

# Union Springs Academy



**HANDBOOK**

# 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  
40 Spring Street  
Union Springs, NY 13160

<http://www.unionspringsacademy.org>

## Telephone Numbers

**Administration Building:** (315) 889-7314 or (315) 889-  
7315

**Toll Free:** (866) USA-YOUTH

**Fax:** (315) 889-7188

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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 his/her 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 and has been in existence for more than 90 years. 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. USA is situated on a hill overlooking Cayuga Lake, the largest of the Finger Lakes. 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. It is part of USA’s purpose to educate students for a lifetime. The unique and vibrant beliefs of the Seventh-day Adventist Church are present throughout the campus in class instruction, work duties, behavioral standards and dormitory life. Daily worship services and Bible instruction enhance the lives of faculty and students alike.

## 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 Council 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, homosexual 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 that promotes 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 and vegan alternatives are available upon request. Dormitories are same sex, require worship attendance, and have curfew policies. Use of electronic devices is restricted.
- 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. Should you have any questions please contact the School at (866) USA-YOUTH.

## 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 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. Union Springs Academy is also accredited 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.

## SABBATH OBSERVANCE

In harmony with the teachings of Jesus and the beliefs of the Seventh-day Adventist Church, Union Springs Academy recognizes and observes the seventh-day (Saturday) as the Sabbath. This day of rest is observed from sunset Friday to sunset Saturday. Students are expected to act in harmony with the sacredness of the day. Secular music, books, and magazines should be laid aside and the mind and conversation directed to themes suited to the sacred spirit of the day.

## 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 for admission. 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 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, gender, color, religious affiliation or national and ethnic origin. It does not discriminate on the basis of race, gender, color, religious affiliation or national and ethnic origin in administration of its educational or admissions policies, scholarship, athletic, or any other school administered programs.

### PROCEDURE FOR ADMISSION

1. Send a completed application form (with signatures of parent or guardian and student) to Union Springs Academy, P. O. Box 524, 40 Spring Street, Union Springs, NY 13160.
2. Give a Student Recommendation Form to 3 of the following: the Principal of the previous school, a teacher, employer, pastor, or

other non-family acquaintance to complete. Ask them to mail or fax the recommendations directly to Union Springs Academy.

3. Have official transcripts from all previous schools sent directly to Union Springs Academy.
4. Have a personal or phone interview with the principal or designee.

## 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.

# ACADEMIC INFORMATION

## ACADEMIC PROGRAM

Union Springs Academy offers three diplomas and a certificate of attendance.

- The General Diploma meets the class credit requirements for graduation as outlined by the Atlantic Union Conference Office of Education.
- The Regents Diploma meets the class credit requirements for graduation as outlined by the by the NY State Department of Education and the Atlantic Union Conference Office of Education.
- The Regents Diploma with Honors meets requirements for graduation as outlined by the by the NY State Department of



Education and the Atlantic Union Conference Office of Education.

The Regents Diploma or the Regents Diploma with Honors provides the best preparation for SAT and ACT tests and for college admissions.

## GENERAL DIPLOMA

Religion	4 (One credit for each year in attendance)
English	4
Social Studies	4 (2 cr. US History, Gov., and Econ.)
Mathematics	3 (May include consumer and technology)
Science	3 (May include technology)
Health	0 .5
Fine Arts	1
Physical Education	2
Foreign Language	3 (or 1 cr. with 5 cr. art or 5 cr. in tech)
Computer App./Keyboarding	1
<u>Electives</u>	<u>1</u>
Total Credits	26.5 (22.5 non Bible credits)

## COLLEGE PREP DIPLOMA

Religion	4 (One credit for each year in attendance)
English	4
Social Studies	4
Mathematics	3 (through Algebra 2)
Science	4 (or 3 with Pre-calculus or Calculus)
Health	0 .5
Fine Arts	1
Physical Education	2 (0.5 credit for each year in attendance)
Foreign Language	3
Computer App./Keyboarding	1
<u>Electives</u>	<u>1</u>
Total Credits	27.5 (23.5 non Bible credits)

## COLLEGE PREP DIPLOMA WITH HONORS

1. Diploma requirements listed above
2. Minimum cumulative GPA of 3.25
3. Honors class request must be submitted and approved by the curriculum committee.
4. At least two classes completed within the honors program. One class must be completed prior to your senior year.
5. At least one honors research project with written and presentation portions (or approved alternative).

