

We believe that Salvation was accomplished for all mankind by Christ on the Cross. However, though salvation is an accomplished fact, each person must personally receive salvation by placing his / her faith and trust in Christ, and by repenting of his / her sins. We believe that salvation is totally by the grace of God, completely apart from any merit or works of man.

### **Devil and Hell**

We believe in the existence of a literal Devil, also called Satan and Lucifer in the Scriptures. We believe that Satan is a created being, a fallen angel, was cast out of heaven, was in the Garden of Eden to tempt man and woman to sin, and was cursed by God. He is therefore the enemy of God and man, and is to be resisted by believers. We believe in the existence of a literal place called Hell and the Lake of Fire, which is the eternal punishment of those who have rejected Christ, and the final end of Satan and sin.

### **The Church**

We believe in the one true church, made up of all true believers, which is the Body of Christ, whose head is Jesus Christ Himself. We believe that while all true believers are members of the Body of Christ, they should seek to assemble and fellowship with a local body of believers, where God is worshiped in spirit and in truth, where His Word is honored, taught and obeyed, where Jesus Christ is lifted up as Savior of the world, and mutual edification is practiced. We believe the two ordinances of the church are the Communion Table or the Lord's Supper, and the Believer's Baptism by water. We believe that Christ's great commission to the Church is to go into all the world and preach the gospel to every creature.

# **ACADEMIC INFORMATION**

## **ACCREDITATION**

The New York State Department of Education does not license non-public schools. We are currently working toward accreditation from the Association of Christian Schools International. Colleges examine an applicant's test scores and academic records when determining which students to accept. In the past five years, 98% of ULCS graduates have gone on for further academic training.

The instructional program at Upton Lake Christian School is designed to train students for college. Advanced classes are available from Dutchess County Community College on a part-time basis.

## **HOMEWORK**

We believe that homework is an integral part of the school-learning program. Each teacher is at liberty to assign homework in amounts reasonable to the grade level, in order to enable each student to advance in his/her studies. The purpose of homework could be practice, remediation, reinforcement, and/or enrichment. Assignments may vary according to a student's particular need.

Each student is expected to hand in homework assignments on time. Late work will receive a reduced grade of 5 points per day late. We need parents' full cooperation in seeing that all homework assignments are not only done, but completed to the best of the student's ability. Assignments missed due to sickness may be made up within twice the amount of time missed. (i.e.: If a student is absent for 2 days, he/she will have 4 days to complete make-up homework assignments.) Assignments given prior to sickness will remain on the same due dates. If an assignment is due on the day of absence, the assignment will be expected on the day of return. Lateness will be communicated to parents and reflected on overall progress reports.

## **ACADEMIC REPORTS AND CONFERENCES**

Mid-quarter progress reports are sent home in the fifth week of each marking period. The purpose of these reports is to help parents gauge the level of their children's performance. The reports are to be signed by a parent and returned to the student's teacher or school within a week.

At the end of each marking period, report cards are issued. These are also to be signed by the parents and returned to school within a week.

A parent-teacher conference is scheduled after the first marking period for the purpose of discussing each student's academic, social, and spiritual progress. Our goal is to maintain open communication between the home and school. Parents or teachers may request that a conference be held at any other time.

While each case is handled separately, students in grades one through eight who fail more than one major subject in any given school year must attend summer school, be tutored, or repeat the grade. Once in high school, students earn credits toward graduation.

## GRADUATION REQUIREMENTS

Credits toward graduation typically begin in the 9th grade. Twenty-two and 3/4 credits are required for graduation. The breakdown is as follows:

ENGLISH	4 Credits
SOCIAL STUDIES	4 Credits
MATHEMATICS	3 Credits
SCIENCE	3 Credits
FOREIGN LANGUAGE	1 Credit
FINE ARTS (four classes)	1 Credit
PHYSICAL EDUCATION (four years)	1 Credit
HEALTH	½ Credit
LIFE SKILLS	¼ Credit

**\* The following courses are required for each year attending ULCS**

BIBLE (1 credit per year at ULCS)	4 Credits
COMPUTER (1/4 credit per year at ULCS)	1 Credit

In order to be in line with state guidelines, students must either complete a five course sequence in math or three-course sequences in both math and science.

## GRADING SCALE

The grading system of ULCS is designed to give parents a true indication of the student's progress. Each child's ability, attitude and application are taken into account in grading.

In the earliest grades, evaluations focus on the skills mastered. By the time the student reaches third grade, all academic subjects are graded numerically on the following scale:

A = 93 – 100%	Superior
B = 85 – 92%	Above Average
C = 75 – 84%	Average
D = 70 - 74%	Below Average
F = 69% & below	Failure to meet minimum standards
I= Incomplete	Work is due

## SUMMER SCHOOL

One's designation as freshman or sophomore is not particularly significant. If a student fails too many classes in any year, it may well take that student five years to graduate. Clearly, students must work diligently.

Upton Lake is under no obligation to provide summer studies but may do so based on teacher availability and board approval. Policies regarding summer courses will be sent home prior to the last week of school.

## **STUDENTS TAKING COURSES OFF CAMPUS**

To attend a college level course or program or class from another school, and substitute credit for required ULCS courses, a high school student must obtain permission from our school prior to applying to another educational institution. Permission will be granted only after consideration of the student's academic abilities and performance, maturity and spiritual life. For further details please contact the office.

## **ACADEMIC HONOR ROLL**

Students in grades 7 – 12 who excel academically have their efforts recognized by being placed on the Honor Roll.

### **HIGH HONORS**

- ◆ Overall average of 95% or higher for all academic classes
- ◆ No grade lower than 85%

### **HONORS**

- ◆ Overall average of 90% or higher for all academic classes
- ◆ No grade lower than 80%

### **HONORABLE MENTION**

- ◆ Overall average of 85-89% for all academic classes
- ◆ No grade lower than 75%

## **ACADEMIC PROBATION/PROBATION/INELIGIBILITY**

Upton Lake Christian School esteems excellence and diligence in scholastic work and achievement. It is our belief that, given a proper effort and attention to homework, students can find success in our classrooms. On the other hand, students who do not put forth solid effort may struggle in their classes. Students who are failing more than one course at any one time are automatically placed on academic probation. If students remain on academic probation for a second consecutive quarter, a parent - teacher conference will be required in order to formulate a plan for correction. If a student fails to improve, another educational environment may be requested.

