

**WELCOME**

**TO**

**OLD UNION SCHOOL**

*a private school operated under the authority of  
Old Union Missionary Baptist Church*

*The purpose of this handbook is to provide information to  
Old Union students and parents concerning the policies  
and procedures of Old Union School.*

**2007-2008**

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## A. Admission Policy

Students are selected in order to maintain a student body of high academic and moral caliber. The school board and administrators grant admission and fill vacancies on the basis of achievement and ability tests, prior performance in school, and other pertinent data. Additional consideration is given to siblings of currently enrolled students.

Only students who are in good standing with their previous school are accepted. Old Union School will contact the student's previous school to ensure that the student is in good standing both academically and behaviorally. Each new student will have a one month trial period. At the end of thirty days, each new student will be reviewed by the board of directors and administrators to determine his/her enrollment status, after which a meeting will be held with the student's family notifying them of that status.

To be eligible for preschool, a student must be four years of age on or before October 1 of the year of enrollment. To be eligible for kindergarten, a student must be five years of age on or before October 1 of the year of enrollment.

### Physicals and Immunizations

In order to comply with state regulations, the school requires that all children entering school for the first time and those entering 6<sup>th</sup> grade be examined by a physician before school opens in the fall. The completed physical report, including a Commonwealth of Kentucky Immunization certificate, must be presented prior to the first day of school. Health records are transferred with scholastic records when children change schools. All students new to the school must have proper proof of immunization.

School officials determine grade level placement and teacher assignments. Students who are married and/or have children will not be accepted. Students who marry and/or have children during the school year must withdraw.

## B. Admission Procedure

Upon receipt of the application and fee, the admissions committee will review the student's transcript, achievement test scores, and other pertinent data. After all pertinent information has been received, an interview will be scheduled for all parents of applicants. Students will be expected to participate in the interview. This is a valuable time as it allows for the development of a personal relationship between family and school.

The applicant's parents will be notified by mail of admission status. Registration is complete when the enrollment contract and all health records have been received in Old Union School's Office.

### Re-enrollment

Families are required to re-enroll students for the following school year by the last day of school in February. All openings as of March 1 will be offered to the public. There is a one-time enrollment fee per student if he/she attends in consecutive years. If a student voluntarily leaves Old Union School and then wants to return, the school is not obliged to enroll the student. If the student is permitted to reenroll, there will be a re-enrollment fee of \$50.

## C. Financial Information

1. Tuition: Tuition is paid annually or monthly, according to the plan selected on the enrollment contract. The registration fee is not credited toward the annual tuition. The absence, academic failure, withdrawal, or dismissal of the student does not cancel or reduce the tuition obligation. All payments on accounts are applied to charges in the order they are incurred.
2. Accounts: A late charge of seven percent per month is added to all school accounts more than fifteen days in arrears; any account which is sixty days or more in arrears will subject the student to dismissal. Report cards, cumulative records, diplomas, and other official school documents cannot be released until the student's account is settled in the school office.

## D. Honor Code and Student Behavior Guidelines

Old Union School seeks to instill in its students Christian principles. Therefore, the school expects and requires honorable conduct at all times. Breaches of the honor code include, but are not limited to: cheating, plagiarism, lying, stealing, and failing to respect the property of the school or of other persons. Infractions of the honor code will be dealt with on an individual basis, depending on the circumstances and the seriousness of the infraction

The following examples of misbehavior shall be grounds for disciplinary action, which may include suspension or expulsion:

- a. Assault and/or battery
- b. Improper dress or appearance
- c. Dishonesty
- d. False alarm
- e. Improper public display of affection
- f. Fighting
- g. Forgery
- h. Habitual misbehavior/repeated misconduct
- i. Failure to respond positively to repeated efforts at correction from the school
- j. Inciting to and/or contributing to disruption
- k. Insubordination
- l. Littering
- m. Obscenity and/or profanity including using the Lord's name disrespectfully
- n. Possessing, using, selling, or transferring of any behavior modifying substance, paraphernalia and/or facsimile thereof
- o. Use or possession of tobacco products
- p. Striking or threatening any school personnel
- q. Vandalism
- r. Possession of any item constituting a weapon and/or any facsimile thereof
- s. Any behavior adversely reflecting upon the school
- t. Use of a cellular phone during the school day. All incoming/outgoing calls must be conducted through the school office only.
- u. Use of any music player or device during the school day.
- v. Use of any other electronic device (such as a video game) outside of specified recreational time—subject to administrators' discretion.

