

Dear Parents and Students,

It is my pleasure to welcome you to a new year at United Christian School. We provide a safe secure leaning environment while reinforcing a commitment to academic excellence and strengthening a biblical Christian worldview. Through their dedication our teachers' goal is to help each child reach their God-given potential.

We hope to strengthen our student's leadership abilities, and become outreach minded which help develop new talents, responsibility, discipline, and a heart for serving. Our focus shall be on growing deeper in the Lord, wider in our reach, closer as a family, with the love of Jesus. We are so glad you are part of our family.

Through His Grace,  
Lynda Hilton

**It is a joy to introduce you to the School Board and this year's staff:**

### **2023-2024 Board Members**

Ken Procunier - President [kprocunier@cvucs.org](mailto:kprocunier@cvucs.org)  
David Jonas - Vice President [djonas@cvucs.org](mailto:djonas@cvucs.org)  
Walter Miller - Treasurer [wmiller@cvucs.org](mailto:wmiller@cvucs.org)  
Patty Zeid – Secretary [pzeid@cvucs.org](mailto:pzeid@cvucs.org)  
Rob Witt [rwitt@cvucs.org](mailto:rwitt@cvucs.org)  
Amber Ford [aford@cvucs.org](mailto:aford@cvucs.org)  
Bonnie Sue Harper [bharper@cvucs.org](mailto:bharper@cvucs.org)  
Jon Byler [jbyler@cvucs.org](mailto:jbyler@cvucs.org)



### **Staff**

Administrator/Director of Early Education  
Administrative Assistant  
Finance Officer  
Assistant Director of Early Education  
Office Assistant  
Fund Development  
Staff/Student Pastor

Mrs. Lynda Hilton  
Ms. Barb Lozano  
Mrs. Allison Fowler  
Mrs. Brandi Phillips  
Ms. Mackenzie Kowalczyk

Mr. James Coulter

### **Teachers**

Preschool  
Preschool  
Pre-K  
Pre-K  
Pre-K  
Kindergarten/Music  
Grade One  
Grade Two/Specials Coordinator  
Grade Three  
Grade Four  
Grade Five  
Jr. High  
Jr. High  
Jr. High  
Physical Education  
Teacher Aide  
Teacher Aide  
Teacher Aide  
Teacher Aide  
Junior High Aide  
In School Reading Specialist/Tutor  
Title One Reading Specialist/Tutor  
Barton Tutor  
Barton Tutor

Mrs. Crystal Reyes-Quevedo  
Mrs. Elaine Aguiniga  
Mrs. Amanda Hall  
Miss. Tiana Lopez  
Ms. Melanie Myers  
Mrs. Jill Maynard  
Mrs. Christina Brogdon  
Miss. Brittany Miller  
Mrs. Mayla Perez  
Mr. Austin Witt  
Mr. Robert Kuebler  
Mrs. Reanna Byrd  
Mrs. Rebecca Turnipseed  
Mr. John Smoley  
Mrs. Rochelle Lane  
Mrs. Melanie Lane  
Mrs. Heather Coulter  
Mrs. Jodi Heilmann  
Ms. Vivian Flores  
Mr. Ozzy Gastelum  
Mrs. Lori Showers  
Mrs. Bonnie Mansker  
Mrs. Julie Byler  
Mrs. Stephanie Rust

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## **Welcome to United Christian School!**



The Administrator, faculty, staff, and Board of Directors of United Christian School (UCS) are humbled by the trust you have invested in this school and the enrollment of your child here. It is our hope that our school program meets your child's educational needs, as well as God's purpose for your family. We recognize the best way to ensure this hope is through a **partnership of family and school**, working together. Thank you for reading and familiarizing your family with the handbook's contents.

### **Policy of Nondiscrimination for Admissions**

United Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. United Christian School practices a Biblical philosophy of admissions. It does not discriminate on the basis of race, color, national or ethnic origin, sex (gender determined at birth) in administration of its educational policies, admissions policies, scholarship programs, athletics and other school administered programs.

### **Memberships and Affiliations**

United Christian School is independent in ownership and a member of the following organizations:

- Association of Christian Schools International (ACSI)
- Verde Valley Athletic Association (VVAA)
- Arizona Christian Education Coalition (AZCEC)
- Northern Arizona Christian Schools Scholarship Fund (NACSSF)
- Various other School Tuition Organizations

### **United Christian School's Vision**

To build up disciples of Christ who live by God's Holy Word, the Bible.

### **United Christian School's Mission**

Under the direction of and in service to the Lord, United Christian School will strive to maximize the potential of each student, helping them achieve academic and behavioral excellence and to mature in their faith through Bible based instruction.