Each new student is on probation for the first nine weeks of school and no stigma is attached to the student. For the majority of students, the probationary period is routine. The administrators and teachers will complete an informal evaluation after the first nine weeks. Success will be determined by assessment of academic performance, adherence to the discipline code, and a cooperative, respectful spirit.

Participation in these extracurricular activities is considered a privilege, not a right. Students must remember, particularly those involved in athletics, that their class work is their top priority. Students must be passing all of their subjects to remain eligible for sports.

Eligibility is determined by one's grades on the most current evaluation. A student must be passing all subjects with a grade of 70% or better. If all of a student's teachers and parents approve participation, this requirement may be waived. Parents may request this of the administration.

## **SPECIAL LEARNING NEEDS**

Some of our students have special learning needs. If this is suspected by observing the performance of the student, the parents are advised to get special testing for the child. Sometimes a conference is scheduled including the teacher, administration, parents and a special learning consultant, as appropriate. Parents are urged to examine all the aspects of the child's development and health. This can be done by the school district or by an independent psychologist and in conjunction with a medical review. Sometimes tutoring is suggested, which is the parent's responsibility. The tuition does not include help for special needs students beyond what the teacher can reasonably offer in the context of the classroom and while meeting the needs of her or his other students. Unfortunately, sometimes students with special needs must be referred to special educational institutions or back to the public system when we cannot provide sufficient assistance in this area. The principal reserves the right to make the final decision for the school.

## **UPTON LAKE CHRISTIAN SCHOOL DRESS CODE**

While recognizing that true Christianity is a matter of the heart, it is nevertheless true that our appearance is important in representing ourselves and our school to the world. A Christian is instructed to "Let your light so shine before men that they may see your good works and glorify your Father, which is in Heaven" (Matt. 5:16). It is true that God looks on the heart, but we are reminded that men judge by what they see. While our chief objective is creating a passion for God (showing our students how great and wonderful God is), another objective is preparing today's students for tomorrow's challenges. Our dress choices come from sensitivity to guiding spiritual principles like not causing others to sin, respect for authority, and modesty. Our dress also reflects our ability to respect the requirements of our school community.

The Bible does relate certain general concepts about our appearance. Women are to adorn themselves in modest apparel (I Tim.2: 9). We are all reminded that our adornment reflects our heart attitude (I Pet. 3:3-4), and we are instructed to refrain from all appearance of evil (I Thes. 5:22). We expect students enrolled at ULCS, and their parents, to cooperate with us in maintaining a good testimony in this area.

The principles, attitudes and desired student training promoted by our dress code is as follows:

1. Modesty at all times
2. Neatness and cleanliness
3. Respect for others, appropriateness
4. Practice in being a good example in our ways

We have developed the following guidelines:

### **GIRLS**

Above all else, girls' clothing must be modest. Tight-fitting, low-cut, or revealing clothes are unacceptable. Shoulders and midriff must be covered. Girls who will be using playground apparatus should wear shorts under skirts or dresses. Hairstyles must not give a masculine appearance or be faddish in style or color. Make-up and jewelry, if worn at all, are to be worn in moderation.

Dresses, skirts, or skorts must be no shorter than reaching the top of the knee when standing or sitting. For the months of April, May, June, September, and October sandals and modest dress shorts, or longer capris may be worn. For the rest of the year, if dress slacks are worn, full-length

slacks are required (no jeans, stretch or cargo pants). In grades K-6, solid-colored shoes must be stable and low heeled with backs or straps on them. High heels and casual flip-flops or beach shoes are not in code. Socks or stockings must be worn, except with sandals during warm weather. On Chapel days, dresses or skirts must be worn with appropriate shoes. November through March pants may be worn under skirts, or dress pants may replace skirts on chapel days. Parents are to use their discretion in inclement weather.

## **BOYS**

Boys are to be neat, modest and clean in their appearance. Hair is to be neatly groomed and cut so that it is no longer than mid-ear, off the eyebrows and collar. Male students' faces must be cleanly shaven.

Shirts must have a collar. Shirts with a straight hem may be worn out however shirt tails must always be tucked in. Pants may not hang low or have a sloppy appearance. Turtlenecks and crew neck sweaters (not jerseys) may be worn solo. V-neck sweaters may be worn with a collared shirt.

Boys must wear solid colored long pants that fit properly, (not too tight or low-slung). Jeans, cargo pants, or exterior pockets are not acceptable nor are pants with patches, holes or frayed edges. Belts are required when belt loops exist, and pants must not touch the floor. For the months of April, May, June, September and October knee-length dress shorts may be worn. On Chapel days, boys are required to be in chapel dress for the entire day (ties may be removed at recess), which includes dress pants with a belt, a dress shirt and a properly knotted, coordinated tie, with dress shoes. (Dress shoes are brown, cordovan or black leather shoes. No athletic hybrids will qualify for Chapel.) Socks must be worn, except with sandals on non-chapel days during warm weather.

**\*Deviation from the code will require a parent bringing in a conforming article of clothing, detention with task, a loose shirt cover-up, chapel dress for additional day, or another appropriate consequence. Physicians' notes are required for medical exemptions.**

**\* Remember to dress neatly and modestly! Follow the code. Be a good example. Choose conservatively when in doubt. Parents are welcome to bring in items over the summer to check appropriateness.**

## **DRESS FOR PHYSICAL EDUCATION**

Students in grades K-2 do not change their clothing for P.E. Regular dress code is followed, with girls wearing slacks to school or shorts under their skirts. These classes may also wear regular sneakers to school on gym days. ULCS shirts are also allowed for P.E. days. **Physicians' notes are required for medical exemptions.**

Students in grades 3-12 bring P.E. clothes to school and change clothing before and after gym class. Grades 3-6 must wear a ULCS shirt or sweat shirt, or a plain white or maroon T-shirt/sweatshirt. Pants or shorts must be loose fitting, near knee length, and solid colored. Sneakers and socks are required.

