

# Union Springs Academy



## STUDENT HANDBOOK

2022-2023

# **Union Springs Academy**

## **Operated For**

Seventh-day Adventist Youth of the New York Conference  
and others who desire a Christian education

## **Operated By**

The New York Conference of Seventh-day Adventists

## **Contact Information**

### **Union Springs Academy**

PO Box 524

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<http://www.unionspringsacademy.org>

## **Telephone Numbers**

**Administration Building:** (315) 889-7314

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# **GENERAL INFORMATION**

## **MISSION STATEMENT**

Union Springs Academy (USA) is a Christian school where people work together to promote wholeness in a physically, emotionally, and spiritually safe environment. Christ's example is reflected in our commitment to academic excellence and Christian service. This means Union Springs Academy:

- provides support and motivation towards spiritual maturity.
- challenges each student to realize their full academic potential.
- seeks to preserve a heritage of Seventh-day Adventist beliefs and values.
- recognizes and accepts the uniqueness of each individual.
- encourages a greater personal awareness of global and individual concerns.

## **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 include buildings for administration and classrooms, dormitories, church, faculty housing, farm, orchard, and athletic facilities. For over nine decades, Union Springs Academy has provided quality Christian education to young people from New York, New England, Canada and overseas.

## **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. Notwithstanding its rural setting, it 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 is an institution which provides secondary education in a safe, Christian setting. Students are accepted based on their academic qualifications and a personal desire 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 high standards of morality and integrity, and to refrain from profanity and obscene language.
- 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. You will find a vegetarian menu in our cafeteria. Lactose free, vegan alternatives, and allergy-sensitive selections 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.

## **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.

# ADMISSIONS

## ADMISSION STATEMENT

Students in grades nine through twelve who express and demonstrate an interest in receiving a Christian education are eligible for admission. No religious test is applied. However, only students who demonstrate respect for the *Bible*, maintain a reverent attitude toward spiritual things, 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.**

## NON-DISCRIMINATION POLICY

Union Springs Academy admits students of any race, sex, color, religious affiliation, or national and ethnic origin. It does not discriminate on the basis of race, sex, color, religious affiliation, or national and ethnic origin in administration of its educational or admissions policies, scholarships, athletics, or any other school administered programs.

## PROCEDURE FOR ADMISSION

1. Complete the online application/registration process by clicking on the link provided on our website, ***unionspringsacademy.org***.
2. Have official transcripts from all previous schools sent directly to Union Springs Academy.
3. Have 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<sup>st</sup> of the year they enroll. Students wishing to enroll only for the senior year must be 15 before November 1<sup>st</sup> or have completed their coursework in an accredited school. Applicants who will turn 21 during the school year will be carefully considered before admittance and may be denied entry into the school program.

## **ACADEMIC INFORMATION**

### **ACADEMIC PROGRAM**

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

- The General Diploma
- The College Preparatory Diploma
- The 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 WITH HONORS**

- Honors class requests must be submitted and approved by the Academic Committee,
- At least two classes completed within the honors program. One class must be completed prior to the senior year,
- At least one honors research project with written and presentation portions (or approved alternative).

## DIPLOMA REQUIREMENTS

	<b>General Diploma</b>	<b>College Preparatory Diploma</b>	<b>College Preparatory Diploma with Honors</b>
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	1	1	1
Honors Classes	N/A	1 (Math or Science)	2 or more classes (Math or Science, at least one before senior year)
Honors Research Project or approved alternative	N/A	N/A	1 Project
Service learning	25 clock hours/year attendance	25 clock hours/year attendance	25 clock hours/year attendance
Total Credits	24.5 (20.5 non-Bible credits)	26.5 (22.5 non-Bible credits)	27.5 (23.5 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 General or College Preparatory Diploma, the student must pass five (5) New York State Regents exams in the following subject areas: English Language Arts, Global History and Geography, Mathematics, Science, and United States History/Government.