## NEW YORK STATE REGENTS

In addition to completing requirement for a General or College Prep Diploma, the student must pass five (5) New York State Regents exams in the following subject areas: English, Mathematics, Science, Global History & Geography, and United States History/Government.

To receive a Regents Honors Diploma, students must pass five (5) New York State assessments with an average of ninety percent (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 his/her senior year.
- has copies of all transcripts in the registrar's office two weeks prior to graduation.

- completes twenty hours of community service for each year of attendance at USA.
- has his/her account paid in full or arrangements made with the business office one week prior to graduation.
- completes with a passing grade, by noon on Thursday prior to graduation, all required courses for graduation under the appropriate diploma.
- 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 his/her parents or guardians) and Union Springs Academy, transcripts, 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 six-week intervals each semester. The first and second six-week progress reports only indicate the progress of the work that the student has done to that point. The semester grade is not averaged with the first and second progressive grades, but represents the grade for the entire semester work and becomes a final grade. The final grade **CANNOT** be changed except when an In Progress grade is issued or to correct clerical errors. The following grades represent the percentage listed:

Gr.	Percent	Gr. Pt.	Gr.	Percent	Gr. Pt.
A	94-100	4.00	C	74-76	2.00
A-	90-93	3.70	C-	71-73	1.70

<b>B+</b>	87-89	3.33	<b>D+</b>	69-70	1.33
<b>B</b>	83-86	3.00	<b>D</b>	67-68	1.00
<b>B-</b>	80-82	2.70	<b>D-</b>	65-66	0.70
<b>C+</b>	77-79	2.33	<b>F</b>	64 or less	0.00

## 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 grades 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

<u>Grade 9</u>	<u>Cr.</u>	<u>Grade 10</u>	<u>Cr.</u>
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
Earth Science	1	Biology	1
Health	0.5		
Computer Keyboarding	0.5	Language 1	1
Career Training 1	1	Career Training 2	1
<u>Physical Education</u>	<u>0.5</u>	<u>Physical Education</u>	<u>0.5</u>
<b>Total</b>	<b>7.5</b>	<b>Total</b>	<b>7.5</b>

<u>Grade 11</u>	<u>Cr.</u>	<u>Grade 12</u>	<u>Cr.</u>
Bible 3	1	Bible 4	1

English 3	1	English 4	1
US History	1	US Govern. & 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
<u>Physical Education</u>	<u>0.5</u>	<u>Physical Education</u>	<u>0.5</u>
<b>Total</b>	<b>7.5</b>	<b>Total</b>	<b>6.75</b>

\* Can replace Language 2 & 3 with 5 credits of Fine Arts or 5 credits of Career Training sequence.

## 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 his/her 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 week grading period in order for it not to appear on the student's transcript. The last day to drop a class and receive a W (withdrawn) on the transcript is one week after the end of the second grading period of the semester. 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 during any of the six grading periods will be placed on an IP 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. 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 Affairs Committee for discipline, and may receive an F for the course.

## ACADEMIC RECOGNITION

Each grading period, students will be listed on the honor roll as achieving the following honors based on their current GPA. Those graduating will be recognized based on their cumulative GPA

3.90- 4.00 Highest Honors

3.75- 3.89 High Honors

3.50- 3.74 Honors

## CORRESPONDENCE COURSES

Students desiring to take summer or correspondence work must secure the approval of the Academic Affairs Committee before enrolling in the class. The academic quality of the distance learning program and the current class load will impact the 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:

1. The student must have no individual test score below the 85th percentile on a complete standard achievement test battery.
2. The student must have a cumulative grade-point average of 3.5.

3. 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 26.5 credits normally required for a General Diploma. There may 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 RENWEB. 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. Teachers may excuse tardiness to their own classes. The school wide

attendance record will be kept on RENWEB and monitored on a daily basis.

An excused absence consists only of illness, a death in the family, court appearances and school sponsored field trips. Doctor and dental appointments should be scheduled during home leaves. **Early releases for holidays, home leaves and closed weekends are examples of absences that are not excused.** Special exceptions can be requested and permitted at the principal's discretion. These absences will still be recorded as unexcused. *Homework for an unexcused absence must be turned in on time or before the due date to avoid any penalties.*

### **Village Parents**

When the weather does not permit you to travel safely or when your child is ill, please call in and inform the attendance secretary in the morning. Please send a written note when your child returns to school. Each Student will begin the semester with 0 attendance points. Points will be added as follows:

Absence	4 points
Late more than 10 minutes	3 points
Late 2-10 minutes	2 points
Tardy at the bell	1 point
Leaving class early without permission	2 points minimum
Removed because of classroom disturbance	2 points minimum

**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:

When a student's score exceeds 10, students will have three days to address their attendance problem before the action goes into effect.

