



# Union Christian Academy

## Academic Services Accommodation Plan Check List Form

Date: \_\_\_\_\_ Student: \_\_\_\_\_ Race: \_\_\_\_\_

Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

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### Accommodations:

- |   |   |
|---|---|
| <input type="checkbox"/> 1. Team Learning                           | <input type="checkbox"/> 15. Calculators              |
| <input type="checkbox"/> 2. Oral Tests                              | <input type="checkbox"/> 16. Preferential Seating     |
| <input type="checkbox"/> 3. Short Answers                           | <input type="checkbox"/> 17. Special Equipment _____  |
| <input type="checkbox"/> 4. Modified Texts                          | <input type="checkbox"/> 18. Frequent Breaks _____    |
| <input type="checkbox"/> 5. Audio Texts                             | <input type="checkbox"/> 19. Defined Limits           |
| <input type="checkbox"/> 6. Highlighted Text                        | <input type="checkbox"/> 20. Cooling Off Period       |
| <input type="checkbox"/> 7. Taped Lectures                          | <input type="checkbox"/> 21. Reinforcement of Effort  |
| <input type="checkbox"/> 8. Note-taking Assistance                  | <input type="checkbox"/> 22. Behavior Check Cards     |
| <input type="checkbox"/> 9. Extended Time For Assignment Completion | <input type="checkbox"/> 23. Weekly Progress Reports  |
| <input type="checkbox"/> 10. Shortened Assignments                  | <input type="checkbox"/> 24. Small Group Testing      |
| <input type="checkbox"/> 11. Assignment Notebooks                   | <input type="checkbox"/> 25. Extended Test Time       |
| <input type="checkbox"/> 12. Study Sheets                           | <input type="checkbox"/> 26. Reading of Math Tests    |
| <input type="checkbox"/> 13. Repeated Review/Drill                  | <input type="checkbox"/> 27. Reading of Writing Tests |
| <input type="checkbox"/> 14. Reduced Pencil/Paper Tasks             | <input type="checkbox"/> 28. Other: _____             |

### Information Used to Determine Eligibility:

- |   |   |
|---|---|
| <input type="checkbox"/> Standardized Tests                       | <input type="checkbox"/> Work Samples             |
| <input type="checkbox"/> Teacher Report                           | <input type="checkbox"/> Parent Information       |
| <input type="checkbox"/> Classroom Observation and/or Performance | <input type="checkbox"/> Psychological Evaluation |
| <input type="checkbox"/> Report Card                              | <input type="checkbox"/> Other: _____             |

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Academic Services Signature

\_\_\_\_\_  
Other Signature

(Notes on back)

## 506. Tardies

Elementary tardy policy is as follows:

- Elementary students who arrive at school after 8:00 a.m. but before 10:30 a.m. will be counted tardy. Arriving after 10:30 a.m., or leaving before 1:30 p.m., will count as a half day absence.
- Elementary students are permitted three (3) tardies per semester without penalty. Subsequent infractions will result in an absence counting for each three (3) tardies after the first three (3). These absences will be added when calculating the total absences allowed above.
- An adult must accompany the student into the building and sign in the student at the "U". The student will be issued a tardy slip.

Middle school and high school tardy policy is as follows:

- When a middle school student arrives late for school, an adult must accompany the student into the building and sign in the student at the "U". Middle school students arriving late for school will be issued an excused or unexcused tardy slip to allow admittance to class.
- High school students arriving late for school will be issued an excused or unexcused tardy slip to allow admittance to class when they check in at the "U". Excused tardies include the following:
  - Student or parent unforeseeable automobile delays or breakdowns en route to school
  - Detainment by the office or another teacher
  - Temporary illness
  - Unavoidable reasonable circumstances

The above will be excused if verified by the student's parent or a school employee. Verification can be made in person, in writing, or by phone.

- Unexcused tardies include the following:
  - Oversleeping
  - Arriving late for any reason other than those listed as excused. This includes returning late from an approved lunch check-out.
- Students arriving after the class bell rings will be counted tardy in that class. Students must present a signed note from another teacher or staff member in order for the tardy to be considered excused. For students without a note, the tardy will be considered unexcused, and the student will receive the following consequences:
  - Three (3) unexcused tardies in a class = one (1) unexcused absence in that class
  - Six (6) unexcused tardies in a class = two (2) unexcused absences in that class
  - See item 505 for consequences of unexcused absences

These consequences may be modified for those students who are late to school and are not drivers.