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 correspondence 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. **There is no charge for a transcript.**

## **GRADING**

Union Springs Academy operates an 18-week semester. Progress reports will be issued to students, parents or guardians, and faculty advisors at regular intervals each semester. These progress 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.
<b>A+</b>	99-100	4.00	<b>C</b>	73-76	2.00
<b>A</b>	94-98	4.00	<b>C-</b>	70-72	1.70
<b>A-</b>	90-93	3.70	<b>D+</b>	67-69	1.33
<b>B+</b>	87-89	3.33	<b>D</b>	63-66	1.00
<b>B</b>	83-86	3.00	<b>D-</b>	60-62	0.70
<b>B-</b>	80-82	2.70	<b>F</b>	59 or less	0.00
<b>C+</b>	77-79	2.33			

### PASS/FAIL OPTION

Students at Union Springs Academy are encouraged to take a variety of courses in order to broaden and deepen their knowledge in various areas. Some of the more challenging courses may be taken without jeopardy to a student's GPA by applying for a Pass/Fail grade. That option is available under the following conditions:

- The course cannot be used to meet graduation or sequence requirements
- The request must be approved by the teacher and the Academic Affairs Committee
- Requests must be made within 5 days of when the first 6-week period progress reports are issued
- The minimum passing grade is seventy-five percent (75%)
- The grade may not be changed to a "standard" grade
- Standard policies apply to dropping the course
- Only one such course per grading period may be taken

### SUGGESTED COURSE ENROLLMENT

Grade 9	Credits	Grade 10	Credits
Bible 1	1	Bible 2	1
English 1	1	English 2	1
Global Studies 1	1	Global Studies 2	1
Algebra 1	1	Geometry	1
Biology I	1	Biology II	1
Health	0.5	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)

<b>Grade 11</b>	<b>Credits</b>	<b>Grade 12</b>	<b>Credits</b>
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
Science Elective	1	Language 3	1
Language 2	1	Senior Project	0.25
Career Training 3	(1)	Career Training 4	(1)
Physical Education	0.5	Physical Education	0.5
<b>Total Credits</b>	<b>6.5(7.5)</b>	<b>Total Credits</b>	<b>5.75(6.75)</b>

## **COURSE DESCRIPTIONS**

### **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 (1 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.

### **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 a participation in culturally based activities. Class instruction is primarily in Spanish. Prerequisite – Spanish I

### **English Language Development (ELD)**

The ELD Class works on the same theme and question as the standard English Language Arts (ELA) and it provides a multi-genre method to learning. ELD will focus on the same set of grade-level ELA standards that are being developed in the core class. ELD also supports writing instruction with supplementary writing modes and essays. The additional goal of ELD is to reinforce further development in grammar, sentence patterns, vocabulary and literature, and research for the English language learner.

## **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

### **Consumer Math (1 credit)**

This course is designed to teach students how to apply mathematics to become intelligent consumers in today's society. Topics include financial planning and decision making, budgets and balance sheets, taxes, insurance, the economy, credit protection, personal loans and credit cards, and saving and investing.

### **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 I.

### **Pre-Calculus (1 credit)**

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 and a relationship with God. It will include an examination of the Bible and will focus on Bible study, Christianity, a relationship with Jesus, Christian life and growth, Christian witnessing, and Christ's relationship with people.

### **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**

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 I (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.

### **Biology II (1 credit)**

This course is a continuation of Biology I. Studies include: Zoology, Embryology, Immunology, Microbiology, Botany (understand, explore, analyze, apply). The course includes laboratory experiments designed to reinforce course content. Prerequisite: Biology I.

### **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.

### **Physics (1 credit) Elective**

Students will employ critical thinking skills to drive logical problem solving with the SI system of measurement as mathematics, trigonometry, and dimensional analysis reveal the laws underpinning our universe. Investigations include those governing mechanics, thermodynamics, sound and light, electricity and magnetism, and nuclear physics. Regular laboratory exercises reinforce the laws studied and foster the development of a cogently inquisitive mind. Prerequisites: Students must concurrently take OR successfully complete Algebra II and Geometry.