In addition, student expulsion may result from any action by a parent or guardian which seriously interferes with the school's ability to accomplish its educational purposes.

## E. Parent Code of Conduct

Just as with its students, Old Union School expects and requires honorable conduct at all times from parents, guardians and/or families connected with the school. Parents/guardians must sign a copy of the "Old Union School Parent Code of Conduct" prior to the student's first day of school. The parent code is as follows:

*I will agree to live by the Christian moral standards of Old Union School, including honoring the sanctity of marriage (Hebrews 13:4). Cohabitation of adults without the commitment of marriage is grounds for a student's dismissal from the school. The moral standards of the school are in agreement with all of those defined by Scripture.*

*I will agree to address any and all grievances or concerns in accordance with the principle outlined in the book of Matthew, Chapter 18. Should I have such a grievance or concern, I will undertake the following steps consecutively:*

1. *Speak privately with the particular teacher in a constructive and supportive attempt to get clarification or resolution regarding the concern(s). This should best be done with a note to the teacher initially and then he/she could make arrangements convenient for us both to speak about the matter in private.*
2. *Only after I have made honest attempts to clarify or resolve a concern with the teacher and have been unable to do so satisfactorily should I contact the next level of authority. Normally, this next step would mean contacting the principal initially with a note and then participating in a subsequent scheduled meeting.*
3. *If the preceding procedure does not produce a satisfactory resolution, then I may proceed to the school's board of directors by bringing the matter to Old Union School's Board in writing. Unless this procedure has been followed, administrators and board members will not discuss concerns or questions.*

*Lastly, I understand all discipline matters of the school will be conducted by the teacher(s) and/or administrators involved while on school grounds. Whereas parents reserve the absolute right to discipline their children, Old Union School does not permit parents to intervene in the discipline process of any child, including my own, during the school day.*

## F. Disciplinary Procedures

### For behavior not controlled by ordinary means

1. After a particular behavior is seen by a teacher to be a problem, the teacher regarding the undesirable behavior will warn the student. The teacher will document the date, description of the problem, and the fact that a warning has been issued.
2. The second warning for the offending behavior will be sent to the parents with a copy of this procedure. Both the principal and assistant principal will also receive a copy of the warning.
3. Upon the third warning, the student will be taken to the principal and/or assistant principal. The principal/assistant principal will document the problem and send a third warning to the parents. In addition, a copy will be sent to the Old Union School Board. This warning will state that the student will be suspended for three days if the behavioral problem occurs again.
4. Upon the next occurrence of this behavioral problem, the student will be suspended for three days. The principal and/or assistant principal will notify Old Union School Board members and set up a meeting between the teacher, the student, the parents, and the board.

5. If this behavior does not cease, the principal, assistant principal, the teacher and the board will consider dismissal.

## G. Personal Appearance Code

1. Acceptable dress for males:
  - a. Jeans or slacks
  - b. Casual shirts
  - c. Shorts—near knee length, loose fitting
2. Acceptable dress for females:
  - a. Jeans or slacks
  - b. Casual shirts
  - c. Shorts and/or skirts—near knee length, loose fitting
3. Hair is to be kept clean and neatly groomed. Extremes in styling are to be avoided. Young men are to have their hair neatly trimmed and off the collar of a normal dress shirt and to be clean-shaven.
4. The following are examples of inappropriate appearance:
  - a. Extreme hair styles or color
  - b. Extremely tight, loose-fitting, or improperly worn clothing
  - c. Any clothing or accessories not in keeping with Christian principles
  - d. Any clothing or accessories that disrupt the educational process
  - e. Hats or sunglasses worn in the building
  - f. Elastic, tight-fitting athletic wear
  - g. Mini-skirts or shorts of the same length
  - h. Midriff-baring shirts, backless shirts, sundresses, etc.
  - i. Earrings for males/any excessive or inappropriate piercings
5. Nothing may be worn which promotes or advertises drugs, questionable music, or anything that may be offensive. The faculty and administration determine the propriety of a student's appearance and may require the student to make changes, either immediately or on the following school day. Notes will be sent home for any violations; the note must be returned the following school day with a parent's signature.