## **SPECIAL EXPECTATIONS**

For special school functions, (music programs, graduation, etc.) dress code must be followed, unless specific instructions are given. Outside clothing (boots, jackets, hats, etc.) may not be worn inside the classroom. Students are advised to bring a sweater, if they tend to be cold. Fleece are okay but sweatshirts and apparel with large printing or inappropriate words are not. Hoods and hats are not to be worn inside during the school day. Students are being prepared for life in realizing that most work environments require conformity to a code (written or unwritten). Adherence to rules builds discipline, which individuals can voluntarily follow in respect for authority, and as a model of our selflessness and humbleness before God. Our educational community has and enforces standards

which members are asked to acknowledge, accept, and adhere to compliantly upon entrance. The variety of items available makes absolute fairness impossible, so we ask that you remain respectful of administrative decisions.

### Dress Uncode Days

DUC days are days under code. The foundational principles and attitudes are retained on these days, but the expectations of dress are relaxed to include more casual but neat attire. Jeans, sweatshirts and hoodies are permitted. Ripped jeans, flannels, sweatpants and camouflage are not permitted. Consequences for being out of code or responding inappropriately when asked to replace an item may include a small work detail, in school detention, the loss of a duc day, or an extra Chapel dress day.

The administration is the final authority in the interpretation of the dress code. The cooperation of parents in seeing that each student represents our school's principles of modesty, respect, and neatness is appreciated. Thank You!

## FINANCIAL INFORMATION

The school makes every effort to keep tuition rates low. Our desire is to make Christian education available to as many children as possible. In order to keep our fees at a minimum, we must have the cooperation of every parent in making payments when they are due. If any situation prevents a payment from being made on time, please call the school's financial manager. If payments are later than 60 days, a student may be asked to stay home until tuition is brought current. Please see the Financial Information Sheet for specific information about tuition and fees.

### APPLICATION FEE

The application fee covers the cost of the materials used in the application process. It is due with the application and is not refundable.

### REGISTRATION FEE

After an applicant has been accepted into the school, the paid registration fee informs the school of your intent to enroll at ULCS. In essence, the fee reserves your child a seat in our school. It is not refundable. **Late registration for enrolled students will not be accepted the first day of school. Late registration will reopen the Monday following the first day of the school year. Students will not be permitted to attend the first day of school if not registered by the first day.**

### OTHER FEES

Expenses such as lab fees, books, and music lessons are charged as accrued. Other expenses include school T-shirts for gym classes and some field trips. Opportunities exist for purchases of school jackets and sweatshirts, school rings, yearbooks, pictures, etc. An activity fee is charged to cover technology costs, workbooks, and miscellaneous materials. At the end of the year, replacement fees may be charged for lost books, broken lab equipment, or damage to property.

## TUITION

Tuition payments are typically paid on a ten or twelve-month basis. Families may choose to pay tuition on an annual basis for a small discount. All fees and tuition must be paid in full before a final report card, diploma, or transcript will be issued to a student, parent, or any other school. If a tuition balance exists, a student may not be allowed to begin a new school year.

## **DISCIPLINE AND CODE OF CONDUCT**

### PHILOSOPHY

The students at Upton Lake Christian School are expected to conduct themselves in a manner pleasing to the Lord. (Col.3:22-24 "Slaves, obey your earthly masters in everything; and do it, not only when their eye is on you and to win their favor, but with sincerity of heart and reverence for the Lord. Whatever you do, work at it with all your heart, as working for the Lord, not for men..."). The purpose of discipline is to encourage ULCS students to become mature, self-disciplined individuals. In particular, it is our goal that our students would come to joyfully desire a life that is obedient to the Lord Jesus Christ.

At ULCS, discipline is viewed as positive training. In keeping with Biblical guidelines, it is our goal to be firm, fair, consistent, and to apply discipline tempered with love. School rules are made so that the educational process can be carried out in an orderly manner. Our Lord is a God of order (1Cor 14:33 "For God is not a God of disorder but of peace"), and He expects His children to maintain order in their lives. These expectations seek to express the spirit and truth of Scripture. A student who submits to the following rules will come to enjoy his/her time in school, realizing that in being respectful of authority he/she is also being obedient to God (Romans 13:1-3 "Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rulers hold no terror for those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right and he will commend you.") In order to support a respectful, productive and peaceful learning environment we have these expectations for our students whether they are at school or off campus. This includes on school field trips, athletic events, and on the bus. Criminal actions off campus will have consequences at school.

### **ULCS BEHAVIOR EXPECTATIONS**

**Eyes:** Give others your attention

- ◆ Making eye contact while greeting school personnel, guests, and others in authority.
- ◆ Giving eye contact to teachers to show that you are listening.

**Ears:** Listen respectfully

- ◆ Students are expected to listen attentively and not converse with friends while teachers and other staff members are giving instruction and feedback.
- ◆ Listening while classmates are sharing or presenting.

**Mouths: Say Kind Words**

- ◆ Using appropriate manners and words such as please, thank you, and excuse me.
- ◆ Addressing an adult by his/her appropriate title and name.
- ◆ Using words and discussing issues that are helpful for building others up or giving others life.
- ◆ Student complaints need to be directed to the person in authority **privately** and **respectfully**. Gripping or gossiping about a situation is not a Biblical response. (Matt. 18:15-17 "If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.") Phil 2:14 (Do everything without complaining or arguing,") Col. 3:13, ("Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you.").

**Hands: Keep your hands to yourself**

- ◆ Horseplay, kicking, shoving, fighting, rowdiness, and throwing objects are unacceptable.
- ◆ Any physical display of romantic affection, or sexual contact is not acceptable among students.

