



**Parent-Student  
Handbook  
2018-2019**

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**UCS FACULTY, STAFF & SCHOOL BOARD  
2018-2019**

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**VOLUNTEER PROGRAM**

Volunteer help is very important in the success of any Christian school program. Adults are encouraged to fill out a UCS volunteer questionnaire form. This form can be obtained through the school office.

Dear Parents,

Thank you for your interest in Utica Christian School which is a church school and specific ministry of Bible Baptist Church of Utica. UCS is fundamental, baptistic, dispensational, and non-charismatic in its philosophy and teaches and uses conservative and traditional Christian music. It was established to meet the needs of members of the Bible Baptist Church of Utica and members of churches that can be in agreement with our beliefs and philosophies. Families that attend UCS are expected to be regular active members of their own local church of like faith and practice. UCS may be described as being one of the three legs on a three-legged stool. When all three legs are in place (local church involvement, home and family dedicated to living for God, and a Christ-centered education) there is balance, stability, and agreement. Therefore, it has never been the philosophy of UCS to take the place of the local church or the training of a dedicated, godly home, but rather to supplement both of them.

UCS began in 1981 with seventeen students in grades 1-7. Since then we have expanded our curriculum to include kindergarten through twelfth grade.

This school, the faculty, and the students request your prayers, support, cooperation, and encouragement that this might be the most successful ministry possible. We must endeavor to operate “...as one body in Christ,” maintaining unity and showing “...care one for another.” This will only be accomplished as we look to God for His blessing, provision, and leading in this ministry.

We are thankful for dedicated teachers and staff members who are committed to excellence in education and Christian living. Their ministries will go far beyond the classroom, touching the lives of students and parents for years to come.

It is joy and a privilege to have such a school that we might “train up a child in the way he should go, that, when he is old, he shall not depart from it” (Proverbs 22:6). May the Lord bless you and your family as we work together in the months and years ahead.

Amos 3:3 states, “Can two walk together, except they be agreed?” Thank you for allowing me the time to explain to you some of the major purposes and goals of Utica Christian School.

Sincerely,

Pastor Ron Kutz, Administrator  
Bible Baptist Church of Utica

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

*“AS YE HAVE, THEREFORE, RECEIVED CHRIST JESUS THE LORD, SO WALK YE IN HIM, ROOTED AND BUILT UP IN HIM AND ESTABLISHED IN THE FAITH, AS YE HAVE BEEN TAUGHT, ABOUNDING WITH THANKSGIVING. BEWARE LEST ANY MAN SPOIL YOU THROUGH PHILOSOPHY AND VAIN DECEIT, AFTER THE TRADITION OF MEN, AFTER THE RUDIMENTS OF THE WORLD, AND NOT AFTER CHRIST.” Col. 2:6-8*

This portion of God’s Word serves as an outline to set forth the biblical philosophy of Christian education by which this school is dedicated to operate.

First of all, please notice Paul’s words, “AS YE HAVE, THEREFORE, RECEIVED CHRIST JESUS THE LORD...” Before education can properly be called “Christian,” it must of necessity be BY Christian educators and ultimately FOR Christian students. It is the goal of this school and its staff to seek the salvation and spiritual growth of each and every student enrolled.

Once having received the Lord Jesus Christ as personal Savior, the student must then be admonished and aided to “...WALK YE IN HIM.” This is accomplished as the home, the school, and the church work together, meeting the needs for each individual child.

Secondly, Paul states, “... ROOTED AND BUILT UP IN HIM, AND ESTABLISHED IN THE FAITH, AS YE HAVE BEEN TAUGHT, ABOUNDING WITH THANKSGIVING. Students are brought to the point where they are able to “WALK IN HIM,” as they are;”... ROOTED AND BUILT UP IN HIM.”

This first of all necessitates Christocentric ( Christ-centered) education, as contrasted with child-centered. This establishes the Bible as the authority for all that our school teaches or ultimately practices. The Bible is to be a vital part of the content of all subject matter and is to be integrated into the teaching of the same.

It also includes teaching of doctrine, i.e. “... ESTABLISHED IN THE FAITH.” This shows the importance of content in education. This content includes not only Biblical material, but the accumulation of knowledge from over 6,000 years of human history as seen through God’s eyes.