## H. Attendance and Absence

No attendance policy can be expected to cover every eventuality. However, these guidelines spell out the school's policy concerning the matter. Any situations that seem to fall outside this policy will be referred to the Old Union School Board and possibly addressed in a subsequent revision of the policy.

It is important to note that the aim of this policy is to create an atmosphere that recognizes the importance of good attendance while also recognizing the fact that situations arise where the parent deems an absence appropriate. It is also important to note that while this section spells out the letter of our policy, it is far more desirable that its spirit be implemented. This requires a high degree of respect and consideration to exist between the student, teacher, and parents for each other's schedules, needs, and plans.

### Absences

**It is of the utmost importance that each student recognizes and accepts the fact that any absence or tardiness, regardless of the reason, does not exempt them from attendance requirements.**

The following regulations are to serve as the guidelines to govern student attendance at Old Union School. Course credits will be withheld from students when they reach the number of demerits specified below:

10 attendance demerits = Warning letter #1 to parents\*  
15 attendance demerits = Warning letter #2 to parents\*  
20 attendance demerits = Notification of credit loss per each effected class

The specified number of absences includes excused absences, unexcused absences and tardies. They are defined and "weighted" as follows:

1. Excused Absence = 1 attendance demerit toward loss of credit  
Excused absences include but are not limited to:
  - a. Personal illness or injury
  - b. Death or hospitalization of family member
  - c. Medical appointments (that cannot be scheduled outside of school hours)
  - d. Reporting to court
  - e. Driver's license test or examination
  - f. Out-of-town visits (if *pre-approved* by the school board)
  - g. Emergency (approved at the discretion of administration)
2. Unexcused Absence = 2 attendance demerits toward loss of credit  
Unexcused absences include but are not limited to:
  - a. Work
  - b. Oversleeping
  - c. Car trouble/traffic delays
  - d. Inconvenience
  - e. Any absence without clarifying documentation from parent and/or physician
  - f. Any absence without receipt of said documentation within 48 hours of student's return to school.
3. Five tardies = 1 attendance demerit toward loss of credit

\*At any point after receiving 10 demerits and prior to receiving the 20<sup>th</sup> demerit, parents may elect to set up make-up days with the board and/or administration. Make-up days will consist of an OUS teacher or administrator working with the student outside of the regular school day (e.g. Saturdays) at a time agreeable to both parties, during which, parents are required to pay that instructor's normal hourly wages. For make-up purposes only, 180 minutes of teacher-supervised instructional time (outside of the regular school day) results in removal of one (1) attendance demerit.

Regulations:

- Absences that do not count toward loss of credit include: college visits (maximum of one allowed visit during 12<sup>th</sup> grade) and hospitalization of student.
- In an effort to prevent credit loss, warning letters will inform families when the student has reached the specified number of days absent, in accordance with the guidelines above. Under these regulations, a student with an excessive number of absences may earn a passing grade, but will not receive graduation/promotional credit for the course.

- A student who is denied credit for a course that is passed may use that course to fulfill prerequisite requirements (e.g. *Algebra I* as a prerequisite for *Algebra II*) but not to meet graduation credits.
- Attendance Award eligibility is based upon a student having zero absences and fewer than five tardies during that particular school year.

### Early Dismissals

In order to conform to state-mandated standards, an early dismissal is counted as a tardy. A student must be signed out by a parent/guardian or be excused with a note from the parent/guardian. The following are guidelines for early dismissal:

- Any early dismissals that are known of in advance should be made known to the teacher at as early a date as possible.
- In the event of sickness of a student who drives, contact should be made with a parent/guardian for notification and permission if possible, but need not be obtained before letting the student leave, provided he/she is capable of driving.
- The guidelines for make-up work and tests apply to early dismissals.
  - Dismissals prior to 11:00 AM will be counted as a full day's absence. Dismissals between 11:00 AM to 1:00 PM will be counted as one-half day absence. Dismissals after 1:00 PM will be counted as tardy.