**Additional Classroom Expectations:**

- ◆ Students are expected to be in their seats, with homework completed and ready for class to begin on time before the bell rings.
- ◆ Textbooks and other school materials are to be cared for in a respectable manner.
- ◆ Buildings are to be kept clean and neat by picking up after yourself.
- ◆ Authority is to be obeyed quickly and cheerfully.
- ◆ God and His Word are to be honored and respected.

**Sportsmanship:**

- ◆ Whether winning or losing, good sportsmanship needs to be displayed on and off the field. It is indicative of our walk with the Lord. Humility, compassion, perseverance, and praise for one's opponent are all part of good sportsmanship.
- ◆ We have high expectations of the students, parents, and staff at Upton Lake to act in a way that honors the Lord in our actions, words and tone.

When necessary corrective discipline will be used to help the student understand his/her choices and the consequences of these choices. Unacceptable behaviors fall into three categories: Class I (minor violations) Class II (major violations) Class III (Very serious violations). Below are examples of these behaviors and how they will be handled in the school:

**CLASS I BEHAVIORS:**

- ◆ Disruptions and interruptions during class or in the hallway
- ◆ Failure to follow the rules of order
- ◆ Running in the classroom or hallway, wandering the halls aimlessly without permission
- ◆ Chewing gum
- ◆ Throwing objects
- ◆ Littering
- ◆ Behavior lacking reverence and respect in worship
- ◆ Pattern of 2 or more dress code violations
- ◆ Pattern of incomplete homework

**Consequence:** the classroom or homeroom teacher will most frequently deal with these examples. A warning will first be given to encourage the young person to stop and think about his/her behavior. If the behavior continues, the student will receive one of the following consequences. At the elementary level loss of recess time for each violation, a phone call to the parent, or loss of in classroom privileges or field trip. At the high school level: a lunch detention may be issued and the student will not be permitted to sit and eat with his/her friends. Dress code violations may require a large tee shirt to be worn, work detail on the following day, loss of DUC (dress uncode) day privileges, calling a parent to bring in appropriate clothes, or other Class I reminders. If a behavior persists, a conference may be called by the teacher to discuss with the parent and student how this issue can be rectified.

#### **CLASS III BEHAVIORS: ON OR OFF CAMPUS - ANYTIME**

- ◆ Threatening, intimidating, or harassing other students or adults
- ◆ Disrespect towards peers or those placed in authority such as arguing, an unwillingness to do what a student has been asked to do, calling other students rude and inappropriate names
- ◆ Vandalism, stealing, plagiarism, copying
- ◆ Profanity or other vulgar behavior
- ◆ Endangering one's own or someone else's safety
- ◆ Lying and cheating
- ◆ Repeated class I behaviors

**Consequence:** The consequence of this behavior will be an after school detention or in serious incidents, suspension. During a detention period students will complete an assignment or may be asked to assist with cleaning or another project. Parents will be responsible for providing transportation home following the student's detention. Same or next day detention is required.

#### **CLASS IIII BEHAVIORS:**

- ◆ Physical violence toward another student, faculty or staff member
- ◆ Fighting
- ◆ Leaving school grounds without permission
- ◆ Sexual immorality, homosexual behavior
- ◆ Drunkenness
- ◆ Illegal drugs
- ◆ Criminal activity
- ◆ Possession of cigarettes, alcohol, drugs
- ◆ Viewing pornographic, violent or profane material
- ◆ Possession of an illegal substance or a weapon
- ◆ Any other major offense deemed inappropriate by the administration
- ◆ Repeated Class II offenses

**Consequence:** The consequence for these behaviors will result in suspension, probation, or expulsion as deemed appropriate by the administration given the student's behavior history. If a student is suspended for any number of days due to a serious infraction, he/she and his/her parents will need to have a conference with the administration, faculty member, and/or pastor before being permitted to attend school again. Students will still be required to complete all of their homework assignments during the period of suspension. These assignments will be due the first day the student is admitted back into school unless other arrangements are made prior to suspension. (Standard penalties for late work will be applied.)

## WORLDLY INFLUENCE:

Items that are not allowed on campus:

- |                             |  |
|-----------------------------|--|
| Weapons of all kinds        | Squirt guns or Boom Boxes  |
| Personal knives of any kind | Media or materials of any kind that is disrespectful to men or God |

**Items that are allowed with restrictions:** Cell phone, I-pod, headphones, video games

If a student is seen with an electronic device or cell phone on their person, the office will hold it until the end of the school day when the student may retrieve it. The second offense a \$5 fine is paid to retrieve it at the end of the day. Subsequent offenses will require a parent to retrieve it. (Weapons or knives or disrespectful materials of any kind will not be returned.)

- ◆ Headphones may be worn on the bus, but they must be immediately stowed in a locker upon entering the school or they will be held in the office (see above). If violent or profane music is discovered it will be taken (See Class III).
- ◆ Exceptions will at times be made, but only with prior approval by the administration.
- ◆ Cell phones must remain in the locker and turned off from entering school grounds to 2:50pm. Cell phones will be taken and may be examined if seen or heard and returned at the end of the day.
- ◆ Computer use must be in the presence of and with the permission of a faculty or staff member. An authorized use policy is issued for computer technology.
- ◆ Appropriate video games are allowed after school

**The administration reserves the right to make judgment on matters not covered above including the use of cell phones to take pictures, in order to ensure the safety and welfare of all concerned. Cells phones may be confiscated and examined. It must be understood that all privacy rights are waived when any item is brought on campus.**

## PROBATION

### General probation

Each new student is on probation for the first nine weeks of school and no stigma is attached to the student. For the majority of students, the probationary period is strictly routine. The administrators and teachers will complete an informal evaluation after the first nine weeks. Success will be determined by assessment of academic performance, adherence to the discipline code, and a cooperative, respectful spirit.

### Behavioral Probation

Probation is a tool used to teach students acceptable behavior. In evaluating the proper discipline measure to be used in any situation with any student, probation may or may not be used.

