

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.

2013-2014

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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 any time during the trial period, the school may elect to meet with the student and his/her family regarding the student's progress and performance. At the end of thirty calendar days, each new student will be reviewed by the board of directors and administrators to determine his/her enrollment 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. Exceptions to these rules require board approval.

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 sixth 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. In addition, all children entering school for the first time must complete a Kentucky eye exam by a licensed optometrist or ophthalmologist 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 April. All openings as of May 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

For the school year 2013-2014, all financial transactions should take place in the school office. Payments may be sent in a student's folder, should the parents desire, but all transactions should be addressed to an administrator.

Tuition

Tuition is paid using one of the following payment plans as selected on the enrollment contract: 1) in full at the beginning of the school year; 2) half at the beginning of each semester; or 3) in nine

monthly installments for August-April. 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.

Account Problems

A \$30 fee will be applied for any returned checks. A late charge of ten percent per month is added to all school accounts more than fifteen days in arrears; a late charge of fifteen percent per month will be added to accounts more than thirty days in arrears. Any account which is 45 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.

Many behavior guidelines have arisen from a need to respect the property of Old Union Church, whose membership lends the use of facilities to the school. Many church possessions cannot be easily replaced. For this reason, students may not use chewing gum under any circumstances, and may not use food, drinks or candy at any time other than during teacher-supervised activities (e.g., breaks, class parties).

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 or any other electronic communication device during the school day—all incoming/outgoing calls must be conducted through the school office only; cell. phones and other electronic communication devices must be secured in the student's locker the entire school day
- u. Use of any music player or device during the school day
- v. Use of any electronic entertainment device (such as handheld video games)

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 or 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 includes appropriate combinations of the following items:
 - a. Shirts, jumpers, or dresses with necklines reaching no lower than one hand-width from the base of the neck.
No clothing worn at school may display any words, with the exception of shirts printed at Old Union School, for an Old Union School event, or by an organization hosting an event in which an Old Union School student group has participated. Company logos containing no words are permissible.
 - b. Pants, cropped pants, skirts, jumpers, or shorts that are brushing the knee, or longer, in length. Pants must have no excessive “distress” (holes, tears) or ornamentation (beads, studs).
2. Exceptions to the above dress include:
 - a. Religious services: Chapel (Fridays) and other church services. On these days, students will wear non-denim pants, cropped pants, shorts, or skirts in an OUS school color*, tan, or black. Young ladies are encouraged to wear dresses or skirts in keeping with the tradition of Old Union Church.
 - b. Field trips. On these days, for safety purposes, students will wear a light-blue shirt printed by Old Union School. Old Union School will provide one shirt to each student at the beginning of the school year. If this shirt becomes unsuitable for wear before the end of the year, another shirt may be purchased from Old Union School.

*OUS school colors for clothing are navy blue, light blue, grey, and white.
3. Girls must wear shorts, bloomers, tights or leggings under dresses and skirts.
4. 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.
5. The following are examples of inappropriate appearance:
 - a. Extreme hair styles or color
 - b. Extremely tight or 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 short-shorts of the same length
 - h. Midriff-baring shirts, backless shirts, sundresses, etc.
 - i. Earrings for males/any excessive or inappropriate piercings

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 parents to bring a change of clothes, or to take a student home to change clothes. Notes will be sent home for any other violations not corrected immediately; the note must be returned the following school day with a parent's signature.

H. Attendance and Absence

Old Union School believes that student success is directly related to student attendance. It is critical that students attend school regularly and must be on time to get the full benefit of the education provided by the school.

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.

The school day begins at 8:00 a.m. and ends at 3:05 p.m. Students should be at school and on time unless they are out for an excused reason.

Absences

Absences are defined as follows:

- A half day absence shall be recorded for a student who is absent 1.5 hours to 6 hours of the regularly-scheduled school day.
- A full day absence shall be recorded for a student who is absent more than 6 hours of the regularly-scheduled school day.

Excused absences include the following:

- a. Personal illness or injury.
- b. Death or hospitalization of parent(s), sibling(s) or grandparent(s).
- c. Funerals of immediate and extended family.
- d. Medical appointments (that cannot be scheduled outside of school) with written note from the medical practitioner.
- e. Court summonses or subpoenas of the student.
- f. Driver's license test or examination if accompanied by parent or guardian and upon approval of board or designee.
- g. Emergency (subsequently subject to approval of administration).
- h. One (1) day prior to departure of parent/guardian called to active military duty.
- i. One (1) day upon the return of parent/guardian from active military duty.
- j. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country is granted rest and recuperation leave.
- k. Other valid reasons as approved by the board or designee such as trips qualifying as educational enhancement opportunities or participation in school-related activities as approved by the board.

Absences for reasons other than those listed above shall be considered unexcused.

Examples of 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.

Tardiness

Ordinarily, the difference in a tardy and an absence is as follows:

- A tardy shall be recorded for a student who is absent less than 1.5 hours of the regularly-scheduled school day.
- This includes, but is not limited to, late arrivals and early dismissals.

Moreover, four (4) tardies will be treated the same as one (1) absence. Tardies may be deemed either excused or unexcused per the same criteria pertaining to absences. For example, a single tardy due to oversleeping would result in 0.25 unexcused absences. A single tardy due to a medical appointment would result in 0.25 excused absences.