### **United Christian School's Goals**

- To provide academic excellence in a safe, healthy, and nurturing environment.
- To provide a spiritual education and moral foundation based on Biblical principles.
- To develop and maintain Christ honoring relationships in all areas.
- To provide opportunities for physical and social development.

## Statement of Faith

United Christian School (UCS) is founded on the key elements of Christianity that are unapologetically taught. UCS board members and staff adhere to these foundational principles. Other doctrinal issues will not be presented as primary doctrine. Should doctrinal differences arise, the discussion will be referred back to the family for discussion with their church affiliations.

- \* We believe the Holy Bible is the written Word of the living God, inspired by the Holy Spirit and recorded by holy men of old. (2 Peter 1:21) It is infallible in content, will remain eternally, and is the supreme standard by which all human conduct, creeds, and opinions are based (John 17:17; 2 Timothy 3:16).
- \* We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Matthew 28:19; 2 Corinthians 13:14).
- \* We believe in the deity of our Lord Jesus Christ (Romans 9:5; Matthew 28:18; John 14:7), in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, (Phil. 2:5-8. Heb. 2:14) in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Gal. 4:4-7; Eph. 1:20-23).
- \* We believe man in his natural state is a sinner, lost, undone, without hope, and without God (Genesis 8:21; Psalm 51:5; Ephesians 2:1; Romans 5:12);
- \* We believe the terms of salvation are repentance toward God for sin in a personal heart-felt faith in the Lord Jesus Christ, which results in the new birth of a person. This salvation is entirely by the grace of our Lord and not of works (Ephesians 2:8-9);
- \* We believe in the saving power through the blood of Jesus and His imputed righteousness (1 Peter 1:18, 19; 1 John 1:7);
- \* We believe Jesus Christ ascended to the Father and is presently engaged in building a place for us in Heaven (John 14:2,3) and is interceding for the saints (1 John 2:1; Romans 8:34);
- \* We believe in the visible, bodily return of Jesus Christ to this earth (Acts 1:11; Rev. 1:7);
- \* We believe Heaven and Hell are definite places (John 5:29);
- \* We believe the Body of Christ is made up of all who have been born again (John 3:3; 1 Peter 1:3) into the Kingdom of God, regardless of denominational differences. We believe in the spirit of unity (Romans 12:5; Romans 15:5) while allowing for variety in individual ministries as to their work, calling, and locality as directed by the Holy Spirit;
- \* We believe the Holy Spirit to be the third person of the Trinity whose purpose in the redemption of men is to convict of sin, regenerate the repentant believer, guide the believer into all truth, indwell and give gifts to believers as He wills so that they may minister as Christ would to us (1 Corinthians 12:3; Titus 3:5; Hebrews 9:14; 1 Peter 4:14);
- \* Concerning marriage and family life, we believe marriage is exclusively between one man and one woman as defined in scripture (Genesis 2:18-24);
- \* Concerning gender, we believe the God of Genesis created man and woman, that His creation of male or female is perfect and complete and full of beauty as He designed them. We further believe redefining gender in opposition to God's original design is against the law of God and therefore we do not support this, and cannot, as Christians, entertain this behavior in our school. (Gen. 2)

## Core Values and Student Goals



We believe Christian parents should raise their children in the knowledge of the Lord and nurture their trust and obedience to Him. We see United Christian School as an extension of the Christian home to help fulfill this momentous educational responsibility. United Christian School is committed to the education of the whole child; spiritually, intellectually, emotionally, socially, and physically; within the framework of the Evangelical Christian faith.

Through God's grace it is our prayerful desire and goal that students hear, learn, absorb and live a life-giving personal relationship with Jesus Christ. Listed below are our core values and the student goal associated with each value:

<b>Core Values</b>	<b>Student Goals</b>
<b>Discipleship for Jesus Christ:</b> bringing about authentic spiritual transformation through mentorship relationships and genuine spiritual conversations.	Students will seek to bring glory to God with their talents, humbly pursuing excellence with the gifts He gives them and glorifying God through healthy living.
<b>Academic Excellence:</b> that requires students to learn how to read, write, think, and speak well through academically rigorous course work in all disciplines.	Students will be life-long learners equipped with the tools of learning.
<b>Biblical Worldview Integration;</b> in all subjects and in all extra-curricular activities.	Students will understand the Biblical world view and how it applies to all of life.
<b>Prayer:</b> relying on God to provide us with His wisdom, interceding for another, bearing one another's burdens, acknowledging that the beginning of wisdom is the fear of the Lord.	Students will be prayerful and understand that the Lord hears the prayers of His people.
<b>Service:</b> as Christ served; beginning within the UCS community and then out into the larger community; showing Christ's light, providing opportunities to put action behind our faith, cultivating hearts of compassion in the students	Students will emerge as servant leaders in their homes, churches, communities, and vocations. Students will cultivate gratitude in their own hearts and minds.
<b>Life Preparation:</b> ready to engage the culture armed with sharp minds, hearts that are surrendered to Christ, and hands ready to answer the call of God on their lives.	Students will pursue personal growth with accountability and honest self-evaluation.
<b>Biblical Stewardship:</b> through wise financial planning, always trusting God as provider, looking ahead to the future with faith.	Students will understand Biblical stewardship with time, money and talents.