### **507. Sign Out/Re-entry**

- Parent permission is required for any student who leaves school before the school day ends. Elementary and middle school students must have a parent or approved adult sign them out at the "U". High school students must sign out at the "U".
- Any student who arrives late or returns to campus after being signed out must be signed in at the "U". The student must provide appropriate documentation for being signed out.
- Students may **not** leave campus with another adult unless prior parental permission (verbal or written) is given and the "U" is notified.
- Students may **not** leave campus with another student without prior permission from a parent of both students, and appropriate notification at the "U".
- Early Dismissal for Seniors.
  - Seniors who have met all graduation requirements and have a 2.5 GPA *may* be approved for early dismissal. Exceptions may be made for students with a lower GPA who have validated employment.
  - An Early Dismissal form obtained from the counselor or the high school office must be completed in order to gain approval for early dismissal. The form requires the parent's signature.
  - Seniors approved for early dismissal must sign out at the "U" and must leave campus at the designated time.

### **508. Student Code of Conduct**

#### **Authority of the School**

The school has authority over its students from the time they arrive on campus each morning until they depart the campus at the end of the day. This includes any school-related activity regardless of time or location. While the school does not have authority over students outside of the school day and school activities, the consequences of their conduct must extend to any occurrence which reflects adversely on the good name or reputation of the school even if an event occurs outside of school activities. ***Students are reminded that any faculty or staff member in the school has the authority to correct unruly individuals at any place and at any time.*** Therefore, by enrolling their children, parents agree to support the school's student behavior/discipline policies as articulated.

#### **Student Behavior Expectations**

A high standard of conduct is required of each student for the purpose of maintaining order and building Christ-like character.

Students must

- Be obedient to all rules
- Exhibit an attitude of respect toward all individuals and property
- Be honest and trustworthy
- Attend all classes daily and be on time unless appropriately excused
- Be prepared for each class
- Be properly dressed

### **509. Conduct Grade (Kindergarten – 4th Grade)**

In Kindergarten through 4<sup>th</sup> grade, positive behavior will be encouraged through a chart system in each classroom. The students' daily behavior will be recorded in their weekly progress folder, which will be sent home each Friday.

Conduct grades are reported on each report card and represent the student's overall classroom behavior for that grading period. The following guidelines will be used to determine the conduct grade.

Students will receive a conduct grade from each teacher. These grades will be determined in the following manner:

- Students begin each school day with 100 conduct points.
- Each mark received for lack of self-discipline counts ten (10) points.
- Three (3) marks in one day denote "Lack of Self-Control" and will result in the student contacting the parent.
- Three Parent Contacts in one week will result in detention. The time and place will be determined and scheduled with the parent to allow the student to continue classroom participation. In frequent or extenuating circumstances, the student may be removed from the classroom for a period of time. In severe cases, the student will be sent home with reentry procedures to encourage correction of behavior.
- All classroom teachers and enrichment teachers give conduct marks.
- There is a comprehensive conduct mark for all classes for each student each nine-week grading period.
- The Principal may assign a conduct mark to any student which will become the comprehensive mark for that grading period.
- Due to misbehavior or misconduct, students may be placed on Disciplinary Probation – students on probation may be prohibited from participating in any extracurricular activities for a designated time or indefinitely.
- Frequent or severe misbehavior may also result in suspension.

### **510. Illegal Behavior**

Students taking part in any illegal activities on or off campus will be subject to disciplinary action. Arkansas law prohibits the following behavior in a school setting and violators may be subject to additional reporting and legal consequences:

#### **Verbal or Physical Abuse**

Arkansas law states that a student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures; vulgar, abusive, or insulting language; taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but

is not limited to fighting, racial, ethnic, religious, or sexual slurs. Furthermore, it is unlawful, during regular school hours, and in a place where a school employee is required to be in the course of his/her duties, for any person to address a school employee using language which, in its common understanding, is calculated to

- 1) Cause a breach of the peace,
- 2) Materially and substantially interfere with the operation of the school,
- 3) Arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation.

### **Bullying**

According to Arkansas law, bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of, or actual physical harm, or it can be verbal abuse of the child. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions, directed against multiple students.

