



UNION SPRINGS
ACADEMY

2026-2027

- Student Handbook -

Owned and operated by
The New York Conference of Seventh-day Adventists

Union Springs Academy

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GENERAL INFORMATION

MISSION STATEMENT

Think Global. Live Eternal. Choose USA.

Union Springs Academy's mission is grounded in the Three Angels' Messages. We seek to restore the higher faculties of the mind, will, and character through a Christ-centered education in a diverse, supportive, and nurturing community. Our goal is to prepare students to make thoughtful decisions, live out eternal values, and serve God and others with excellence.

HISTORY

Union Springs Academy was founded in 1921. It is owned and operated by the New York Conference of Seventh-day Adventists. The academy traces its roots to various "home-schools" which began in western and central New York in 1901. The present school campus was formerly a Quaker boarding school known as Oakwood Seminary. Over the years the campus has grown to what it is today which includes buildings for administration and classrooms, dormitories, church, faculty housing, farm, orchard, and athletic facilities. Since 1921, Union Springs Academy has been transforming the lives of young people for the kingdom of God.

LOCATION

Union Springs Academy is nestled in beautiful pasture lands and scenic forests. It sits atop a hill overlooking Cayuga Lake in the Finger Lakes region of upstate New York. USA is conveniently situated within one hour's drive of three prominent cities: Ithaca, Rochester, and Syracuse; and is about five hours northwest of New York City.

POLICY ADJUSTMENTS

Union Springs Academy reserves the right to make any policy change or alterations that may be necessary during the year. These changes may replace or supplement those that are printed in this document. Regulations voted by the faculty or Administrative Committee are announced to the students and have the same authority as those listed in this book or other published materials. The school reserves the right to interpret rules and policies as individual situations and needs arise.

CAMPUS LIFESTYLE

Union Springs Academy provides a Christian secondary education in a safe, nurturing environment. Students are accepted based on their academic qualifications and a personal commitment to receive their education in a Seventh-day Adventist boarding academy.

- We welcome students who are not of our faith, but expect everyone to respect and follow our lifestyle standards. Our students are expected to have the highest standards of morality and integrity, and to refrain from anything that would betray or lower the Christian standard we uphold, ie. Profanity, obscene language, bullying, etc.
- Union Springs Academy does not admit individuals who engage in sexual misconduct, which includes non-marital sexual conduct or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Union Springs Academy and the Seventh-day Adventist Church.
- We endorse a simple, conservative lifestyle. USA's dress guidelines are simplicity and modesty. Students are expected to follow the school dress code which reflects a Christian learning environment. All non-functional jewelry is prohibited.
- We encourage a healthful approach to life. USA's campus is smoke-free, alcohol-free, and drug-free. There is a vegetarian menu in our cafeteria. Lactose free and vegan alternatives are available upon request. Dormitories are same sex, require worship attendance, and have curfew policies. Use of electronic devices is regulated.
- We celebrate the seventh-day Sabbath from Friday sunset to Saturday sunset by attending worship services and resting from all unnecessary work, academic, and secular activities. Appropriate Christian activities are provided for the students.
- Our curriculum requires one religion class each year. Our faculty members are committed Christians who are dedicated to the integration of faith and learning. We follow these guidelines as part of living the life of Christ in this place.

THE SAFE SCHOOL ACT

As a school operated by the New York Conference of Seventh-day Adventists, Union Springs Academy is committed to providing a safe, respectful, and Christ-centered learning environment for all students. We abide by the following Safe School Act:

There will be zero tolerance for drugs, weapons, violence, coercion, harassment, bullying, or cyberbullying on school premises, in any school vehicle, or at any school-sponsored activity. In accordance with the Jack Reid Law and New York State Education Law, no student shall be subjected to harassment or bullying, including cyberbullying, by another student on school property, at a school function, or through off-campus conduct that substantially disrupts the school environment. Harassment and bullying include verbal, nonverbal, physical, written, electronic, or social behaviors that create a hostile environment, interfere with a student's educational opportunities or well-being, threaten a student's safety, or cause physical or emotional harm. Incidents are to be reported immediately. Any weapon or article used as a weapon will be immediately confiscated and submitted to a suitable law enforcement agency, if appropriate.

Principals may authorize inspections of students' clothing, purses, bags, backpacks, and other personal belongings if there are reasonable grounds to suspect that the inspections will produce evidence that this policy has been violated.

Students in possession of a firearm on school premises shall be expelled from the school for a period of time determined by the local administration. Students may be readmitted upon satisfactory evidence that the behavior will not likely recur and upon completion of a plan designed to ensure successful reentry into school.

This plan may consist of the following:

- An evaluation process, such as a psychological evaluation.
- Written statements, such as apologies or intentions
- Community service.
- A behavior plan and contract.
- A meeting with the administration, parents, and student(s).

In compliance with the Jack Reid Law, all school employees who witness or receive a report of bullying or harassment are required to report the incident to the Head of School or designated administrator as soon as possible, with an oral report within one school day and a written report within two school days. The school will promptly investigate all reports, document findings, communicate the outcome with the affected student and parent/guardian as appropriate, take immediate steps to stop the behavior, provide support for those affected, prevent retaliation, and apply age-appropriate disciplinary or restorative measures. This policy will be shared annually with students, parents, and staff, and employees will receive training on recognizing, reporting, and responding to bullying and harassment.

CONTRACT RIGHTS IN PRIVATE SCHOOLS

Private schools are governed by contract law, unlike public schools which are governed by constitutional law. Parents are entitled to the following rights:

1. To have their children receive an academically sound education
2. To talk with school personnel and to have requests for meetings answered in a timely manner
3. To receive fair hearings on concerns and grievances
4. To have students supervised in a safe and appropriate manner
5. To review records and respond
6. To participate in the life of the school

ACCREDITATION

Union Springs Academy is registered with the Board of Regents of the University of the State of New York and accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities which is a recognized member of the National Council for Private School Accreditation, and by Middle States Association of Colleges and Schools.

SCHOOL BOARD

The New York Conference of Seventh-day Adventists Board of Education is the controlling board for Union Springs Academy. This board is composed of New York Conference administrators, educators, lay persons, and pastors.

Union Springs Academy is a co-partner with Frontenac Elementary which has its own

handbook. The Union Springs Academy handbook is addressed specifically to meet the needs of our grades 9-12 boarding and day students.

ADMISSIONS

ADMISSIONS POLICY

Any Student in grades nine through twelve who express an interest in receiving a Christian education are eligible for admission. However, only students who understand and are willing to uphold the principles and policies and conduct themselves in harmony with the standards of Christian education, as upheld by the Seventh-day Adventist Church, should apply. **All students must make a formal application and receive an acceptance notice before coming to the academy to begin school.** USA reserves the right to not admit students with extreme special needs or choose extreme lifestyles that do not fall within the scope of the schools mission or ability to serve.

PROCEDURE FOR ADMISSION

1. Send a completed application form to Union Springs Academy, P. O. Box 524, 40 Spring Street, Union Springs, NY 13160.
2. The student needs a total of at least three recommendations from; Principal of the previous school, a teacher, employer, pastor, or other non-family acquaintance. The recommendations are to be sent directly to Union Springs Academy
3. Official transcripts from all previous schools must be sent directly to Union Springs Academy.
4. A personal or audio-video interview with the principal and members of the Admissions Committee.

ADMISSIONS COMMITTEE

All new students must apply in advance for admission to Union Springs Academy. The application and other requested materials must be submitted to the Admissions Committee and voted on before admission may be granted.

AGE REQUIREMENTS

Students beginning their studies at USA must be 14 years old before November 1 of the year they enroll. Students wishing to enroll only for the senior year must be 15 before November 1 or have completed their coursework in an accredited school. Seniors are not normally accepted for just one semester of their Senior year. However, special circumstances may be considered.

ACADEMIC INFORMATION

ACADEMIC PROGRAM

Union Springs Academy offers the following diplomas and a certificate of attendance:

- Standard High School Diploma
- College Preparatory Diploma
- College Preparatory Diploma with Honors

These diplomas meet the class credit requirements for graduation as outlined by the Atlantic Union Conference Office of Education. The College Preparatory Diploma or the College Preparatory Diploma with Honors provides the best preparation for SAT and ACT tests and for college admissions.

COLLEGE PREPARATORY DIPLOMA

Eligibility Requirements

- GPA: Maintain a minimum 2.5 cumulative GPA
- Algebra 2 and Spanish 2 required with passing grade of D+ before senior year
- Must complete one honors course (e.g., Anatomy & Physiology or Pre-Calculus).

COLLEGE PREPARATORY DIPLOMA WITH HONORS

Eligibility Requirements

- **GPA:** Maintain a minimum 3.5 cumulative GPA (Algebra 2 and Spanish 2 required with minimum grade of C before senior year)
- **Coursework:** Complete two honors courses with a minimum grade of C (e.g., Anatomy & Physiology and Pre-Calculus). It is strongly recommended that at least one course be taken during junior year.
- **Honors Project:** Complete a research document and oral/visual presentation.

Honors Project Timeline & Process

1. **Junior Registration:** Review the program requirements and submit the signed interest form to the Registrar.
2. **Application (Third Quarter, Junior Year):** Honors Project Application will be available. Eligible and interested students submit the Honors Project Application to the Academic Committee.
3. **Supervisor & Proposal:** Once approved, you will be assigned a Project Supervisor. Work together to write a project outline and submit it to the Academic Committee for final approval before the end of the junior year. The project will start immediately at the beginning of the senior year.
4. **Final Presentation (April, Senior Year):** Submit your completed Research Document and deliver an oral and visual presentation.