Thirdly, it includes developing proper attitudes as implied in Paul’s words, “ABOUNDING WITH THANKSGIVING.” Attitudes are both taught and “caught,” once again showing the importance of dedicated Christian teachers and staff. The proper teaching of values, beliefs, and proper behavior will work together to help develop such attitudes.

Lastly we read, “...BEWARE LEST ANY MAN SPOIL YOU THROUGH PHILOSOPHY AND VAIN DECEIT, AFTER THE TRADITION OF MEN, AFTER THE RUDIMENTS OF THE WORLD, AND NOT AFTER CHRIST.” Christian education cannot properly be accomplished until it includes training students and parents to detect the destructive philosophies that are so detrimental to Christian living.

We, at the Utica Christian School, believe that such an approach to education will help produce God-honoring students, equipped with the mind and spirit that they will need to serve God in whatever area of Christian life or service He may place them in.

## **STATEMENT OF FAITH**

We believe that the Bible, both Old and New Testaments, was verbally inspired of God, and is inerrant. It is our only and final authority in matters of faith and practice.

We believe in creation, not evolution: that man was created by the direct act of God and in the image of God.

We believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures.

We believe that all men are born in sin. We believe in the Incarnation, the Virgin Birth, and the Deity of our Lord and Savior, Jesus Christ.

We believe in the vicarious and substitutional atonement, atonement of the sins of mankind by the shedding of His blood on the cross.

We believe in the resurrection of His body from the tomb, His ascension into Heaven, and His imminent return for His church of “born again” believers.

We believe in His power to save men from sin.

We believe in the necessity of the “new birth” and that this “new birth” is through the regeneration of the Holy Spirit.

We believe that salvation is by grace through faith (plus nothing, minus nothing) in the atoning blood of our Lord and Savior, Jesus Christ.

We believe in eternal retribution for all who reject the gracious offer of salvation through the Lord Jesus Christ.

We believe that this statement of faith is basic for Christian fellowship. All born again men and women who sincerely accept this and are separated from the world of apostasy and sin can, and should, live in peace. This is their Christian duty to promote harmony among the believers.

## **ADMISSION PROCEDURE**

Selection of students is based upon their ability, behavior, and desire to be with us. The general procedure for enrolling a child is:

1. Complete and return an admission application with the registration fee.
2. Meet with the school administration.
3. If requested, have the child complete entrance exams. All Kindergarten students need to have a physical exam by a physician before entering Kindergarten.
4. Read the school handbook, sign the Parents' Pledge, and attend parent orientation.
5. Students in Kindergarten and 1<sup>st</sup> grade must reach the age for their respective classes:
  - K4 – 4 years old by September 1
  - Kindergarten – 5 years old by September 1
  - First Grade – 6 years old by September 1
6. A character reference form must be filled out by two people, not related to the applicant, for those seeking to be enrolled in grades 7<sup>th</sup>-12<sup>th</sup>.

UCS admits students of any race and national or ethnic origin to all the privileges and activities generally accorded students of the school.

## **DISMISSAL POLICIES**

Attendance at UCS is a privilege, not a right. We consider it a privilege to teach your child—he should consider it a privilege to be in our school. Students may be dismissed permanently or for a period of time for reasons such as:

- Parents or students do not cooperate with the school
- A child's conduct, attitude, or lack of effort make it inadvisable for him to remain
- Tuition payments are delinquent and satisfactory arrangements have not been made

## **PARENT RESPONSIBILITIES**

Parents are expected to respect and cooperate with UCS standards of conduct and dress. The home should maintain a sound philosophy of discipline. Regular church attendance is expected.

When parents visit the school and school functions, their attire should be consistent with school standards. The Christian school is not the answer to all your child's needs—the home, church, and school all play a part.

Parents should read and discuss applicable sections of this handbook with their children at the beginning of the school year.

Parents are responsible to see that their children do their homework. Parent-teacher fellowship and conferences are important so that both can work together in teaching the child.

## ATTENDANCE

Consistent school attendance is vital for a child to do his best in school. Even though he makes up his work, he misses an important day of instruction. We encourage students to aim for perfect attendance. (This is recognized at the end of the year.)