## **Social Science**

### **American Government (1 credit)**

This course will acquaint the student with the foundations and function of the American Government, which will be accomplished through the study of the basic theories of government and The Constitution. The purpose of this class is to make students aware of the importance of our political system. Too often people do not get involved in government because they are uninformed of how crucial the process is to our freedom. We will explore the beginning of our country, discussing in depth how The Constitution still survives in today's world. The three branches of our government will be studied, both how they function and their importance. As should be the case in every class, we will also discuss how God has led in our country, and His expectations of us as Christian citizens.

### **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 (1 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 Studies (1 credit)**

The students in this class will explore all major aspects of each region of the world - origins, history, religion, and economy. Global Studies is a class that will combine the finest aspects of World History and Geography. The members of this class will clearly see how the events of the past have directly influenced the monumental changes taking place in Europe, the Middle East, Africa, and other places around the world. There will also be special attention given to the ways geography and environmental factors affect the development and interaction of the world's cultures.

### **World History (1 credit)**

This course is designed to be a survey of events and people that have helped to shape the world. It will explore the development of Western and Non-Western cultures, examining the attributes that made them great or led to their eventual downfall. The time period is from approximately 3000 B.C. to the present. The student has the opportunity to look through a window to the past, to see the things that were the foundation of our world today. Through this, we will see how to better appreciate the world around us today. And most importantly, we will be able to see the way God has led in the past and continues to lead today and always. Included in this course will be a section dealing with the antediluvians.

### **Business/Technology**

#### **Accounting (0.5 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 21<sup>st</sup> century skills such as: technical writing, presentation skills, communication, project management, collaboration, and teamwork.

### **Keyboarding and Computer Applications (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)**

I 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.

**NOTE:** Not all classes are offered every year.

## **CLASS LOAD**

The maximum load is 4.5 credits per semester (9 credits per year). The 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.

## **ADD/DROP CLASS DEADLINE**

A class may be added in the first two weeks of the semester. A class must be dropped before the end of the first six weeks 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 or WP (withdrawn failing or withdrawn passing) will be recorded on the transcript.

## **ACADEMIC RESTRICTIONS**

Students who receive more than one D, any Fs, or an In Progress as part of their grade at any time during a semester will be placed on an In Progress List and are restricted from participating in any athletic or music trip that takes them out of school during any class or during the evening study hall. The IP list will be reviewed weekly.

### **ACADEMIC INTEGRITY**

Students at Union Springs Academy are held to the highest standards of academic integrity. Those found cheating (including literary & internet plagiarism) will be referred to the Academic Committee for discipline, and may receive an F for the course.

### **ACADEMIC RECOGNITION**

Each semester, students will be listed on the honor roll as achieving the following honors based on their current GPA.

Principal's Scholars: 3.90-4.00

High honors: 3.75-3.89

Honors: 3.50-3.74

Those graduating will be recognized based on their cumulative GPA.

### **CORRESPONDENCE/DUAL CREDIT COURSES**

Students desiring to take summer classes or correspondence work must secure the approval of the Academic Committee before enrolling in the class. The academic quality of the distance learning program and the current class load will impact approval. A course outline must be submitted with the petition. Any exams that need to be taken while attending USA should be sent to the guidance/principal's office for proctoring.

### **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 policies listed below:

- The student must have no individual test score below the 85th percentile on a complete standard achievement test battery
- The student must have a cumulative grade-point average of 3.50
- The student must request permission to accelerate by the end of the first semester of the sophomore year

It is mandatory that accelerated students complete the 24.5 credits normally required for a General Diploma. There may be additional tuition costs for acceleration. See under "Financial Information" for details.

## **COUNSELING SERVICES**

Counseling services are provided by the academic guidance counselor and the chaplain. These services include:

- Educational Counseling/Planning: Providing guidance in academic programs for completing high school requirements, taking into consideration career choices and college admission.
- Testing/Record Keeping: Providing interest tests, personality tests and providing an ACT/SAT testing location. Results of these tests are kept on record.
- Personal Counseling: Providing confidential counseling for any student who wishes to discuss personal situations or topics.