- ◆ Purpose-This is instituted for continued, deliberate disobedience, a sustained negative attitude, disrespect to others, a rebellious spirit, or a serious breach of conduct inside or outside the school, which may have a serious effect on the testimony of the school or a pattern of negative influence on others (continued class II & III behaviors).
- ◆ Communication-When a student is placed on probation; his/her parents will be informed. A written contract will be formulated setting out the area of concern, the plan to rectify the behavior, the steps of change that are necessary, any penalty, the goals and objectives of this period, and the designated time of probation. A copy of the contract will be placed in the stu-

dent's file and given to the student, his or her parents, other personnel involved, and the chairman of the school council.

- ◆ Evaluation-A student on behavioral probation will be asked to sign a contract with the school outlining the plan to correct the behavioral infractions. The success and compliance with this plan will be evaluated with the appropriate staff, parents, and student at the end of the designated period.

A probable decision will fall in one of the categories:

1. The student's probation will be ended and all privileges restored due to improved performance.
2. The probationary period may be extended once due to good effort and cooperation, but insufficiently improved performance.
3. The student will be expelled from school due to a continued failure to meet the school's expectations. The administrator will confer with the school council chairman before such a decision is made.

**~No student may be placed on behavioral probation more than twice in any two- year period. If a third behavioral probation is deemed appropriate, the student will be expelled.**  
(See page 7 under Academic Probation)

### **SPIRIT OF COOPERATION**

A strong spirit of cooperation is desired between parents and faculty. The following are guidelines to assist parents in dealing with a student's criticism of school personnel or property:

- Do not fuel the fire lit by a critical spirit. Remind your child that we care very much about his/her welfare. Pray with your child. Pray for the other people involved.
- Listen carefully, but remember that a student's criticism comes from a biased position. Pray for discernment, wisdom, and the mind of Christ.
- If the student's position appears to be valid, please contact the school for more information. Go to the source, (Matt. 18:15-17 "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.") desiring to reach the truth with a gentle spirit. If, after talking with the staff member involved, the matter remains unresolved, then seek pastoral counsel or prayerful resolution through the administration.
- It is never our intent to undermine parental authority. We ask that you uphold the school's authority as well, so we may stand united in our goals for your student.

**Right of Review - Parents and/or students have the right to appeal any disciplinary decisions to the principal or the School Council.**

### **OFF CAMPUS ISSUES**

As indicated in 1Cor 6:1, we desire to handle legal infractions within our Christian community as difficulties arise. Biblical mandate instructs us to be a witness to the world by refraining from taking legal action against one of our body. If anything is stolen during a tournament or event at another school, or any infraction against the law, please notify the coach, teacher, athletic director or principal prior to notifying the police or NYS troopers. The issue will be prayerfully and immediately considered and we will support and assist you. It is our preference to settle matters

within the confines of our Christian school(s) and to be a pure witness and shining light to our world through evidence of the love and respect we have for one another.

## **GENERAL POLICIES AND INFORMATION SCHOOL HOURS**

The school day begins at 8:15 A.M. in the elementary and 8:20A.M. in the high school and ends at 2:50 P.M. for all grades. The school office is normally open from 8:00 A.M. to 4:00 P.M. Parents who drive are asked not to bring their children in before 8:10 A.M, or pick them up after 3:00 P.M., unless they are staying late for some purpose and are supervised by a designated adult. If parents do not pick up their children by 3pm a \$5 charge per child is due. Every half hour of supervision thereafter, a \$10 charge is due if no prior arrangement was made.

### **ATTENDANCE**

Attendance is required by all students who are enrolled at Upton Lake Christian School. A calendar of the school year is sent to each family at the beginning of the year. According to state law, absence is permissible only for illness, death in the immediate family, medical appointments, or impassable roads. At the discretion of the school administration, other absences may be considered illegal and may result in zeros in the classes missed. Students who skip classes (unauthorized absence during the day) will be required to make up the missed classes in a period twice the number of missed days.

Parents, please call the school by 9am on the day your child is absent. A student who has been absent MUST present a written excuse from a parent or guardian upon returning to school, indicating the date (s) of absence, and the reason. If an excuse is not received within five days, the absence will be considered illegal.

1. In prolonged illnesses (5 consecutive days or more), the school may request a doctor's certificate to verify the absence.
2. On the twentieth absence, the student will be denied credit for the year unless clear documentation of extenuating circumstances is presented and all work is determined acceptable and completed by the administration.
3. A student is tardy if he is not in opening exercises at 8:15 A.M., or when the bell rings in the high school at 8:20A.M. Tardiness is an inconvenience to others and is to be avoided. If a student is late 3 times in a quarter (this does not include a legal excuse, sickness, transportation etc.), he or she will have to serve a 1 hour afternoon detention for the third tardy and an hour for each subsequent one. The homeroom teacher or office will assign detentions. Three tardies each quarter will be counted as one illegal absence.

### **LATE ARRIVALS**

Students arriving late (after 8:20AM) must report to the office or reception desk first, before going to class. A slip is obtained from the front desk and handed to the teacher at the time of class entry.

## VISITORS

Parents or other visitors are welcome to visit ULCS at almost any time, by appointment. Visitors are to obtain a name badge/ID from staff prior to entering class areas. All visitors are required to check in at the elementary front desk or school office before proceeding to any classroom or other area, on campus. Parents are asked not to wander the halls or interrupt a class. Please leave forgotten materials at the front desk. We want to be careful to protect the integrity of each classroom. Students are encouraged to bring friends who are interested in our school. Written permission or a phone call from the parent of both student and visitor, as well as the approval of the principal, is required. It is understood that guests will observe school regulations, including dress code.

## SCHOOL CLOSINGS AND DELAYS (BAD WEATHER)

In the event of school closings or delayed opening due to weather conditions, such information will be announced on the following radio stations and web sites:

WRWD/WBWZ	107.3 FM/93.3 FM
WHVW	950 AM
WEOK	1390 AM
WKIP/WRNQ	1450 AM/92.1 FM
WSPK/WBNR	104.7 FM/1260 AM
WKZE	98.1 FM
Sound Of Life Stations 89.7 (Kingston) 89.1 (Pawling) 88.5 (Newburgh)	

[www.SoundofLife.org](http://www.SoundofLife.org)   [www.K104online.com](http://www.K104online.com)   [Cancellation.com](http://Cancellation.com)   [www.uptonlake.com](http://www.uptonlake.com)

Parents should keep in touch with the school when severe changes in weather are occurring during the school day. On occasion it is necessary to send children home early to avoid serious weather conditions, and parents need to be prepared to pick them up at school, or receive them at home if they ride the school bus. A school Email chain will be set up in September of the school year.