## Curriculum Guidelines

UCS uses a solid Christian Education curriculum, publishers such as ABEKA, BJU, and Purposeful Design. The teaching materials focus on the whole child and their natural development. Core subjects include Bible, Literature (including Language Arts), Math, History (including Geography), Science, Music, Art, and Physical Education. Curriculum used that is not Christian publications will be taught through a Christian world view. As we teach the Christian faith and allow the Holy Spirit to grow in each child's heart our prayer is that they may know Jesus Christ as their Savior, live as His disciple, and receive the reward of eternal life with Him.

### Grading

Students are expected to offer his or her very best effort to schoolwork and studies. Students are expected to actively participate in all aspects of learning.

Average	Grade	Commentary	Grade Point
100%	A+	Excellence	4.0
99% - 93%	A		4.0
92% - 90%	A-		3.7
89% - 87%	B+	Good	3.33
86% - 83%	B		3.0
82% - 80%	B-		2.7
79% - 77%	C+	Satisfactory	2.33
76% - 73%	C		2.00
72% - 70%	C-		1.7
69% - 64%	D	Unsatisfactory	1.0
63% - 61%	D-		0.7
60% and below	F	Failure	0.0

### Classwork - Homework Philosophy

The assignment of classwork following the presentation of course material is to provide reinforcement and mastery over content. It is begun in class so the classroom teacher can verify understanding. Should additional work be assigned for home completion, the classroom teacher has a specific purpose for the activity. "Home" work then consists of classwork that was not completed in the classroom. For older students, additional research and project assignments may also be assigned for homework for later presentation.

Late—work:	1 day late:	10% off
	2 days late:	20% off
	3 days late:	30% off
	4 days late:	40% off

All work will be graded however if more than five days lates it may count as 0 in the report cards. Late work should be submitted in the current grading quarter unless there are extenuating circumstances.

## Academic Achievement and Good Character Recognition

**Honor Roll:** Students who earn a 3.7 grade average will be awarded Honor Roll recognition at the end of each semester and at the end of the school year.

**Principal's Honor Roll:** Students who earn a 4.0 grade average will be awarded Principal's Honor Roll recognition at the end of each semester and at the end of the school year.

## Accommodations for Learning Guidelines

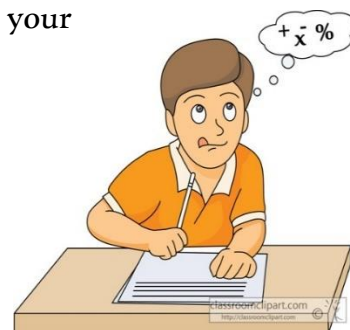
It is the desire that each child learn to their best ability. For some students, this can be more challenging than for others. Every effort will be made to accommodate for any variety of learning and/or behavioral challenges. If UCS cannot appropriately provide for a child's needs, every effort will be made to assist the parents/guardian to locate and select an appropriate education location. Please understand that your child, regardless of their academic ability, is still a cherished and unique child of the heavenly Father. They are loved and valued by virtue of his or her existence. They are not lesser because they learn or behave in a manner that requires individualized attention.

## Benchmark Testing

Benchmark testing will be conducted soon after school begins in the fall  
And again, in the spring. Benchmark testing is done  
in small groups or individually and gives us a look at your  
child's progress.

## Standardized Testing

Students in grades 3 -8 will participate in standardized testing. Annual testing will be conducted in the Spring. Standardized testing shows your child's achievement on a particular day for a particular subject matter. It represents only a small portion of your whole child and not the complete miraculous individual God has chosen them to be. Please keep the testing and accompanying scores in its proper perspective.