Counseling services are available through local organizations, and these resources will be available to our students. All arrangements are made directly between the client and therapist. Those wishing to utilize the services of these counselors should contact the principal or a dean.

## **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 Ed. These records are available to students and parents there. The registrar's office will process the requests submitted by a parent, guardian, or school sponsor to have an absence or tardy excused. The school wide attendance record will be kept on Jupiter Ed and monitored on a daily basis.

### **Village Parents**

When the weather does not permit you to travel safely or when your child is ill, please call and inform the attendance secretary in the morning. Please send a written note when your child returns to school.

**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, but does not affect their GPA. Procedures for grading and discipline are as follows:

Each Student will begin the semester with 0 attendance points. When a student's score exceeds 8, students will have three days to address their attendance problem before the action goes into effect.

An excused absence consists of illness, a death in the family, court appearances, or school sponsored field trips. Doctor and dental appointments should be scheduled during home leaves. If this is not possible, a doctor's note upon return to school is required.

**Early releases for holidays, home leaves, and closed weekends are examples of absences that are not excused.** Special exception requests may be submitted to the Administrative Committee. *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.*

Absence	3 points
Tardy at the bell	1 point

Students are encouraged to attend class so that they do not miss any unexcused classwork, quizzes, etc.

A student may have a total of 8 points in a quarter, and still remain in Level 1. Being in Level 1 enables you to:

1. Run for office
2. Maintain a class or SA office
3. Participate in activities without restrictions
4. Maintain electronics privileges

9-16 points = Level 2

Dropping to Level 2 means:

1. Student loses town privileges for 1 week
2. All electronics are held by the dean for 1 week
3. Parents are informed and a letter put in the student's file

17-24 points = Level 3

Dropping to Level 3 means:

1. Student is placed on campus restriction for 2 weeks
2. All electronics held by the dean for 2 weeks. Parents needing to reach the student can do so by calling the dean
3. Parents are informed and a letter put in the student's file

25-32 points = Level 4

Dropping to Level 4 means:

1. Student is placed on campus restriction for 6 weeks
2. All electronics held by the dean for 6 weeks. Parents needing to reach said student can do so by calling the dean
3. Meet with Disciplinary Committee
4. Placed on probation
5. Lose class or other organizational offices
6. Parents are informed and a letter put in the student's file

33-40 points = Level 5

Dropping to Level 5 means:

Student meets 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 level 3 restrictions for an additional 12 weeks.

**Attendance Point Redemption** – At any level, a student may improve their attendance grade by having five consecutive school days of perfect attendance (no absences or tardiness). In that case, two points will be subtracted from their total points. In order to have attendance points reduced, a student must submit a request to the registrar's office the week following their perfect attendance.

**Holding elected offices** – A student who has reached Level 3 jeopardizes the right to remain in office and will be placed on probation. A student can be placed on probation only once. If the attendance grade has dropped to the next level (Level 4), the student will no longer be allowed to hold that office. A new officer will be chosen. If a student begins the year on attendance probation, they will not be allowed to hold an office. A student may view their attendance record any time in their personal Jupiter account.

## 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 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 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 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. Presently the organization is participating in the Adopt-A-Highway Program and is a sponsor of the Red Cross Blood Drive. The organization also participates in various field trips.

## **MUSIC GROUPS**

These academic organizations, which include, *Les Chanteurs* and band, 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 and Soccer 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 - 6 Credits

- Junior Class - 13 Credits

## **SENIOR CLASS**

Senior class membership is based on the following:

- Student must have completed 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
  - If a student has had a major disciplinary problem during the semester preceding elections they will need to obtain permission from ADCOUNCIL prior to running for office

## **Cumulative and Current GPA Requirements for Office**

3.0 GPA - Student Association President, Vice-president, and Spiritual Vice-president; Junior and Senior Class Presidents.

2.5 GPA - All other Student Association offices; Amicitia and LACE Club Presidents; Freshmen and Sophomore Class Presidents

2.0 GPA - 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. For this reason officers' GPAs will be monitored on a quarterly basis by ADCOUNCIL to ensure they stay above the minimum threshold for holding their office.