### Tardiness

Tardiness is defined as arriving at school late or leaving school early. Any tardies exceeding five will be considered an attendance problem and be addressed by the principal and/or assistant principal; five or more tardies will also make a student with otherwise perfect attendance ineligible for an attendance award.

- Any late arrival later than 11:00 AM will be considered one half day's absence.
- Any late arrival later than 1:00 PM will be considered a full day's absence.

## I. Grading and Reporting

Progress reports are sent home at the mid-point of the grading period; grade reports are sent home every nine weeks. The grading scale is as follows:

- A= Excellent work, 90-100%
 

A+ = 98-100%	A= 94-97%	A- = 90-93%
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- B= Good work, 80-89%
 

B+ = 87-89%	B= 84-86%	B- = 80-83%
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- C= Meets requirements of grade, 70-79%
 

C+ = 77-79%	C= 74-76%	C- = 70-73%
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- D= Below grade requirement, 60-69%
 

D+ = 67-69%	D= 64-66%	D- = 60-63%
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- F= Failing, < 60%

Parents/guardians should share all concerns or suggestions regarding the student's progress first with the teacher in a personal conference, scheduled at a mutually convenient time. If the concerns are not successfully resolved, then the parents/guardians should contact the principal or assistant principal.

The student's semester average per subject is calculated by averaging the two quarter grades for that semester; the year's average is calculated by averaging each of the four quarters.

## J. Promotion Policies

Except in the case of the occasional excused absence, each student is expected to attend the designated number of school days to be eligible for promotion. A student who has a low grade average or is failing to indicate mastery of skills covered in his/her grade level will be kept in that grade level until he/she has shown sufficient progress to allow him/her to function successfully in the next grade; specifically, if a student fails 2 or more credits, he/she is subject to retention. If there is a possibility that a student will be retained, parents will be notified well in advance of the end of the school year so that supplementary instruction, when appropriate, or other possibilities may be addressed.

## K. Reports and Conferences

### School-to-home reports

There are four 9-week grading periods during the school year. Report cards are sent home at the end of each grading period. Parents must sign and return report cards to the homeroom teacher within two school days during the school year. The fee for replacing a missing report card is \$1 per missing card. Parents may keep report cards at the end of the school year.

### Progress Reports

Progress reports are sent home at the midpoint of each 9-week grading period. Parents must sign and return these reports to the homeroom teacher within two school days.

### Conferences

Parents are expected to meet with their child's teacher for parent-teacher conferences at the end of the first quarter and the end of the third quarter. Parent-teacher conferences can also be called at any additional time by either the parents or the teachers to discuss the progress of a student. These conferences should be coordinated directly with the homeroom or subject teacher involved.

## L. Visitors

To provide adequate safety and supervision for all students, Old Union School maintains a *closed campus*. **Any and all visitors (including parents/guardians)** must first report to the school office.\* Unauthorized visitors will be asked to leave the grounds. If a student wishes to bring a visitor, the student must complete a visitor's form (available in the main office) and have the principal and/or assistant principal's permission prior to the requested visit. Those seeking to observe the school with regard to applying for admission must visit in the proper grade level and observe all rules of the school. *\*Students in Preschool and up may be escorted into the classroom by parent/guardian the first full week of school ONLY. After the first week of school, students should enter the school building without an adult in order to keep disruptions to a minimum and to maintain an orderly school environment.*

## M. Homework

The student is expected to complete all homework assignments assigned by the teacher(s). Failure to do so may result in a zero grade which, when averaged with other grades, will lower the overall grade.

## N. Removal of Students by Authorized Persons

Only persons who have been approved by the parent/guardian's prior written designation (Emergency Information Sheet) which is kept on file in the office will be allowed to pick up a student. The parent/guardian needs to keep this information up to date.