DIPLOMA REQUIREMENTS

	Standard Diploma	College Preparatory Diploma	College Preparatory Diploma with Honors
Religion	4 (one per each year attending)	4 (one per each year attending)	4 (one per each year attending)
English	4	4	4
Social Studies	4 US History — 1 Global History - 2 Government — 0.5 Economics - 0.5	4 US History — 1 Global History - 2 Government — 0.5 Economics - 0.5	4 US History — 1 Global History - 2 Government — 0.5 Economics - 0.5
Mathematics	3 (may include Applied Math)	3 (through Algebra 2)	3 (through Algebra 2)
Science	3 (may include Applied Science)	3	3
Health	0.5	0.5	0.5
Fine Arts	1	1	1
Physical Education	2 (0.5 credit for each year in attendance)	2 (0.5 credit for each year in attendance)	2 (0.5 credit for each year in attendance)
Foreign Language	1	2	2
Computer App/Keyboarding Business/Technology	1	1	1
Electives	3.5	3.5	3.5
Honors Classes	N/A	1 (Math or Science)	2 or more classes (Math or Science, recommended to complete at least one before senior year)
Honors Research Project or approved alternative	N/A	N/A	1 Project
Community Service Learning	25 clock hours/year attendance	25 clock hours/year attendance	25 clock hours/year attendance
Total Credits	27 (24 non-Bible credits)	29 (26 non-Bible credits)	30+ (27 non-Bible credits) plus Honor classes
Minimum cumulative GPA	N/A	2.50	3.50

NEW YORK STATE REGENTS DIPLOMA

In addition to completing the requirements for a Standard or College Preparatory Diploma, the student must pass five (5) New York State Regents exams, with a minimum score of 65, in the following subject areas: English Language Arts, Mathematics, Science, Social Studies, and an additional exam in either math or science.

To receive a Regents Diploma with Honors, students must pass five (5) New York State assessments with a score of ninety (90) in all the Regents examinations.

CERTIFICATE OF ATTENDANCE

A student who has attended high school for a minimum of four years but does not meet diploma requirements may, at the discretion of the Academic Affairs Committee, be awarded a Certificate of Attendance. This certificate is not equal to a high school diploma. A student receiving this certificate may need to pursue a GED or other alternatives to the regular diploma before applying to college or military service.

GRADUATION REQUIREMENTS

Graduation privileges will be granted to a student who:

- attends school at USA for at least the last semester of their senior year
- completes with a passing grade, by noon on Thursday prior to graduation, all required courses for graduation under the appropriate diploma
- has copies of all transcripts in the registrar's office two weeks prior to graduation
- has their account paid in full or arrangements made with the business office one week prior to graduation
- completes all independent study or online courses with the grade turned in to the registrar three weeks prior to graduation

TRANSCRIPTS / DIPLOMAS

By contractual agreement between the student (including their parents or guardians) and Union Springs Academy, diplomas and all academic records remain the property of Union Springs Academy and will be released only when the student's account is paid in full. Requests for releasing transcripts to any educational organization must be submitted in writing. The name and address of the school are to be included in the request. If a school requests a physical transcript, the student must cover the cost.

GRADING

Union Springs Academy operates an 18-week semester. Students, parents or guardians, and faculty advisors have continual access to student grades through our student information system, Jupiter. These reports will indicate the progress of the work that the student has done to that point. The final grade **CANNOT** be changed except when an In-Progress grade is issued or to correct clerical errors. The following grades represent the percentage listed:

Gr.	Percent	Gr. Pt.	Gr.	Percent	Gr. Pt.
A+	99-100	4.00	C	73-76	2.00
A	94-98	4.00	C-	70-72	1.70
A-	90-93	3.70	D+	67-69	1.33
B+	87-89	3.33	D	63-66	1.00
B	83-86	3.00	D-	60-62	0.70
B-	80-82	2.70	F	59 or less	0.00
C+	77-79	2.33			

SUGGESTED COURSE ENROLLMENT

Grade 9	Credits		Grade 10	Credits
Bible 1	1		Bible 2	1
English 1	1		English 2	1
Global History	1		World History	1
Algebra 1	1		Geometry	1
Earth Science	1		Biology	1
Health	0.5		Foreign Language 1	1
Business/Technology	0.5		Career Training 2	(1)
Career Training	(1)		Physical Education	0.5
Physical Education	0.5			
Total Credits	6.5 (7.5)		Total Credits	6.5 (7.5)

Grade 11	Credits		Grade 12	Credits
Bible 3	1		Bible 4	1
English 3	1		English 4	1
US History	1		US Gov't & Econ.	1
Math Elective	1		Fine Arts	1
Chemistry	1		Language 3	1
Foreign Language 2	1		Senior Project	0.25
Career Training 3	(1)		Career Training 4	(1)
Physical Education	0.5		Physical Education	0.5
Total Credits	6.5(7.5)		Total Credits	5.75(6.75)

COURSE DESCRIPTIONS

Note: not all courses will be taught every year and is at the discretion of academic committee and administration.

ENGLISH LANGUAGE ARTS

English I (1 credit)

This course includes reading, oral communication, composition, and study skills. The four major genres — short story, novel, poetry, drama —are taught with attention to understanding the main idea, supporting details, author's purpose, and literary techniques. The composition program includes narrative and expository writing, reinforces usage and grammar skills, and introduces the student to literary analysis. Study skills are reviewed throughout the course and include note taking, text annotation, and media skills.

English II (1 credit)

This course reinforces reading, oral communication, composition, vocabulary, grammar and usage, and research skills. Both fiction and nonfiction are taught within the context of themes. Students will engage in critical thinking skills as they analyze literature centered around theme-based questions and make connections to their own lives. As part of their study, students will receive specific instruction on mechanics, usage, and grammar. Students will also practice all steps of the writing process in the context of a writing workshop.

English III (American Literature) (1 credit)

This is a survey course in American Literature. Students will study non-fiction along with drama, short stories, poetry, and novels. By reading a broad variety of American authors, students will gain an increased understanding and appreciation of the American experience. The writing in the course is structured to develop skills for college. Vocabulary study and mechanics and usage work are included as well.

English IV (British and World Literature) (1 credit)

Students compare literature from other cultures and read works originally written in another language and translated into English. Students analyze literary works for their literary excellence, social significance, and personal meaning. Students present written and oral commentaries as well as essays dealing with these works.

FINE ARTS

Art (0.5 credits)

By using paint, pencil, clay, and other materials, this course will familiarize the student with the different methods and techniques found in art and will help them be able to use them in everyday life. The goal of this course is to help the student positively express their life in art.

Concert Band (1 credit)

The Concert Band is an instrumental performing ensemble that includes Winds, Brass, Strings, and Percussion. No audition necessary. All who would like to learn an instrument may join the beginner group which practices together until proficiency is gained. At that time, (usually around Christmas time) they will be transitioned into the Concert band. Performances include the major events at school, and a trip to a Band Clinic every other year. Instrumental ensembles may also accompany the Choir on its tours. Band Instrument Rental fee - \$45 per year (if student does not own an instrument).

Drama (0.5 credit)

The drama course acquaints the student with the methods and skills necessary to perform skits and plays. It will also help the student to realize the importance of working together as a team to accomplish common acting and performance goals. The drama team has the objective of performing skits and plays that will ultimately draw the audience closer to Christ. In the process, it also brings the members closer to Christ as well as to each other. The team will be performing at chapels, conference schools, local churches, and vespers services. The members are also strongly encouraged to incorporate their talents and abilities into the planning and all other facets of the drama experience — whether writing skits, designing sets, or videotaping, to name a few. In that way, all will be involved, even if “acting” is not their strongest attribute.

Handbell Ensemble (0.5 credit)

Handbell ensemble is a collaborative music performance course where students work together as a single, unified instrument using handbells and handchimes. The class emphasizes teamwork, physical coordination, and active participation in seasonal concert performances.

Les Chanteurs - Touring Choir (1 credit)

This course emphasizes vocal development through performance. Students will be considered through an audition which includes vocalizing, sight-singing, choral reading, and a solo of their choice. The ensemble travels widely in New York, as well as out of state. The group also performs locally, for nearby churches and town events. Members must be part of the group for both semesters. Once selected, members must purchase Concert Attire - \$80.

FOREIGN LANGUAGE**Spanish I (1 credit)**

This introductory course to the Spanish language is immersion based and focuses on all areas of fluency including listening, reading, writing, and speaking. Emphasis is placed on most frequently used verbs and structures and reinforced through a variety of activities including, but not limited to story creation, translation, music, student performances, and presentations. Additionally, students will be exposed to a variety of unique cultural practices from around the Spanish-speaking world.

Spanish II (1 credit)

Designed for students who have successfully completed level I, this immersion-based course reviews previously learned material while continuing to further expand on vocabulary and grammar. Instruction will be provided through a variety of means including music, writing, film discussion, novels, and student-created stories.

Assessment of listening, reading, writing, and speaking skills will be given throughout the year as well as participation in culturally based activities. Class instruction is primarily in Spanish. Prerequisite — Spanish I

MATHEMATICS**Algebra I (1 credit)**

This course includes the following topics: Properties and operations of real numbers, writing and solving algebraic equations and inequalities with one and two variables, polynomials, factoring expressions, linear and quadratic functions and their graphs, solving quadratic equations, radical and exponential expressions and functions, problem-solving skills.

Algebra II (1 credit)

This course includes the following topics: relations and functions; linear, quadratic and higher order polynomials; radical, exponential, logarithmic and rational functions; trigonometry; probability and statistics. Prerequisite: Algebra I

Geometry (1 credit)

This course includes the following topics: Logic and proofs, angles, parallel lines, rigid transformations, symmetry, congruent and similar triangles, polygons, the Pythagorean Theorem, right triangle trigonometry, circles, areas and volumes. Prerequisite: Algebra

Pre-Calculus (1 credit) - Honors

This course includes the following topics: polynomial, rational, exponential, logarithmic and trigonometric functions; systems of equations and matrices; sequences and series; conic sections; vectors; and polar coordinates. Prerequisite: Algebra II with a grade of "C" or better.

PHYSICAL EDUCATION**Health (0.5 credits)**

Health education will emphasize the student's responsibility to understand their own body and how to care for it, to maintain good physical and mental health, and to abstain from harmful substances and practices. Health will include family life, growth and development, nutrition, disease prevention, and substance abuse.

Physical Education (0.5 credits)

This physical education class is designed to promote life-long fitness and recreational pursuits. Conditioning, flexibility, agility, and muscle strength will be promoted through a personal fitness schedule and regular recreational sport and fitness activities.

RELIGION**Bible I - Coming to Know Jesus (1 credit)**

This course will explore the Christian life, the Character of God, how to have a relationship with God, understanding Grace, the gift of the Sabbath, and. Exploring our identity in Christ. It will focus on Bible study and forming word views.

Bible II - The History of God's People (1 credit)

This course will explore the history of God's people from the exodus from Egypt to the present. Students will study the plan of salvation through the story of God's relationship with humanity.

Bible III—Biblical Teachings (1 credit)

This course will examine key doctrines of the Bible from a Christ-centered perspective. Students will explore the doctrines of creation, the Sabbath, righteousness by faith through Christ, and other doctrines. Students will also cover a unit on the books of Daniel and Revelation.