## Records and Transcripts

- Records - the cumulative records for each student are available to the parent. Please call the office to set up an appointment if you wish to view them.
- Transcripts - Each student's semester grades are recorded on a transcript that is the permanent record of a student's academic achievement. These may be requested by submitting a written request for students withdrawing or graduating from UCS. They will be faxed from school to school. **All accounts must be paid in full before transfer transcripts can be sent.**

## **Parent Involvement and Communication**

Parental involvement and support are an essential part of the educational process. It is always in the best interests of each student that a positive relationship exists between parents and school staff. Here are some ways to foster our relationships.

- ♥ We have an obligation to be actively involved in the education of our child.
- ♥ Uphold and support the high academic standards of UCS.
- ♥ Provide a place at home for our child to study.
- ♥ Give our child encouragement in the completion of homework assignments.
- ♥ Arriving at school in a timely manner.
- ♥ Keep absenteeism only for absolute necessities and to a minimum.
- ♥ Pray regularly and fervently for the school, school staff, students, and administration.
- ♥ Pay financial obligations on time.
- ♥ Participate in the tax credit opportunity, designating United Christian School.
- ♥ Recommend the school to other families as opportunities arise.
- ♥ Monitor and praise your child's progress by reading teacher notes and papers sent home.

### **Service Hours**

United Christian School relies on all the families to support our school. We have an expectation of 25 service hours per family. Those service hours can be met in the following ways....

- ❖ Participate as a volunteer:
- ❖ Lunchroom & Recess Duty
- ❖ Fundraising activities
- ❖ Grounds upkeep
- ❖ Prep work for teachers in the classroom
- ❖ Act as chaperone on field trips
- ❖ Help coach a team in sports
- ❖ Help host class parties
- ❖ Extra Cleaning
- ❖ Set up and break down of school activities

**If you have concerns or disagreements, it is our desire that we work diligently to resolve the issue using the biblical principles indicated in Matthew 18:15-20, as follows:**

*“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, so that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Truly, I say to you, whatever you bind on earth shall be bound in heaven, and whatever you loose on earth shall be loosed in heaven. Again, I say to you, if two of you agree on earth about anything they ask, it will be done for them by my Father in heaven. For where two or three are gathered in my name, there am I among them.”*

- \* Pray that the situation be resolved and that the Lord guides the words used.
- \* Speak directly to the one involved for clarity in perspective and confidentiality to avoid gossip or maligning our neighbor.
- \* If the situation is resolved, rejoice and be forgiving; the discussion has ended.
- \* If the situation is not resolved, parents and teachers should agree to discuss it with the school administrator.



- \* If the situation is resolved, rejoice and be forgiving; the discussion has ended.
- \* If the situation is not resolved, the administrator will explain the situation to the board chair for board resolution.
- \* If resolution cannot be reached through this process, it may be necessary to transfer your child's school enrollment to another location rather than attempt to function in disharmony.

### UCS Board of Directors



*The United Christian School Board of Directors is a self-perpetuating board whose primary functions for the school are:*

- ★ To establish policies in the best interest of the school.
- ★ To oversee the School Administrator.
- ★ To carry out fiscal responsibilities and produce financial stability.
- ★ To prayerfully engage in long-range planning that will be to the best interest of the entire school.

The Board holds 11 regular meetings during the school year as scheduled on the school calendar (generally the last Monday of the month at 6:00 p.m.). Board meetings are open to all persons interested in the school. However, guests at these meetings do not normally participate in board discussions unless a written request listing the desired topic has been received by the board president at least five (5) days prior to the meeting, or an invitation has been made by the Board to address a specific topic. The board president or presiding officer for the meeting determines the time permitted for such addresses or discussions.

### School Admissions Requirements

- \* At least **one parent or legal guardian** of a **child** and **each student** to be enrolled must agree to accept the UCS Statement of Faith, Vision Statement and the Code of Conduct each year. Parents/guardians also sign the Family Enrollment Agreement as well as sign and return the Family Commitment Form.
- \* The parents should understand that their child will be educated by the school according to the educational philosophy outlined in our Mission and Vision Statements, Statement of Faith and Core Values.
- \* First time enrollees will be interviewed and assessed before admission, to assure UCS is a good fit for your family. A child transferring from another school shall also provide school records from all previous schools. A child transferring from home school shall provide home school records.
- \* A Kindergarten child shall be five years old on or before September 1 of the coming school year. A first-grade child shall be six years old on or before September 1 of the coming school year.
- \* Junior High students and families will be interviewed each year to ensure continued commitment to UCS and its policies, values, and codes of conduct.
- \* All new students are on a 30-day probationary period to ensure that student(s) and their families respond favorably to the Christian culture and are able to assimilate into both Christian and UCS culture.