If a student is absent for 20 days during the school year, UCS reserves the right to retain the student at the same grade level. In the Senior high school this would result in a loss of credit for any course in which the student has accumulated 20 absences.

1. Please make a special effort to plan doctor and dentist appointments and vacations when school is not in session.
2. Please keep students home if they have a fever, have vomited within the last 24 hours, or are not feeling well. We desire to keep illnesses as contained as possible and not expose other students.
3. When a student returns after an absence, communication from the parents giving the reason is required. If an absence is foreseen, notification is expected in advance. Work may be expected to be completed in advance.
4. When a student returns from an excused absence, he is to make up one day's work each day until all work is made up. Work not completed in this time will be considered late.
5. Assignments missed because of an unexcused absence (frivolous excuses, no communication, failure to notify about foreseen absences, etc.) must also be made up as above, but may be graded as late work. The parent may be contacted by the school administration about such unexcused absences.
6. School begins promptly at 8:30 a.m. and dismisses at 3:20 p.m. Students should arrive no earlier than 8:15 a.m. and be picked up before 3:30 p.m.
7. A student is marked tardy if he is not in his desk at 8:30 a.m. He may also be penalized, e.g. miss a recess.
8. Students who arrive more than one hour late or leave more than one hour early are marked absent for one-half day. They should bring a note from their parents explaining why this was necessary.
9. **SNOW DAYS:** in the case of heavy snowfall or extreme weather conditions, school will be closed, and an announcement will be broadcast on **WISC (TV3) & their website, Channel3000.com**. Parents may also use their discretion keeping children home for bad weather or road conditions even if school is meeting.

## **VISITORS**

All visitors must make arrangements in advance. Prospective students are welcome to visit classes but must conform to the school dress codes and rules. Parents are welcome to visit during the day but must first check with the teacher. At no time are visitors allowed to wander about the facilities at will.

### **Clothing Regulations**

UCS students are expected to dress appropriately as Christian young people. They should dress to identify with and honor Christ, not the world. Students are expected to dress neatly for school.

#### **Girls:**

- ❑ Girls can wear skirts/tops or dresses. They should not be see-through, tops long enough to cover the stomach and back when bending over or reaching, and skirts/dresses hem or slits should be to the knee. No sleeveless tops/dresses are allowed. Necklines should be modest.
- ❑ Tennis shoes or dress shoes are to be worn at all times. Shoes must be tied and socks or tights should be worn. No Crocks or flip-flops should be worn. 7-12 may wear dress or casual sandals without socks.
- ❑ Clothing with pictures, slogans or advertisements are not allowed as classroom attire. UCS collar shirts are acceptable.
- ❑ UCS hooded sweatshirts are allowed as classroom attire.
- ❑ Make-up is allowed in the 9<sup>th</sup>-12<sup>th</sup> grade only. Excessive or extreme colors are not allowed.
- ❑ Hair should be kept neat. Fad haircuts are not permitted. Only natural colored highlights are permitted.
- ❑ Two earrings per ear may be worn.
- ❑ Knee length, loose fitting shorts, or athletic shorts/pants and t-shirts should be worn for gym class and announced special activities.

#### **Boys:**

- ❑ Boys can wear collared sport/dress shirts tucked into dress/khaki/denim pants. If pants have belt loops a belt must be worn. No faded, frayed or torn pants are allowed in the classroom. Turtlenecks are acceptable.
- ❑ Tennis shoes or dress shoes are to be worn at all times. Shoes must be tied and socks worn. No Crocks or sandals should be worn.
- ❑ Sweatshirts/sweaters must be neat and worn with a collar or turtleneck.
- ❑ Clothing with pictures, slogans or advertisements are not allowed as classroom attire. UCS collar shirts are acceptable.
- ❑ UCS hooded sweatshirts are allowed as classroom attire.
- ❑ Hair is to be tapered, trimmed off the ears, eyebrows, and collar. Fad haircuts or coloring is not permitted. All boys are to be clean shaven with sideburns no lower than the middle of the ear.
- ❑ Boys are not to wear jewelry such as necklaces, bracelets, or earrings.

- Knee length athletic shorts or sweatpants and t-shirts should be worn for gym class and announced special activities.