#### Level 1 (0-10 points)

Maintaining an A in attendance not only shows a student's responsibility in meeting appointments but will allow students to:

1. Run for an office.



2. Maintain a class or SA office.
3. Participate in activities without restrictions.

Level 2 (11-20 points)

1. Student will lose town privileges for one weeks.
2. All electronics will be held by deans for one week. Parents needing to reach students during this week do so through the deans.
3. Parents are informed and a letter will be put in the student's file.

Level 3 (21-30 points)

1. Student will be placed on campus restriction for two weeks.
2. All electronics will be held by deans for two weeks; parents needing to reach students during this week do so through the deans.
3. Call to parents with a letter sent home and a copy placed in the student's file.

Level 4 (31-40 points)

1. Students will be placed on **Campus Restriction** which includes:
2. All electronics will be held by deans for six weeks; parents needing to reach students during this period do so through the deans.
3. Meet with Disciplinary Committee.
4. Placed on probation.
5. Lose class or other organizational offices.
6. Call to parents with a letter sent home and a copy placed in the student's file.

Level 5 (41-100 points)

Students will meet with Disciplinary Committee to determine discipline based upon attendance, academics and behavior.

Students may be suspended or asked to withdraw. If allowed to remain students will continue with the Level 3 restriction list for an additional 12 weeks.

**Perfect Weeks of Attendance** – At any level a student may improve their attendance grade by having five days of perfect attendance (no absences or tardiness). In that case, two points will be subtracted from their total points.

**Holding elected offices** – If a student reached a Level 2 he/she 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 3), 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.

## **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 (LADIES' CLUB) / AMICITIA (GENTLEMEN'S CLUB)

All students, dormitory or village, enrolled at Union Springs Academy are automatic 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 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 the 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 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. From climbing on our rock climbing wall, students are encouraged to develop a life lasting exercise program. Team selection for each of the sports 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 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:

1. Student must have completed 19 credits.
2. 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:

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

Cumulative and Current GPA Requirements for Office

3.0 GPA - Student Association President, Vice-president, and Spiritual Vice-president; 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 will lose their offices for the remainder of the school year.

## CONDUCT POLICIES

Principles of Christian conduct are upheld at Union Springs Academy. Honesty, courtesy, reverence, purity, and respect are emphasized. Actions taken by the board or the faculty which are publicly announced will have the same authority as those published in this bulletin. Any instruction given to a student by a staff member that is not contrary to school policies is to be followed.

### DESIRABLE CONDUCT

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. This section is designed to acquaint the student with the conduct desired by Union Springs Academy. The student who wishes to apply or to continue his or her education at Union Springs Academy should demonstrate the following conduct:

A respect for the Seventh-day Adventist spiritual environment at USA as demonstrated by:

- participating in religious services
- respecting the rights of others to express their belief in Jesus free of ridicule
- refraining from using God's name in vain

A desire to live a Christian lifestyle as shown by:

- being honest
- avoiding gossip
- participating in activities that are consistent with Biblical teaching
- respecting the property of others
- choosing appropriate recreational material.

Note: Materials that are regarded as inconsistent with a Christian lifestyle will be confiscated. Confiscated items will not be returned.

A respect for each individual as a creation of God as evidenced by:

- practicing non-violent problem solving
- refraining from harassment
- demonstrating an acceptance of the value of each individual
- refraining from vulgar or unacceptable language or gestures.

A desire to show proper decorum in all meetings and programs as shown by:

- being on time and remaining throughout the program
- sitting properly and quietly
- refraining from distracting others by talking or passing notes
- waiting to be dismissed
- leaving secular reading material outside the church
- not using cell phones in any manner

A respect for the environment as shown by:

- placing litter in proper receptacles
- refraining from defacing walls or furniture by any means including, but not limited to, writing or scratching.

A desire for education as shown by:

- being on time for all class appointments
- bringing all appropriate materials to class
- utilizing study halls to complete assignments and prepare for tests
- maintaining an acceptable grade point average
- exhibiting appropriate behavior in the classroom
- doing one's own work. Cheating or plagiarizing will not be accepted
- addressing teachers, or their substitutes, in a courteous manner

A desire to live in harmony with the social behavior endorsed by the school as demonstrated by:

- associating with members of the opposite sex in a proper and wholesome manner
- refraining from displays of affection such as holding hands, putting arms around each other, or kissing.