Bible IV—Christian Living (1 credit)

This course is a study of Christian living (first semester) and world views (second semester).

During the first semester, students will start with a study of Hebrews, which reveals Christ as both human and divine, as well as our mediator. Students will then continue with a look at developing life philosophies and responding to moral issues. This will culminate in a research project with an oral presentation on current moral issues. During the second semester, students will study and analyze many of the major world views and religions from a Christian perspective. The second semester also brings a study on marriage and family, which includes vocation selection, personal finances, marriage, and community service. Students will be involved in practical research and projects that will broaden their understanding and appreciation for God's gift of the family.

SCIENCE

Anatomy and Physiology (1 credit) Elective (Honors)

This course is designed for the student that has already completed any level of biology and is interested in advancing their understanding of the human body. The course material will cover the structure, organization, and functions of the human body systems (integumentary, skeletal, muscular, digestive, respiratory, urinary, endocrine and nervous systems). Anatomy and Physiology is a lecture and discussion-based course accompanied by laboratory activities and dissections. Pre-requisite: Biology.

Biology (1 credit)

Biology is the study of life. This course is a lecture-based class designed to give the student an introduction to the major concepts of Biology, and is a prerequisite to most other biology courses. Studies include: an introduction to the Scientific methods, Cell Structure and Processes, Genetics, Taxonomy, and Ecology (understand, explore, analyze, apply). The course includes laboratory experiments designed to reinforce course content.

Chemistry (1 credit)

This course is an introductory course that studies the principles that determine the behavior of matter. Topics covered will be molecular bonding and structure, the mole, stoichiometry, solids, liquids and gases, the periodic chart, acids, and bases. Students engage in laboratory investigations, problem-solving exercises, and group activities.

Earth Science (1 credit)

Students will study the structure, composition, resources, and climate patterns of earth. Crustal deformations and physical history of the earth will be examined from both a uniformitarian and a catastrophic perspective. Regular laboratory exercises employ the scientific method to develop critical thinking skills and reinforce concepts explored, which include an overview of the solar system, stars, and galaxies.

SOCIAL SCIENCE

United States Government (0.5)

This course will explore the early history and formation of government in the United States focusing on the three branches of Government, the Constitution, and our political system. We will explore how the founders created the Constitution, checks and balances between the branches of Government, and how those things are functioning now and still affecting our lives

today. Special emphasis will be placed on the understanding of the laws of our government contrasted and compared with the laws of nature and the laws of God.

U.S. History (1 credit)

This course will study the history of the United States dating from the earliest settlements by Native Americans up to the present time. The purpose of U.S. History is to show students the development of the United States. They will be able to evaluate their heritage and discover how the foundation of this country affects us today. We will also examine how God has led in this nation's history, and how He continues to lead in current events. Each student should develop a sense of how America was started, the struggles and triumphs of our history, and the issues that still need to be resolved.

Economics (0.5 credit)

This course explains how and why people and societies make economic choices. Students will examine macroeconomic and microeconomic principles in order to understand the fundamentals of the American and global economic systems. Real world application and examples of economic concepts such as supply and demand, gross domestic product, business functions, inflation, and trade will be explored.

The objective of this Economics course is to provide students with the opportunity to gain fundamental understanding of economics. They may then develop into responsible citizens who use analytical reasoning, economics theory, and a global economic knowledge to make informed decisions about the issues that face our economic world structure, as well as the impact of global economics on each individual.

Global History (1 credit)

This class will explore the origins history and geography of all the regions of the world. We will study the earliest history of human origins and migrations and the rise of ancient civilizations and empires from the earliest history until the renaissance. We will study how the past informs and shapes the present, and what we can learn from the past mistakes of people throughout history.

World History (1 credit)

This course will explore the history of all regions of the world from the renaissance until modern times. We will focus on all the things that have advanced humanity through technology, science, religions and culture. We will explore various types of governments and laws, imperialism, colonialism, nationalism, and various types of political, scientific, religious, and social revolutions. We will learn about major conflicts and wars and their causes with emphasis on how the past affects and informs the present.

BUSINESS/TECHNOLOGY**Accounting (1.0 credits)**

This course teaches students the basic accounting practices and procedures for operating a business. Concepts taught will include journaling and posting transactions, preparations of financial statements, petty cash, and payroll. In addition, students will learn about ethics and social responsibility.

Introduction to Computer Science (0.5 credit)

This course introduces the student to the basic concepts of computer science. It includes a brief history of computer technology, the main components and operations of a computer system, number and character representation, and computer programming. The course emphasizes computational thinking and the ability to solve complex problems.

Networking Essentials (0.5 credits)

This course teaches the basics of computer networking, including how devices communicate on a network, network addressing, the basics of configuring switches and routers, how to build a home network, network security, and troubleshooting network problems. Prerequisite: Introduction to Computer Science.

Robotics (0.5 credits)

This course provides students with experiences in engineering, robotics, coding, and game-based learning. Working as part of a team, students use what they learn in the course to research and design an innovative solution to a real-world problem. Students will build their own game-ready robot for an event at the end of the course. Students practice 21st century skills such as: technical writing, presentation skills, communication, project management, collaboration, and teamwork.

Introduction to Computers (0.5 credits)

Mandatory for Freshman This course will help students learn essential computer applications and Internet technology skills. Students will develop and refine keyboarding skills on computers for speed and accuracy; apply word processing and desktop publishing functions, create and edit charts and graphs to interpret spreadsheet data, design, create, and execute an artistic and professional PowerPoint presentation and integrated technology program (Language arts, Math, Science). Studies also include: Digital Citizenship, Introduction to Coding, and different apps (website design, apps for communication etc..). No Pre- requisite required.

ELECTIVES**Woodworking (0.5 credits)**

This class will cover the basics of using woodworking and metalworking machines, safety, cleanup, and basic maintenance. It will include at least one group project as well as some individual projects that students can take home with them. There will be tool specific instruction as well as safety training. Students will be quizzed over that subject matter before using the tools. Grades will be based upon participation in the group activities and projects, quizzes, working safely with the proper safety gear, and for the individual projects.

Yearbook (0.5 credit)

This is a two-semester course. Students design, plan, and organize the school's yearbook under the supervision of the yearbook coordinator. Students who are artistic, have writing ability, and are self-motivated will fit this program. Prerequisite: approval of instructor.

OTHER COURSES**Career training (1 credit)**

Union Springs Academy has a work-study program. Each student is required to work on campus as part of their training. Students thereby learn to develop a work ethic that will guide them throughout their careers.

College Exam Prep & FAFSA

This course prepares students to navigate college admissions testing and financial aid. Meeting twice weekly, the class delivers targeted content review, pacing techniques, and test-taking strategies for the PSAT, SAT, and ACT. Students also receive step-by-step guidance to complete the FAFSA.

NOTE: Not all classes are offered every year.

CLASS LOAD

The recommended maximum load is 4.5 credits per semester (9 credits per year). The recommended minimum load is 3.0 credits per semester (6 credits per year). Application for exceptions from this policy must be made to the Academic Affairs Committee.

COURSE CHANGES

Once registered, a student must obtain written permission from their parents, guidance counselor, teacher, and principal to enter or discontinue classes.

A class may be added in the first two weeks of the semester. A class must be dropped by the end of the first six weeks of the semester in order for it not to appear on the student's transcript. If a class is dropped after the time period designated above, a grade of WF, (withdrawn failing), WP (withdrawn passing), or F (failing) will be recorded on the transcript.

ACADEMIC RESTRICTIONS

Students who receive more than one D or any Fs as part of their grade at any time during a semester will be placed on the D-F List. Being on the D-F list restricts a student from participating in extracurricular activities, trips, or events, subject to administration discretion. The D-F list will be updated weekly.

ACADEMIC INTEGRITY

Students at Union Springs Academy are held to the highest standards of academic integrity. Those found cheating, including literary and internet plagiarism, will be given a zero (0) for the work on which they cheated and the incident will be recorded in their discipline log in Jupiter. The student will also be referred to the Discipline Committee and may receive an F for the course. Repeated cheating incidents may result in expulsion.

ACADEMIC RECOGNITION

Each semester, students will be listed on the honor roll as achieving the following honors based on their current High School GPA. Dual enrollment/college courses will not be calculated into the Honor Roll GPA.

Principal's Scholars: 3.90-4.00

High honors: 3.75-3.89

Honors: 3.50-3.74

Students found cheating are automatically disqualified for honors or any Academic recognition.

ONLINE/DUAL CREDIT COURSES

Dual credit and other online courses should be taken to enhance a students' learning experience, add elective credits, and/or give a "head start" on college vs. replacing core/required high school classes. Students desiring to take dual credit/online classes, other than the USA-sponsored offerings with partner high school and college courses, must secure academic approval before enrolling in the class. The academic quality of the program and the current class load will impact approval. A course outline must be submitted with the petition. Exams for these courses that need to be taken while attending USA should be sent to the guidance/principal's office for proctoring, if necessary.

ACCELERATION

Students are expected to spend four years completing their high school curriculum. Summer school or an overload should be regarded as an enrichment of the student's education rather than as an accelerated program. Under special circumstances, mature or exceptional students may request acceleration from the Academic Affairs Committee, following the following standards:

- Cumulative grade-point average of 3.75
- Must request permission to accelerate by the second semester of the freshman year
- On a complete standard achievement test battery, no individual test score can be below the 90th percentile.

It is mandatory that accelerated students complete the 27 credits normally required for a Standard Diploma. There may be additional tuition costs for acceleration. See under "Financial Information" for details.

COUNSELING SERVICES

Counseling services are available, based on the needs of the student. These services include:

- Educational Counseling/Planning: Guidance in academic programs for completing high school requirements, taking into consideration career choices and college admission.
- Testing/Record Keeping: Providing an ACT/SAT testing location. Results of these tests are kept on record.
- Personal Counseling: Confidential counseling for any student who wishes to discuss personal situations or topics. Inside or outside counseling may be available based on the needs of the student.

Counseling services are available through the Atlantic Union Conference and/or local organizations, and these resources are arranged in coordination with the parents/guardians. Those wishing to utilize the services of these counselors should contact the principal or a dean. Counseling sessions are not to be scheduled during the students regular class time.

ATTENDANCE

Class attendance and record keeping are required by New York State law. It is the philosophy of USA that class attendance is an integral part of succeeding at meeting the school and state learning standards. It is important to acknowledge that the classroom is a vital and essential learning environment and cannot be replaced with completed homework.