Examples of "Bullying" may include, but are not limited to, a pattern of behavior involving one or more of the following:

- 1) Sarcastic "compliments" about another student's personal appearance;
- 2) Pointed questions intended to embarrass or humiliate;
- 3) Mocking, taunting, or belittling;
- 4) Non-verbal threats and/or intimidation such as "fronting" a person;
- 5) Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics;
- 6) Blackmail, extortion, demands for protection money or other involuntary donations, or loans;
- 7) Blocking access to school property or facilities;
- 8) Deliberate physical contact or injury to person or property;
- 9) Stealing or hiding books or belongings; and/or
- 10) Threats of harm to students, possessions, or others.

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Administration. Students who bully another person shall be held accountable for their actions whether it occurs while in school, on school property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

### **Cyber Bullying**

Arkansas state law defines cyber bullying as the use of computers, websites, the Internet, cell phones, text messaging, chat rooms, and/or instant messaging to ridicule, harass, intimidate, humiliate, or otherwise bully another student. It is strictly prohibited by law.

Students are encouraged to report behavior they consider to be cyber bullying, including a single action, which if allowed to continue, would constitute cyber bullying, to their teacher or the Principal. The report may be made anonymously. The person or persons who file a complaint will not be subject to retaliation or reprisal in any form.

Students who are being cyber bullied should do the following:

- Not respond to the harassing messages
- Save the harassing messages
- Set up a new account

Teachers and other school employees who have witnessed, or are reliably informed that a student has been a victim of behavior they consider to be bullying/cyber bullying, including a single action which, if allowed to continue, would constitute bullying/cyber bullying, shall report the incident to the Principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying/cyber bullying to the Principal. The Principal shall be responsible for investigating the incident(s) to determine if disciplinary or legal action is warranted.

### **Texting/Sexting**

The school board has adopted the following policy regarding the issue of sending, receiving or forwarding sexually explicit messages, photos, or images via cell phone, computer, or any other digital device.

- Students engaged in such activities are subject to state laws and school discipline.
- The school considers sending, sharing, possessing or viewing pictures, text messages or e-mails (including those displayed on "Facebook" or any other social networking site) which contain a sexual message, or image, as inappropriate.
- A violation of this policy may include expulsion and the notification of local law enforcement.
- Students are required to immediately report any such activity to a teacher or school administrator.

### **511. Unacceptable Student Behavior**

The following are some examples of student behavior which violate school policy when they occur at school or during school activities. This list is not intended to be all-inclusive.

- 1) Class tardiness or truancy
- 2) Disrespect
- 3) The use of improper language
- 4) Rowdy behavior: running, pushing, yelling, etc.
- 5) Fighting
- 6) Threatening, intimidating, or causing bodily harm to any person
- 7) Bullying
- 8) Cheating
- 9) Inappropriate displays of affection, sexual misconduct
- 10) Leaving a classroom or leaving the school campus without permission

- 11) The possession, transmission, and/or use of tobacco, drugs, alcohol, knives, fireworks, firearms (or any item that is used as a weapon)

## **512. Disciplinary Procedures and Responsibilities**

### **Teacher Level Discipline**

- The teacher has the first and primary responsibility to maintain a disciplined environment, and to take appropriate action as deemed necessary.
- Should this fail to gain the appropriate response from the student, the teacher will refer the student to the Dean of Students.

### **Dean of Students Level**

This middle level of discipline will handle more serious offenses or repeat offenders. Teachers may refer students to the Dean at any time **AFTER** they have exhausted their responsibilities to solve the problem, or when an extreme incident occurs. The normal sequence at the Dean's level is as follows:

- Specific counsel, prayer, research and determination of an appropriate corrective action.
- Dean/Parent Conference. Some infractions may warrant the involvement of parents to inform and solicit parental involvement in a problem that has risen above the normal course of student behavior.
- Dean's Detention. Students may be required to serve up to a sixty (60) minute period of Dean's detention.

### **In-School Suspension (ISS)**

Examples of offenses that would result in ISS could include fighting or excessive tardies. The student must report to a designated, supervised area, and remain in this area, apart from regular classes and activities. The parent(s) will be notified by the Dean as to the following provisions:

- The term of suspension will be no less than half (1/2) or no more than five (5) consecutive school days.
- Days of in-school suspension are not considered absences. All daily work and tests must be completed, and will receive no higher than "D" or 60% on each assignment and/or exam.