## Tuition

Registration Fees	Preschool	Extended Care	School Tuition
PS/PK \$70	\$2,000/yr. *\$200/mo. for 2x/week	3-11 years old \$4.75/hour	<b>Kinder - 5<sup>th</sup> Grade</b> \$6,700/year or (\$670 x 10 months)
Primary \$100	\$2,200/yr. *\$220/mo. for 3x/week	\$15/month per student-snack fee	6 <sup>th</sup> Grade - 8 <sup>th</sup> Grade \$7,200/year Or (\$720 x 10 months)
\$200 Family	\$2,400/yr. *\$240/mo. for 4x/week \$15/month per student- snack fee		

## Scholarships



Private, Christian school education can be affordable and available to you for no cost or a reduced cost primarily through the Arizona State Tax Credit program. Parents must schedule and **attend** at least **one tax credit workshop yearly**. Parents should participate personally in designating their Arizona tax liability to United Christian School, it is another way to support UCS. Parents should also encourage any Arizona taxpayers to designate their tax liability to UCS. Tuition costs should not be a deterrent to registering your child. As part of the registration process all families will apply for at least 5 scholarships. Parents also have the option of the Empowerment Scholarship or ESA through the Arizona Department of Education.

## Admissions Process

All families will complete all parts of the UCS Admissions Process.

- Discussion with Administration staff, including the administrator then the finance department for potential fit and explanation of scholarship offerings.
- Fill out the necessary application packet of information, including contact information, student profile and any medical conditions, immunizations, and former transcripts, any custody agreement, or legal documents regarding custody.
- Read, discuss, and sign an agreement to follow the policies set in our Parent/Student Handbook.
- Scheduling of placement testing, if warranted.
- Discuss tuition, complete STO paperwork, Apply to STO scholarships and/or to ESA, pay fees and sign agreements.

## Immunization Requirements

The Arizona Administrative Code, Article 7, Section R9-6-702 requires immunizations for all students. For your student to enroll at UCS you must present written evidence from your doctor or clinic that the necessary immunizations have been received. If immunizing your child is against your personal beliefs, you must sign a form indicating this fact. If your child has a medical problem that prevents immunizations, provide a doctor's written statement to the school.

## Enrollment or Potential Re-enrollment

UCS wishes to accept all students into enrollment. For some students, this may not be the best placement for their academic learning. UCS is willing to work with parents to secure the best placement or academic support. A student may be refused enrollment or re-admittance by the administrator and board if UCS is not the best fit or if there is tension between the school policies and parental/guardian perspective.

## Withdrawal Policy

The withdrawal procedure **requires the payment of all unpaid fees, return of library books, texts, and other school property, and the proper documentation** of such actions on the student withdrawal form. **Any outstanding tuition and fees are expected to be paid.** The parent may request personal copies of the Cumulative Student Record (CSR) or can request that the same be forwarded to their next school. Please allow sufficient time, up to 10 school days, to complete grades and provide copies.

## Attendance

A student enrolled in United Christian School is expected **to be present and on time in school every day** school is in session. The campus is considered a closed campus; students do not independently leave and return throughout the school day. The attendance records for the students are kept in the classroom and reported on the student's report card. These become your child's permanent record.

1. **Unplanned Absences:** If a student needs to be absent from school for a family emergency or illness, please contact the school office as soon as possible; (School work for unplanned absences will be ready for pick up at the **end of the day.**)
2. **Planned/  
Extended Absences:** Please notify the office if your child will be absent for three or more consecutive days. If he or she is ill, we wish to pray for them. If you are traveling, please notify the school office and your child's teacher 3 days prior to absence so the work will be provided prior to the absence. The work is expected on return. School work may be picked up during your child's absence. Students will have two days to complete make-up work for each day of absence.
3. **Maximum Absences:** Should circumstances require a child to be absent more than five days in a quarter, it will be necessary to arrange for the missed work to be completed to ensure credit for the class is received. If your child is consistently absent without justifiable reason, (medical with dr. note), **more than five days in a quarter, disenrollment will be considered** by the administration. To be successful in school your child must attend regularly.
4. **Tardy:** Students are expected at 8:00 A.M. each morning school is in session. It is important to teach children to be prompt. Tardiness interrupts the classroom as well as makes your child feel unsettled and unprepared for the day. Please be on time to drop off and pick up your child. Five tardies will count as one absence.

## School Hours

Childcare: Monday - Thursday 6:30 a.m. to 8:30 a.m./ 11:30 p.m. to 6:00 p.m.  
- Friday 6:30 a.m. to 6:00 p.m.