Teachers will take attendance, monitor tardiness, and early departures every school day for every class. They will record this information in Jupiter, USA's student information system. These records are always available to students and parents. The registrar's office will process the requests submitted by a parent, guardian, or school sponsor to excuse an absence or tardy. The school wide attendance record will be kept on Jupiter and monitored on a daily basis.

Union Springs Academy upholds the NAD attendance policy guidelines. If a student is absent from a class 15% of the time (13 times or more a semester) or tardy to a class 20% of the time (18 times or more) "for whatever reason", excused or unexcused, the student receives an "F" for the course and must repeat the course. Administration reserves the right to consider extreme circumstances and make exceptions.

1. Overall Attendance Expectations

Progress in school and success in daily learning activities are directly related to a student's presence in class. Students are expected to attend all scheduled classes, worship, assemblies, organizations, work assignments, and extracurricular activities. Dormitory students are also required to attend all dorm worship and weekend religious services. Attendance at all performances, concerts, and tours is mandatory for students in performance-based classes. Regular and punctual attendance also reflects respect for the community and a commitment to personal and spiritual growth.

2. Excused Absences

An absence may be considered excused if it meets one of the criteria below:

- Dorm sick list (see separate section for details)
- Illness or Injury at home (provide written verification from parent or physician)
- Medical or Dental Appointments (arrange during breaks or weekends when possible)
- Unusual Traffic Events
- Travel Complications Surrounding Breaks (requires email from parents with updated itinerary)
- Religious Observance
- Educational Opportunity (prior approval from administration is required)
- Pathfinder Events
- Death in Immediate Family
- Deployment Activity
- Court or Administrative Proceedings
- Quarantine due to public health concerns

Excused Absence Request Form: All excused absences require a form be submitted a minimum of one week in advance (when not an emergency or urgent situation). The parent/guardian must submit the details of the Excused Absence Request Form to the registrar. The student must then review the form with their teachers and work supervisor to ensure they have a makeup plan for missed classes and work. The form will then be submitted to the administration for approval and recording in the student record. Electronic and physical versions of this form will be provided to parents during the registration process and can be requested from the registrar at any time.

Important: Approved absences do not relieve the student of the responsibility to get missed class content and complete missed assignments.

3. Unexcused Absences and Tardies - Classes

One unexcused absence or three tardies will result in:

- A. Study Hall Assignment: The student must attend the attendance/D-F study hall the following day to make up for missed assignments
- B. Phone Restriction: The student will not receive their phone until they have completed the study hall
- C. Failure to Attend Study Hall: Failure to attend will result in no phone privileges until the make-up study hall is completed and possibly other disciplinary action.

4. Other Unexcused Absences

Early departure for holidays, home leaves, and closed weekends are examples of absences that are not excused. Special exception requests may be submitted to administration using the Excused Absence Request Form mentioned above. Homework for an unexcused absence, or a special exception approved by the Administrative Council, must be turned in on time or before the due date to avoid any penalties.

5. Attendance Point System

Every student starts the semester with 100 attendance points. Points are deducted as follows:

- Class Tardy (Bell-2 mins late) = 1 point deduction
- Class Double Tardy (3-7 mins late) = 2 points
- Class Absence (8+ minutes late or missing class entirely) = 3 points
- Assembly Tardy = 1 point
- Assembly Absence = 2 points
- Full or half-day event Tardy (e.g., picnics, service projects) = 3 points
- Full or half-day event Absence = 9 points

Restoration of Points:

- Two points are added for each week of perfect attendance (no unexcused absences or tardies) - total points cannot exceed 100
- Parents and students should monitor daily attendance records via Jupiter
- Weekly email notifications will be sent to parents and students for unexcused absences or tardies

5. Attendance Grades

Attendance Grades will affect various aspects of a student's life on campus. They will be a part of the student's permanent grade record, and will show up on their report card. However, an attendance grade does not affect a student's GPA. Attendance grades are assigned based on points, with impacts as follows:

- A (93-100 points): Student can:
 - * Run for and maintain a class or SA office
 - * Participate in activities without restrictions
 - * Maintain electronics privileges
 - * Eligible for recognition/rewards
- B (85-92 points): Student is put on the weekly "Attendance Watch List" that is sent to student, staff, and parents with a reminder that a week of perfect attendance will restore 2 points while more absences/tardies will drop the student's grade into the warning ranges
- C (77-84 points): Student is put on the weekly "Attendance Warning List" sent to student, staff, and parents with a reminder that a week of perfect attendance will restore 2 points while more absences/tardies will drop the student's grade further. Consequences of having a C grade are as follows:
 - * Loss of town trip privileges
 - * Placed on limited campus restriction for 2 weeks (evaluated on case-by-case basis)
 - * Electronic devices held by the dean for 1 week. Parents needing to reach their student can do so through the dean.
 - * On probation for any student leadership offices held

- D (69-76 points): Student is put on the weekly "Attendance Warning List" sent to student, staff, and parents with a reminder that a week of perfect attendance will restore 2 points while more absences/tardies will drop the student's grade further. Consequences of having a D grade are as follows:
- * Placed on full campus restriction for 4 weeks
 - * Electronic devices held by the dean for 2 weeks. Parents needing to reach their student can do so through the dean. May be extended or shortened if student is consistently restoring points through a week of perfect attendance.
 - * Meeting with Disciplinary Committee
 - * Placed on enrollment probation and may lose scholarships
 - * Loss of any student leadership positions held
 - * No extracurricular activities, trips, or events, subject to administration discretion
 - * Discipline letter will be put in the student's permanent file
- F (<68 points): Student and parents meet with the Disciplinary Committee to determine discipline based on attendance, academics, and behavior. Student may be suspended or asked to withdraw. If allowed to remain, student will continue with the restrictions for a "D" attendance grade for a determined amount of time. As the student restores points, privileges will be restored accordingly. No improvement by the student in the determined amount of time may result in expulsion. Re-admittance is not automatic and requires administrative approval.

6. Worship Attendance

Worship attendance is a key component of spiritual life at Union Springs Academy. Worship attendance is recorded for morning worship Monday through Friday. Excused absences for worship can only be approved by the head dean.

Unexcused Worship Absences:

- Daily Absence:
 - Loss of phone privileges for that day
- Weekly - 2+ Absences or 3+ Tardies:
 - Loss of phone privileges for the weekend, to be determined by the dean.
 - Loss of town trip privileges and center of campus privileges
 - Mandatory attendance study hall during evening recreation period
- Worship attendance does not affect the overall attendance grade or GPA

7. Work-Study Attendance

Work assignments are essential to fostering responsibility, supporting the school community, and fulfilling a student's financial obligations. Students are given one full academic credit for their work assignments as a Career Training class. Work attendance is required to fulfill a student's financial agreement and student scholarships. Work attendance is taken by the work supervisor.

Unexcused Work Absences:

- 1 Absence or 3 Tardies: the student will be assigned makeup hours to fulfill their financial agreement and may be outside their normal work department.
- Habitual Absences: student will have a meeting with the Principal and parents and may lose their scholarship(s).
- Excused Absences: even when excused, absences require extra work assignments to makeup hours needed to fulfill financial agreement hours and contributing toward their Career Training class grade.
- When a student's work hours go below the amount needed to meet their financial agreement, they will be put on a "Low Work Hours" list that is sent to the student, parents, and staff, with the understanding that the hours need to be made-up around the student's class schedule.

8. Village Parents

When the weather does not permit safe travel or when your child is ill, please call and inform the registrar in the morning. Please send a written note with the circumstances when your child returns to school.

9. Special Considerations

The administration reserves the right to address unique situations with compassion and flexibility in alignment with the school's mission and values.

STUDENT LIFE

ORGANIZATIONS

Various organizations exist on the campus of Union Springs Academy to provide activities that enhance a student's academic, social, and spiritual growth.

All organizations on campus must have a staff sponsor and the approval of the administration. Membership in organizations may be limited by guidelines set forth by the administration. Any program and film must be screened by the sponsors involved.

All meetings must have a sponsor present. Organizations are subject to all regulations and policies established by the school.

NON-STUDENT MEMBERSHIP IN ORGANIZATIONS

Anyone who is not a student who wishes to participate in one of USA's music or sports organizations must complete an application (obtained from the registrar's office), and be accepted by the director of the organization.

STUDENT ASSOCIATION (SA)

All students, by virtue of their enrollment, are automatically members of the SA. This association is the general organization of the student body and is responsible for some of the spiritual and social activities on campus. The organization consists of the officers and a Student Senate. The Student Senate is the legislative body of the Student Association. Its responsibility is to carry on the business of the SA. It also meets to discuss and make recommendations about campus life and policy at Union Springs Academy.

LACE (GIRLS' CLUB [Ladies Always Christian Eternal]) / AMICITIA (BOYS' CLUB)

All students, dormitory or village, enrolled at Union Springs Academy are automatically members of the appropriate club. These clubs provide opportunities for promoting friendship and cultural, social, and spiritual growth.

MEMORIA (YEARBOOK)

This publication provides an opportunity for students to develop journalistic and related skills. The yearbook is issued during the latter part of second semester. Students desiring to work on the yearbook should be willing to commit themselves to quality time to ensure a desirable product and continuity of the publication.

YEARLOOK (VIDEO YEARBOOK)

Yearlook is a video publication of the yearbook. Yearlook works under the guidance of yearbook to plan and present its production in the latter part of second semester. Students desiring to work on the yearbook should be willing to commit themselves to quality time to ensure a desirable product and continuity of the publication.

SKI CLUB

Ski Club is open to any student enrolled at Union Springs Academy. Membership fees for this club are not included in any fees paid to the academy. Rental of equipment and lift tickets are the responsibility of the student. The club is formed during the first semester, but generally the ski nights are after Christmas break. Refer to Academic Restriction policy. No refunds are possible.

NATIONAL HONOR SOCIETY

Union Springs Academy has an active chapter of the National Honor Society. Inductions are usually held in April of each year. The faculty selects candidates based on leadership, service, character, and academics (3.25 minimum GPA). Those eligible will receive a survey to report their qualifications. A faculty committee will evaluate and select the candidates to be inducted. A fee will be charged for the NHS stole. Presently the organization is participating in various community service and field trip opportunities.

MUSIC GROUPS

These academic organizations, which include *Les Chanteurs*, band, and handbells, go beyond the teaching of music. They are committed to enhancing the spiritual enrichment of students and listeners by participating in local church services and visiting other congregations. Additionally, these tours help promote Union Springs Academy. Students joining these groups are expected to participate for the full year. Refer to Academic Restriction policy.