## **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.

Union Springs Academy has adopted a New York Conference Education program called *Spirit Compatible Instruction (SCI)*. This program is designed to teach students character traits displayed in the life of Jesus Christ called Light-skills, and disciple students to walk with Jesus, modeling these Light-skills in their lives. It is expected that students will model Christian behavior through a relationship with Jesus Christ that will naturally shine the light of Jesus' character in their lives.

When students fail to live up to the standards of the school the school personnel will use natural consequences to discipline the students in a redemptive manner. If a student consistently fails to live up the standards of the school, or if a student's break with school conduct is egregious, the school principal or the school Discipline Committee may use probation, suspension, or expulsion to rectify the problem as necessary.

## **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 discipline administered by the Discipline Committee.

## **COMPREHENSIVE SUBSTANCE ABUSE POLICY**

In order to protect students and their reputations and welfare, the following guidelines will be followed when situations concerning drugs and substance abuse arise:

- students who possess or use illegal drugs such as speed, cocaine, or who misuse prescription drugs will be dismissed from USA
- students who possess or use alcohol, tobacco, marijuana, drug paraphernalia, who misuse nonprescription medical drugs, or who inhale fumes or vapors of glue, aerosols, or chemicals, may be dismissed from USA
- Any student who is disciplined under the drug policy will:
  - be required to obtain a professional assessment from a drug rehabilitation center and provide documentation of this assessment
  - show documentation of having satisfactorily completed the recommended program outlined in the professional assessment prior to returning to school
- Any student who is asked to withdraw from school 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 education program he/she has completed
- the attitudes and cooperation the student displayed during the times preceding, during, and after the discipline

## **RESTRICTION**

Students at Union Springs Academy are expected to conduct themselves in a manner that is above reproach or suspicion. However, there are times when students may fall short of this mark. Examples may include, but are not limited to:

- Making inappropriate physical contact between students
- Using violent or threatening language or physical contact

Some of these behaviors can be met with a variety of disciplinary consequences, one of which is being placed on restriction. Restriction is a time period determined by administration when the students in question are not allowed to communicate with each other personally or through any media, and they are to have no direct contact with each other outside of class interactions.

## **CONSENT TO DRUG TESTING**

Students and a parent or 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. Failure to sign such a consent form, or to submit to testing upon request of USA, will 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 will be 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 interview shall take place involving the student, parent(s) or 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. If it is abusive in nature, the complaint will be reported to appropriate state officials.

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

1. Verbal warning
2. Written warning

### 3. Suspension and/or Expulsion

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

### **PARENT/GUARDIAN CODE OF ETHICS**

For any school to function at an optimum level, the school must have a positive and effective relationship with the parents and guardians of the students. In order to facilitate this relationship, the school requires that parents and guardians conduct themselves in a positive and ethical manner. To that end we ask that:

1. Parents and guardians must keep an appropriate relationship with other students. Students should not be approached for friendship on any form of social media, should not be made to feel uncomfortable by others' parents or guardians, and must be kept safe at all times.
2. Parents and guardians must be respectful of school staff. While disagreements may occur, all communications and interactions must be conducted with Christian respect and dignity.
3. Parents and guardians must be respectful of the time of school staff. While school staff are always happy to be in communication with parents and guardians, staff also must have the time necessary to care for all students and all of their many responsibilities. Repeated lengthy communications should be avoided to help staff perform all of their duties.
4. Parents and guardians must refrain from negative communications regarding the school online.
5. Parents and guardians must refrain from participating in spreading rumors and negative rhetoric regarding the school.
6. Parents and guardians must make proper arrangements when coming to visit or pick up their students. Last minute pickup and drop-off times should be avoided, and pickup and drop-off times should be at hours conducive to the school program as a whole.
7. Parents and guardians, when signing out and hosting students from other families, ensure that school standards of Christian conduct are upheld.
8. Parents and guardians are asked, as much as possible, to conduct communications through Jupiter

The above list is not meant to be inclusive of all behaviors that could jeopardize the relationship between the home and school.