A desire to live in a dormitory setting while respecting the rights of others, as evidenced by:

- maintaining a clean room
- keeping all talking and other noise low
- helping to keep shared areas such as rest rooms, lobby, halls, and laundry rooms clean
- refraining from vandalizing or misusing equipment and furniture
- following the principles outlined in the dorm handbook.

A desire to display good manners in the dining areas as shown by:

- being polite in line
- refraining from behavior that is not appropriate for a public eating establishment
- following the guidelines established by the cafeteria director

The student who consistently demonstrates a disregard for these standards of conduct may be asked to withdraw from USA.

## UNDESIRABLE CONDUCT

Not all acts of misconduct can be itemized in this publication. However, the following is a list of behaviors that seriously jeopardize a student's



privilege of continuing to attend Union Springs Academy. It is not meant to be exhaustive.

- using abuse, violence, force, noise, coercion, harassment, intimidation, fear, insubordination, cyber bullying, or other conduct that interferes with school's purposes or violates another's human rights
- vandalizing school property or the property of a fellow student or staff member
- causing or attempting to cause physical injury to oneself or others (including throwing things which could cause physical injury)
- possessing, handling, or transmitting any object or material that is generally considered to be a weapon
- using, possessing, or distributing tobacco, alcohol, drugs, or any controlled substance in any form
- using profane language, possessing or displaying obscene literature or pictures, or indulging in lewd or suggestive conduct or unwanted teasing or touching
- stealing, any form of cheating, willful deception, dishonesty, entering locked facilities, picking or breaking locks, doors, or windows, duplicating school keys, or using unauthorized keys
- misusing cell phone, Internet and computer privileges
- violating the student agreement signed on the application or re-application form

It is school policy to report all disciplinary actions to the parents or guardians. Students who have been suspended may not return to campus for the period of their suspension unless special permission is granted from the administration. Students who have been dismissed from school may not return to campus until after graduation, unless special permission has been granted by the administration.

## 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 Administrative Council.

## 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 marijuana, speed, cocaine, or who misuse prescription drugs will be dismissed from USA.
- students who possess or use alcohol, tobacco, 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.

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

## DISCIPLINE

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.

## 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.

## **DRESS CODE POLICY**

### **Ladies: General (Dormitory and Village Students)**

- All attire should be neat, clean, modest, and appropriate for each activity. All clothes must be size appropriate. There should be no questionable writing or pictures on any clothing worn.
- Dresses or skirts must reach the knee, must be loose-fitting, with no slits above the knee. Tops must be modest and loose-fitting. Low cut, sheer/lace, sleeveless or shrink-wrap styles are prohibited. No skin can show at the waist when arms are raised. Skirts and pants must be loose-fitting with no panty lines showing.
- Non-functional jewelry is not to be worn - that includes friendship bands, ...
- Makeup should appear natural. Only clear nail polish may be worn.
- Hair should be natural in color. Hair styles that might be considered as identifiable with anti-Christian cultures or sub-cultures are not acceptable.

### **Newmyer Hall (Administration Building)**

- Khaki style pants that are solid tan, navy, or black must be worn in the administration building. Denim, jean or cargo pants are not allowed. Union Springs Academy logo shirt must be worn at all times. All shirts and pants must be loose-fitting with no holes or scratches.
- Dress, casual or athletic shoes. No flip-flops/slippers/sliders during school and work hours from 7:00 am to 4:30 pm. No shirts inside out; no hats; no saggy pants; no T-shirts.
- Only hoodies or sweatshirts with a USA logo may be worn over the school polos.

### **Church/Friday Night Vespers**

- Dresses or skirts with dressy blouses when services are held in the church. Dresses or skirts must reach the knee, must be loose-fitting,

with no slits above the knee. Tops must be modest and loose-fitting. Low cut, sheer/lace, sleeveless or shrink-wrap styles are prohibited. Loose-fitting dress pants are allowed during Friday evening vespers ONLY. Skirts and pants must be loose-fitting.

- Dress shoes.

## **Work**

- Administration building workers must wear Newmyer Hall attire.
- All other attire will be determined by work supervisors.

## **Recreation**

- BELOW mid-thigh length shorts (not boxers), sweats, jeans, T-shirts (no questionable writing). All clothing must be loose-fitting. No shrink-wrap shirts.
  - Spandex must **not** be worn as an outer layer
  - Shoes must be worn at recreation. In order to participate in sports athletic shoes must be worn.