DRAMA GROUPS

These organizations are for students who wish to use their gift of creativity, imagination, and voice. These groups provide skits and monologues for ministry, and may perform a full length play each year. Refer to the Academic Restriction policy.

MINISTRY GROUPS

The Campus Ministries department offers students an opportunity to witness in practical ways. Students may participate in projects for local and out-of-town communities. Reflection groups, organized by the Campus Ministries department, will visit churches in the New York Conference. The purpose is to give students an opportunity to witness and lead out in religious services. Participation in these groups needs a longer time commitment than other ministry groups due to the practice time and the need for team work. Refer to Academic Restriction policy.

ATHLETIC DEPARTMENT

Union Springs Academy offers a variety of interscholastic sports for the student athlete. Students are encouraged to develop a life-long exercise program. Team selection for each sport is based on try-outs, academic standing, and citizenship. A complete list of requirements

and the Athletic Department Philosophy may be obtained from the Athletic Director at Registration. Basketball, Soccer, and Volleyball are offered at the Varsity level. Refer to the Academic Restriction policy and the Additional Charges/Fees.

FRESHMEN / SOPHOMORE / JUNIOR CLASS

Class membership is determined by the number of credits a student has earned at the time of registration each school year. Except by appeal, no changes can be made until the following semester:

- Freshman Class - enrolled at USA
- Sophomore Class - completed a minimum of 6 Credits
- Junior Class - completed a minimum of 13 Credits

SENIOR CLASS

Senior class membership is based on the following:

- Student must have completed a minimum of 19 credits
- Student must be registered for enough credits to meet the requirements for a diploma or certificate of attendance

ACADEMIC REQUIREMENTS TO HOLD OFFICE IN ORGANIZATIONS OR CLUBS

Students who plan to run for office must:

- have the GPA required for the office held
- be free from attendance discipline
- have satisfactory citizenship (no major discipline problems for at least one semester)

Cumulative and Current GPA Requirements for Office

3.0 GPA	Student Association President, Vice-president, and Spiritual Vice-president; All Class Presidents and Vice Presidents
2.5 GPA	All other Student Association offices; Amicitia and LACE Club Presidents; All other offices

Students who become subject to major discipline or whose grades drop below the eligibility requirements may lose their offices for the remainder of the school year. To be reviewed at the end of first semester.

CONDUCT POLICIES

The first goal of Union Springs Academy is to bring students into a relationship with Jesus Christ. The second goal is to provide a quality education with a distinctive Christian influence. In order to achieve both goals, Union Springs Academy expects its students and staff to maintain high spiritual, moral, social, and educational values.

Union Springs Academy, therefore, adopts standards of conduct which help maintain an atmosphere for religious and academic instruction. These standards are based on Biblical principles, societal norms, and administrative order.

It is school policy to record all behavioral issues in Jupiter and report all disciplinary actions to the parents or guardians. Students who have been suspended may not return to campus for the period of their suspension unless special permission is granted from the administration. Students who have been dismissed from school may not return to campus until after graduation, unless special permission has been granted by the administration. Additionally, dismissed students must complete a successful semester at another school before re-applying to USA.

OFF CAMPUS CONDUCT

Students should remember that their conduct when off campus, including vacations, should not bring dishonor or reproach upon the school. Inappropriate behavior that would call the student's character into question could result in being referred to the Discipline Committee. This includes responsibility and accountability for posts in social media.

COMPREHENSIVE SUBSTANCE ABUSE POLICY

In order to protect students, their reputations and welfare, the following guidelines will be followed when situations concerning drugs and substance abuse arise. Additionally, all students will be subject to drug testing on demand.

- Students who possess or use illegal drugs or who misuse prescription drugs will be referred to the Discipline Committee and may be dismissed from USA.
- Students who possess or use alcohol, tobacco, drug paraphernalia (i.e., vapes), or misuse nonprescription medical drugs, or who inhale fumes or vapors of glue, aerosols, or chemicals, will be referred to the Discipline Committee and may be dismissed from USA.
- Any student who is disciplined under the drug policy will be required to complete a drug education course/program.
- Any student who is asked to withdraw from USA under the drug policy may reapply to USA no sooner than one complete semester after being dismissed. The student must complete the re-entry steps. It should not be assumed that the re-application will be approved.

A decision on the re-application will take into consideration the following:

- The student's academics and behavior prior to leaving school
- The nature of the drug involvement
- The drug counseling or education program he/she has completed
- The attitudes and cooperation the student displayed during the times preceding, during, and after the discipline

CONSENT TO DRUG TESTING

Students and a parent/guardian must sign a consent form before the beginning of the school year authorizing Union Springs Academy to conduct drug test(s) on the basis of both reasonable cause and random selection. A student refusing to submit to testing upon request of USA may result in the dismissal of the student.

THREATENED/ATTEMPTED SUICIDE

A student threatening or attempting suicide is in need of professional help. Because this assistance is unavailable on campus, the following policy will apply:

- Threatened Suicide: A student threatening suicide requires parental notification and the student being sent home for professional evaluation and counseling.
- Attempted Suicide: A student attempting suicide shall immediately be taken by car or sent by emergency vehicle to the hospital. The parent or legal guardian will be notified by the administration immediately. Upon discharge from the hospital, the student will be required to return home for professional evaluation and counseling.
- If the student wishes to return to school, he or she must make a formal request to the Administrative Council and provide a written statement from the professional counselor advising that the student is ready to return to school. An evaluation report conducted by a licensed professional must be provided to USA Administration before they are allowed to come back. This report must be viewed by the Ad Council before the student can return so a plan can be put into place.
- An interview shall take place involving the student, parent(s)/legal guardian(s), principal, and residence hall dean.

A second threatened/attempted suicide will constitute sufficient reason for permanent withdrawal from Union Springs Academy.

SEXUAL HARASSMENT AWARENESS & PROCEDURES

It is important for Union Springs Academy to maintain a Christ-centered school environment characterized by human dignity. We believe that sexual harassment of any form should never be a part of that environment. Union Springs Academy values the right of all staff/students to work, study, and teach in an environment free of sexual harassment. Our policy is therefore to provide an awareness of the kinds of contact which may be construed as sexual harassment.

Definition

Sexual harassment constitutes unwelcome sexual advances, requests for sexual favors, any verbal, spoken or written action, or physical contact of a sexual nature. It includes offensive pictures, graffiti, jokes, gestures, and inappropriate touching. Submitting to offensive sexual conduct in exchange for academic credit is prohibited sexual harassment. False accusations are a form of sexual harassment.

Reporting Procedure

If action is student to student, persons who believe they are being sexually harassed should:

1. Tell the harasser to stop in clear language
2. Report the incident to a teacher, staff member, principal, or counselor
3. Report additional incidents as they occur

If action is adult to student, the student should report directly to the principal or another responsible adult.

Guidelines for Responding to Complaints

Upon receiving a complaint of sexual harassment, detailed records of the harassment will be kept including dates, times, and places, as well as names of witnesses and other relevant information. Parents or guardians will be informed when students are involved. Investigation will be conducted promptly and confidentially.

Discipline

Discipline will fit the behavior and age of the offender. Progressive discipline will be used unless the first offense is of a highly serious nature. If it is abusive in nature, the complaint will be reported to the appropriate state officials.

False accusations of sexual harassment are just as serious as an offense of sexual harassment. The person making the false accusations will receive consequences of the same severity as the accused would have received if the accusations were true.

Sexual harassment constitutes an infraction of Union Springs Academy personnel and student policies and becomes grounds for disciplinary action including:

1. Verbal warning and documented in student record (Jupiter)
2. Written warning and documented in student record (Jupiter)
3. Suspension and/or Expulsion

Successive violations are grounds for progressively severe disciplinary actions. Gross violations will result in immediate dismissal.

Conclusion

The responsibility for effectiveness of this policy rests with all personnel and students. Personnel and students are encouraged to voice concerns and/or complaints for discussion and timely resolution. Any staff or student who fails to support a harassment-free, Christian environment is a liability to Union Springs Academy and could be subject to appropriate disciplinary action or dismissal.

CAFETERIA CONDUCT

Students who are not working in the kitchen should not be in the kitchen. Gentlemen should not use the ladies' entrance at the north end of the building.

Inappropriate behavior may result in suspension of dining room privileges. When dining room privileges are suspended, meals will be provided in the student's dormitory room during the suspension.

DRESS CODE

“As Christians, we desire to draw attention to Christ rather than to ourselves. Therefore, students are expected to dress in harmony with the basic principles of neatness, modesty, cleanliness, and appropriateness.” These will be enforced as follows:

School Uniform

Must be worn on school days in the Ad Building and breakfast and lunch in the Cafeteria. Students out of dress code will be asked to go to the dorm to change. The tardy received for this change will not be excused.

- Pants: Plain khaki-style pants in tan, navy, or black and plain jeans/denim pants in blue, black, and tan. There should be no rips, holes, patterns, or cargo pockets on the pant legs. Pants should not be tight/“skinny” styles and fabrics. Pants should not sag below the waistline. When needed, a belt must be worn to prevent pants from sagging. Sweat and lounge/pajama pants are not allowed in the Ad Building during school hours for any reason.
- Shirts: USA logo polo shirts, hoodies, and school-issued jackets. Colors must be black, navy, or dark grey. Logo shirts must be worn under logo zip-up jackets, logo zip-up hoodies, or logo button/zip sweaters. Logo shirts do not need to be worn under pullover logo hoodies or sweaters which must be kept on in ad building. All shirts must be tucked in at all times. Hoods cannot be up while in ad building at any time.
- Shoes: No Crocs, flip flops, slippers, slides, or open-toe sandals/shoes.
- Hot weather: Knee-length shorts may be allowed during hot school days. The same material and fit guidelines as school uniform pants apply.
- Backpacks: Only **clear/see-through** backpacks will be allowed in the ad building.