In cases where parents or guardians are not able to comply with this code of ethics Union Springs Academy reserves the rights to expel their students.

### **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. Parents and guardians are responsible for conducting themselves in accordance with the Parent/Guardian Code of Ethics.

## 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:

### GENERAL 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 to be worn. (i.e. rings, necklaces, bracelets)
- Ripped, holey, or scratched jeans are not appropriate at any time at USA
- Makeup should appear natural. Only clear, or French tip style nail polish will be 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)
- Hats, including “do rags” may be worn in the dorms and at recreation. ~~No headwear is allowed in the Ad Building, Cafeteria, or Church~~ Plain hats with no print may be worn. No headwear may be worn by males in the church.
- No sleeveless shirts or tops are allowed (No tank tops or muscle shirts unless part of a team uniform).

### SCHOOL UNIFORM

Worn in the Ad Building and Cafeteria from breakfast till suppertime:

- ~~Beginning in the 2021-2022 school year~~ Black and navy pants may be worn in the Administration Building and may be of denim material. No jeggings or form-fitting pants are allowed. All pants must be free from holes, rips, and tears, and must not sag below the waistline. A belt may need to be required to prevent pants from sagging
- Uniform Skirts: in tan, navy, or black that reach the knee or below. Avoid “pencil” style skirts/stretchy fabrics & styles.
- USA logo shirts, sweatshirts, hoodies, sweaters, and jackets (Logo shirts must be worn under logo jackets, logo zip up hoodies, or logo sweaters)
- No flip flops, slippers, slides

## **SABBATH ATTIRE**

Girls:

- Dresses, skirts, or dress pants. Dresses, skirts, or pants must not be skin-tight. Dresses or skirts must reach the knee, with no slits above the knee. (Dress pants specifics: Do not bring pants made out of thin, clingy material such as spandex and nylon, often accompanied by large prints. Modesty will be key)
- Tops should not be sleeveless, low cut, or sheer

Boys:

- Dress pants
- Button-up shirt with tie or equivalent ethnic outfits

## **RECREATION and PE**

- Fingertip length shorts, sweats, athletic pants, jeans
- T-shirts or casual shirts. (no tank tops, muscle shirts, sleeveless tops)
- Shoes including flip flops, slides, etc. must be worn. Athletic shoes required if participating in a sport or game
- Swim suits for Girls must be one piece or tankini style. Leggings/spandex may be included

## **CAFETERIA**

- SCHOOL UNIFORM for Breakfast and Lunch, M-F
- Recreation attire for supper and weekends
- Sabbath Attire will continue through Sabbath lunch
- No PJ's
- Shoes must be worn

## **WORK**

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

\*On dress-down days students must continue to abide by the *General Guidelines* above.

## **ELECTRONICS POLICY**

\*\*\*\*\*Personal devices also\*\*\*\*\*

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.

## **RESTRICTIONS ON USE**

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
- 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
- funning 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.

## **ENFORCEMENT PROVISIONS**

In order to protect the credibility of the Academy, phones and iPods and other personal electronic devices are not allowed out of the dorms during class and work periods 7:00 – 4:30 pm. Only school-provided tablets and laptops are allowed in ~~Newmyer Hall (Administration Building)~~ without on campus. Other personal devices may only be used on campus with 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.

## **HEADPHONE POLICY**

- Headphones are not to be used outside of the dormitories
- When riding in a school's vehicle, the use of headphones is permitted only at the supervisor/driver's discretion

## **FINANCIAL INFORMATION**

Academy education is a valuable investment in the present and future of your child, and we do appreciate the sacrifice families make in sending their children to Union Springs Academy.

## THE INVESTMENT

Union Springs Academy offers a wholistic 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 devotionals, chapel, and 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 Christian teachers, some of which hold Masters and Ph.D. degrees. 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 choir and band trips, outdoor school, faculty-family outings, student association activities, Girls Club and Boys Club 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 diet principles, which are adopted in the Cafeteria's food 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 proved to significantly improve overall health.