## **Dormitories**

- Dorm dress code will be left to the discretion of the deans. Everyone should be decent in the lobbies since guests are welcome there.
- The cafeteria is NOT considered part of the girls' dorm for dress code purposes.

## **Dining Hall**

- Work or school attire can be worn in the dining room for breakfast through lunch on all school days.
- Recreation or gymnastics attire worn at supper only.
- Church attire is expected for the Sabbath midday meal.
- For Saturday night and Sunday, casual attire is acceptable, but no shorts, ripped or holey jeans.
- No hats or pajamas

## **Swimming**

- When going to and from swimming, students are to be fully dressed.
- Modest, one-piece bathing suits are acceptable.

## **Gentlemen: General (Dormitory and Village Students)**

- All attire should be neat, clean, modest, and appropriate for each activity. All clothes must be size appropriate. There should be no questionable writing or pictures on any clothing worn.
- Pants must not sag below the waistline.
- Non-functional jewelry is not to be worn - that includes friendship bands, ...
- Hair should be natural in color. Hair styles that might be considered as identifiable with anti-Christian cultures or sub-cultures are not acceptable.

### **Newmyer Hall (Administration Building)**

- Khaki style pants that are solid tan, navy, or black must be worn in the administration building with a belt. Denim, jean or cargo pants are not allowed. Union Springs Academy logo shirt must be worn at all times. All shirts and pants must be loose-fitting with no holes or scratches.
- Casual or athletic shoes. No flip-flops/slippers/sliders during school and work hours from 7:00 am to 4:30 pm. No shirts inside out; no hats; no saggy pants; no T-shirts.
- Only hoodies or sweatshirts with a USA logo may be worn over the school polos.

### **Church/Friday Night Vespers**

- Dress pants, dress shirts and ties (Friday night vespers ties are optional)
- Skinny denims are prohibited
- Dress shoes

### **Work**

- Administration building workers must wear Newmyer Hall attire.
- All others will be determined by work supervisors.

### **Recreation**

- Shorts, sweats and jeans are acceptable.
- All clothing must be loose-fitting.

- T-shirts must be worn at all times and have no questionable writing.
- No tank tops are to be worn unless part of a team uniform that is actively playing or practicing.

### **Dormitories**

- Dorm dress code will be left to the discretion of the deans. Everyone should be decent in the lobbies since guests are welcome there.

### **Dining Hall**

- Work or school attire can be worn in the dining room for breakfast through lunch on all school days.
- Recreation or gymnastics attire worn at supper only.
- Church attire is expected for the Sabbath midday meal.
- For Saturday night and Sunday, casual attire is acceptable, but no shorts, ripped or holey jeans.
- No hats or pajamas

### **Swimming**

- When going to and from swimming, students are to be fully dressed.

## **Electronic Policy**

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

### **RESTRICTIONS ON USE**

The Academy's Electronic Policy defines the conditions under which individuals are given the privilege of using this environment. 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, and
- 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, and
- 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,

- fund raising and advertising using the Academy's electronic environment by groups or individuals other than officially recognized campus organizations, and
- 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, and
- 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, and
- sending "junk" email.

## ENFORCEMENT PROVISIONS

In order to protect the credibility of the Academy phones and iPods

are not allowed out of the dorms during class and work period 7:00 – 4:30 pm. Only personal tablets and laptops are allowed in Newmyer Hall (Administrative Building).

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 addition, 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 the principal and held for a period of two weeks. If a second violation occurs the device will be kept until the end of the school year.

The student may also have his/her account privileges and access suspended or limited in those situations. 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.
- There should be no headphones in Newmyer Hall (Administrative Building) including the library and classroom except by a supervising teacher's permission.
- When riding in a school's vehicle the use of headphones is permitted only at the supervisor/driver's discretion.

## 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. A charge will be made for each meal eaten.

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 loss of dining room privileges. Meals in these cases, however, will be provided on a regular basis in the student's dormitory room. 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 or a letter from the parent stating medical or religious objections to immunization.
- Complete physical examination for all new students, and juniors.
- Copy of parents' medical insurance card or policy if available.

## ILLNESS

Students who feel ill during class or work should immediately report to their teacher or work supervisor. Upon dismissal from class or work, dorm students should report to the dean; village students should report to their parents.

## ACCIDENTS

All accidents, even minor ones, 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. This includes:

- 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 allow 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.

## **FINANCIAL INFORMATION**

We realize an academy education is expensive and do appreciate the sacrifice families make to send their sons and daughters to Union Springs Academy. Thank you for your trust and support.