OVERALL GUIDELINES

- There should be no questionable writing or pictures on any clothing. (i.e. gangs, drugs, rock stars, skull and cross bones, racist slogans, etc.)
- Non-functional jewelry is not permitted anywhere on campus (including the dormitory) and any school-sponsored off-campus function. This includes metal, plastic, rubber, leather, or cloth jewelry. This includes earrings (spacers, studs, or similar items), bracelets, anklets, necklaces, or wristbands of any kind. Wearing any of these items under clothing is also not permitted. When found, jewelry will be taken from the student and kept by the head deans. Confiscated items can be picked up in the dorms by a parent or legal guardian.
- Rips, holes, or scratches on pants or tops are not appropriate at any time at USA.
- Makeup should appear natural
- Only clear or French tip style nail polish is allowed
- Hair should be natural in color
- Pants should not sag below the waistline. A belt may be required to prevent pants from sagging.
- Spandex and leggings must not be worn as an outer layer (without shorts over them). No Spandex shorts.
- Hats, bonnets, and durags are not allowed in the Ad Building, Church, or Cafeteria (during school hours). They may be worn in the dorms and at recreation.
- No sleeveless shirts or tops are allowed (no tank tops or “muscle shirts” unless part of a team uniform).

SABBATH ATTIRE

Approval of attire is left to the discretion of the dean on duty; check with them when in doubt. In honor of the Sabbath, students are requested to wear their church clothes at lunch in the cafeteria to help make the atmosphere of the meal a special occasion.

Church and Sabbath School

Girls:

- Dresses, skirts, or dress pants - must not be skin-tight
- Dresses or skirts must reach the knee, with no slits above the knee. Sheer skirt fabrics must have an under-layer that reaches the knee.
- Dress pant material must not be sheer and not be made from clingy material such as spandex and nylon.
- Tops should not be sleeveless, low cut, or sheer.
- Dress shoes

Boys:

- Dress pants
- Button up or ethnic dress shirts
- Dress shoes

Vespers

- Business casual - examples of tops: button-down shirts, dress blouses, polo, sweaters, ethnic dress shirts - examples of bottoms: khaki-style pants, dress pants, skirts.
- No sweatshirts, hoodies, graphic tees, leggings, or jeans.
- Boys and girls can wear appropriate and clean sneakers or dress shoes. No flip flops or athletic slides.

RECREATION and PE

- Shorts that come to mid-thigh, sweat pants, athletic pants, jeans. No tight spandex "bike shorts" are allowed unless looser shorts are worn over them and both come to mid-thigh.
- Tee shirts or casual shirts. (no tank tops, "muscle shirts," sleeveless tops)
- Athletic shoes required if participating in a sport or game.
- Swimsuits for Girls must be one piece or tankini style. Leggings/spandex may be included.

CAFETERIA

- SCHOOL UNIFORM for Breakfast and Lunch, Monday through Friday
- Recreation attire for supper and weekends (other than Sabbath)
- Sabbath attire is required through Sabbath lunch
- No pajamas or lounge pants
- Shoes always required

WORK

- Administration building student workers must wear SCHOOL UNIFORM
- All others student workers dress code will be determined by the work supervisor

ELECTRONICS/PERSONAL DEVICES POLICY

The Academy maintains an electronic environment that includes a network, telephones, voicemail, and computers for faculty, staff, and students. This environment is maintained to further the academic and administrative work of the Academy, and those uses take precedence over any others.

NO EXPECTATION OF PRIVACY

Union Springs Academy monitors computer and Internet usage, may review any communications on its systems, and is able to override all passwords. Users do not have the right to privacy with data stored on or accessed by school equipment, including messages sent, received, or stored on the email systems or in their use of the internet applications such as Google docs, slides, or other online applications. Passwords to these systems exist for the benefit of the student and the school. Users should have no expectation that the ability to choose a password for a system in any way limits the ability or right of Union Springs Academy to monitor all activity.

A student's cell phone, smart watch, and headphones/ear buds are the only devices allowed on campus, with appropriate restrictions. A student's personal laptop, computer, iPad, and/or any other electronic device are not allowed on campus. Exceptions will be made for medical reasons with documentation from a physician.

RESTRICTIONS ON USE (update blue highlighted text to current tech/terminology)

The Academy's Electronic Policy defines the conditions under which individuals are given the privilege of using the school's network and electronic equipment. Students are expected to conform to the same standards of conduct when using this environment as are applicable to the use of other Academy facilities. The examples given below are illustrative, and are not intended to cover all possibilities. Examples of violations include:

- giving an account password to another person
- logging in to one's account, then leaving without logging out
- providing access to the campus network to others

Intellectual Responsibility and Respect for Persons apply to the use of the electronic environment. Examples of violations of those standards include:

- sending harassing or threatening messages a using the network to participate in plagiarism
- interfering with another person's files, accounts or project
- sending "junk email" -email sent to large lists of people without reasonable expectation that they wish to receive it

Use of the electronic environment may not violate federal, state, or local law, including the laws of defamation, forgery, copyright/trademark infringement, and harassment.

Examples include:

- installing copyrighted software on an Academy's computer without paying the required fees
- distributing copyrighted work without permission

Use of the Academy's electronic environment for commercial purposes not relevant to the mission of the Academy is prohibited, unless specifically authorized in writing by the principal. Examples include:

- operating a business from a dormitory or office that uses the Academy's electronic environment
- fundraising and advertising using the Academy's electronic environment by groups or individuals other than officially recognized campus organizations
- creating a website on the Academy server that sells items for personal profit

Students may not engage in any activity that may reasonably be expected to be harmful to the systems operated by the Academy or a third party, or to information stored upon them. Examples include:

- participating in the breaking of security on a computer system regardless of whether it is owned by the Academy or by some third party,
- disrupting service on a computer system by sending automated messages which tie up the computer.

Common resources, such as network bandwidth, are to be shared by all members of the Academy community.

Individuals may not engage in activities that might reasonably be expected to cause congestion of the network, or prevent others from making reasonable use of the Academy's electronic resources, or incapacitate, compromise, or damage the Academy's electronic resources. Examples include:

- operating network servers that consume more than a fair share of bandwidth and running programs that cause network congestion
- sending "junk" email

Students may not engage in digital media (movies, music, video games, social media) that is not in harmony with Seventh-day Adventist principles:

- Music should not include explicit lyrics, sexual connotations, racist or violent content, or allusions to alcohol, smoking, or drugs
- Video games should not have sexual connotations, explicit language, racist content, drugs, alcohol, or smoking
- Social media, including cell phone media, should be used responsibly with Christian principles in mind

Students may not watch videos or play games in Newmyer Hall (Administration Building) at any time without express permission from the Administration or a supervising teacher. This excludes videos shown in class or videos assigned by a teacher.

School equipment, (laptops/notebooks, tablets, Chromebooks, computer lab equipment, and any other equipment that belongs to the school), should only be used for school- related activities. It should not be used to watch movies, play video games, or any other activities that do not relate to class assignments.

Laptops are not to be used in the computer lab. If you need to use the computer lab, you should use one of the computers in the lab.

Computers and other electronic devices are not allowed in the cafeteria at any time.

Computers and other electronic devices are not allowed in the church at any time.

Chromebooks are only to be opened/used in the classroom if so instructed by the teacher. Otherwise, they must remain closed.

ENFORCEMENT PROVISIONS

Only school-provided tablets and laptops are allowed in Newmyer Hall (Administration Building) without express permission from the Administration.

Violations of these conditions for the use of this environment are subject to the investigative and disciplinary procedures of the Academy.

LIMITATION OF PRIVILEGES PENDING JUDICIAL PROCESS

In some cases, the Academy must act more immediately to protect its interests and resources (including the electronic environment and the data stored in it) or the rights and safety of others. The electronic device in question will be confiscated and turned over to a school administrator and held for a period of two weeks. If a second violation occurs, the device will be kept for the remainder of the semester.

The student may also have his/her account privileges and/or access to school equipment or the Internet suspended or limited at the discretion of the disciplinary committee. Account suspension under these conditions is temporary while the complaint is handled through the normal investigative and disciplinary procedures of the Academy.

CELL PHONE/PERSONAL DEVICES POLICY

Union Springs Academy (USA) is committed to maintaining a Christ-centered, academically focused, and spiritually enriching environment. To that end, student cell phone use is carefully regulated in alignment with New York State's bell-to-bell law, which prohibits student cell phone/smart watch use during instructional hours unless specifically authorized by a teacher or administrator.

Foundational Principle

Cell phones/smart watches are a privilege, not a right. Any misuse of this privilege—including cyberbullying, harassment, or inappropriate use of social media or messaging apps—will result in the immediate loss of phone privileges and may lead to additional disciplinary consequences as outlined in the Student Handbook.

General Phone Policy (All Students)

Bell-to-Bell Rule (Monday–Friday):

Cell phones, smart watches, and headphones/ear buds are not allowed at school during instructional hours. If a phone is seen or heard at any time during the school day, it will be confiscated and returned after a time determined by administration, based on the frequency

and nature of the violation. Phones must be turned off and securely stored in the dormitory or for town students, in an Administration designated area during the school day. Use of phones during class, chapel, cafeteria during lunch, or any academic period during the school day is prohibited unless expressly permitted by staff for educational purposes.

Day (town) students are not exempt from the bell-to-bell cell phone policy. Town students who choose to bring their phones to campus must turn them in immediately upon arrival and may receive them back after school dismissal.

Weekly Phone Access Schedule

Monday–Thursday

- After School: Phones may be checked out only after the completion of assigned dorm responsibilities.
- Evening Turn-In: Phones must be returned to the dean before study hall
- Overnight: Phones are stored securely by the dean.

Friday

- After School: Phones are issued in the afternoon following school dismissal and completion of dorm responsibilities.
- Pre-Vespers Turn-In: Phones must be returned to the dean before Friday evening vespers and don't get it back until after Sabbath lunch.

Sabbath (Saturday)

- Afternoon Access: Phones may be returned to students after lunch. Phone use is not allowed during SOS (Sabbath afternoon activities).
- Evening Turn-In: Phones must be returned to the dean at the dorm-designated time.

Sunday

- Morning Access: Phones become available according to dorm schedule
- Evening Turn-In: All phones must be returned according to dorm schedule

Accountability & Enforcement

- Policy Violations: Failure to follow the check-in/check-out schedule or location-based restrictions will result in loss of privileges.
- Inappropriate Use: Cyberbullying, harassment, or inappropriate messaging—whether public or private—is considered a serious offense. Offenders will immediately lose cell phone access and further disciplinary action may follow.
- Sharing and/or Misuse of Others' Phones: Using another student's phone to bypass restrictions is also a policy violation.
- Possession of an additional phone/device will result in the loss of all phone privileges for a designated period of time.
- Parental Communication: Parents needing to contact their student during restricted times should call the school office or dean.
- Parents will be notified of infractions of the phone/devices policies. Multiple infractions of any of the cell phone/devices policies will result in the student going before the Discipline Committee.