## THE COST

As a non-profit organization, Union Springs Academy's primary goal is not to make money. However, to provide all the benefits mentioned above – and many others – there is an inevitable minimum cost incurred by the school with personnel, products, and services.

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

## FINANCIAL AID

Parents who cannot afford the total cost of school tuition and fees have the option to apply for financial assistance. The Financial Aid application provides more details about the assistance programs available for this school year, and it is available at both the school's website and the Business Office. All scholarships, discounts, awards, and matching funds will be pro-rated and credited to the student's account in ten monthly payments.

We do not want finances to be a reason for children not to attend Union Springs Academy. Our goal is to find a feasible financial option that parents will be able to afford.

## **STUDENT LABOR**

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.

To have a job at Union Springs Academy, students must have a Social Security number and current work permit. Besides, they must fill out the i9 form for employment eligibility verification, and the w4 form for tax withholding purposes.

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.

The Academy will hold a job interview with students 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 schedules, such as a soccer or basketball game, and will be missing work, 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.

It is also the student's responsibility to keep their parents and the Academy work supervisor informed if they're not being assigned the number of work hours necessary to reach the estimated student labor credit available for the year.

## **TEXTBOOKS**

The Academy is responsible for purchasing the student's textbooks since most of them are digital and must be purchased together for the whole class due to licensing requirements. Parents must pay for the books in advance by sending their payments to the Business Office or paying online through the Academy's website.

The list of books to be purchased for each student is compiled by the Registrar's Office.

## **TRANSPORTATION**

Union Springs Academy will provide round-trip transportation during some home leaves or school breaks to the following destinations for the following fees:

Parents will pick up their children at the scheduled stop.

If there are five students or fewer to be transported to the locations mentioned above, the transportation fee will incrementally increase as follows: U\$ 12 extra per student if only five students are traveling, U\$ 15 extra per student if only four students are traveling, U\$ 20 extra per student if only three students are traveling, U\$ 30 extra per student if only two students are traveling, U\$ 60 extra per student if only one student is traveling.

Students using provided transportation to return to the Academy must arrive at the scheduled pick up site on time. A charge of U\$ 15.00 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-medical emergency-related activities, they will be charged a one-way U\$ 1 per mile fee (up to 150 miles). The total fee may be divided amongst the students taking the trip. The fee is subject to change due to gas price increases or other factors.

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.

## 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.

## STUDENT MONEY

The Academy does not make loans to students or cash checks for them. If students need money for personal expenses, parents are encouraged to open a free bank account for their children in any bank of their choice to which they can transfer funds for their children. With mobile banking, funds are easily transferable and available for the student's use.

## 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 graduating student returning to Springs the same will apply,

Destination	One-way	Round-trip
Syracuse	\$10.00	\$20.00
Utica	\$15.00	\$30.00
Albany	\$25.00	\$50.00

student is or not Union Academy, deduction 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 US\$ 25 or 5% monthly fee (whichever is higher) 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.

## NON-SUFFICIENT FUNDS (NSF) CHECKS

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. Your bank 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. Dormitory students are charged a flat fee for food service. Non-dorm students are encouraged and welcome to eat in the dining room and a per-meal charge will be made to the student's account.

Non-student guests are welcome and are expected to pay for meals in cash or present a meal card. 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.

Restrooms are located at each end of the cafeteria and are gender specific.

### **MEDICAL FORMS**

All students attending Union Springs Academy are required by New York State law to have the following forms on file. These forms must be supplied to the academy within 30 days of admission. Students not supplying this information will be asked to withdraw from school.

- Medical release form for medical treatment
- Current immunization records as required by New York State law
- Complete physical examination for all new students, and juniors



- Copy of parents' medical insurance card or policy

## **ILLNESS**

Students who feel ill during class or work should immediately report to their teacher or work supervisor. Upon dismissal from class or work, student will be sent to the administrative assistant's office who will contact the deans before students are sent to the dorm, or will contact parents before students are sent home.