Generally, due to the geographic proximity, we will follow Millbrook School District's transportation policy in bad weather.

## SAFETY

At the beginning of the school year, each student will review the needed information concerning fire drills, other drills and safety procedures that are held several times during the school year.

At the sound of the fire signal, students are to walk quickly out of the building, in single file, to a designated place. For safety's sake, talking, pushing and running are not allowed.

At the sound of the all-clear signal, students will return to the building in the same orderly manner.

Other safety drills and procedures are listed in a safety handbook kept in each classroom along with a safety bucket containing first aid supplies and phone numbers.

## **BUILDING AND GROUNDS**

We are richly blessed with beautiful grounds and well-kept buildings, and need everyone's help to keep them that way. We ask everyone to realize that all school property (buildings, grounds, equipment, etc.) belongs to the Lord, and therefore, should be used and cared for accordingly. Students will be charged for any damages or abuse.

## **LUNCH**

All students should bring a lunch from home. Lunch bags and boxes should be marked for easy identification. Students in the Annex have access to a refrigerator and a microwave, but the elementary students may not. Occasionally hot lunch is provided, at a low cost. Pizza is delivered at a nominal cost one day a week with sign ups provided for parents or students. Such days are always announced.

## **SCHOOL ACTIVITIES/FIELD TRIPS**

All school events will be chaperoned by adults and teachers who will enforce ULCS policies. All school rules apply on all field trips. Regular respect, decorum, and regard for ULCS rules are required at all times from all students, whether on campus or off. All music and activities must get prior approval from the administration.

Students will not be permitted to leave the school without a written note, or if this is not feasible given the immediacy of the request, a ULCS staff member talking directly to a parent. Students without parental permission will remain at school and the teacher that is relevant to the trip's subject matter will assign work. Students will not be supervised by anyone other than an authorized school staff member or known adult youth group leader. No ULCS student will be excused to attend a field trip of another class.

Field trips are chosen carefully to augment and enhance learning. The notice of field trips will include information on the place, purpose, date, time, and driving arrangements. Children up to 7 years of age must use an appropriate child restraint system. We appreciate parent drivers who generously donate their time and vehicle to enable us to take trips. Preschool or school age siblings will be welcomed only when it best serves the students and teaching environment. Field trips are class oriented. Siblings from other classes/grades are not permitted. The above information and a list of students attending will be kept in ULCS office.

**Trips Off Campus:** Some trips are mandatory and some are considered a privilege.

**Supplementary Trips:** These occur during the school day. Students may miss trips and be required to stay on campus to attend class and/or do school work if their grades are border line or failing. For example, rather than attending an art trip to NYC, a student may be kept in school attending regular

classes if he or she is failing another academic subject. Teachers may recommend this, but the final decision will be made by the principal.

**Mandatory Trips:** Trips including all students of a grade are mandatory and viewed as an essential part of the syllabus. Advanced notice of the date and cost of such trips will be provided. Most are standard practice each year. Students almost always report that these trips are interesting and beneficial. Failure to attend will result in assigned work.

## **MEDICAL GUIDELINES**

New York State education law requires that every child entering Kindergarten, 2<sup>nd</sup>, 4<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup> grades and new students have a physical examination by a physician.

The required immunizations for school attendance are: 3 doses of DPT or DtaP, 2MMR's (2 Measles, 1 Mumps, 1 Rubella), 3 Hepatitis B, and 1 dose of Varicella (Chicken Pox). Diagnosis by a physician of a student having had a disease is acceptable proof of immunization but must be documented and signed or stamped by a physician.

In instances where a student needs medical attention, a parent, the student's family doctor, or a doctor of the school's choice, will be called (in that order).

The school provides student Accident Insurance. Each student is covered during school hours as well as at school-sponsored activities, including sports and field trips.

## **MEDICAL ADMINISTRATION**

Under the NYS law, teachers are allowed to administer medication provided:

1. The child is self-directed, i.e. can identify the correct medication, and knows when to take it, and why it is taken;
2. A doctor's note is provided for appropriate administration (prescription and non-prescription medications)
3. A parental request is provided to administer the medication prescribed;
4. The medication is in a properly labeled container; and
5. The medication is stored in a locked cabinet/drawer.

## **TRANSPORTATION**

Transportation arrangements to and from school are the parents' responsibility and are requested from their local school district. Bus students are advised to be at the bus stop a few minutes early to avoid delaying or missing the bus. All behavior rules apply to bus rides except where noted.

## **STUDENT PICK UP**

To minimize disruption to the educational process, parents and visitors should report to the school secretary in the Annex or the elementary front desk so that a student can be paged if necessary for pick up, etc.

When picking up a student, the person taking the student should sign out in the school office or the front elementary desk. If not a parent or custodial parent, there must be a parental note identifying and approving the person picking up the student.

## STUDENTS DEPARTURE

If a student desires to leave school at the end of the school day, other than through normal transportation, a note **MUST** be sent by the parent to do so. The note must state with whom the student is to leave. Phone notification of transportation changes must be made by 2 P.M. of that day. Junior and Senior driving privileges will be suspended if late more than 3 times per year.

## TELEPHONE USE

Upper grade students are permitted to use the school phone for emergency calls. A twenty-five cent charge is made to students for other calls made at the discretion of the faculty and staff. Phone use is to be kept to a minimum to allow for teaching and learning.

We do not interrupt teachers during teaching time. Parents are asked to please leave a message with the secretary. The teacher will be given the information or return your call. Calls to your student should be kept to a minimum as class time is not to be interrupted. Messages will be conveyed as quickly as possible for you. Students are not permitted to use cell phones during the day.