Preschool:	8:30 a.m. to 11:30 a.m.	Monday through Thursday
Kindergarten – 2nd Grade:	8:00 a.m. to 3:15 p.m.	Monday through Thursday
3 <sup>rd</sup> - 8 <sup>th</sup> Grade:	8:00 a.m. to 3:30 p.m.	Monday through Thursday

## Transportation – Before and After School

United Christian School does not offer any transportation to and from school. We encourage families in the outlying areas to work together and carpool as much as possible. Please contact the school office for assistance with forming a carpool.

**Morning Drop Off:** Kindergarten to 8<sup>th</sup> graders may be dropped off at 7:45 A.M. There will be a morning monitor until class begins at 8:00 a.m. Please drive around the left side of the buildings and drop off at the gate near the field. **Students may not enter campus through another gate unless being signed into Childcare. Tardy students must enter through the office to not be counted absent.**

**Midday Pick Up:** Send a note or call the school office if you will be picking up your child during the school day, this way your child will be ready when you arrive.

**Afternoon Pick Up:** After school, students **K-2** should be picked up at **3:15 p.m.** at **3:30 p.m.** they will be signed into our aftercare program. Students **3-8** are released at **3:30 p.m.** and will be signed into aftercare at **3:45p.m.** If not picked up Middle School students grades 7-8 will immediately phone his or her parent from the office. There is a charge for aftercare services; \$4.75 per hour with a **two-hour minimum charge each day.**

**Substitute Rides:** If your child is to ride home with someone other than the regularly scheduled driver, please send a note to the school office giving written permission for the student to leave school or contact the school office by phone. Please include the other person's name and the make and color of the car, if known. A call to the office should be made for last-minute changes.

**After School Activities:** Students in after-school activities are to stay with their coach, teacher, or leader. Students whose parents are on campus at a game, in a practice, or in a meeting are not the responsibility of UCS staff. **CHILDREN MAY NOT ROAM THE CAMPUS UNATTENDED AT ANY TIME.**

### **Pickup/Dropoff Line-STAY IN YOUR VEHICLE AT ALL TIMES**

*Park your vehicle in the parking area and meet your student on the sidewalk. This is not a time for a parent/teacher conference. If you would like to meet with your teacher, please contact them via office or email to arrange a meeting time.*

## Lunchtime and Snack

Please send nutritious snacks and lunches for your child, including fresh fruits and vegetables, cheese, yogurt, sandwiches, and leftovers. Students may not have soda at school. Food brought from home **must be pre-cooked.** No frozen foods or uncooked foods. All food must be cooked at home and placed in a microwaveable container to be re-heated during lunchtime. **We do not have time or staff to cook food, only warm for 1-2 minutes.** It would be best to heat food at home and pack it in a thermal container.

## Field Trips

Students traveling away from school are expected to behave in the same manner as required on school grounds, with appropriate respect, courtesy, and Christian witness. Appropriate school uniform is required unless approved by the administrator. Parental support and involvement with the planning, driving, and chaperoning of all field trips is greatly encouraged and appreciated. Any parent who wishes to drive on a field trip will need to fill out a parent volunteer form prior to the field trip for a background check, submit a copy of their driver's license and proof of insurance. If you are chaperoning on a field trip your total focus needs to be on the children assigned to you, because of this we do not allow siblings to attend. If there is a serious medical emergency on a field trip emergency service will be called and if recommended by emergency services, the child or adult will be transported to the nearest medical facility.

## Show and Tell

**Toys should not be brought from home to school.** If toys are brought for a specific purpose, like show-and-tell, they should remain in a backpack or with the classroom teacher until the scheduled purpose occurs. If personal belongings are brought to school and become broken this is not the responsibility of the school. It is a risk your child takes in bringing it.

## Lost and Found Box

**It is a good idea to label all your child's belongings,** lunch boxes, jackets, anything else that may come from home. The lost and found box is inside the office for any unclaimed items. Unclaimed items will be disposed of or given to a charitable organization at the end of the school year. The school is not responsible for lost personal property.



## Telephones/Electronic Devices and Cell Phone Use

Students **must** have permission from their teachers to come to the school office and use school telephones. **Telephones in classrooms are not to be used by students, they are only for school personnel.** Students are not permitted to use cell phones/electronic devices during school hours, including before/aftercare and summer programs. Any cell phones/electronic devices that are brought to school must be deposited in the administrator's office at the start of the day and can be picked up at the end of the school day. UCS is not responsible for any damage or loss of such items.

Students who do not turn their cell phone/electronic devices in at the beginning of the day may lose their right to bring a cell phone to school. Parents are expected to support this policy and not encourage their child to keep their cell phone with them throughout the school day.