## **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 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 file a claim within twenty-four hours for each accident. 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**

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

- written application
- written parental consent
- Proof the vehicle is insured and licensed to comply with the minimum standards of New York State
- Proof that the student is properly licensed to comply with the minimum standards of New York State

## **DRIVING REGULATIONS**

Students must comply with the following regulations:

- Speed limit for campus roads is 15 miles per hour
- Speed limit for parking lots is 10 miles per hour
- There is to be no “hot rodding” or spinning of tires on or in the vicinity of the campus,
- Automobiles are to be parked in designated areas only
- Once an automobile is driven on campus, the student should proceed directly to the appropriate designated parking area
- Dormitory students are not to use the automobile again without permission from the dean on duty. Keys must be given to the dean
- Students are asked to leave the vicinity of their cars once they have arrived at school. Students are not to loiter in or around parked vehicles
- Students are not to use cars for errands between home-leaves unless given specific permission by the principal or dean
- The car is only to be used for personal transportation and can only be used for the transportation of other students if all of the following conditions are met:
  1. Students must be of the same gender
  2. WRITTEN (NOT VERBAL) permission is given by all sets of parents
  3. WRITTEN (NOT VERBAL) permission is given by the dean
- No student may ride in a car with a non-staff member who is under twenty-one, unless this person is an immediate family member. A student may go home and

return to campus ON HOME LEAVE ONLY with a driver under twenty-one provided they both have written permission from a parent/guardian. Between home-leaves, if a student wants to leave campus, a parent, or relative must pick-up and return the student. For any exceptions to this policy, a request must be submitted in writing to the appropriate dean by Wednesday prior to the event

- The student who has permission to bring a car on campus will be the ONLY driver of that car
- The student must sign out with the appropriate dean whenever leaving campus
- The academy assumes no liability for cars or their contents while parked on campus
- Any violation of this policy 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

Campus is defined as the areas used for classes, recreation, and sleeping. (Staff homes, camp meeting cabins, and retirement homes behind the girls’ dorm are NOT considered part of campus.)

A student must **always** obtain permission and sign out with the **dean** on duty **before** leaving the campus. This includes going on walks or leaving for a ride with parents, relatives, or staff. Students going to their own home need to sign out with the dean on duty before leaving. All students not going to their own home must make proper arrangements with the dormitory dean. Specifically:

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
- Submission of the above to the appropriate dean in sufficient time (at least 12 hours prior to leaving) for a considered decision to be made
- 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.

## **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 request that parent do not take students home until after the event that has created a closed weekend. Students will not be allowed to leave campus on a closed weekend unless with their parents. 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 opportunity 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.

### **MEETING STUDENT NEEDS**

If school administration determines that the school cannot meet the needs of any student, whether those needs be academic, social, medical, emotional, spiritual, or psychological, then the school reserves the right to terminate the educational relationship with the student so that they may find an educational institution that can better meet their needs.

## School Song:

### **Our U. S. A.**

1) Near the shores of Lake Cayuga  
Where the rippling waters play  
And the pine trees softly whisper  
at the close of every day.  
Stands our dear old Alma Mater  
High and lofty on the hill.  
And from North and South and East and West  
we come here with a will.

### Refrain

Our U.S.A. we'll ever love thee  
Your colors blue and gold  
We'll e'er uphold  
We will be true and loyal  
And always guard your name with courage bold,  
We'll ne'er forget the things you've taught us  
And always strive to keep the good in view.  
We'll cheer for U. S. A.  
We'll love you always  
For there's no better school than you.

2) Here at Union Springs Academy  
Our hearts are ever glad  
Here we work and pray and study  
Happy times we're sure to have.  
It is here where all are pointed  
To the One who reigns above  
And our hearts are made more thankful for  
the Savior and His love.

3) Mem'ries of the hours we spend here  
'Neath your skies both blue and grey  
Will inspire and ever keep us  
loyal to you every day.  
For the friendships that you give us,  
For the help the teachers are.  
Our U. S. A., we'll praise for aye,  
for you're our guiding star.

Words by Ruth C. Mohr-Dwyer '33  
Music by Mayfred R. Rose-Lauer '33