## YEARBOOK

Our school annual, is compiled and produced by students, with the guidance of an adult/coach, and is distributed at the end of the school year. Yearbook staff is open to students in grades seven and up who wish to work with writing, photography, layout, artwork, advertising, etc. A parent and staff adult are needed each year to advise and supervise the compilation and completion of the book.

## CO- CURRICULAR ACTIVITIES

Students are encouraged to become involved in the various activities that are provided to enhance the educational experience. **All school rules apply when on all school related trips.** These activities fall into three large categories: academics, athletics, and artistic pursuits. The Upton Lake Eagles compete with other Christian schools as part of the Mid-Hudson Christian School Athletic Association. Competition is also scheduled with other Christian and private schools not part of the MHSAA. Teams are divided into two age brackets. Middle school teams are made up of students in grades 5-8. High school teams are made of students in grades 9-12. If necessary, younger students will be added to the complete the junior varsity level in order to fill a team. During the winter months ULCS usually offers Ski Club at Catamount Mountain on Saturday afternoons or eve.

The Association of Christians Schools International sponsors academic "competition". In subjective areas like art, speech and creative writing, students match their skills against a judging standard. Competition is also held in spelling, math, and science.

Participation in these co-curricular activities is considered a privilege, not a right. Students must remember, particularly those involved in athletics, that their class work is their top priority. Students must be passing all of their subjects to remain eligible for sports.

Eligibility is determined by one's grades on the most current evaluation. A student must be passing all subjects with a grade of 70% or better. If all of a student's teachers and parents jointly approve participation this requirement may be waived. Final decisions are made by the school's administration.

## **STUDENT COMMUNITY SERVICE**

Students in 7-12<sup>th</sup> grade are required to give back to their community via ministry or service. Parents and the Bible teacher must approve the type and arrangement of this activity, and it should reflect a reasonable and helpful activity that will benefit others. For 7-9th grade students 14 hours per year are required. For 10-12th grade students 18 hours are required. Each student will write a report recording his/her efforts and a satisfactory completion form will be required from an authorized person at the place of service. We advise that the hours are evenly distributed throughout the year with half of the service provided prior to Christmas and the other half in the winter or early spring. Please do not put this off until May or June! Students should prayerfully and cheerfully consider how they can "give back" to God through a servant's heart of love. Ephesians 4:12-13 says, "to prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ."

## **FUND RAISING**

Fundraising is always voluntary. We ask students and parents to be involved in the various fundraisers we sponsor. Some families help out with the recruitment of new students. We also hold fundraisers for other charities. Our HS community service aims to assist by helping with the needs of our area. We clean roadsides, serve in soup kitchens, repair housing, and perform chores for the elderly. We also may participate in clothing, food or money drives at various times in the school year to encourage our students in practical ministry.

Fundraising for our school supports the purchase of books, the outfitting of the computer lab, augments financial aid for deserving students, and in general supports all the extras offered each year.

## **PARENT INVOLVEMENT=PARENT & FACULTY FELLOWSHIP**

The Parent-Faculty Fellowship (PFF) is vital to the fulfillment of the school's educational and spiritual goals. Believing that education is primarily the parent's responsibility, and that the school should function as an extension of the home to aid the parents in providing a good education, the PTF is seen as a partnership between home and school for both service and ministry. Meetings are held throughout the year. All parents are members by virtue of their relationship to the school, and should consider active participation a necessary, not an arbitrary matter.

### **Objectives of PFF are:**

1. To acquaint parents with the philosophy of Christian education and the manner in which it is implemented at ULCS.
2. To foster cooperation between home and school.
3. To maintain the spirit of unity and harmony of the school.
4. To encourage fellowship of parents and staff.
5. To encourage teaches and support classrooms.
6. To assist the School Council in the constant improvement of the school through varied approved school activities.

## **PARENT- TEACHER CONFERENCES**

In addition to the required report card conferences, a parent may request a conference with a teacher at any time that it seems necessary. The school may also request a conference and would expect parents to cooperate with decisions of the school. Spring conferences will include the students, their parent(s), and the teacher so that all three may work successfully in cooperation and harmony.

## **AFFILIATION**

Upton Lake Christian School is a member of the Association of Christian Schools International. ACSI provides support and services for schools, teachers and students for the cause of Christian education worldwide.

## **ADMISSIONS**

Upton Lake Christian School admits students of any race, color, gender and national or ethnic origin to all the rights, privileges, programs, and activities generally afforded to the students of the school. Our main focus is to partner with Christian families and Christian churches by providing academic and cocurricular activities for students.

Enrollment is considered to be a privilege and not a right. With it goes the responsibility to respect and cooperate with our purpose and regulations.

Kindergarten students for screening must be at least five years old by December 1st of the school year entered. An entrance screen is given to determine a reasonable likelihood that the child will be successful in our program. Our program can accommodate students that will benefit from a second year.

Assessment tests are given to all incoming students. These are for the use of the school in assessing the student's academic compatibility and readiness for ULCS academic rigors and also for placing the students properly. Placement of any new student in a grade level rests with the faculty and principal.

In case of a waiting list, students will be accepted, all other things being equal, in the order of receipt of the application and fee.

Upton Lake Christian School cannot meet the needs of all children. We offer a quality education. The students who do best are those who are willing to work hard. While we love all children, we are not able to meet the needs of children with serious learning problems. Nor are we a reform school for

children with problems beyond those usually encountered in most school children. We therefore reserve the right to refuse admittance to any child whose needs exceed our abilities to serve them and to refer students to other educational environments.

### **ADMISSIONS PROCEDURES**

1. The school sends application information to the parent or guardian. This includes a covenant, transcript request form, and reference forms to be completed by the applicant's pastor and, if appropriate, a former teacher.
2. The applicant returns the application with a nonrefundable \$40.00, per child, application fee along with the birth certificate. Financial aid applications are available after application form and fee are submitted.
3. Soon after we receive the application and all previous school records, the student will be screened academically, including K students, by one of our teachers to help determine grade placement.
4. After the reference forms have been returned to ULCS, an interview, or second interview, with the principal will be scheduled.
5. After the interview and screening, a decision will be made about the student's application. Parents will be notified by mail, email or phone.
6. Applicants are formally enrolled when the parents pay the registration fee and tuition. In addition to the registration fee, the health forms (immunization records, physical exam) must be completed.