### **Cheating**

- Cheating involves taking information from some outside source and presenting it as if it came from the student's own mind.
- Students willfully giving other students unauthorized information or allowing other students access to unauthorized information are equally guilty of cheating.
- If it is determined that a student has indeed cheated, the following actions will be taken:
  - 1) The student will receive a zero ("0") on the *assignment or test*.
  - 2) The respective Dean will be notified and will confer with the student.
  - 3) The parents will be called.

- 4) If the student holds any leadership position in a class, club, or athletic team, he/she may lose his/her position, as well as academic honors or awards.

### **Principal Level**

Principal's level discipline is reserved for more serious or repetitive infractions of school rules and procedures. The Principal may use any of the above-mentioned tools or may pursue more serious corrective action including, but not limited to the following:

#### **Disciplinary Probation**

- When a student is placed on probation, the Principal will notify the parents immediately.
- A student placed on disciplinary probation is in jeopardy of losing the right to remain at the school.
- A student placed on probation will forfeit any class office or official position held in any school-related organization.
- A student placed on probation normally will not be allowed to represent the school in any contest or public program.
- A student placed on probation will not be eligible to receive any honors.
- The probationary status of a student will be reviewed at the end of the quarter by the Administration. If sufficient correction of behavior is evident at that time, the student may be removed from probationary status. If not, the Administration will determine whether or not the student will continue to attend Union Christian Academy.
- Further disciplinary actions that result in a student being placed on probation for the second time within the same school year, may eliminate an offer to the student of continued enrollment for the following semester or reenrollment for the next school year.

#### **Out-of-School Suspension**

This may be assigned by the Principal and the following specific provisions shall apply:

- The parents will be notified to take the student home the day of the occurrence. If the parents cannot be notified immediately, the student will be kept in a designated area until the close of the school day.
- The term of the suspension shall not exceed ten (10) consecutive school days.
- A parent may request a meeting with the Superintendent to review the offense and the discipline imposed.
- A parent of the suspended student must meet with school Administration after the suspension period and before the student can return to school.
- Any student assigned to out-of-school suspension will be removed from any office or leadership position for the remainder of the school year.
- Days of suspension are considered absences from school and upon return the student will have the same number of days they were suspended to make up the work missed.



- Upon return to school, if the student makes up missed assignments or exams, the student will receive a grade of no higher than “D” or 60% on each assignment and/or exam.
- Students receiving out-of-school suspension are ineligible to participate in extra-curricular activities during the suspension.

### **Grounds for Suspension**

Grounds for suspension may include but are not limited to

- 1) Lying,
- 2) Stealing,
- 3) Cheating,
- 4) Insubordination,
- 5) Disorderly conduct,
- 6) Persistent violation of the rules and regulations,
- 7) Truancy,
- 8) Infliction of physical harm to any student or employee,
- 9) Use of profane and abusive language,
- 10) Damage to or destruction of school property,
- 11) Commission of any act that is disruptive to the best interest of the school,
- 12) Abuse of social media,
- 13) Other serious infractions deemed appropriate by the Administration.

### **Superintendent Level**

#### **Expulsion**

- Expulsion of a student occurs if extensive documented attempts to correct the student’s misbehavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant the school’s most drastic sanction.
- Upon a recommendation of expulsion, a hearing will be held by the school board.
- The student and his/her parents will have a right to attend the hearing.
- A decision by the school board will be final.

Grounds for expulsion may include but are not limited to

- 1) Defiance or direct confrontation with school faculty, staff, or Administration;
- 2) A second suspension;
- 3) Repeated instances of cheating;
- 4) Chronic violations of Union Christian Academy rules not corrected by lesser measures;
- 5) Activities which call for police intervention (i.e., stealing/shoplifting);
- 6) Any misconduct seriously detrimental to the reputation and Christian witness of Union Christian Academy (i.e., sexual immorality);
- 7) Homosexuality;
- 8) Assault of a teacher or other individual;
- 9) Malicious prank against a school representative;
- 10) Involvement with the occult;

- 11) Intentional destruction of property (vandalism);
- 12) Possessing, delivering, using, or being under the influence of any:
  - a) Alcoholic beverage, controlled substance or dangerous drug;
  - b) Abusable glue, paint, or other chemical substance;
  - c) Mood-changing, mind-altering, or behavior-altering drugs;
  - d) Tobacco
- 13) Possession of a lethal weapon; or
- 14) Other serious infractions as determined by the Administration.

Behavior warranting grounds for suspension or expulsion is behavior that is exhibited either in or out-of-school.