## **FIXED RATE PLAN**

Union Springs Academy operates on a fixed rate charging plan. When students enroll at USA, they will be buying an educational service. There are many advantages to this plan.

### 1. ADVANTAGES TO STUDENTS

Students can take classes from which they can benefit, knowing beforehand what the exact cost will be. Sometimes students neglect their diet, thinking that they can cut down the charges on their statements, but with this plan they can eat three well-balanced meals a day as they are paying for a service for the school year.

### 2. ADVANTAGES TO PARENTS

Parents know more accurately how much they must pay each month on the fixed plan. This assists them in planning their budget for the school year.

### 3. ADVANTAGES TO ACADEMY

The fixed rate plan makes the accounting and billing of the statements much easier as the office is dealing with fixed charges. It is easier for statements to be sent out to parents on time and assist the administration in seeing that the proper labor agreements are maintained. The charges for this service will be based on yearly cost per service as outlined below.

Union Springs Academy receives support from many sources. Tuition, conference subsidies, alumni gifts, churches, and individuals all contribute to the successful operation of the academy.

### WHAT IS COVERED BY TUITION AND REGISTRATION

The registration fee includes class dues, LACE or Amicitia club membership, Saturday night activity and recreation fees, Student Association dues, student insurance, a yearbook, library, and media fees, and one SAT test for seniors.

### WHAT IS NOT COVERED

Tuition and general fees do not cover cafeteria meals for village students, room deposit, key deposit, music lessons, rental of music instruments,

music concert attire, ski club membership, athletic fees, dorm store or book store purchases, fines, transportation to and from the academy during home leaves or for medical appointments, or other items that are essentially outside of the normal routine of classes or are voluntary in nature. Normal items for classroom usage such as paper, pens, and pencils are the responsibility of the student. See the list of additional charges below for details.

## TUITION CHARGES

Tuition charges for all students change each year. Ask for a Summary sheet for current tuition charges.

## ROOM AND BOARD FEES

Room and Board charges for all dormitory students change each year. Ask for a Summary sheet for current room and board charges.

## ADDITIONAL CHARGES / FEES

There are circumstances under which students will incur extra charges. A few affect everyone, but most result from student choices. The following items are not intended to be all inclusive, but to give a parent an idea of what circumstances will lead to additional charges throughout the year.

Heritage Tour (Junior Class) \$75

Senior Survival (Senior Class) \$25

National Honor Society \$25

Acceleration Fee (See Academic) \$700

Graduation Fee (Senior Class) \$75

Music Concert Attire \$77

Instrument Rental Fee \$45

Athletic Teams (Per Sport or Team) \$50 (uniform not included)

Appliance Fee (Per Appliance) \$30 per year

Science Lab Fees: \$30

## INTERNATIONAL STUDENT DEPOSIT

A \$1,500.00 deposit is required of all international students within the Atlantic Union enrolling at Union Springs Academy. This money is to be used for medical emergencies, transportation to guest homes, and meals

during home leaves. At the beginning of each year the deposit must be replenished. When the student leaves Union Springs Academy and all miscellaneous charges are paid, the remaining balance of the deposit will be returned.

## TUITION & WAGES

If there is a change in the federal minimum wage, student wages will increase as necessary, and most likely tuition rates will increase proportionately, since the school's student labor budget is based on current federal minimum wage.

## TEXTBOOKS

Each student is responsible for purchasing his/her textbooks. Students may choose to purchase from other students, through their local bookstores or online. There may be a limited supply of used textbooks available from the school. Please ensure that all textbooks are in your possession for the first day of school. Before purchasing you need a textbook list from the office that will correspond with the classes you intend to take.

## MUSIC LESSONS / INSTRUMENT RENTAL

Students desiring private music lessons must make arrangements directly with the music teacher and not through the school. All payments are to be made directly to the teachers and cannot be added as a charged to the tuition. (See participating teachers at Registration for fees and course offerings.)

However, a band Instrument usage fee of \$45 per year will be charged to participating student's tuition account. If an instrument is lost, stolen, or incurs major damage due to student neglect, repair or replacement fees may be assigned.

If a student withdraws from a lesson or rental, the refund is established as follows: Withdrawal within first six-week grading period – 2/3 of charge, withdrawal within second six-week grading period – 1/3 of charge, withdrawal within third six-week grading period - no refund.

## ROOM DEPOSIT

Each dormitory student will be required to pay a \$100 room deposit. This fee will be billed on the first month's statement and will be refunded at the end of the year, after the dean has approved the cleanliness and general condition of the room.