**School Programs:** Students are to arrive in appropriate dress and remain dressed up for the evening. Regular school rules for conduct are to be followed.

**Girls:** Elementary – Sunday dress that follows the normal school clothing regulations is appropriate for most programs. This would include dress shoes.

Jr. and Sr. High School – The choir will have a program dress used in a three year cycle. This will be discussed at the beginning of each school year.

**Boys:** Elementary – Suit, dress pants/shirt and tie, or sweater is appropriate for most programs. Dress shoes and dark socks should be worn.

Jr. and Sr. High School – A black suit, white shirt, black dress shoes and dark socks must be worn for all programs. A choir tie will be provided at the time of each event.

### **SCHOOL RULES AND PROCEDURES**

All school rules are in effect from the time students arrive at school (or school-sponsored activities including athletic events) to the time they leave for home.

### **PLAYGROUND RULES**

1. All students are expected to go outdoors for recess when weather is suitable unless given permission or required to work at their desks. Teachers will honor a parent's request to keep a child in from recess for up to three days. After that time, a statement from their doctor is expected.
2. Students are to wear proper dress for weather conditions.
3. Boys and girls are to play separately in contact sports and games that would be immodest for girls.
4. Students are to follow the rules of games being played and play fairly.
5. **NO FIGHTING.** This includes kicking, hitting, biting, yelling, arguing, shoving, wrestling, etc.
6. Nothing is to be thrown other than playground equipment designed for throwing, i.e. balls. Balls are to be used in designated areas only. Hardballs are not to be brought to school. Snow is not to be thrown.
7. All playground equipment is to be used properly and returned to its proper place.
8. Bicycles are not to be ridden during recess period.  
Students are not to enter cars during school hours.
9. Students must remain on the designated playground area south of the building. They may go in other areas (e.g. front of the church) only if given specific permission.
10. Sledding during winter recesses is permissible at principal's discretion.

## **II. CLASSROOM RULES**

Individual teachers announce specific rules for their classes at the beginning of the year.

The following general rules are true in ALL classes.

1. Students are expected to pay attention, sitting up straight with their eyes on the teacher.
2. There is to be no unauthorized communication - - talking, signaling, notes, etc.
3. There are to be no disturbances - - making noise, throwing things, etc. Pencils are sharpened, trash thrown away, and questions asked during breaks.
4. Students are not to leave their seats without permission.
5. Students are to use the rest rooms during their breaks and recesses. Teachers may penalize them for habitually needing to leave during class time.
6. Students are to keep their desks and school materials neatly organized. Books and materials are not to be left on the floor. Assignment sheets and class notebooks are to be maintained as specified in class. Stray materials may end up in the lost and found.
7. Students are to have required materials, and not depend upon others for their needs. They are not to have personal pencil sharpeners or staplers (unless, specifically requested).
8. Students are to show respect for their teachers and those in authority --- NEVER ARGUE.
9. Students are to show a thankful attitude for their school, not groaning or complaining about announcements, assignments, etc.
10. LATE WORK: assignments which are not complete or not brought to class when due are considered late. Generally, late assignments turned in by the next class are dropped one letter grade for each day late. Assignments still not turned in must still be completed.
11. Magazines are not to be brought to school without the teacher's consent.
12. Candy is not to be eaten in the classrooms without teachers permission.