## O. Textbooks

A fee of \$140 per school year provides the student with all necessary textbooks, workbooks, quiz booklets, test booklets, and activity booklets. A discounted fee applies to those who turn in their book fees prior to the announced deadline.

The book fee covers the cost of all consumable books and the rental fee for all non-consumable books. Old Union School is still the owner of all non-consumable books and these should be turned back into the school at the end of the school year. Students are responsible for the proper care and condition of any and all textbooks issued by Old Union School. Students will be assessed replacement charges for lost or damaged textbooks.

## P. Driving Regulations

Upon arrival on campus each morning, driving students are to come immediately into the building after leaving their vehicles parked in the front parking lot. Students are not permitted to leave campus once they arrive each morning unless they have a note from their parent/guardian. If a student needs to leave early, he/she must follow the rules for early dismissal. Students should not return to their vehicles during the school day unless they have permission from the principal/assistant principal. When all other students have been picked up by their parents or designated drivers, then the students who drive may be permitted to leave.

## Q. Student Drop-Off and Pick-Up

The school day begins at 8:00 A.M. and ends at 3:05 P.M. It is recommended that students arrive at the school at least 5 minutes early to ensure their readiness to begin Assembly in a prepared and respectful manner.

Non-driving students should be dropped off by a parent/guardian/designated driver at the school's main entrance (the rear of the church building) upon arrival. To ensure your child's safety, please walk him/her to the main office or wait to depart until after he/she has entered the building.

Elementary school students should be picked up by a parent/guardian/designated driver at the school's main entrance (the rear of the church building) upon dismissal. Drivers will pull as far forward as possible in one of the two side pick up lanes. Parking in the center driving lane will not be permitted. Drivers will wait in their vehicles until a teacher walks the designated student(s) to the vehicle itself.

Non-driving high school students and their siblings should be picked up in an orderly fashion by a parent/guardian/designated driver at the front of the building.

Old Union School shares your concern for the safety of your children. Therefore, the school would like to remind you of the following:

*According to Kentucky law, all children 40 inches in height or less must be buckled into a child safety restraint seat that meets federal standards. Children over 40 inches tall must wear a seat belt. Motorists should also be aware that the back seat is the safest place for children to sit, especially in vehicles equipped with passenger-side air bags.*

—Kentucky State Police Press Release

## R. Graduation Policy

It is the policy of Old Union School that all graduating students must complete all credits of the state of Kentucky. Students shall not participate in graduation ceremonies until all graduation requirements are met. This includes the payment of all debts incurred while attending Old Union School.

A student who graduates with a 4.0 cumulative GPA will be recognized in the graduation program and distinguished by a gold honor cord. A student who graduates with 3.5-3.99 cumulative GPA will be recognized in the graduation program.

All students are required to wear appropriate attire for the graduation ceremony.

## S. Testing Programs

At Old Union School, achievement tests are given in the spring covering the areas of language arts, mathematics, science, and social studies. Parent-teacher conferences should be set up to explain the results of these tests which are based on national levels. The ACT (American College Test), recommended for juniors and seniors, is required for entrance to post-secondary schools. Dates and locations for the tests will be made available for these students.

## T. Snow Days

If Old Union School is to be dismissed due to inclement weather, an announcement will be sent to WBKO as early as possible. If school has not been cancelled the prior evening, check WBKO's 6:00 AM Polar Report to determine school status on questionable days. WBKO's Polar Report is also accessible from Old Union School's website: [www.oldunionschool.com](http://www.oldunionschool.com). After WBKO is notified, a message informing families of the dismissal will be added to the school's answering machine system.

*Old Union School dismisses independently of other school systems; therefore, Old Union School's name will be listed specifically if dismissed.*

## U. Early Arrivals and Late Pick-Ups

The school is open to students at 7:30 A.M. each morning. If a student arrives before this time, then the driver needs to wait until doors are unlocked. No one will be available to supervise your child before this time.

The school day ends at 3:05 P.M. There will be a five-minute grace period for pick-ups. After 3:10 P.M., a fee of five dollars each five minutes late will be paid to the teacher staying with the student.