## KEY DEPOSIT

A deposit of \$25 will be collected by the dormitory dean upon assigning a room to a student. Upon returning the key, the deposit will be returned. A lost or unreturned key will result in a charge for replacing the lock.

## ROOM CLEANING FEE

A student at Union Springs Academy is expected to keep his/her dormitory room clean. To ensure cleanliness, on occasion individuals may be hired to clean a room and a \$100 charge will be assessed. The student and his/her parents will be notified prior to this action.

## HOME LEAVE TRANSPORTATION

Student transportation to Albany, NY, Springfield and South Lancaster, MA will be provided when possible. Those going to these locations will be notified in advance should it NOT be provided for a particular home leave. The fee structure is as shown:

Destination	One-way	Round-trip
Syracuse	\$23.00	\$46.00
Utica	\$25.00	\$50.00
Albany	\$30.00	\$60.00
Lee	\$38.00	\$76.00
Springfield	\$40.00	\$80.00
South Lancaster	\$45.00	\$90.00

\* To get the group rate the students will need to leave at the time designated by the driver and will need to arrive back from home leave at

the bus station at the designated time. If the student arrives before this time, he/she will need to wait until the driver arrives. If the student arrives after this time and the driver has left the station, then the parents will be responsible for getting the student back to the campus. Full payment must be received in at least two business days in advance for these trips.

## FINES

On occasion, student discipline may involve a fine or an amount of money for remuneration for damages. In some instances the money must be paid in cash or check directly to Union Springs Academy.

## LOCAL TRANSPORTATION

Local transportation to stores, professional appointments, and bus stations may be provided by the dormitory deans or other staff members. Transportation arrangements must be made in advance of the trip (unless there is a medical emergency). These charges may not be placed on the school account. Prices are for one trip and must be paid in advance to the business office.

Auburn \$15 round trip / Syracuse \$50 round trip

Charges for other destinations will be determined as needed.

## STUDENT BANK & PERSONAL FUNDS

Students should safeguard personal funds by using the student bank provided by the Business Office. Union Springs Academy will not be responsible for loss of money not deposited in the student bank. Parents can set limits on the frequency and the amount of withdrawals permitted. Parents should provide sufficient money for transportation, clothes, and personal needs. This should be arranged between the parents and student before such money is needed. The academy does not allow cash withdrawal from accounts, nor will the school make personal loans to students. The business office will cash personal checks for the students. Checks in excess of \$50 may need advance notice.

## INITIAL PAYMENT

At registration, the first month's payment is due, which is 10% of the yearly tuition, dormitory, and board charges AND a \$500 registration fee. The registration fee is non-refundable.

## MONTHLY PAYMENTS

The remaining balance is divided into equal payments, due the 25<sup>th</sup> of each month, September 25 through May 25. The school requires an Electronic Funds Transfer Authorization Form or payroll deductions from a church organization or full advance payment. Full payment for a semester or year may be made by cash, check, money order, Master Card, or Visa.

## REMITTANCE

All checks, drafts, or money orders should be made payable to Union Springs Academy in US funds. Please send all payments directly to the Business Office: USA Business Office, P. O. Box 524, 40 Spring Street, Union Springs, NY 13160. **We cannot be responsible for funds sent via the students.**

## CURRENT STUDENT ACCOUNTS

Student accounts are due by the 25<sup>th</sup> of each month and must be paid by that date to be current. The academy needs to meet its financial obligations and can only do this if accounts are paid on a timely basis. Arrangements regarding previous outstanding accounts owed by the student must be settled before the student will be permitted to return or enter school for another semester.

## FORMER STUDENT ACCOUNTS

Any unpaid account, after the student has completed or withdrawn from the current school year, will be considered delinquent after the 25<sup>th</sup> of each month. A finance charge of two percent (2.0%) per month of the unpaid balance will be added to the account.

## CHARGING ITEMS TO A STUDENT ACCOUNT

Charges to student accounts are not allowed except in unusual situations. This means that items purchased from the school's bookstore or dorm stores should be purchased by check, cash, or by using the student bank. Student guests or parents eating at the cafeteria should produce meal tickets provided or purchased through the business office. The school strongly encourages the parents or guardians of a student to maintain a cash amount in the student bank for purchase of school and personal items.

## NON-SUFFICIENT FUNDS (NSF) CHECKS

There is a \$30 charge for each check that is returned to the academy due to non-sufficient fund. Checks will be resubmitted unless the writer makes other arrangements with the treasurer within five business days of the date returned. Additional charges may be imposed by your bank.