Union Springs Academy believes that responsible use of technology is part of Christian character development. This policy supports students in building healthy digital habits while remaining focused on their academic, spiritual, and social responsibilities.

HEADPHONES/EAR BUDS POLICY

- Headphones/ear buds are not to be used at any time outside of the dormitories, unless special permission is given.
- When riding in a school's vehicle, the use of headphones/ear buds is permitted only at the supervisor/driver's discretion and must be at a volume not heard by others.

FINANCIAL INFORMATION

The Union Springs Academy program is of the highest quality, delivered by certified professionals, who are also dedicated spiritual mentors- to love, you the student, into Christ. As such the education we offer is an invaluable investment in the eternal well-being of each student.

THE INVESTMENT

Union Springs Academy offers a holistic Christian education that has historically brought the following benefits to most of its students:

- **Spiritual Growth:** Students are given the opportunity to create and develop a relationship with God through a variety of spiritual activities such as a mission trip, week of prayer, faculty family, chapel, dorm worships, Friday vespers, dramas like Walk Through Bethlehem and Passion Play, Christmas music program, and many more.
- **Academic Growth:** Students receive the opportunity to learn academic subjects in the classroom from highly qualified, certified Christian teachers. Also, students have the chance to learn outside of the school in activities such as the field trip to Washington DC, science fair, robotics tournament, and more.
- **Social Growth:** Union Springs Academy offers a safe campus where students can interact with each other in a Christian environment where they are allowed to develop lifetime friendships with classmates, teachers, and staff. Activities that help in this development include music department trips, outdoor school, faculty family outings, student association activities, Girls Club and Boys Club activities, campouts, and more.
- **Physical Growth:** Adventists have been recognized for our longest life expectancy in the United States. This recognition is the result of following biblical health principles, which are adopted in the Cafeteria's menu. Students are encouraged to take an entire day off from school work and secular activities on the seventh day of every week, another biblical principle that has been proven to significantly improve overall health.

THE COST

All the costs for tuition and fees for this school year are in the Financial Information Booklet available on the school's website and in the Business Office.

FINANCIAL AID

Union Springs Academy strives to be financially attainable for all young people who wish to attend. The following financial policies have been adopted. Strict adherence to these policies is in the best interest to both the student and the school:

1. The educational services that USA provides is charged on a flat rate basis through the tuition and/or dormitory and cafeteria costs. Additional fees may apply for services outside the core program, like sports or trips. All financial information and arrangements will be directed through the business office at the Academy.
2. The account balance from the previous year at USA must be paid before the student is permitted to enroll for the current year. Any delinquent accounts remaining from siblings who attended USA must be settled before another member of the family is admitted as a student.
3. In harmony with the policy established by the General Conference of Seventh-day Adventists and the school operating board, final exams may not be taken and/or a diploma will not be issued until the student's account is paid in full.
4. A student transferring from another Seventh-day Adventis school with an outstanding balance may be asked to satisfy that account, or show financial clearance, before enrolling at USA.

In order to meet changing economic conditions or government regulations, USA and the New York Conference reserves the right to change tuition or fees at any time.

Scholarship & Financial Aid Continuation Policy

The purpose of this policy is to clearly define the academic, behavioral, and financial standards that students must maintain in order to remain eligible for scholarship and financial aid assistance at Union Springs Academy (USA). Scholarships are a privilege and a stewardship responsibility, and recipients are expected to reflect the values, expectations, and mission of the school.

Eligibility & Ongoing Requirements

Students receiving scholarship or financial aid must meet all of the following standards to continue receiving assistance:

1. Academic Integrity

Students must uphold the highest standards of honesty and integrity in all academic work. Cheating, plagiarism, falsification of work, or any other form of academic dishonesty may result in immediate review or revocation of scholarship funds. A single serious violation of academic integrity may be grounds for disqualification from financial aid, regardless of academic performance.

2. Academic Performance

Students must maintain a minimum cumulative grade point average (GPA) equivalent to a "C" average.

D Grades:

Any grade of D must be brought up to at least a C level within three (3) weeks of notification.

Failure to improve a D grade within the allotted time may result in probation or loss of scholarship.

F Grades:

A grade of F in any course may result in automatic disqualification from scholarship or financial aid.

3. Attendance (School & Work Obligations)

Students must maintain a grade of a “C” in class attendance. See attendance section for specifics on how students can maintain and improve their attendance grade.

Work–study attendance: Excessive absences, tardiness, or failure to report to assigned work duties may result in probation or loss of financial aid.

4. Conduct & Discipline

Students are expected to demonstrate respectful, cooperative, and Christ-centered behavior at all times.

Major disciplinary actions (including but not limited to suspension, repeated defiance, or serious behavioral infractions) may result in immediate disqualification from scholarship or financial aid.

Scholarship status may be reviewed by the administration at any time following a significant disciplinary incident.

5. Financial Responsibility (Parent/Guardian Account Status)

Parent or guardian financial accounts must be kept current according to the school’s billing and payment policies. Delinquent or unpaid balances may result in:

- Suspension of scholarship funds

- Review or revocation of financial aid eligibility

- Review, Probation, and Disqualification

The administration reserves the right to review a student’s scholarship status at any time. Students who fail to meet one or more standards may be placed on financial aid probation with specific conditions and timelines for improvement. Failure to meet probation requirements will result in loss of scholarship or financial aid.

Acknowledgment

By accepting scholarship or financial aid, students and parents acknowledge their understanding of this policy and agree to uphold and cooperate with all stated requirements. Union Springs Academy reserves the right to amend this policy as necessary to support the mission and standards of the school.

STUDENT WORK-STUDY

Union Springs Academy believes that work is an integral part of education because it teaches students responsibility, consistency, and perseverance. Also, it is a tangible way for them to contribute to their school tuition. Additionally, students receive academic credit for the career training they receive through the work-study program from the work supervisor/department(s) in which they work.

A student's age, class load, health, ease of learning, and other factors, will be considered in offering a work assignment. It is expected that all dormitory and day students who are eligible to work will be employed in some type of job on or off-campus.

The number of working hours for each student will be based on how much they are supposed to earn during the school year, but it will never exceed the maximum number of hours allowed by NY State law.

Students will be paid the minimum wage, which is established yearly by the NY State Department of Labor. Their remuneration will be posted as a credit in their accounts with the Academy.

Union Springs Academy makes no guarantee regarding the monthly amount a student will earn in their job at the Academy. Their income will largely depend upon their availability and job performance. The monthly financial statement will reflect the amount of student labor earnings.

Work supervisors may conduct student interviews to assign them to departments where they will be a good fit. Refusal to work at a job assignment may result in loss of employment and, possibly, loss of financial aid also, which may jeopardize the student's eligibility to continue at Union Springs Academy.

It is the student's responsibility to meet all work assignments. If the student has a conflict with work due to school activities (e.g., sports or music event), the student must notify their work supervisor before the occurrence. If a student is ill and cannot meet their work appointment, it is the student's responsibility to notify the work supervisor and to make up the hours missed.

The Business Office will keep track of the actual hours worked and if students are falling short of required hours. It is also the student's responsibility to keep their parents and the Academy work supervisor informed if they are not being assigned adequate work tasks to meet the required hours.

TEXTBOOKS

The Academy is responsible for providing the student's textbooks (physical and/or digital). Parents pay for textbooks as part of the registration process. The list of textbooks required for the current school year is available through the Business Office.

TRANSPORTATION

Union Springs Academy will provide round-trip transportation during some home leaves and/or school breaks to the following destinations for the following fees (USD\$). Parents will pick up their children at the scheduled stop.

Destination	One-way	Round-trip
Syracuse	\$15.00	\$30.00
Buffalo	\$30.00	\$60.00
Albany	\$30.00	\$60.00

Extra fees may apply if there are fewer than five (5) students travelling.

Students using provided transportation to return to the Academy must arrive at the scheduled pick up site on time. A charge of \$15 will be assessed to any student that is more than 15 minutes late. If the student is more than 20 minutes late, parents will be responsible for taking the student to the Academy.

If students need transportation for non-school or non-emergency-incident-related activities, a \$20 fee will be charged. The fee is subject to change due to gas price increases or other factors.

For town trips above and beyond the regularly-scheduled dorm trips, a fee of \$15 will be charged.

All transportation fees must be paid in advance, and the Academy does not guarantee that this service will be available at all times due to driver availability and unforeseen circumstances.

All student pick-ups and drop-offs for public transportation, including airports, train stations, and bus stations, must be scheduled between the hours of 6:00 a.m. and 10:00 p.m. (with the deans or business manager).

Transportation requests must be submitted at least three (3) days in advance to allow for proper scheduling and staffing.

Any transportation requests scheduled before 6:00 a.m. or after 10:00 p.m. will incur a \$100.00 transportation fee. This fee must be paid in full prior to transportation being provided.

REIMBURSEMENT FOR DAMAGES

If a student causes any damage to school property or school personnel property, the student may be required to reimburse the Academy to compensate for the total cost to repair the damage caused by the student.

STUDENT MONEY

The Academy does not make loans to students or cash checks for them. For personal expenses while students are at school, parents are encouraged to provide their student a debit/credit card or cash app to use for purchases/expenses. In some situations, the business office will hold cash for students' use as needed. USA is not liable for any lost or stolen cash that students keep in their possession in the dorm or anywhere on campus.

ROLLOVER CREDIT

If a student ends the school year with credit in their account, the amount will be rolled over to the next school year after deducting from it the Financial Needs Scholarship given during the current school year.

If the student is graduating or not returning to Union Springs Academy, the same deduction will apply, and the remaining credit can be either rolled over to a sibling who attends Union Springs Academy or proportionally returned to its sources (parent, local church, Conference, Academy, sponsor, etc.)

ROLLOVER DEBT

If a student ends the school year or leaves the Academy with debt, it is the parent's/guardian's responsibility to contact Union Springs Academy for a payment arrangement. If no arrangement is made within 30 days of the time when the student departed from the school, a \$25 monthly fee will be imposed over the debt until it is paid off. After 90 days, the debt may be transferred to a collection agency if no payment arrangement is made. Additionally, a student that has a rollover debt may not be enrolled for the upcoming school year.

LATE TUITION PAYMENTS

There will be a \$25 fee imposed for tuition payments that are 10 days or more past due. Additional \$25 fees will be imposed every billing cycle that is late.

NON-SUFFICIENT FUNDS (NSF) CHECKS AND CREDIT CARDS ON FILE

There is a \$35 charge for each check that is returned to the Academy due to non-sufficient funds. Checks will be resubmitted unless the writer makes other arrangements with the Business Office within five business days of the date returned. Banks may impose additional charges.