**Forms are now available on our website: [www.uptonlake.com](http://www.uptonlake.com)**

## **PLEDGE TO THE AMERICAN FLAG**

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

## **PLEDGE TO THE CHRISTIAN FLAG**

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands; one Savior, crucified, risen and coming again, with life and liberty for all who believe.

## **PLEDGE TO THE BIBLE**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

## **SCHOOL MASCOT**

Eagle

## **SCHOOL COLORS**

Maroon and White

## **SCHOOL SONG**

Stand up, stand up for Jesus,  
Ye soaring Eagles fly.  
Lift high our school's great Savior,  
He is our source of pride.  
From victory unto victory  
His Eagles shall He lead  
'Til every foe is conquered  
And He is first indeed.

Add to : ULCS Handbook 2009

### **ULCS Valedictorian Criteria**

The role of valedictorian is chosen for

- Academic excellence and class standing
- Ability and willingness to deliver the address at graduation, &
- Outstanding Christian character

This student will be nominated by the teachers after the third marking period of the senior year. The student supported by his or her parents will be asked if he or she is willing to accept this honor and responsibility. If no student is qualified, none will be nominated. If two are equally qualified the school may nominate two.

The criteria for nomination includes

- High academic standing 9<sup>th</sup> – 12<sup>th</sup> grade, and class standing
- Exemplary Christian character
- Willingness to compose and deliver the address on graduation day after review and revisions with the principal
- Nomination by the faculty

### **ULCS Salutatorian Criteria**

The role of salutatorian is chosen as the second standing for

- Academic excellence, and class standing
- Ability and willingness to deliver the address at graduation (optional)
- Outstanding Christian character

This student will be nominated by the teachers after the third marking period of the senior year. The student supported by his or her parents will be asked if he or she is willing to accept this honor and responsibility. If no student is qualified, none will be nominated. If two are equally qualified the school may nominate two.

The criteria for nomination includes

- High academic standing 9<sup>th</sup> – 12<sup>th</sup> grade, and class standing
- Exemplary Christian Character
- (optional per appropriateness) Willingness to compose and deliver the address on graduation day after review and revisions with the principal
- Nomination by the faculty

### **Qualifications for Volunteers in Leadership at ULCS**

Anyone in leadership here at ULCS is looked to for spiritual maturity, sound judgment, humble, cooperative attitude, peaceful and supportive of all authority. We carefully interview and assess the professional and personal strengths and character of our teachers and staff. We lean on God's Word, pray and learn what speech and behavior is edifying to the body of Christ at the school and commit to holding each other accountable to a high standard. Our common goal is to bless and encourage the children so they can learn in a safe, God centered environment.

Parents, friends, and relatives are welcomed to participate and help at the school as long as their life choices, speech and behavior provide a sound Christian example for the students. (For example, if it were known that a man and woman were living together without marriage they would not be asked to chaperone or work as an aid or room parent. (If it were not known, we do not intentionally seek it out.)

We joyfully accept the ideas and participation of adults in keeping with the lines of authority and program design of our school. Leadership or acting as a representative of any group entails higher qualifications. Here are some guidelines established by our board for leadership.

- A believer in Jesus as personal Lord and savior and a life lived embodying His ways and Spirit
- An active attending member of a Christian church
- Pastor's reference
- Interview with administrator and the board
- Orientation and training commensurate with responsibilities

This is in accord with the Evangelical Free Church's requirements that all leaders and teachers must be church members to be placed in or assume a position of leadership

## **Summer School**

Board approved October 14, 2008

ULCS limits the number of summer school courses permitted to three summer courses total in obtaining credits toward graduation. (Students may only receive 2 credits maximum per summer.) Summer school is primarily intended to provide additional instruction for students failing classes during the school year, however, in rare cases it may be permitted to supply needed credits for new course work. Students failing classes will have the opportunity to repeat the failed class during the school year to avoid exceeding this limit. If any student currently has more than 3 summer classes these credits will continue to be accepted as grandfathered.

If a ULCS student fails a subject, or desires to take a class outside ULCS substitute credit may be supplied through a similar course from a recognized Christian educational institution unless there is none available. It is advisable that prior to taking the course written information pertaining to the course be presented to ULCS to ascertain whether or not this course can be substituted. We cannot guarantee substitution without review. It is important to request this substitution in writing by supplying all the necessary information including institution, course title, teacher, syllabus, course outline, hours of instruction, and course assignments. ULCS approval will be granted in writing to protect this expenditure of time and money and assure the student credit.

Students must obtain a minimum of a 70% in each class to be awarded credit.

Students may receive a maximum of 2 credits from summer school replacement work per summer.

Summer school at ULCS may be provided to:

1. Augment areas of weakness in a student's academic achievement on a tutoring basis (no HS credit given)
2. Provide accessory instruction if the year's final grade average is 65-69% so that a student will have a second opportunity to obtain credit for a subject (Credit demands a grade that when averaged with the year's final grade will be 70% or greater or passing an alternative final exam prepared by ULCS faculty which shall demonstrate competency for course content.)
3. Replace a course providing all the teaching comparable to a full year's instruction. Credit will be given provided a student meets attendance requirements and demonstrates a competency of 70% or greater.

Upton Lake is under no obligation to supply summer studies. Regular annual school tuition does not cover any part of the cost of summer studies. Fees are charged on an hourly or course basis. Grades will not be released if fees are due and credits are not awarded until all agreed fees due are paid.

Upton Lake reserves the right to approve or disapprove all teachers and/or courses prior to a parent's decision to enroll a student if credit is desired from ULCS. If a substitute course is submitted for approval during or after completion ULCS is under no obligation to accept credit for said course.



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