## SENIOR ACCOUNTS

Senior accounts must be paid in full or arrangements made with the Finance Committee before a student is allowed to participate in senior class trip or participate in graduation exercises. Senior accounts must be paid in full before a diploma will be issued or transcripts released.

## STUDENT LABOR

Union Springs Academy believes that work is an important part of education. Work helps to teach students good work ethics and provides a way for them to defray part of their school expenses. A student's age, class load, health, and ease of learning will be considered in choosing a work assignment.

It is expected that all dormitory students will be employed in some type of work on or off campus for a minimum of 10 hours per week. State law prohibits students under the age of 14 from working. Students 14 and 15 years old are able to work only after school. Village students are not guaranteed employment. The student will be paid at minimum wage.

**Union Springs Academy makes no guarantee regarding the amount a student will earn toward expenses. This will largely depend upon the individual. The monthly financial statement will reflect the amount of student labor earnings. It is expected that all charges not**



**worked off by the student will be paid in cash each month.** The academy will assign students to departments where work is available. Refusal to work at a job assignment may result in loss of employment and financial aid. Refusal to work or the loss of a job may jeopardize the student's continuation 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 scheduling, such as a choir trip, and will be missing work, the student must notify his or her work supervisor prior to the occurrence. If a student is ill and cannot meet his or her work appointment, it is the student's responsibility to notify the work supervisor. It is also the student's responsibility to keep his/her parents and the academy work supervisor informed, if he/she is not being assigned the number of work hours agreed upon at the time of registration.

A student who wishes to work at an off-campus job must apply for permission **BEFORE** agreeing to take the job. The location of the business, the hours of work, the manner of getting to the job, and parental permission must be included in a petition to the faculty. Grades and citizenship will be taken into consideration before permission is granted.

One of the major goals of the work experience program is to teach responsibility, consistency, and perseverance. **If a student is fired from his/her job, no reassignment of work will be guaranteed.**

All earnings from industries and campus jobs are designated for the student's tuition account at USA and not for the student's personal use.

## CAMPUS WAGE

Labor is paid according to state and federal guidelines. All students desiring work must have a Social Security number and current work permit. Students will NOT be permitted to begin work without a US Social Security number and work permit.

## PARENTAL OR GUARDIAN CONTRACT

Parents/guardians agree to the conditions stated in this handbook upon enrolling their child. It is further understood the parents/guardians agree to pay the student account each month unless arranged otherwise in advance. The parents/guardians also agree, upon enrolling their child, that upon termination from school, all transcripts of grades and school records remain the property of Union Springs Academy until the student's account is paid in full.

## SCHOLARSHIPS & DISCOUNTS

All scholarships and matching funds will be pro-rated and credited to the student's account in ten monthly payments.

## CONFERENCE & CHURCH ASSISTANCE

New York Conference students may qualify for a three-way plan. This program is based on parents' income and other financial considerations. If they qualify, the student's local church may provide up to \$1,600 per year toward their education. The New York Conference will match 75% of any church's contribution and Union Springs Academy will match another 75%. This can total \$4000.00 in assistance.

A two-way match is possible with local churches outside the New York Conference.

## NEW YORK CONFERENCE SUBSIDY

The New York Conference subsidizes Union Springs Academy to provide education for constituent church members. This provides a basic scholarship for their members.

New York Constituent is defined by the following criteria:

1. Primary residence is in the New York Conference territory and
2. New York Conference church member for nine months, or new convert, or transferred membership and residence from outside New York Conference territory into New York Conference territory.

## SUMMER CAMP & LITERATURE EVANGELIST SCHOLARSHIPS

Students who work at *summer* camp or participate in the summer literature evangelist program qualify for matching funds up to \$500 by Union Springs Academy.

## ACADEMIC SCHOLARSHIPS

Academic scholarships to a maximum amount of \$1000 are available to new students transferring from an elementary school or junior academy, or an accredited home school program. Criteria are as follows: For a \$1000 scholarship a GPA of 3.50 or higher is required. For a \$750 scholarship a GPA of 3.20 - 3.49 is required. For \$500 scholarship a GPA of 3.00 – 3.19 is required.

## FAMILY DISCOUNT

A discount of \$600- dorm student, \$300- village student will be given to families with two or more students enrolled at Union Springs Academy. Students must be siblings and reside at the same address. This discount will be divided into monthly payments, awarded each month that multiple students are in attendance.

## 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.

### **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