### III. GENERAL RULES

1. Students are to walk, not run, in the building.
2. Students are not to have gum at school.
3. Students are to be in their classrooms unless they have permission to be in other parts of the building.
4. Students are to eat in the lunchroom (or outside with permission). Students are not allowed to use kitchen facilities without permission with exception of microwaves.
5. The Bible clearly teaches the sanctity and holiness of marriage. Because no other intimate man / woman relationship is sanctioned in Scripture, we believe that dating should be for the sole purpose of finding God's perfect will for one's life. This should be done under the guidance and protection of the parents. As a result, UCS does not feel dating on the high school level is appropriate or profitable. Therefore, we request that students refrain from getting involved in a dating relationship (this includes coupling and pairing off) during school and any school activity or function. Our young men and ladies should enjoy proper school relationships without the pressure of a dating emphasis. UCS will not have any engaged or married students enrolled.
6. Students cannot leave the school grounds without their teacher's permission.
7. School telephones are for school business and are not to be used by the students without permission. Students must have a good reason and a teacher present to use the phone.
8. Cell phones/Ipods/MP3 players are to be left in lockers or backpacks during school hours unless permission is given by teacher.
9. Facebook/Social Media – Our expectation is that Facebook/Social Media would be monitored within the home by the parents. However, in the interest of the students and of the school as a whole, we must deal with whatever forms of unrighteousness are found there. Students are not allowed access to Facebook/Social Media during school hours.
10. Permission slips must be signed by parents before students are permitted to go on field trips. All students are expected to participate.
11. Personal articles should be marked for identification. A lost and found box is kept for articles misplaced or left after school. Lost and Found is in the classroom or in a basket in the lunch room.
12. Students must have parents contact teachers to leave school with anyone other than their regular ride. This insures that parents and teachers know where the children are.
13. All school programs, academic competitions, and graduation are required functions for UCS students.
14. Students with a valid Wisconsin driver's license may drive to school with their parent's permission. Any student that demonstrates careless or reckless driving habits will be asked to forfeit this privilege.
15. No musical devices with headphones are permitted at school or any school functions.
16. During the school year students may be taken to school camp and/or snow camp. Classes may be held during the morning hours and varied activities are held in the afternoon. Each evening there are services to challenge the students spiritually and to prepare them for a profitable school year. These camps are a part of the total curriculum, and attendance is required of all students in grades 7<sup>th</sup> – 12<sup>th</sup>.

## **DISCIPLINE PROCEDURES**

Violation of school rules and procedures is treated seriously in a biblical manner. The offense is discussed with the child and appropriate action is taken, such as missing recess, doing extra schoolwork, receiving demerits or etc. Notes are sent home to be signed and returned for serious offenses.

## **DISCIPLINE**

Proverbs 25: 28 states, “He that hath no rule over his own spirit is like a city that is broken down, and without walls.”

This verse is speaking of self-government which comes through Christian character. It is the purpose of the disciplinary system to aid young people in the development of Christian character.

It is our desire to develop students that are obedient, responsible, and strong in Godly character. We believe that a well-disciplined life will result in an effective and productive life.

The demerit system has been structured in such a way as to help students take seriously the need to correct any problems they may have in the area of discipline and to develop godly character and a strong Christian testimony.

The demerit system will be used only in the Jr.-Sr. high. Demerits will be received for the following infractions. The consequence for each infraction may be doubled if the same infraction is repeated.

### **TYPE OF OFFENSE**

### **DEMERITS**

- Misconduct – class, chapel, school activity, etc.....20-40
- Attitude – critical, complaining, mocking, ridiculing.....20-40
- Breach of dress regulation.....10-20
- Habitual, uncompleted homework.....10-20
- Unexcused absence.....20
- Failure to follow school policy.....10-20
- Automobile misconduct.....20-30
- Disrespect (authority).....30-50
- Disrespect (peers).....20-30
- Ungodly music.....30-50
- Improper social conduct.....30-50
- Cheating – homework, quiz, test.....50
- Profanity.....50
- Lying.....50
- Bullying/physical abuse.....50-75

up to 2 day suspension,  
probation, and possible expulsion

- Pornography, smoking, stealing, immorality, drinking, or drugs.....100-150

**DEMERIT ACCUMULATION**

- 50 – A note will be sent to parents
- 75 – A conference with parents will be requested
- 100 – Student will be ineligible for sports or other extracurricular activities.
- 125 – Student will be suspended for two days and the student will be required to make up missed work. Student will be put on probation for the remainder of the semester and possibly longer.
- 150 – Student is subject to expulsion from school.

Students may request that the discipline committee (Pastor & Principal) hear their appeal, if they have first appealed to the teacher / principal who issued the demerits.

**ACADEMICS**

*Graduation Requirements*

UCS is a private, Christian school operated by Bible Baptist Church of Utica.

To graduate from UCS, a student must have a minimum of 21 credits. Credits include the following:

- Bible 4 credits
- English 4 credits
- Social Studies 3 credits
- Math 3 credits
- Science 2 credits
- Physical Education 1 credit (1/4 credit each year)
- Music 1 credit (1/4 credit each year)
- Electives 3 credits

One credit is given for the successful completion of a course meeting for a 45-50 minute class period for two semesters.