During school lead activities, sports, field trips and other special activities, students may not have their phones or electronic devices, unless special permission from Administrator, Teacher or Coach is given.

Student cell phones/electronic devices brought to school or used at school are subject to inspection and review by school staff pursuant to the search & seizure policy and administrative discretion. Parents who need to contact their child during the school day for emergency purposes should use the school's normal emergency contact process and call the main school phone number. **928-567-0415**

## Dress Code

- Girls:** **Khaki (tan), black, or navy colored uniform pants**, capris, skirts, or shorts. Skirts, dresses, or shorts must be no shorter than 1 inch above the knee. Leggings may only be worn under dresses or skirts. Shirts are collared polo shirts with the school logo embroidered on them. Jr. High girls, (7<sup>th</sup> & 8<sup>th</sup>) may wear mascara if modestly applied to enhance natural beauty) **No other makeup is to be worn.**
- Boys:** **Khaki (tan), black- or navy-colored uniform pants** or shorts to the knee. Shirts are collared polo shirts with the school logo embroidered on them.
- All:** **School Uniform pants** are uniform pants; they are a type of slack or dickie. They are **not** jeans, or leggings, they do not have elastic at the ankle nor are they skinny. Their classification is **uniform pants, a slack or dickie** and can be purchased at many stores as such.
- Hoodies are allowed if they are school sponsored hoodies **no other hoodies are allowed.** Solid colored sweaters, jackets with the school logo, or UCS hoodies can be worn during cooler weather in the classroom. **Heavy winter coats, hoodies and jackets are taken off when entering a building. Jacket/sweater or hoodie that does not have UCS logo MAY NOT be worn in the classroom.**
- Footwear:** All students are to wear sneakers or soft-soled shoes that stay on the foot. For student safety, cowboy boots or hard-soled shoes are not encouraged. **No flip flops or slides** are to be worn to school. Sneakers are required on P.E. days.
- PE Wear:** K-4<sup>th</sup> regular uniform with athletic shoes needs to be worn. 5<sup>th</sup>-8<sup>th</sup> grade students are required to change into UCS athletic wear; knee length loose sports shorts and a T-shirt (which will be purchased from UCS). Also, athletic shoes are to be worn. **This will count as part of their P.E. Grade.**
- Hair:** Students' hair should be clean and neatly trimmed **without obscuring the eyes.** Extremes in hairstyles that call undue attention to the haircut (this includes but not limited cutting designs in the hair, extreme length/short). Boys' hair must be above eyebrows, ears, and collar. Bleaching, or dyeing with unnatural colors are not allowed.
- Fragrance:** Please do not wear heavy perfume or aftershave to school. We have many people with sensitivities to scents.

## *Chapel Wear*

- Girls:** Our school uniform may be worn for chapel, or they may wear chapel dress. Chapel dress for girls is skirts or dresses they must be no shorter than 1 inch above the knee and cap sleeves, **no tank sleeves, or open backs.**
- Boys:** UCS School uniform may be worn for chapel or boys may wear slacks, a button down shirt or a polo may be worn.

***UCS reserves the right to make the final decision for school dress and student appearance.***



If your child is out of dress code, we may have something they can change into here at school. If we do not have a school uniform for them, we will call the parents and you will need to pick them up or bring them an appropriate school uniform.

**Continued Dress Code Violation Could Result in Suspension**

## Conduct - Honoring God with Behavior

Students honor God and His commands by demonstrating it in their actions. Students will not steal, cheat, plagiarize, gossip or engage in other wrongful behavior. In Christian love, we hold each other accountable and walk humbly before our God.

**It is a privilege to attend United Christian School.** Each student is expected to behave in a respectful manner, maintaining Christian standards in demeanor, language, morality, modesty, and honesty. The following general rules must be always adhered to:

### CHRISTIAN CHARACTER!



LOVE GOD  
&  
LOVE OTHERS

\* \* \* \* \*

Integrity!

Honesty!

Responsibility!

Respect!

Compassion!

Self-Control!

- Students show and treat all people with respect.
- Students show respect for authority.
- Students show respect for their instructors by arriving on time and being prepared to work.
- Students show respect to school and another person's personal property. *(Parents will assume financial liability for any and all damages.)*
- Students show respect by caring for the school facilities and grounds.
- Students show respect and do not verbally or physically injure another.
- Students do not loiter in the restrooms.
- Students refrain from public or private displays of affection at school. *(Including, but not limited to: hand holding, hugging, kissing or other intimate contact.)*
- Students recognize their body is God's temple.
- Students remain safe and do not possess dangerous objects on school grounds.
- Students do not use skateboards, scooters, skates, or heelies at school.
- Students do not chew gum on campus.