Additional notes pertaining to tardiness include the following:

- Any arrival after 8:30 AM requires a parental note for admission.
- For all early dismissals, a student must be signed out by a parent/guardian. In addition, the parent must submit a written explanation for the dismissal within two school days.

- 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 late arrivals and early dismissals.

Notification and Parental Excuses

The parents/guardians shall call the school on the date of the student's absence. Parents/guardians who anticipate that their child(ren) will have an extended absence shall notify the Principal/designee.

Unlike telephone calls, signed notes can be placed in a permanent file; unlike emails, signed notes provide verification of direct parental involvement. Therefore, it is imperative to note that either a signed parental note or a note from a physician is required in the school office within 48 hours of the student's return to school for an absence to be considered excused. If more than 2 days are missed consecutively due to illness, a doctor's excuse is required. Under no circumstances will an absence be excused without a parent's (or doctor's) note. Parental excuses will only be accepted to excuse up to five (5) days per semester for illness or injury. Any absences due to illness or injury beyond the first five (5) will require a medical practitioner's written excuse.

The school reserves the right to not accept parental notes if it is deemed that there are excessive absences and abuse of the parental note.

Excessive Unexcused Absences

Six (6) or more unexcused absences or the equivalent thereof during a semester may result in a student's dismissal from Old Union School. The student's parent(s)/guardian(s) shall be provided a written reminder of this policy by the Principal/ designee upon the second unexcused absence. Upon reaching five (5) unexcused absences, the principal/designee will notify the student's parent(s)/guardian(s) that a subsequent unexcused absence may result in dismissal.

Make-Up Work

Make-up work must be completed for all absences. Requesting make-up work is the student's/parent's responsibility. Make-up work for unexcused absences will not be accepted for full credit.

For some extended excused absences, such as student hospitalization, make-up class time may be necessary. The decision as to whether or not to have make-up class time will be left to the parent(s)/guardian(s) and teacher(s). In such cases, parents will be required to compensate the student's teacher(s) at the rate of \$20 per hour for every hour of make-up class time agreed upon.

Attendance Award Eligibility

Attendance Award eligibility is based upon a student having zero absences and no more than three tardies during that particular school year.

I. Grading and Reporting

Progress reports are sent home at the midpoint of the grading period; grade reports are sent home every nine weeks. The fee for replacing a missing report card is \$1 per missing card. The grading scale is as follows:

- | | | | |
|--|--------------|------------|-------------|
| • A= Excellent work, 90-100% | A+ = 98-100% | A = 94-97% | A- = 90-93% |
| • B= Good work, 80-89% | B+ = 87-89% | B = 84-86% | B- = 80-83% |
| • C= Meets requirements of grade, 70-79% | C+ = 77-79% | C = 74-76% | C- = 70-73% |
| • D= Below grade requirement, 60-69% | D+ = 67-69% | D = 64-66% | D- = 60-63% |
| • F= Failing, < 60% | | | |

Parents/guardians should share all concerns of 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 two (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/Progress 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. Parents may keep report cards at the end of the school year.

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 required to meet with their child's teacher at the end of the first quarter for parent-teacher conferences and at 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 or guardians) must first report to an administrator.* Unauthorized visitors will be asked to leave the grounds. If a student wishes to bring a visitor, the student must have permission from an administrator 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.

Parents and guardians are welcome to attend the morning assembly and Friday morning chapel service. All parents and guardians must depart immediately after assembly/chapel. Disruptions to the school day will not be tolerated. Exceptions to this policy require administration and/or board approval.

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 or guardian's prior written designation (e.g., Emergency Information Card) will be allowed to pick up a student. The parent or guardian needs to keep this information up to date.

O. Textbooks

A fee of \$160 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 that year's 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 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 rear parking lot. Students are not permitted to leave campus once they arrive each morning unless they have a note from their parents or guardians. 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 an administrator.

Students seeking to earn their driver's permit need to obtain an official "Driver Licensing School Enrollment Verification" form in the school office prior to taking their permit exam.

The speed limit in the Old Union School parking lot for all drivers is 5 miles per hour. Please respect this limit, because it is in place for the safety of your own family.

Q. Student Drop-Off and Pick-Up

The school day begins at 8:00 AM and ends at 3:05 PM. It is recommended that students arrive at the school *at least 7 minutes early* to ensure their readiness to begin Assembly/Chapel in a respectful manner. The time indicated by the clock located in the Old Union fellowship hall will be the official time observed. This clock will be a radio-controlled atomic clock type with time synchronization occurring nightly.

All students should be dropped off by a parent/guardian/designated driver at the school's morning drop-off location (the rear entrance) upon arrival. To ensure your child's safety, please wait to depart with your vehicle until after he/she has entered the building.

Elementary school students should be picked up by a parent/guardian/designated driver at 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 junior- and senior 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, a test recommended for juniors and seniors, is required for entrance to Kentucky's 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 A.M. 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. After WBKO is notified, a message informing families of the dismissal will be added to the school's answering machine system.

In the event of early dismissal from school, families will be additionally notified by phone as quickly as possible. Individual phone inquiries to the school will only delay the notification process.

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

U. Early Arrivals and Late Pick-Ups

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

School is over at 3:05 each afternoon. A late-pickup fee of five dollars will be assessed for each five minutes beginning at 3:10 with parents being billed accordingly.