1. Homework: assignments not completed during school hours are to be taken home. Parents should supervise this work, seeing to it the child has a time and place for study and does complete his assignments.

2. Letter grades:

99-100	A+	
98- 96	A	Very good, well above average
95- 94	A-	
93- 92	B+	
91- 88	B	Good, quality work
87- 86	B-	
85- 84	C+	
83- 80	C	Average, acceptable work
79- 78	C-	
77- 76	D+	
75- 72	D	Poor, below average work
71- 70	D-	
69-	F	Unsatisfactory work

3. Mid-quarter reports will be sent out during the fifth week. Report cards are given out after the end of each quarter.
4. Parent Conferences: Both parents are encouraged to attend the regularly scheduled conferences. Special conferences with teachers may be scheduled by contacting the teacher. Parents are encouraged to communicate freely with the teachers when they have a question.

Parents who attend Bible Baptist Church should not ask teachers for a report on their child's progress at regular church services. Church services are a time for fellowship and worship, and they do not provide suitable privacy for discussing student matters.

5. Honor Roll: each quarter "A" and "B" honor rolls are determined for 5<sup>th</sup> – 12<sup>th</sup> grades. To be listed on the "A" honor roll, a student must have a least an A- average with no grades lower than B-. To be listed on the "B" honor roll, a student must have at least a B- average with no grades lower than a C-.

## **ATHLETICS**

1. Academic Eligibility: students must maintain at least a C- average with no F's in order to participate in sport programs and certain special activities. Athletic competition and certain special activities are a privilege and not a right. Not only must academic guidelines be upheld but the student must also be maintaining the proper conduct and effort in the classroom. If this problem exists, it will be considered by the principal and prospective teacher(s).

2. All students in the 7<sup>th</sup> grade or above who are going out for UCS team sports, either soccer or basketball, are **required** to have a sport's physical before they are able to participate. Sport's physicals will be required every third year, normally 7<sup>th</sup> and 10<sup>th</sup> grade. We recommend those participating in girl's volleyball and those in elementary team sports get a sport's physical based upon their parent's discretion.
3. Any student who plans to participate in an athletic contest must be in school at least a half a day on the day of the event.
4. Parents are responsible for their own children's supervision at ALL UCS athletic events and children should remain in designated areas of Facility or grounds.

### **AWARDS**

An awards and graduation program will be held at the end of the year. Students may earn awards for perfect attendance, honor roll, and other achievements.

### **SPIRITUAL LIFE**

As a Christian school, we incorporate spiritual truth into each subject and into the daily lives of the students. Special provisions include:

1. Chapel: Junior and Senior students will have chapel services twice a week and students in K-6 will have chapel service once a week. This is a time when the Spirit of God can work in the hearts and lives of the children. Parents and friends are encouraged to attend. Students need to remember to dress neatly.
2. Missions: Each chapel service, an offering is taken for a missionary for that quarter. This informs students about mission work and allows them to have a part in worthy ministries.
3. Bible classes: Customarily each day (except chapel day) begins with a Bible class. This is a time of formal study of God's Word and challenge to Christian living.
4. Students and parents are encouraged to belong to and regularly attend a fundamental, Bible-believing church. Our school is not designed to replace the local church program, but rather to assist it.

## **FINANCIAL POLICY**

- All balances must be paid up by August 1<sup>st</sup>. No past accounts will be carried into the next school year.
- No account will be carried beyond 30 days past due. At this point, parents will be consulted and plans to remove the student(s) from the school may have to be instituted.
- The registration and re-enrollment fee is non-refundable.
- Book fees are to be paid the night of parent orientation.
- A 5% discount will be applied to all prepaid accounts for the entire year or 2.5% for prepayment for each semester.
- Final report cards are not issued for students whose accounts are not paid in full. According to state statutes, transcripts will also be held until the school bill has been paid in full.
- Tuition payments may be paid in 10 monthly installments beginning August 15<sup>th</sup>.
- We are grateful for those who donate to UCS over and above their tuition. These funds allow for special activities and projects. Please designate your gifts as such for proper credit.