## Discipline

Although we make every effort to do what is right and good, we are still sinners and sometimes fall short of choosing what is good or right. As a result, we are held accountable for our actions by God and those God has put into authority over us. Consequences for poor behavior choices are issued by the supervising adult, in the classroom or the playground. If the behavior continues or if the severity warrants, behavior issues will be addressed by the administrator.

School office visits occur when:

- \* Any disrespect with attitude, words or action to a teacher, or any other adult.
- \* Any intentional verbal or physical abuse from a student to another.
- \* Any intentional verbal or physical abuse to an adult or teacher.
- \* Integrity concerns; lying, cheating, or stealing.
- \* Continual refusal to participate or do assigned work.
- \* Use of obscene speech, insubordination; refusal to comply, disobedience.
- \* Inappropriate use of technology or school email, using the internet for other than what has been authorized by school including social media.

If a visit to administration occurs, parents may be notified so we can work together to change the behavior choices, these actions interfere with learning in the classroom and undermine the respect that exists on our campus. If deemed necessary, you will be called to meet with the administrator and your child will have to leave for the day. This may warrant a temporary suspension.

### **Serious Misconduct**

Any act that endangers the lives of another, advocates or exhibits displays of violence, vandalism, or violation of law is considered serious misconduct. Although there is love and forgiveness with repentance, the safety and security of others becomes a priority with these situations.

The following list, which may not be all inclusive, provides specific reasons a student may be suspended or expelled from school enrollment:

- Continual use of obscene speech, insubordination; refusal to comply, disobedience.
- Endangers the life of another or themselves.
- Demonstrates unwarranted and extreme absenteeism.
- Engages in academic dishonesty.
- Shows extreme uncontrolled behavior and refuses to calmly comply.
- Actively undermines the values and principles of UCS.
- Continued disruptive, disrespectful behavior that has been addressed and there is no change in behavior.
- Continual inappropriate use of technology or school email, using the internet for other than what has been authorized by school including social media.
- Bringing tobacco, vape, alcohol, drugs, or paraphernalia of these on campus will be an automatic suspension and presented to the board for expulsion.

Should expulsion be warranted, the expelled student may request re-admittance to UCS at a later time. After considerable deliberation, a decision based on the student's attitude and circumstances at the time of re-application will be made by the UCS Board.

### **Attendance and Health**

Students should not be sent to school sick. A student who becomes ill during the school day should notify the teacher, who will help make appropriate arrangements with the school office for the student's care until a parent picks them up. Students who have a fever of 100° or more should not return to school until the fever has been gone without being medicated for 24 hours. If the student is diagnosed with an illness requiring antibiotics, they should not return for 24 hours following their first dose.

### **Medication at School**

State law concerning the use of continuing medication by students contains the following requirements:

- The parent must inform the office in writing of the medication being taken, current dosage, and name of the supervising physician with a copy of the prescription in the original packaging.
- Parents must give permission for students to use over-the-counter medication; including Tylenol, Ibuprofen, or allergy medications. Questions relating to the taking of medication at school should be directed to the school office. Student medications should be brought to the school office in its original prescription packaging and signed in by a parent or guardian.



## Department of Child Safety

UCS staff are considered mandatory reporters under State and Federal law. In the event that a child reports any activity in their life which brings any suspicion of abuse or neglect of any kind, school personnel will contact DCS.

### Search and Seizure

United Christian School prohibits the possession, on school property or at authorized school functions, of substances or objects that are illegal or threaten public safety. Such materials or objects may include, but are not restricted to:

- \* **Alcoholic beverages or illicit drugs.**
- \* **Stolen property.**
- \* **Weapons as prescribed by law.**
- \* **Hate or inappropriate literature.**

The school authorizes the administrator or staff, on the basis of reasonable grounds to believe that a student is in possession of a prohibited substance or object, and in accordance with school board policy, to conduct searches and, where necessary, to seize prohibited substances or objects. Law enforcement may also be contacted if warranted.

### Summary

United Christian School states that this Handbook is subject to change without notice at the discretion of the School Board and Administrator.

It is our hope and prayer that this school family compliments your family, that our goals and values for your child's education and spiritual growth align with your own, and that our relationship of care and support continue to grow throughout your involvement with this Christian community.

**May the Lord BLESS you and keep you;  
May the Lord make his face to shine upon you and be gracious;  
May the Lord lift up his countenance upon you and give you peace.**