PARENTAL OR GUARDIAN CONTRACT

Parents/guardians agree to the financial conditions stated in this handbook upon enrolling their child. It is further understood that the parents/guardians agree to pay the student account each month, unless arranged otherwise in advance.

FINANCIAL ADJUSTMENTS

Though it rarely happens, it may be necessary, due to unforeseen circumstances, to make changes in charges or work plans during the year. Actions voted by the operating board or taken by the administration, at any time, will have equal force or, if necessary, shall supersede statements previously published.

MISCELLANEOUS

FOOD SERVICE POLICIES

Union Springs Academy operates a vegetarian food service program and will accommodate special dietary needs where possible. No meat products may be brought into the dining room or cooked/reheated in the kitchen. Dormitory students are charged a flat fee for food service. Non-dorm students are encouraged and welcome to eat lunch in the cafeteria with no charge made to the student's account.

Non-student guests are welcome and are expected to pay for meals through the Business Office. Sabbath meals can be purchased before or after Sabbath hours.

REQUIRED MEDICAL INFORMATION

All students attending Union Springs Academy are required by New York State law to have the following information on file and must be supplied to the academy within the timeframes below. Students not supplying this information will be asked to withdraw from school:

- Consent for Treatment and Authorization to Release Information (at registration)
- Medical Statement (at registration)
- Current immunization records as required by New York State law (at registration)
- Complete physical examination for all new students, juniors, and students participating in inter-scholastic sports. (within 30 days)
- Copy of parents' medical insurance card or policy (at registration)

ILLNESS - SICK LIST POLICY

Purpose

The purpose of the Sick List Policy at Union Springs Academy is to promote the health, safety, and recovery of students while minimizing the spread of illness throughout the campus community.

Determination of Illness

A student may be placed on the Sick List only by the Head Dean, school nurse (if available), or designated school administrator when the student demonstrates symptoms that indicate they are too ill to participate safely in normal school activities or may be contagious to others.

Symptoms or conditions that may result in placement on Sick List include, but are not limited to:

- Fever of 100.4°F or higher
- Vomiting
- Diarrhea
- Persistent coughing
- Flu-like symptoms
- Chills or body aches
- Severe sore throat
- Excessive fatigue or weakness
- Dizziness
- Headache accompanied by illness symptoms
- Suspected contagious illness
- Any condition the Dean believes requires rest, monitoring, or isolation

The Dean reserves the right to place a student on Sick List based on professional judgment and observable symptoms, even if all listed symptoms are not present.

Sick List Restrictions

Students placed on Sick List are considered medically restricted and are expected to remain in their assigned room except for authorized medical care or restroom use. The student's food delivery and wellness checks will be coordinated by residence hall staff. While on Sick List, students may not:

- Leave their room (except for bathroom needs) or the residence hall
- Have other students in their room (other than roommate)
- Participate in classes unless specifically approved by administration
- Attend meals in the cafeteria
- Participate in recreation, athletics, work assignments, practices, music groups, social events, or other activities
- Have phone/smart watch privileges - parents can communicate through Dean
- Have school laptop in room

Medical Evaluation and Emergency Care

The Head Dean along with the parents/guardians will determine when a student should be referred to urgent care, emergency medical services, or the Emergency Room (ER) based on the severity of symptoms, medical concerns, or parental request. For some acute or persistent health issues, parents will be advised to take the student to their family doctor.

Situations that may require immediate medical evaluation include, but are not limited to:

- Difficulty breathing
- Chest pain
- Severe injury
- Persistent high fever
- Severe dehydration
- Loss of consciousness
- Severe allergic reaction
- Head injury
- Any potentially serious or worsening medical condition

Transportation Procedures

Students transported to urgent care/emergency department are to travel directly to and from the medical facility:

- No personal errands or additional stops are permitted.
- Students must remain under the supervision and direction of the assigned staff member during transport.
- Transportation arrangements will be determined by school administration.

Return to Regular Activities

Students may be removed from Sick List status only when approved by the Dean or designated school personnel.

Generally, students should:

- Be fever-free for at least 24 hours without fever-reducing medication
- Be free from vomiting or diarrhea for at least 24 hours
- Demonstrate sufficient recovery to resume normal school participation safely

The school reserves the right to require medical documentation before a student returns to classes, work assignments, athletics, or other activities.

Compliance

Failure to comply with Sick List restrictions may result in disciplinary action, as student cooperation is necessary to protect the health and well-being of the campus community.

Clarification

Being on sick list DOES NOT excuse the student from the responsibility of the material covered in class while they were sick. It is the student's responsibility to find out the

material covered in the class they missed, and make up any and all work. An excused absence for being sick is still recorded as an absence against the number of classes allowed to miss before the student fails the course. If the student is that sick, that often, then the Administration needs to communicate with the parents to schedule an appointment for the student with the family physician.

ACCIDENTS

All accidents, without exception, occurring anywhere on campus or at work **MUST** immediately be reported to the staff member in charge of the activity and to the business office. If injured and taken to a hospital emergency room, doctor's office, or dentist's office for emergency treatment, the student should inform the business office so that the necessary insurance forms may be completed.

ACCIDENT INSURANCE

The parents/guardians insurance is the primary coverage and will be billed first. The school provides a secondary student accident insurance policy. The school student accident insurance policy has \$5,000.00 secondary coverage for those who have personal coverage or \$5,000.00 primary coverage for those with no other coverage. The school insurance does not include coverage for illness, previous medical problems, self-inflicted injury, or injuries resulting from fighting or behavior that is not permitted on campus. **It is the student's responsibility to immediately report an accident/incident to the staff on duty. Failure to do so may result in forfeiture of the academy's insurance coverage.**

MEDICAL CARE

Medical treatment requiring the care of a physician, even though arranged by a staff member, becomes the financial responsibility of the parent. This includes prescription medicine, doctor fees, laboratory fees, hospitalization, or transportation. Physicians normally provide services only on a cash basis unless the parent makes special arrangements with the physician. Dental and medical examinations should be scheduled to coincide with home leaves.

ACCIDENT REPORTS & WORKER'S COMPENSATION

It is the aim of the academy to do everything possible to prevent accidents. For accidents that occur while the student is actually employed, the academy is covered under the Worker's Compensation Insurance Act. If, however, a student is to receive the benefit of this coverage, he/she must file an accident report with the academy when the accident occurs.

ASBESTOS WARNING

Union Springs Academy has buildings that contain asbestos in a non-friable condition that presents no hazard to anyone. There are regular inspections of this asbestos in Sunset, Capman, and Newmyer Halls. If you wish further information, contact the school administration.

MOTOR VEHICLE REQUIREMENTS AND REGULATIONS

Dorm students who wish to bring motor vehicles on campus must submit the following to the deans:

- Written application/parental consent, including proof of registration, insurance & license
- The car is ONLY to be used for transportation to and from home, to and from the Academy. The keys are to be turned in to the deans as soon as the student has arrived on campus.
- Under no circumstances are other students allowed to ride in a vehicle with the student driving, unless it is a sibling, the parents have written permission on file, and they are going home.
- The academy assumes no liability for cars or their contents while parked on campus
- Any violation of the written agreement could result in the loss of car privileges for the rest of the year

OTHER TRANSPORTATION

By enrolling students at USA, parents agree and consent that their student will on occasion travel with academy faculty and staff either in school-owned vehicles or personal vehicles to authorized school functions.

RESIDENCE HALLS

The dormitory deans will help guide students in their spiritual, social, and academic development. Deans are “substitute parents”, and as such are empowered to make decisions based upon what they believe to be the best for each student. At least one dean in each dorm is always on duty. The specific policies of each dormitory are available from dormitory deans. Some general policies that apply to all dormitory residents are listed below. Inspection of dormitory rooms for cleanliness, fire, and safety hazards, or any other reason, either by one of the deans or a person authorized by them, may be conducted at any time.

LEAVING CAMPUS

The academy “campus” includes the ad building, maintenance building, and residence halls. If you have to cross a driveway or road, you are considered off campus and must have permission and/or supervision.

A student must *always* obtain permission and sign out with the dean on duty before leaving campus. This includes going on walks or leaving with parents, relatives, or staff. Students going to their own home must sign out with the dean on duty before leaving. Specifically:

- All requests for [non-school, weekend, evening trips (when not missing classes)] must be submitted in writing to the appropriate dean in sufficient time (at least 12 hours prior to leaving) for a considered decision to be made.
- Written permission is required from the student's parents to go to a location other than home
- Written invitation from the host where the student will be staying (an adult from the

- host home must be present while the student is in residence)
- Written permission of the work supervisor and any other person whose program is impacted by the leave
- Students who are members of off-campus touring groups must go with the group & ride on group transportation. The only exception is if the parents of the students come and pick them up but no other student can go with them. All exceptions to this policy must be submitted in writing to the appropriate dean by Wednesday prior to the trip

CAMPUS GUESTS

Guests of students are welcome for occasional campus visits, but we ask that there be no interference with the students' daily program. Any guests wishing to stay overnight in the residence halls must obtain prior approval from the appropriate dean at least 2 days in advance. All guests are expected to maintain the same standards of dress and conduct as USA students. School and class activities on and off campus are open only to students who are enrolled at USA, unless specific permission has been granted by the dean/administration.

HOME LEAVES

Home leaves begin at noon of the last day of classes as scheduled. The school transportation vehicles are considered an extension of the campus and all dress and conduct policy guidelines apply while riding in them. Students should return before 8:00 pm on the day before classes begin.

CLOSED WEEKENDS

Because there are programs of special benefit to the student at various times during the year, we require that parents not take students home until after the event that has created a closed weekend. At registration, parents and students will receive a list of closed weekends. We encourage parents to visit campus on weekends and to attend these special events.

SPIRITUAL LIFE

Union Springs Academy desires that all students cultivate the gifts and talents God has placed within them. Religious education is provided in the hope that students will develop a love for Christ that will inspire them to dedicate their lives to the service of God and humanity. Students are expected to attend daily and weekend worship services.

Spiritual focus weeks and/or weekends are held periodically during the school year. These special events provide spiritual enrichment. Therefore, we require that all students remain on campus to share the experience. The student will find opportunities to participate in spiritual activities such as youth rallies, mission trips, prayer conferences, Bible study groups, and prayer bands. Additionally, students are given opportunities to participate and lead out in the local church services.